



Fernwood Campus

Beverly Cleary School

PARENT AND STUDENT HANDBOOK & CALENDAR 2011-2012



Hollyrood Campus

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LETTER FROM THE PRINCIPAL

September 2011



Dear Beverly Cleary Families,

It is a sheer pleasure for me to welcome both new and returning families to our wonderful school for another year of what I know will be one full of academic excellence and a strong sense of community. The staff and I look forward to a continuation of our partnership with you as we work to ensure our students receive an enriching, stimulating and challenging instructional program that meets the diverse needs of our students.

In this Beverly Cleary Parent and Student Handbook and Calendar you will be able to search for information to assist you in identifying important dates, understanding our programs, procedures, policies, activities, expectations, schedules and services. Please use it as your first reference to find dates and times of events and other information, and if you can't find the answer to your question, the office staff will be more than happy to assist you. Other helpful information, including staff e-mail addresses, can be found on our school website www.pps.k12.or.us/schools/beverlycleary as well as our parent website, www.beverlyclearyschool.org. Our goal is always to provide you with helpful information to facilitate our efforts in partnering with you.

Countless research has proven a child's success in school is linked directly to family involvement. The partnership we have with our families and larger school community takes many forms. Ensuring your child's attendance and timely arrival at school, helping with homework, attending conferences and special performances and reading to them are just a few of the many ways you can help support their endeavors. In addition, we have a number of volunteer opportunities available and welcome your participation.

It is my good fortune to be working with such a committed staff, parent community and fantastic group of students. I thank you for giving us the opportunity to teach your children everyday. Now that they're back we're ready to teach them and look forward to partnering with you for a successful school year for your student and family.

Warmest regards,

A handwritten signature in cursive script that reads "Teri Geist". The ink is dark and the signature is fluid and legible.

Teri Geist

Principal

MISSION STATEMENT

Beverly Cleary School is a K-8 school that provides academic excellence in a caring community.

COMMON GROUND

As a community of learners we challenge each other and ourselves to:

- Think critically with a passion for learning
- Create and nurture positive change
- Promote integrity, justice and a respect for diversity
- Act with compassion and respect for all members of the school community



OFFICE HOURS

Hollyrood 8:00-3:15

Fernwood 8:00-4:30



SCHOOL HOURS

School Hours at Hollyrood Site 8:30 AM TO 2:45 PM

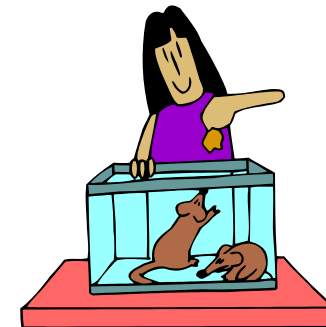
Grades	Opens	Tardy	Dismissal	Clearance
AM Kindergarten	8:20 am	8:30 am	11:15 am	11:20 am
Grades K-1	8:20 am	8:30 am	2:45 pm	2:50 pm

School Hours at Fernwood Site 8:45 AM TO 3:00 PM

Grades	Opens	Tardy	Dismissal	Clearance
2-8	8:35 am	8:45 am	3:00 pm	3:05 pm

ANIMALS IN CLASSROOMS

An Administrative Directive has been written that gives direction regarding pets and animals in classrooms and schools. Please read the directive referenced here. Pets are not to be brought to school at any time without the permission of the principal whether or not it is a day with students in attendance. The principal must also approve students wishing to bring a pet for a show and tell experience when students are present. Proof of vaccinations and an explanation of the educational purpose for bringing the pet must be provided to the principal.



In regard to classroom pets, again it is at the discretion of the principal—taking into consideration safety, allergic reactions, how the animal is to be handled, vaccinations, etc. Children are not allowed to handle potentially dangerous animals (ex. Ferret, tarantula, geckos that may have salmonella). Appendix2:6.20.010-P ACADEMIC FREEDOM, 3.80.011-AD GUIDELINES FOR ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY)

ARRIVAL AND DEPARTURE OF STUDENTS

Students should not arrive at school prior to 8:20 a.m. at Hollyrood or 8:35 a.m. at Fernwood. **Unless it is raining, we ask that all students and families wait outside until the bell rings.** On the Fernwood campus, students eating breakfast may enter the cafeteria at 8:25 a.m. There is no early morning supervision on the playground. We are requesting your assistance in making sure children do not arrive at school before the specified time.

At the end of the school day dismissal and bus loading is supervised. Students are expected to go directly home unless prior written notice is received from parents directing us to allow their child to go home with another family. Students are dismissed to a parent or caregiver and may not wait on the playground for parents to pick them up. Students who normally don't ride the bus, but who desire to go home with a student, who does ride the bus, must have a signed permission slip from a parent/guardian to present to the driver before getting on the bus.

Arrangements for going home with friends after school must be made in advance of the planned activity. As much as we would like to accommodate students making last minute arrangements, we are unable to do so.

There are circumstances when a student comes to the office confused about after school travel plans. In these instances the office staff will assist in determining the correct plans. If we are unable to clarify the plans for a child, he/she will remain in our supervision until a family member can be contacted.

ATTENDANCE /TARDY POLICY

Attendance and arriving on time is essential to assuring successful student achievement in school.

NOTIFICATION OF STUDENT ABSENCES – GRADES K-1

Regular attendance contributes to success in school. Students should be sent to school on time and ready to learn. If your child is sick, please keep him/her at home. PLEASE CALL the Hollyrood site at 503-916-6766 TO REPORT ABSENCES AND OTHER NONURGENT MESSAGES. Send a written excuse when your child returns to school. If an absence is not reported to the office the PPS Auto-dialer will place a phone call to the home. A response to this call is required for unexcused absences or partial absences. Contact your child's teacher regarding making up assignments.

Please avoid scheduling medical or dental appointments during the school day and family vacations during the school year. If you must have your child excused during the school day, please put your request in writing and send it to the teacher.

NOTIFICATION OF STUDENT ABSENCE – GRADES 2-8

Call the main office of the Fernwood site (503) 916-6480 to report your child's absence. If an absence is not reported to the office, the PPS Auto-dialer will call the home. A response to this call is required for unexcused absences or partial absences. Student absences are reported to parents in the quarter report card.

TARDINESS

When students arrive late at the beginning of the day, it is disruptive to the student and to the classroom. Below are the steps we will take when a student reports to school tardy:

1. Student is tardy for the 5th time, a **letter** is sent to the family.
2. Student is tardy for the 10th time, a **second letter** is sent to the family.

3. Student is tardy for the 15th time, a **third letter** is sent and the parent will be required to meet with the administrators and develop a plan for the student.
****Students in grades 6-8 will be required to stay after school to make up time after a plan is in place**

MAKE-UP WORK

After an absence from school, it is a student’s responsibility to get assignments from all teachers for work missed. Students are allowed to make up assignments from an excused absence and receive credit. Students returning from an unexcused absence are expected to make up assignments for their own benefit. However, depending on individual circumstances and teacher discretion, they may or may not receive credit. Student grades may not be lowered solely due to absences. For extended absences, students may ask teachers for work in advance. However, this may not be possible and is not required. Homework will not be provided if the child’s absence is due to a vacation.

BICYCLES

Many students ride their bikes and scooters or walk to school. Beverly Cleary has several bike racks on the back playground and students may also use the courtyard inside the cafeteria to store bikes and scooters. Portland Public Schools and, therefore, Beverly Cleary School are not responsible for any stolen or damaged bikes.

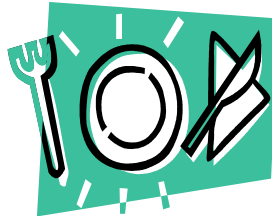
BREAKFAST AND LUNCH

Breakfast Information (available only at the Fernwood site)

K-8 Regular price\$1.10
 Milk50¢

Lunch Information

K-5 Regular price\$2.40
 K-5 Reduced price40¢
 6-8 Regular price\$2.65
 6-8 Reduced price40¢
 Milk50¢



BUS INFORMATION

School bus transportation is available for Beverly Cleary students who live 1 mile or more from school. Stops and times are sent home from the Transportation office in August. Bus tags are used for all students at the Hollyrood site. Students at the Fernwood site are checked onto the bus, each day, as they load in the afternoon.



MOVE-UP DAY

A Move-Up Day will be scheduled on a morning during the last week of school. For students only, Move-Up Day is a thirty minute period during which students will meet the following year’s teacher and classmates.

- Move-Up Day should reduce summer anxiety and allow children to make connections with new classmates over the summer.

- Changes of placement will not be made unless serious issues were overlooked during the class assignment process.

CLASS ASSIGNMENT PROCEDURES

The guidelines we will use in forming homeroom classes are as follow:

- A heterogeneous group that has a balance of gender, ethnicity, achievements levels, leadership and special needs.
- Consideration will be given to placing students with at least one friend, however, this may not always be possible.
- Parents, who feel they have information to bring to their teacher's attention to assist him/her in the placement of their child, may put it in writing **without** naming a teacher, requesting a student not be placed with a certain teacher, specifying the teacher's gender or describing his/her physical characteristics. If so desired, a copy may also be given to the principal. The deadline for submission of this information will be published for several weeks in spring issues of the parent newsletter.
- Please remember that more than one teacher may meet a child's needs and due to circumstances there may be changes in teacher assignments at grade levels that are unknown at the time class lists are made.
- Several reviews of the lists are made by the teachers and administrators before they are finalized.
- Because of the detailed process used to formulate class lists, changes of placement will not be made unless serious issues were overlooked during the class assignment process.

COMMUNICATION

We encourage family members to contact teachers by telephone, email and /or a note requesting a call back whenever a question arises. Your child's teacher knows each child as an individual and as a group member. If there is a problem or unresolved question, the teacher is the best person to contact for information. The best time to reach a teacher is before or after school.

Teachers will sometimes involve the principal or assistant principal and/or other support staff in situations such as serious peer conflict, behavior problems, counseling needs, or special academic concerns. Parents may contact the principal if they still have questions or concerns **AFTER** consulting with the child's teacher or if they have a serious issue needing the principal's immediate attention.

You will have the opportunity to have a conference with your child's teacher in the fall. There is no school the week of November 21st, conference week. This provides a time for parents to talk directly with families about each student. Plan to discuss your child's progress, special needs and concerns. Please come with questions! Fall conferences will be held during the day and evening on Monday and Tuesday during the week of Thanksgiving. Sign-up sheets will be available at Back to School Night in September. Because this week is set aside for conferences by the District, we are unable to reschedule if a family is unable to attend.

Two-way communication is a critical component to a successful partnership. To that end we strive to communicate openly, honestly and in a timely manner with families regarding various aspects of our school and program. We use the following methods:

- **Newsletter:** A newsletter is emailed to families twice a month that provides critical information for families and monthly calendars. The newsletter is sent electronically through our PTA list serve. Families may request a paper copy of the newsletter from their child's teacher if they do not have access to technology.
- **Flyers:** In addition to the newsletter, home/school information may include, but is not limited to: flyers distributed in individual classes, and daily bulletin notices posted in the main hall and cafetorium. Also please check your student's **backpack and the website for important announcements and details.**
- **Teacher Communication:** Teachers use newsletters and web pages to communicate directly with families
- **Beverly Cleary Website:** We have two wonderful websites, www.pps.k12.or.us/schools/beverlycleary/ and www.beverlyclearyschool.org, that provide up-to-date information on a variety of topics and has a calendar component as well.

ADDITIONAL COMMUNICATION METHODS

- **Use of Telephones/Student Messages:** The school telephone is a business phone for the school. Except in cases of emergency, we will not call students or teachers from the classroom to talk on the telephone. Student's permission to use the phone should be limited to emergency calls only. After-school care or instructions must be taken care of prior to the child coming to school.
- **Progress Reports & Conferences:** Parent/Teacher conferences will be held on Monday and Tuesday, November 22 and 23. We believe it is important to discuss with parents your child's progress, interpret test scores, and give you a chance to ask questions. Mid-Term progress reports will be sent to families of students who at the middle of each trimester are below grade level expectations. Report Cards will be issued following each of the grading periods. If you ever have a question or concern, contact your child's teacher(s). 6-8 report cards are mailed to the student's home. Because this week is set aside for conferences by the District, we are unable to reschedule if a family is unable to attend.

Grading Periods:

Start of First Grading Period	September 6, 2011
End of First Grading Period	November 9, 2011
Start of Second Grading Period	November 14, 2011
End of Second Grading Period.	February 2, 2012
Start of Third Grading Period	February 6, 2012
End of Third Grading Period	April 12, 2012
Start of Fourth Grading Period	April 16, 2012
End of Fourth Grading Period	June 13, 2012



- **School Visitations for Classroom Events:** We are pleased to have parents visit school. Please come to the office when you arrive and sign-in on the computer and obtain a nametag. We wish to provide the greatest protection possible for our students. In order to do this, we must at all times know the identity of all persons in the building. Student visitors are not allowed during the school day. This includes students from other schools and relatives of our students.

DRESS

Dress and grooming are a primary responsibility of students and parents. Students are expected to wear clean and appropriate clothing to school. Students will be expected to call home for a change of clothing or be given alternative clothing for the day when violating this policy. Please review the following guidelines:

1. Sagging is not allowed, whether the shirt covers the beltline or not.
2. Boy's shirts must have sleeves.
3. Girl's tops need to have shoulder straps that are at least 1 inch in width. No spaghetti straps, tube tops, halter-tops, clothes that are overly tight, or shirts that expose mid-drift or backs are allowed. Bra straps must be covered.
4. Shorts, skirts, and dresses may be no more than 6 inches above the kneecap. This includes slits in skirts.
5. All items at school, including clothing, binders and lockers, need to be free of alcohol or drug references or sexually suggestive or derogatory messages. Students wearing inappropriate clothing will be asked to contact home to arrange for a change of clothing.
6. Hats/head coverings are not to be worn in the school building.
7. Coats and jackets must be kept in lockers.
8. Shoes with wheels are not allowed.

ELECTRONIC EQUIPMENT

All Beverly Cleary families are expected to sign a Student Use of Personal Property Policy.



All electronic equipment including, radios, walkmans, stereos, CD players, pagers, cell phones, video games, laser pens/pointers may not be used during school hours. Cell phones must be turned off and be kept out of sight during school. If confiscated, it will be secured in the office until a parent/guardian can pick it up. If theft occurs, staff time will not be spent on an investigation. We believe there is no reason for a student to use a cell phone during the school day. The office is available for emergency phone calls. Students may ask their teacher for a phone pass.

Beverly Cleary School assumes no responsibility for personal electronic devices (iPod's, PS2's, cell phones, etc.) brought to school that end up lost or stolen. An overwhelming percentage of students carry these expensive items to school creating an ever growing problem of loss and/or theft. We can't continue to investigate thefts of these items or spend time discussing these situations.



FAMILY INVOLVEMENT

Site Council: Our Site Council is an elected group of decision makers at Beverly Cleary as mandated by Oregon's 21st Century Education Act. The Principal, elected family representatives, and elected teachers and staff form the Site Council. The purpose of Site Council is to monitor the implementation of the School Improvement Plan.

Parent Teacher Association (PTA): PTA is the largest and most effective lobbyist for the well-being of all children. Locally the Beverly Cleary PTA supports the children of our community by organizing special programs, coordinating volunteers and raising money for school projects. The Reading Challenge, School Grants for Teachers, School Pictures, Health Screenings, 8th Grade Promotion, Spookarama, Ice Cream Socials and the Beverly Cleary Directory are all made possible by PTA. Meetings are held each month at the Fernwood campus. PTA offers countless opportunities for involvement that will fit into your schedule and interests. Contact PTA for more details.

Beverly Cleary Foundation: The Beverly Cleary Foundation is committed to preserving and enhancing the quality of education through a program of goal setting and fund raising. The Foundation works in partnership with school administrators', teachers and parents in order that funds are raised to address those needs which have the highest priority in building a quality educational program for our students.

Volunteers: Parents, grandparents, neighbors, and other interested adults serve as volunteers at Beverly Cleary School and enhance our program in many ways. We are always anxious to involve more adults from our community in our school as a source of enrichment and information for our students. Our volunteers increase their understanding of the educational process while making an important contribution to the success of Beverly Cleary School and its students.

If you are interested in becoming a volunteer, contact our school offices.

FIELD TRIPS

Written permission slips are sent home prior to all field trips. Students are to return the permission slip with a parent/guardian signature prior to the day of the trip. **Students will not be permitted to go on a field trip without written parent permission.** Students will not be denied an approved field trip that involves an entire class or grade level due to lack of funds. If assistance is needed, please tell the teacher. Behavioral expectations are the same while on field trips as in the building. Students are to stay with chaperones or staff members.



HALLOWEEN

K-1 Students do not wear costumes to school

2-8 All students are allowed to wear appropriate-for-school costumes on Halloween. Make-up that covers the entire face is not allowed.

HEALTH ISSUES AND CONCERNS

Students at the Fernwood site who feel ill are to report to the Main Office. Office personnel must speak to a parent/guardian before a student is allowed to leave school. At our Hollyrood site, students report to the Main Office or school nurse. Only first aid care may be given at school. In case of serious accident or illness, we will try our best to:

1. Contact parent(s) or legal guardian.
2. Contact the given emergency number(s).
3. Take child to the hospital (if emergencies arise).



No care beyond first aid may be given at school. **If you change your phone number, please let the office know the new number immediately.** Please notify the school office of any change in emergency numbers, home address, and telephone numbers of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

INFORMATION REQUESTED BY PHYSICIANS

On occasion, a child's physician may request a teacher(s) to complete checklists or supply anecdotal information to assist in the student's medical care. When that is requested, teachers must receive a stamped envelope with the physician's name/address so they can send the requested information directly to the care provider.

HEALTH DEPARTMENT POLICIES FOR COMMUNICABLE DISEASES

Chicken Pox	Exclude immediately Return to school after all chicken pox has scabbed over.
Hepatitis	Exclude immediately Return to school with physician's permit.
Impetigo	Exclude immediately Return to school with physician's permit.
Influenza	Exclude if illness interferes with child's performance. Return to school when s/he has been fever free and diarrhea/throw-up free for 24 hours
Measles, Mumps, Rubella	Exclude immediately Return to school with physician's permit.
Pink Eye	Exclude immediately Return to school with physician's permit.
Ringworm	Exclude immediately Encourage treatment immediately.
Scabies	Exclusion required Return to school with physician's permit.
Head Lice	Students found with nits remain at school. Students with live lice are sent home at the time discovered. Students with lice and/or nits receive treatment information.



The Beverly Cleary School staff and school nurse are here to help parents prevent and diagnose head lice. We can also provide research based information and recommendations for the treatment. Head lice are small white parasites that live on the human head most commonly near the hairline and towards the back of the

neck. They are common most during the primary years and can be spread by head to head contact at school, movie theaters, sleep-overs, sharing clothing and hair brushes, clips, etc. Head lice can be easily misdiagnosed. A student found with live lice will be sent home in accordance with district policy. Individual head lice cases are not reported to the school population.

Medical and community health experts recommend that parents and caregivers check their children for head lice at least weekly. They also recommend that you talk to your children about not sharing personal items such as combs and brushes, hats or scarves. As a rule, the school will not send out notices informing parents that classmates have lice. As a parent or guardian, assume that lice is present in the school, as it is in the movie theatre, the carpool, the friend or neighbor's home. Get into the habit of checking weekly for head lice.

For information about lice, including a brochure that walks you through the six steps to getting rid of head lice and a short video demonstrating the removal of nits, go to the MESD web page (www.mesd.k12.or.us); click Health and Social Services in the "Departments" Tab, "parent information" and then "lice" or click on this link or click on this link: <http://www.mesd.k12.or.us/shs/hss/Head%20Lice%20Resources/headliceresourcesindex.shtml>

HEALTH SCREENINGS

- Vision screening
- Hearing screening
- Scoliosis screening



PROVIDING MEDICATION FOR STUDENTS

The schools have only limited personnel or facilities available to control the security of and accurate administration of medications. For this reason the school must limit strictly the circumstances under which it accepts this responsibility and receives and supervises the dispensing of medications to students. Here are the rules and requirements:

1. Written directions from the doctor to the school including:
 - a. The name of the drug;
 - b. Why the drug is being given;
 - c. Dosage;
 - d. Time to be given;
 - e. Duration of therapy;
 - f. Child's name;
 - g. Possible side effects or reactions and directions if they occur;
 - h. The doctor's signature.
2. All medication is to be in the original prescription bottle, clearly labeled with the name of the student, drug, dosage and name of the prescribing physician. (If the child is to also take the medication at home, the pharmacy can issue the medication in two separate containers.)
3. Unused medications must be picked up by the parent when treatment is complete or at the end of the school year. All medication not picked up will be discarded at the end of the school year.



Over the counter medications include cough drops, aspirin, Tylenol, antacid tablets, or any medication available without a prescription. These will not be administered at school unless so directed in writing by a parent/guardian. Medical forms are available in the office. Please send all medications to the main office.

HEALTH EMERGENCIES

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. **If you change your phone number, please let the office know the new number immediately.** Please notify the school office of any change in emergency numbers, home address, and telephone numbers of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

If the student becomes ill during school hours, students must be signed out at the office before going home. A child may not be sent home unless someone is contacted. Our office will contact parents or other designated persons before sending sick youngsters home. We must have alternate phone numbers for places to call. Unfortunately, the school does not have facilities to take care of sick children except on a very short-term basis.

HOMEWORK-BEVERLY CLEARY

Homework is an extension of a classroom learning experience. It expands the curriculum, develops independence, encourages responsibility to be purposeful and productive in carrying out their assigned tasks of school and homework. Kindergarten students learn to take papers back and forth to school via a folder. 1st-8th grade homework will be based on what is appropriate to the grade level. We recommend parents try to provide a quiet place with a table or desk and proper materials. Please note: **Teachers do not provide homework for students who are away from school for vacations.**

Students should:

- Check their assignments
- 5th-8th: Fill out their student planner and share it with their parents.
- Take home necessary books, materials, and a library book.
- Set a consistent time to study each night that is appropriate for your student's age level.
- Read every night.

LOST AND FOUND

Please label your child's items with their name, especially on coats, backpacks and lunchboxes. The Lost and Found is located in the cafeteria at the Fernwood site. Hollyrood site Lost and Found is located in the front entry. Small articles such as books, wallets, classes, keys, etc., are kept in the main offices. Please check regularly for lost items. Unclaimed clothing is donated to the PTA Clothing Center at multiple times throughout the school year.

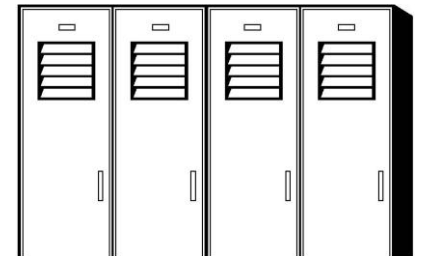
LOCKERS

LOCKERS - GRADES 3 & 4

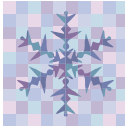
Lockers are located out of classrooms and do not have locks on them.

LOCKERS – GRADES 5 – 8

Students are assigned a locker during the first few days of class. They usually share lockers with one other student from their class. Students in grades 5-8 are given ample opportunity to practice their combinations at the beginning of the school year. Students are encouraged not to give their locker combinations to other



students for security purposes. Lockers are school property and are subject to inspection as deemed necessary by school personnel. Students must leave coats and backpacks in their locker during the school day.



INCLEMENT WEATHER

Internet access is the most accurate and current source for information about weather-related school closures. The Portland Public Schools web page www.pps.k12.or.us posts its decisions about school openings/closures immediately and directly to the web page linked there. Click on “weather & emergency closures.” Also check www.pdxinfo.net. Television and radio stations get their information regarding closures directly from that source and broadcast it at their convenience.

Student Transportation will send home information about alternate emergency snow routes, with all bus riders. Please read this information and be familiar with your child’s alternate and or snow bus routes. On late opening days, school begins two hours late. Television news stations, radio and the Internet will announce whether buses will be on snow routes. School buses on a snow route in the morning will stay on the snow route in the afternoon, even if the weather has cleared up by that time.

REGISTRATION FORMS

The registration form is a legal document which allows us to call others in an event of an emergency. **A preprinted student registration form is sent home with your child’s opening day packet.** All emergency contact and family medical information must be completed for school use in case of an emergency. Students attending school last year will get a form printed with last year’s information. Please make any corrections needed: new address, telephone number, emergency information, etc. Please list two emergency contacts other than parent/guardian in case of emergency.

Please be certain that this information is kept current throughout the year. Inform us of changes in phone numbers at home and work, as well as emergency numbers. Please return the completed form to school by the first Friday of school. Thank you!

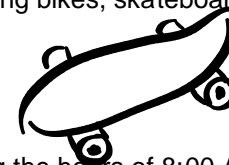
PLAYGROUND

The playgrounds at both sites are community locations for the entire neighborhood. However, the playgrounds should only be used by Beverly Cleary students during school hours. For supervision reasons, we ask that half-day kindergarten students refrain from staying on the playground after their morning dismissal unless accompanied by a parent.

Students will be taught the playground rules at the beginning of the year and are expected to follow them. Behavior must be appropriate, fair and safe.

Families and students are asked to follow the same playground rules before and after school as they do during the day. This means **no climbing** on trees, in the bushes, or on top of the play structure. Additionally, in order to provide a safe experience for everyone, riding bikes, skateboards, or scooters on the playground is not allowed. Thank you for helping make our playground safe for all.

SKATEBOARDS – SCOOTERS – ROLLER BLADES



PPS policy specifies that students are prohibited from riding skateboards, scooters, and roller blades during the hours of 8:00 AM and 3:30 PM. Students may ride them to and from school. Students are not permitted to use skateboards, scooters, or roller blades on school property or in bus zones. Shoes with wheels in them are not permitted in the building. These items must be transported in a bag while using school transportation. During school hours, these items must be stored in

student's lockers. Helmets are required. Ramps and other equipment used with skateboards are not permitted on campus. In addition, the school will not be responsible for stolen or damaged skateboards, scooters, or roller blades. Failure to abide by these rules will result in privileges being revoked.

SCHOOL PROGRAMS/SUPPORT STAFF/SERVICES

Counselor

Our school counselor is available to meet with families and students as needed. The counselor provides instruction to classes using research based curriculum that focuses on making and keeping friends, understanding/preventing bullying behaviors, staying healthy and a variety of other topics.

Food Basket Program

Beverly Cleary School classes provide boxes of food to families in need within the Beverly Cleary community. This usually occurs in December.

Media Center

Grades K-1: The Hollyrood site library serves as a resource center for students from kindergarten through first grade, working with parents and teachers. Students are encouraged to become involved in daily reading. They are taught library skills which will be valuable throughout their lives. Access to research utilizing technology has become a component of the library program. Students are taught how to research information via the internet.

Grades 2-8: Our Media Center is much more than a library. It is a place where students can go to study, do research, check out books, read a variety of materials, and use the computers. It is a student's responsibility to return library books on time. The Media Center is open from 8:40 am-3:00 pm. Remember- The Media Center is a place to study. We encourage everyone to be respectful when using the center.

Music

K-1 students receive music instruction at least one time per week. Curriculum will include music theory, and appreciation, together with vocal and instrumental instruction.

Physical Education

2-8 students receive PE twice weekly from the PE teacher.



Talented and Gifted

Students who have been identified as having the potential to work at the 97th percentile are eligible for identification as Talented and Gifted. Parents and teachers may nominate students for TAG anytime during our nomination period which is usually in the fall.

Special Education

Beverly Cleary has a team of educational specialists available for students with special needs. We have a Learning Center and a Life Skills classroom.

Throughout the school year teachers identify students for whom they have concerns in the following areas: academic, behavior/discipline, physical, emotional/social needs, and speech. Parents/Families may also formally request assessment for Special Education services.

These students are referred to the Building Screening Committee (BSC). The BSC is composed of support staff and administrative representatives. Teachers and parents will be asked to attend this meeting.

Section 504

Section 504 of the Rehabilitation Act of 1973 provides that: "No otherwise qualified disabled individual in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance." At Beverly Cleary School we provide accommodations to help students meet their needs and create success.

Speech and Language

We recognize that children who have a strong language foundation are better able to learn reading, writing and math skills. Students who are speech or language delayed may be considered for special intervention by our speech/language clinician. If you have questions or concerns about your child's verbal development, consult with their classroom teacher.



STAFF

FERNWOOD SITE

Administration and Office Staff

Geist, Teri.....Principal tgeist@pps.k12.or.us
Dragich, Melissa.....Asst. Principal mdragich@pps.k12.or.us
Malmstrom, RosannePrincipal's Secretary rmalmstr@pps.k12.or.us
Hildreth, ShannonSecretary ccarr@pps.k12.or.us
Park, GloriaNurse.....Office.....

Teaching Staff

Burny, Alana.....PE.....Gym..... aburny@pps.k12.or.us
Barry, Tricia.....2nd.....139B..... tbarry@pps.k12.or.us
Caron, Ceyriss.....4th.....220A..... ccaron@pps.k12.or.us
Conklin, Jenna.....2nd.....139C..... jpetrotta@pps.k12.or.us
Edler, Jen 7th.....LA/Lit/SS221 jedler@pps.k12.or.us
Gibson-Cairns, Rob.....8th M/S/H207 rgibsonc@pps.k12.or.us
TBASpanish1
Hewig, Carol.....6th M/S/H204 chewig@pps.k12.or.us
Hjorth, Mercedes.....3rd.....126 mhjorth@pps.k12.or.us
Kobs, Liz4/5 blend.....220C..... lkobs@pps.k12.or.us
Lawler, Margie.....Media SpecLibrary mlawler@pps.k12.or.us
Lowe, ChrysanneSLC Life skills...224 clowe@pps.k12.or.us
Mckenzie, Carly.....5th M/S/H210A..... cmckenzi@pps.k12.or.us
Miller, Deborah.....3rd.....125 dmiller@pps.k12.or.us
Nelson, Susan3rd.....136 snelson@pps.k12.or.us
O'Brien, Lisa.....6th LA/Lit/SS210C..... obrienl@pps.k12.or.us
Robertson, Blake.....4th.....220B... brobertson@pps.k12.or.us
Ross, Dawn.....2nd.....139A..... deross@pps.k12.or.us
Short, Rick.....7th M/S/H205 rshort@pps.k12.or.us
Streckert, Tom.....8th LA/Lit/SS225 tstreckert@pps.k12.or.us
Tellis, Jackie.....5th LA/Lit/SS210B..... jtellis@pps.k12.or.us
Thomas, CynthiaCounselor.....6 cthomas@pps.k12.or.us
Tucker, Roz.....School Psych ...211 rtucker1@pps.k12.or.us
Priest, TanyaSpeech Path.....212 tpriest@pps.k12.or.us
Werts, Kristin.....Learning Ctr101 kwerts@pps.k12.or.us

Classified Staff

Balderrama, David.....Para.....101 dbalerr@pps.k12.or.us
McBee, Cheri.....Para.....224 cmcbec@pps.k12.or.us
Wright, BeckyPara.....224 bwright@pps.k12.or.us
Richards, KayKitchenKitchen ns249@pps.k12.or.us
Sloan, JeremyPara..... jsloan@pps.k12.or.us

HOLLYROOD SITE

Administration and Office Staff

TBAAsst. Principal ..Office.....
Epley, Kelly.....SecretaryOffice..... kepley@pps.k12.or.us
Park, GloriaNurse.....Office.....

Teaching Staff

Hunt, Nicole.....1st.....2 nhunt@pps.k12.or.us
Latocha, KorenK.....9 kpappas@pps.k12.or.us
Miller, MarciaK.....7 mamiller@pps.k12.or.us
Morris, Carolyn.....1st.....19 cmorris@pps.k12.or.us
Kuhl, Peri.....1st.....18 pkuhle@pps.k12.or.us
Tanner, Gabrielle.....1st.....17..... gtanner@pps.k12.or.us
Shue, Robin.....K.....8 rsue@pps.k12.or.us

Classified Staff

Harte, TeeterPara.....8..... tharte@pps.k2.or.us

STUDENT RELEASE DURING THE SCHOOL DAY

Students are not permitted to leave school grounds between arrival and dismissal hours without permission from the office. We assume responsibility for each child while he/she is entrusted to our care, which requires full cooperation on the two above points. Parents requesting to remove their child from school during school hours **MUST** obtain permission through the school office.

General policy for student release during the school day:

- When students are released at parent request before the end of the school day, they are missing valuable instruction time. Please avoid this whenever possible. Please try to schedule appointments during vacations or after 3:00 PM.
- Once a child is on the school grounds, he/she is not to leave for any reason. If this occurs, the teacher will notify the office at once.
- During the school day, the parent must check in through the office before a child will be released for any reason.
- If a child is being released from school during school hours by anyone other than a parent or emergency contact person, a written note from the parent authorizing such release is required. **NO** student will be released without parent permission.
- All who are requesting the release of a student from school must be prepared to furnish identification.

STUDENT RESPONSIBILITIES AND RIGHTS

The Student Responsibilities, Rights and Discipline handbook is published by Portland Public Schools and distributed to students each year. It is the student's responsibility to help make school a safe place to learn. The purpose of the handbook is to set fair and responsible standards of behavior. Beverly Cleary School develops our school discipline plan based on the guidelines stated in the handbook. Teachers also develop and post behavior expectations in their classrooms. Your support of these standards will ensure maximized learning for all students.

STUDENT RESPONSIBILITY FOR EDUCATIONAL MATERIALS

It is the responsibility of the student to adequately care for educational textbooks, library books, etc. In the event of loss or damage to educational materials, it becomes the financial responsibility of the student/family to reimburse the school the designated amount.

School district policy requests that financial obligations be met before the release of student report cards, progress reports, or additional student record information or participation in most activities like promotion.

STUDENT SAFETY AND SECURITY

It is important that parents understand that we do not have the necessary staff to provide inside and outside security and supervision prior to the start of school. Students should not arrive at the Hollyrood site before 8:25 or the Fernwood site before 8:30 am. All areas of the building and grounds are off limits prior to that time.

For safety and security reasons, only the front doors at each building are unlocked for outside entry during school hours. **PLEASE DO NOT ASK A STUDENT OR STAFF MEMBER TO LET YOU IN THROUGH A LOCKED DOOR! THEY ARE INSTRUCTED NOT TO OPEN LOCKED DOORS FOR ANYONE.** All doors may be opened from the inside at all times for exiting the building.

TRAFFIC FLOW – HOLLYROOD

Traffic at Hollyrood goes in one direction for pick up and drop off. Families can enter on NE 35th Place and drop off on Hollyrood Court. Then proceed to NE 36th Avenue.

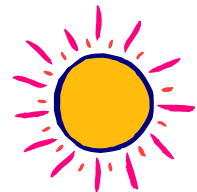


TRAFFIC FLOW – FERNWOOD

At Fernwood, parents may use the turn-around in back of the building for drop off and pick up. There is no parking allowed in the turn-around. Please encourage your student to use the crosswalks on NE 33rd Avenue and on NE Hancock Street before and after school.

TRANSFERS AND WITHDRAWALS

We'd be sorry to see you go, but if you are planning a move, let us know. We'll give you transfer papers to take to your child's new school.



BEVERLY CLEARY SCHOOL EXPECTATIONS

What does it look like when students are safe, responsible, respectful and kind?

Students to Each Other

- Include others
- Respect others' personal space, body, feelings
- Be kind and use a respectful voice
- Keep hands, feet and objects to self
- Use appropriate language
- No teasing, bullying, intimidation, put-downs

Students to Adults

- Follow directions of all adults the first time – every adult is your teacher
- Speak in a respectful voice
- Be attentive – looking, hands still, voice off

Cafeteria

- Restaurant voices and manners
- Stand quietly in line and do not give “cuts”
- Once you are seated, stay there and clean up after yourself
- Ask permission before leaving
- Follow the recycling routine- Go Green!
- Walk in from or to playground

Playground

- When bell rings/whistle blows, the playing stops
- Hold balls when in line
- Single line when lining up
- Follow playground rules- be safe!
- Include everyone

- Follow direction of the adults on duty

School Property

- Pick up your trash
- Protect/respect all equipment/materials
- Enjoy artwork without touching
- Replace any school property damaged

Assemblies

- Sit with an assigned class
- Be attentive to the speakers and performers
- Express appreciation appropriately by clapping
- Remain seated until dismissed
- Leave in an orderly manner

Halls

- Walk quietly on the right side
- Walk in lines when walking with class
- Hands and feet to yourself
- Be respectful of students in other classes

Everywhere

- Cell phones and all electronic devices should be out of sight during school hours
- Backpacks are kept in lockers and should not be in classrooms
- All students are expected to attend class on time and with materials

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5 Labor Day Holiday No School	6 Start of School Year Welcome & Coffee with Mrs. Geist/Fernwood Ice Cream Social 6-7:30 Fernwood Campus Cafeteria Kindergarten Assessments	7 No School for Kindergarten	8 A-L Kindergarten for ½ day AM M-Z Kindergarten for ½ day PM	9 Welcome & Coffee with Mrs. Geist/Hollyrood First full day for Kindergarten	10
11	12	13	14 Back to School Night Hollyrood Campus 6:15-7:30 PM	15 Back to School Night Fernwood Campus 6:15-7:30 PM	16	17
18	19	20 PTA Meeting 6:45-8:00 PM BCF	21 2 Hour Late Opening	22	23 Passport Checking 1- 3:00 PM	24
25	26	27 Picture Day: Hollyrood Campus & Fernwood Campus PM	28	29	30	

2011

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 PTA Family Night @ Kennedy School 5:00 PM - Midnight	4	5 Walk/Bike to School Day	6	7	8
9	10	11 Mid Term Progress Reports	12	13	14 State Inservice No School	15
16	17	18 2 nd NNAT Testing for TAG	19 2 Hour Late Opening	20	21 Passport Checking 1- 3:00 PM	22
23	24	25	26 Coffee Chat BCF 8:45 AM Cafeteria	27	28 Spookarama Fernwood Campus 5:30-8:00 PM	29
30	31					

2011

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4 Passport Checking 1-3:00 PM	5
6	7	8 Picture Retakes: BCH AM BCF PM	9 Grading Period Ends	10 Teacher Planning Day No School	11 Veterans' Day No School	12
13	14 Book Fair through 11/22	15 PTA Meeting 6:45 – 8:00 PM BCF	16 Coffee Chat BCH 8:30 AM	17	18	19
20	21 Parent/Teacher Conferences 8:00 AM – 8:00PM	22 Parent/Teacher Conferences 8:00 AM – 8:00 PM	23 No School	24 Thanksgiving Holiday No School	25 Schools and Offices Closed	26
27	28	29	30			

2011

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
					Passport Checking 1-3:00 PM Cafeteria	
4	5	6	7	8	9	10
		Mid Term Progress Reports			6 – 8 th Grade Dance	
11	12	13	14	15	16	17
			2 Hour Late Opening			
18	19	20	21	22	23	24
	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	
25	26	27	28	29	30	31
	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	

2011

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 New Year's Day	2 New Year's Day Observed No School	3	4	5	6	7
8	9	10 PTA Meeting 6:45 – 8:00 PM	11	12	13	14
15	16 Martin Luther King Jr. Day No School	17	18 2 Hour Late Opening Middle School Open House 7:00 – 8:00 PM	19	20 Passport Checking 1-3:00 PM	21
22	23	24	25 Coffee Chat BCF 8:45 AM Cafeteria	26	27	28
29	30	31				

2012

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
				Grading Period Ends	Teacher Planning Day No School	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			2 Hour Late Opening	Kindergarten Round- Up 9:00 – 10:00 AM and 6:30 – 7:30 PM	Passport Checking 1- 3:00 PM	
19	20	21	22	23	24	25
	Presidents' Day No School		Coffee Chat BCH 8:30 AM			
26	27	28	29			

2012

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
					Dr. Seuss Birthday	
4	5	6	7	8	9	10
		Mid Term Progress Reports			BCS Foundation Auction	
11	12	13	14	15	16	17
		PTA Meeting 6:45 – 8:00 PM	Science Fair 6-8:00 PM		Passport Checking 1-3:00 PM	
18	19	20	21	22	23	24
			2 Hour Late Opening		6 th – 8 th Grade Dance	
25	26	27	28	29	30	31
	Spring Break – No School	Spring Break – No School	Spring Break – No School	Spring Break – No School	Spring Break – No School	

2012

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9 D.E.A.R. Week (Drop Everything & Read)	10	11	12 Beverly Cleary's Birthday Grading Period Ends	13 Teacher Planning Day No School	14
15	16	17	18 2 Hour Late Opening	19 Spring Class Photos Fernwood Campus	20 Spring Class Photos Hollywood Campus Passport Checking 1-3:00 PM	21
22 Earth Day	23	24	25 Coffee Chat BCH 8:30 AM Run for the Arts	26 Run for the Arts (alternate day)	27	28
29	30					

2012

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Memorial Day Observed
No School

Art/Curriculum Night
6:30 – 7:30 PM

Mid Term Progress Report
PTA Meeting 6:45 – 8:00PM

2 Hour Late Opening

Passport Checking 1-3:00 PM

Coffee Chat BCH 8:30 AM

6th – 8th Grade Dance

2012

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 Passport Checking 1-3:00 PM	2
3	4	5	6	7	8 Field Day (Volunteers needed)	9
10	11	12 8 th Gr Promo Rehearsal 9:00 AM 8 th Gr. Clap-Out 10:30 AM 8 th Grade/Faculty Volleyball Game	13 Move-Up Day: Grades 1-5 9:00 AM Kindergarten 10:00 AM Grades 6-8 1:30 PM 8 th Grade Promotion 6:00 – 7:00 PM Dance 7-8:30 PM Grading Period Ends End of School Year	14 Teacher Planning Day	15 PTA Rummage Sale Teacher Planning Day	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2012

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2012

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2012



Portland Public Schools
2011-2012
SCHOOL QUARTER CALENDAR



Calendars are on the district website: www.dps.k12.or.us click on "Calendar" tab.

S M T W Th F S S M T W Th F S S

JUNE — 2011							JANUARY — 2012						
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	8	9	10	11	12	13	14
12	13	14 ^{END}	15 ^{PLAN}	16 ^{PLAN}	17 ^{PLAN}	18	15	HC	17	18 ^{LO}	19	20	21
19	20	21	22	23	24	25	22	23	24	25	26	27	28
26	27	28	29	30			29	30	31				

JULY — 2011

JULY — 2011							FEBRUARY — 2012						
				1	2					1	2 ^{GRD}	3 ^{PLAN}	4
3	H	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15 ^{LO}	16	17	18
17	18	19	20	21	22	23	19	H	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29			
31													

AUGUST — 2011

AUGUST — 2011							MARCH — 2012						
		1	2	3	4	5	6			1	2	3	
7	8	9	10	11	12	13	4	5	6 ^{WT}	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21 ^{LO}	22	23	24
28	29	30 ^{PROF}	31 ^{PROF}				25	26	27	28	29	30	31

SEPTEMBER — 2011

SEPTEMBER — 2011							APRIL — 2012														
						1 ^{PLAN}	2	3	4	5	6	7			1	2	3	4	5	6	7
4	H	6 ^{START}	7	8	9	10	8	9	10	11	12 ^{GRD}	13 ^{PLAN}	14	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18 ^{LO}	19	20	21	15	16	17	18	19	20	21	
18	19	20	21 ^{LO}	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
25	26	27	28	29	30		29	30						29	30						

OCTOBER — 2011

OCTOBER — 2011							MAY — 2012														
						1	2	3	4	5	6	7			1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	1	2	3	4	5	6	7	
9	10	11 ^{WT}	12	13	14 ^{NS}	15	13	14	15 ^{WT}	16 ^{LO}	17	18	19	8	9	10	11	12	13	14	
16	17	18	19 ^{LO}	20	21	22	20	21	22	23	24	25	26	15	16	17	18	19	20	21	
23	24	25	26	27	28	29	27	H	29	30	31			22	23	24	25	26	27	28	
30	31													29	30						

NOVEMBER — 2011

NOVEMBER — 2011							JUNE — 2012						
		1	2	3	4	5			1	2	3	4	5
6	7	8	9 ^{GRD}	10 ^{CC}	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13 ^{END}	14 ^{PLAN}	15 ^{PLAN}	16
20	21 ^{AM/PM}	22 ^{AM/PM}	23 ^{AM}	24 ^{AM}	25	26	17	18	19	20	21	22	23
27	28	29	30				24	25	26	27	28	29	30

DECEMBER — 2011

DECEMBER — 2011							JULY — 2012						
			1	2	3				1	2	3	4	5
4	5	6 ^{WT}	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14 ^{LO}	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

SYMBOL EXPLANATION

- AM Students Out of School
- AM Morning Conferences, No PM School for Teachers (no school for students)
- AM/PM/VE Morning/Afternoon/Evening Conferences
- CC (no school for students)
- OC Classified Connection (Prof. Dev. for classified employees)
- END End of School Year
- END^e Optional Evening Conferences (school decision)
- GRD Grading Period Ends
- H Holiday (schools and all offices closed)
- Hc Holiday Commemoration (schools and all offices closed)

- NS Statewide Inservice (no school - all 190, 200, 210, 225 & 230 employees off)
- LO Late Opening - Professional Development Time (schools start 2 hours late)
- MT Mid-Term Progress Reports Entered into SIS
- PLAN Teacher Planning Day
- PROF Professional Development Day
- START Start of School Year
- TRF-H High School Transfer Application Deadline
- TRF-EHS Elementary/Middle School Transfer Application Deadline
- X Schools and Offices Closed
- * Prof. Dev. Day or Teacher Plan Day (school decision)
- * Snow make-up days - this would move END, GRD, and PLAN days over accordingly

SCHOOL QUARTER CALENDAR

QUARTER CALENDAR DATES FOR SCHOOL YEAR 2011-2012

Summer Scholars	First Semester: June 27-July 18 / Second Semester: July 25-August 12, 2011
Classified Connection Training Day	August __, 2011
Project Community Care Signature Day	August 27, 2011
Professional Development Day or Teacher Planning Day* (school decision)	August 30, 2011
Professional Development Day or Teacher Planning Day* (school decision)	August 31, 2011
Teacher Planning Day	September 1, 2011
Schools and Offices Closed	September 2, 2011
Labor Day Holiday (schools and all offices closed)	September 5, 2011
First Day of School for Students	September 6, 2011
(Kindergarten and PK classes will begin regular classroom instruction no later than September 9. Schools may choose to use the 6th, 7th and 8th for kindergarten assessment.)	
PSAT Testing for All High School Sophomores (during regular school hours)	October 12, 2011
Statewide Inservice (No school - all 190, 200, 210, 225 & 230 employees off)	October 14, 2011
End of 1st Grading Period	November 9, 2011
Teacher Planning Day and Classified Connection Training Day (no school for students)	November 10, 2011
Holiday in Celebration of Veterans' Day (schools and all offices closed)	November 11, 2011
Conferences	
Morning, Afternoon and Optional Evening Conferences (no school for students)	November 21, 2011
Morning, Afternoon and Optional Evening Conferences (no school for students)	November 22, 2011
Morning Conferences (no school for students; no afternoon school for teachers)	November 23, 2011
Thanksgiving Holiday (schools and all offices closed)	November 24 & 25, 2011
Students' last day prior to Winter Break	December 16, 2011
Schools and Offices closed	December 26, 2011
Holiday in Celebration of New Year's Day (schools and all offices closed)	January 2, 2012
Students return following Winter Break	January 3, 2012
Martin Luther King Jr. Day Holiday Commemoration (schools and all offices closed)	January 16, 2011
High School Transfer - Opens	January __, 2012
Elementary/Middle School Transfer - Opens	January __, 2012
End of 2nd Grading Period	February 2, 2012
Teacher Planning Day (no school for students)	February 3, 2012
Presidents' Day Holiday (schools and all offices closed)	February 20, 2012
High School Transfer Deadline	February __, 2012
Elementary/Middle School Transfer Deadline	March __, 2012
Spring Break (no school for students)	March 26-30, 2012
End of 3rd Grading Period	April 12, 2012
Teacher Planning Day and Classified Connection Training Day (no school for students)	April 13, 2012
ACT Testing for All High School Juniors (during regular school hours)	April 24, 2012
Memorial Day Holiday (schools and all offices closed)	May 28, 2012
Last Day of School for Students	June 13, 2012
Teacher Planning Day (no school for students)	June 14 & 15, 2012
Snow Make-Up Days (END, GRD, PLAN days would be moved back accordingly)	June 14, 15 & 18, 2012
Summer Scholars	June 25 - August 10, 2012
Graduation Dates	June __, __, __ & __, 2012

GRADING PERIOD SCHEDULE FOR 2011-2012 SCHOOL YEAR

Start of First Grading Period	September 6, 2011	Start of Third Grading Period	February 6, 2012
End of First Grading Period	November 9, 2011	End of Third Grading Period	April 12, 2012
Start of Second Grading Period	November 14, 2011	Start of Fourth Grading Period	April 16, 2012
End of Second Grading Period	February 2, 2012	End of Fourth Grading Period	June 13, 2012

EMPLOYEE WORK YEAR 2011-2012

190-Day Employees	August 30 to June 15	225-Day Employees*	August 15 to June 29
200-Day Employees	August 22 to June 21	230-Day Employees*	August 15 to June 29
210-Day Employees	August 15 to June 28	260-Day Employees	July 1 to June 30
215-Day Employees*	August 15 to June 29	*Refer to 2011-2012 Employee Work Year Schedule for July/Aug. work day details	

Portland Public Schools Nondiscrimination Statement: Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. — Board of Education Policy 1.80.020-P

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(Rev.) May 4, 2011

Health Screenings

Oregon Law says that vision and hearing screenings shall be done to help find children's health problems. The nurse oversees these screenings. The usual screening schedule is:

Dental: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

Hearing: Grades Pre-Kindergarten, Kindergarten, and 1

Vision: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.

IMMUNIZATION REQUIREMENTS FOR 2011-12

Oregon law requires "New Enterers" including Pre-Kindergarten and Kindergarten students to have at least one dose of each required vaccine or an appropriately signed exemption before school attendance.

Individual schools may require a student to be "Complete" or "Up-to-Date" to attend. For 2011/2012, the following vaccines are required for a child 18 months of age or older to be Up-to-date:

Pre-Kindergarten, Child Care, or Head Start

- Diphtheria/Tetanus containing vaccine (DTaP, DTP or DT): 4 doses
- Polio (OPV or IPV): 3 doses
- Measles, Rubella, Mumps (MMR): 1 dose received on or after the first birthday
- Hepatitis B: 3 doses
- Hepatitis A: 2 doses
- Haemophilus influenzae type B (Hib): 3-4 doses
- Varicella (Chickenpox): 1 dose received on or after the first birthday or a history of chickenpox disease

Kindergarten, Grades 1-3

- Diphtheria/Tetanus containing vaccine (DTaP, DTP, DT): 5 doses
- Polio (OPV or IPV): 4 doses
- Measles: 2 doses
- Mumps: 1 dose
- Rubella: 1 dose
- Hepatitis B: 3 doses
- Hepatitis A: 2 doses
- Varicella (Chickenpox): 1 dose

Grades 4-6 or 11-12

- Diphtheria/Tetanus containing vaccine (DTaP, DTP, DT or Td): 5 doses
- Polio (OPV or IPV): 4 doses
- Measles: 2 doses
- Mumps: 1 dose
- Rubella: 1 dose
- Hepatitis B: 3 doses
- Varicella (Chickenpox): 1 dose

Grade 7-10

- Diphtheria/Tetanus containing vaccine (DTaP, DTP, DT or Td): 5 doses
- Tdap: 1 dose
- Polio (OPV or IPV): 4 doses
- Measles: 2 doses
- Mumps: 1 dose
- Rubella: 1 dose
- Hepatitis B: 3 doses
- Varicella (Chickenpox): 1 dose

*If additional vaccines are needed, call (503) 988-3816 for Multnomah County Clinic locations.

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District Title VI and Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)
District 504 Contact: Suzy Harris, Integrated Student Support (503-916-2000 x74214)
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)