

**Glencoe Elementary School**

**PARENT AND STUDENT  
HANDBOOK & CALENDAR**

**2010-11**

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## **START / END OF SCHOOL DAY**

School begins promptly at 8:05 AM. **All children should be in the classroom and ready to learn by 8:05.** Students and parents may wait outside until the first bell rings at 8:00 or in the cafeteria beginning at 7:45.

Please do not leave children unattended at school before 7:45 AM as there is no supervision prior to that time. We appreciate your cooperation with this. It's a safety issue.

To avoid traffic hazards around the building, parents must drop off children directly in front of Glencoe, not in the middle of the street or in the school parking lot. Driver Must Remain At Wheel in front of the school. Please help us keep all of our students and families safe by observing the traffic signs and using the designated cross walk.

School ends at 2:20. Please pick children up promptly after school as there is no supervision. To avoid congestion in the hallways, leave strollers outside or in the cafeteria. Many parents arrange to meet their student at a designated spot outside of the building.

## **ON SITE DAYCARE / KIDZONE**

Glencoe has a partnership with the Portland Jewish Academy to provide before and after school day care at our school. The program is called KidZone. For more information about the program, enrollment openings, tuition, etc.: [www.portlandjewishacademy.org](http://www.portlandjewishacademy.org), 503-535-3546.

## **ABSENCE, TARDY AND CHECK OUT PROCEDURES**

As a way for us to track the safe arrival of all children, please call the school if you know your child will be absent. When we hear from you we mark your child's absence as excused. If we do not hear from you the Autodialer will call your home after 10 AM to report your child absent from school. The Autodialer is an automated system that calls the homes of all absent students. If a parent or guardian has called the school to report the absence, they do not receive a phone call.

If your family elects to go on vacation during the school year, teachers will not be required to provide homework. Much of the school day can not be replicated for your student to take with them on vacation. When you return from vacation your student will get any work they missed that can be done at home.

If students arrive after 8:15 they must check in at the office before going to class.

If students leave before the end of the school day, a parent or guardian must check them out from the office. Please make sure to include on the registration form any and all people who may be checking your child out during the school day. We will not release a student to anyone who is not listed as an emergency contact on their registration form. Let us know as soon as possible if there is any change in your home, work, or emergency numbers. It is important that the school has accurate records for illnesses and emergencies. Please keep your registration/emergency information updated for the safety of your child.

## **ACCIDENT / ILLNESS / MEDICATIONS**

Only basic first aid care may be given at school. In case of serious accident or illness, we will:

1. Contact parent(s) or legal guardian,
2. Contact the given emergency contact(s),
3. Take child to the hospital or call 911 depending on the need.

The school nurse is here one day a week.

Please let us know as soon as possible if there is any change in your home, work, or emergency numbers. It is important that the school has accurate records for illnesses and emergencies. Keep your registration/emergency information updated for the safety of your child.

In order for the school to administer any medication, which includes prescription and over-the-counter medication (cough drops, antacids, ointments, lotions, aspirin, etc.) the following procedures are required:

1. The parent must bring in the medication and sign an authorization form allowing school personnel to administer or assist the student in taking medication.
2. The child's doctor must give written instruction for any prescription medication. These instructions may be included on a prescription label or in a separate note from the child's doctor.
3. All medication, including over-the counter medications, must be in the original containers.

## **ARTS**

The arts program at Glencoe has several components. Our Run for the Arts jog a thon raises money that is used to bring artists in residence and performers into the school through the Young Audiences program. We are also part of the Right Brain Initiative, which also funds artists in residence. Each grade level will work with at least two artists in residence during the school year.

Also, parents provide quality art lessons through the Art Infusion program. More information about Art Infusion is under "Committees and Organizations."

## **BEFORE AND AFTER SCHOOL ACTIVITIES**

Most of our activities begin in October after the "rush" of opening the New Year has passed. Some of our activities are run by private providers who rent our space and offer classes for a fee. Some activities are paid for by the Glencoe Foundation or are run by volunteers and are free to students. The weekly Glencoe Flyer will provide the most up to date information about extra curricular activities.

## **BIKES/ SCOOTERS/ SKATEBOARDS**

Students ride bikes, scooters and skateboards to and from school. They cannot ride them on school property. Scooters that can't be folded up and stored easily in a locker must be locked up outside at the bike racks. If your student's scooter or skateboard cannot be easily stored in the locker or locked up outside, please leave it at home. The school is not responsible for lost or stolen property.

## **BIRTHDAYS**

We request that you do not send food treats to celebrate your child's birthday at school. If you wish to share something with the class in honor of your child's birthday, consider stickers, pencils or a book for the classroom.

Please do not send birthday party invitations to be distributed at school.

## **BUSES / TRANSPORTATION**

2010-11 bus schedules are available in the school office and on the PPS website, [www.pps.k12.or.us](http://www.pps.k12.or.us) (Departments, Transportation). In case of a particular problem at a bus stop, or for general transportation questions, please call the Transportation Department at 916-6901.

## **CLASSROOM PLACEMENT POLICY**

Glencoe Elementary School's classroom placement process utilizes a team approach in providing well balanced, supportive instructional groups in all classrooms. To achieve this balance, teacher teams create learning environments based on the following criteria: gender, achievement level, behavioral characteristics, leadership, learning needs, support services, student combinations, parent information, staff and principal input.

Parents provide input regarding any special needs their child has and any information regarding classroom environments. Glencoe's teachers know their students very well and are committed to recommending an effective placement for all children. We believe this class placement process will assist us in creating fair and equitable learning communities for all our children. Student placement is one of the most important events that we perform each spring. Numerous hours are spent carefully placing each child to create balanced, heterogeneous groupings. **In honoring this sensitive and professional process, in only the rarest of circumstances will class changes be made.**

## **CONTACTING YOUR CHILD'S TEACHER**

It is best to set up an appointment to talk to your child's teacher either through email or by phone. You can leave a message in the office and the teacher will get back to you. Staff email addresses are in this handbook.

## **CURRICULUM**

Portland Public Schools had adopted core curriculum materials to be used in all classrooms. For more information on the core curriculum, standards and benchmarks and curriculum adoption processes, see the see the Curriculum Department [www.pps.k12.or.us/departments/curriculum/](http://www.pps.k12.or.us/departments/curriculum/)

## **DOGS**

All dogs must be kept on a leash when on school grounds. Dogs are not allowed in the building and must not be left tied up and unattended outside the school building.

## **FIELD TRIPS**

A permission slip will be sent home for school-sponsored field trips. We must have a signed permission slip by a parent/guardian to allow a child to leave school. We cannot accept phone calls in place of the field trip form. This is Portland Public School policy and no exceptions will be made.

All chaperones on a school-sponsored field trip must have a completed and current criminal background check on file in the school office. Volunteers are not permitted to bring their spouses, relatives, children, other than participating student, friends, or pets on field trips.

No child will be denied a fieldtrip because the family is unable to pay. Please let the classroom teacher or school counselor know if you need a scholarship.

## **FLYER**

The Glencoe Flyer is produced weekly. It contains announcements about the activities going on at the school, information about how to get involved and a calendar of important dates. Each family may chose to get a paper copy or a weekly email link to the Flyer on line.

## GRADING PERIODS

Glencoe School is on a trimester calendar. The first trimester ends on December 2nd. The second trimester ends on March 17th. The third trimester ends on June 14th. Following the end of the trimester there is always a work day for teachers to work on report cards.

## LICE INFORMATION FOR 2010-2011 – PPS POLICY

- 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.
- Whole school and/or classroom screenings are discouraged in all schools.

The PPS lice policy reflects recommendations from national experts such as Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Current research describes that classroom or school-wide screening and parent notifications about known cases of lice are not good use of resources--academic and staff time. Neither activities diminish the incidence of lice and can give parents a false sense of security if they are not receiving notification.

Again, in accordance with PPS policy, there are no classroom screenings that take place. It is not to the discretion of the schools to create a unique policy and practice. Rather, all schools must comply with the PPS policy.

If you have any questions, please contact: Megan Melady, School Health Services Coordinator, 503.916.3036, [mmelady@pps.k12.or.us](mailto:mmelady@pps.k12.or.us)

## LOST AND FOUND

A large quantity of jackets, sweaters and other items accumulate at school. If these items are labeled, we have a good chance of returning them to the owner. Lost and found articles will be kept on a rack in the hall near the Library. At the seasonal breaks, unclaimed articles are donated to the PPS Clothing Closet.

## MONDAY MORNING MEETINGS

Monday Morning Meetings are all school gatherings on Monday mornings. On Monday mornings students go directly to the cafeteria for a 15 minute meeting. It is a time for announcements, recognitions, reminders, skits, songs, etc. Afterwards students are excused to go to their lockers and class. We will begin these meetings in October. We ask parents who want to stay for the meeting to stand at the back of the cafeteria so there is room for all 475 students.

## MOVING

Sometimes families have to move during the school year. Often they elect to go to their new neighborhood school as it is easier and a good way for the student to meet other children in the neighborhood. If you move and you are still in the Portland Public School district your student may attend Glencoe through the 5th grade. Talk to Jane in the office about the necessary paperwork.

## PARENT/TEACHER CONFERENCES

Conference Schedule:

- Monday, November 22<sup>nd</sup> – day and evening conferences
- Tuesday, November 23<sup>rd</sup> – day and evening conferences



## THE PARTNERSHIP BETWEEN HOME AND SCHOOL

Our belief is that our students, your children, benefit from home and school working together to improve the educational program and to solve problems as they arise. There are several general guidelines we utilize in order to maximize communication between home and school. When a problem arises, questions are first referred to the teacher. If this is not successful or feasible, the principal assists with problem solving. The principal serves as a facilitator/coordinator between families and staff so that problems are worked out and communication is improved.

Communicate regularly and work with your child's teacher so that your child's learning is maximized. Children mirror your attitude toward the teacher and learning. Please keep this in mind at all times. Your support and commitment to your child's education will help ensure their success in school!

Specify a place in your home for your child to keep materials related to school. When supplies and other items are kept in an organized manner, children learn good work habits, which assist them throughout life. Make a point to work with your child daily.

## PRINCIPAL'S COFFEE CONVERSATIONS

The Principal holds monthly Coffees to provide opportunities for informal conversation. See the school calendar for dates. Everyone is invited.

## PARENT PATROLLED CROSSWALK

At **SE 51st and Morrison**, Parents patrol the crosswalk from the parking lot each day at the opening and close of school. If you can volunteer to help with the crosswalk, please let the office know. This is a very important safety zone and we appreciate our faithful parent crosswalk volunteers.

## SCHOOL MEALS

Portland Public Schools provides student meals at the following prices:

<b>Breakfast</b>	Full Price-\$1.00 Adults-\$1.75	Reduced-FREE (incl. milk)
<b>Lunch</b>	Full Price-\$2.30 (incl. milk) Adults-\$3.85	Reduced-40¢ (incl. milk)
<b>Milk Only</b>	50¢	

Each student has a personal debit account linked to his or her student identification number. Students scan a personal ID card that is kept in the cafeteria. A detailed transaction report can be printed for any child's account.

Students and parents are requested to go to the cafeteria before school to pay for breakfast and/or lunch. Please make checks out to Portland Public Schools. [www.myLunchMoney.com](http://www.myLunchMoney.com) is another way to prepay for school meals. You will need your student's identification number and each transaction costs \$1.95.

Students may qualify for free or reduced priced meals depending on parent's income or status (Food Stamps or Aid to Dependent Children recipients, Foster Child Care provider, etc.). We urge you to complete a meal application form if you think you may qualify. Meal applications can be completed any time during the school year and are available in the office or on line at [www.pps.k12.or.us/departments/nutrition/](http://www.pps.k12.or.us/departments/nutrition/) or call Nutrition Services hot line at 916-2000, Ext. 3399.

It is the responsibility of the parents or guardians to prepay for school meals or to provide a lunch from home. The following steps are taken to remind families when accounts are low or out of money:

When your child's account is reduced to \$2.10, he or she will be reminded to bring money and given a note to take home. If your child does not have sufficient funds, he or she will be permitted to borrow. If your child's account balance remains unpaid, he or she may be offered a complimentary meal consisting of milk, fruits, vegetables and bread.

## **SCHOOL VISITATIONS**

Parents are welcome to visit our school. Arrangements to visit the classroom need to be made with the teacher 24 hours in advance. Students from other schools, visiting relatives and four legged friends (pets) are not permitted to make classroom visitations during regular school hours. **All visitors / volunteers must sign in and get a name tag at the office upon arrival. We appreciate your support with this request. Any visitor who refuses to comply will be asked to leave.**

## **TAG**

Portland Public School's Talented and Gifted website is at [www.pps.k12.or.us/departments/tag/](http://www.pps.k12.or.us/departments/tag/) and has many resources and lots of information for parents. The Glencoe Building TAG plan will be posted on our website and there will be a meeting for parents of identified TAG students in the fall.

## **USE OF THE TELEPHONE**

The school telephone is for school business. Except in cases of emergency, we do not call students or teachers from the classroom to talk on the telephone. The office will be glad to relay important messages. However, we ask that parents avoid calling the school on a regular basis regarding baby sitting, transportation or supervision changes unless an emergency exists. Students will only be allowed to use the phone for urgent calls. If necessary, urgent messages should reach the office by 1:00 pm, prior to our 2:20 pm dismissal time.

## **VALUABLES AT SCHOOL**

Be sure your child can properly secure his/her bike and/or scooter, as the school cannot be responsible for stolen property. Students are cautioned not to bring any electronic equipment/games, cell phones, or other costly items or toys as they are not secure in lockers. Also, toys and electronics are a distraction at school. If a parent feels strongly that their student needs to carry a cell phone, it should be turned off and kept in the locker during the school day. Once again, the school will not be responsible if it is lost or stolen.

## **VOLUNTEERS**

Volunteering is a great way to ensure the success of our students. Glencoe parents log many volunteer hours through tutoring students, helping in classrooms, assisting in the workroom, chaperoning field trips, fund raising, teaching Art Infusion and helping with art residencies, the kiln room and after-school activities. Through the PTA, parents help plan and implement a variety of community building events and programs including the Harvest Festival, Science Fair, Storybook Parade, Family Dance, Variety Show, Art Show, Walk and Bike to School Month, Kindergarten Round-up, etc.

If you are interested in volunteering, whether at school or working from your home, there are plenty of opportunities. All volunteers are required to pass a criminal background check. Forms are available in the office.

## **WEB PAGE**

The Glencoe Flyer is posted each week on our web page. Other valuable information you will find includes teacher and staff emails, parent organization information, the family handbook and links to achievement data and other school facts. [www.pps.k12.or.us/schools/glencoe](http://www.pps.k12.or.us/schools/glencoe)

## **SCHOOL EVENTS**

### **BACK TO SCHOOL NIGHT**

Thursday, September 30th / 5:30-7:00 PM

Back to School Night is an opportunity for families to meet teachers and other Glencoe families. Students are included in this evening and serve as tour guides – showing off their classrooms, their work and the school.

Back to School Night is an open house from 5:30-7:00. Families may come at any time between 5:30 and 6:45. At 7:00 all staff will close their classrooms.



### **GRANDPARENTS' AND SPECIAL FRIENDS' DAY**

Friday, October 22nd

AM: Kindergarten, 10:00; PM: Kindergarten and Grades 1-5, 1:00

This event is meant to provide an opportunity for grandparents and other adult friends who don't normally have an opportunity to visit schools, to see what goes on in a public school.

Glencoe students are encouraged to invite their grandparents or an adult special friend to visit, but it is not a time to bring other children or siblings to school. After a short address in the cafeteria, friends join their students in the classroom. Special guest parking will be available on the playground at the rear of the school.

### **HARVEST FESTIVAL**

Thursday, October 29<sup>th</sup> / 5:30-7:30

This is an evening event for families. Food, drinks and desserts are for sale and students (usually in costume) enjoy game booths, activities and a haunted house. This event takes a lot of volunteer effort to set up, run and take down. We need many volunteers to help with this.

### **KINDERGARTEN ROUND UP**

Thursday, February 3rd / 6:30 PM

Each year incoming Kindergarten parents are invited to learn more about our program. This is an excellent opportunity to meet our Kindergarten staff. Please encourage your neighbors and friends to attend this event. If you plan to register your child on this evening, please bring a birth certificate, proof of address (2) and your child's immunization records. This is an information night for parents and not intended for children.

### **SCIENCE FAIR**

Thursday, March 10<sup>th</sup> / 6:00 PM

Students are encouraged, but not required, to enter science projects in the Glencoe Science Fair. Teachers give more information as the event nears and often the PTA sponsors a help session. Students use the inquiry methods to devise an experiment and report on the results. Even if a student does not do a science project, it is still fun to attend. Community groups have booths and demonstrations around science topics.

## **GLENCOE AUCTION**

Saturday, April 16th / 6:00 PM

Mark your calendars, dust off those fancy duds and join us for the Glencoe Auction on April 2nd. We're once again planning an elegant affair for 200 friends and family to mingle, eat, have lots of fun and of course raise money for our school. As the Foundation's largest fundraiser of the year, proceeds of the auction are devoted to ensuring we have a full time librarian, before and after school enrichment activities and much more.

Visit [www.glencoefoundation.com](http://www.glencoefoundation.com) for more details.

## **RUN FOR THE ARTS**

Thursday, April 21st

Each spring, students and staff participate in "Run for the Arts." This jog-a-thon raises money for the Artists-In-Residence experiences and performances we bring to Glencoe School. Please plan to join us for this very fun day.

## **VARIETY SHOW**

Thursday, April 28th / 6:00 PM

This is a fun showcase for student talent of all kinds. Please watch the Flyer for audition and rehearsal dates and times.

## **ART SHOW**

Thursday, May 19<sup>th</sup> / 6:00 PM

Student artwork created during Art Infusion is on display.

## **STORYBOOK PARADE**

Friday, June 3rd

Students and staff carry their favorite books and dress as their favorite storybook characters (costumes not required) and parade through the streets near Glencoe.

## **VOLUNTEER TEA**

Monday, June 6<sup>th</sup> / 2:30 PM

All volunteers are honored for their contributions to the school community at this tea.



## **COMMITTEES AND ORGANIZATIONS**

### **GLENCOE PTA**

The Glencoe PTA strives to strengthen the family-school-community partnership by providing opportunities to be involved in the education, health, and well-being of children in our community. Studies show that parent and public involvement are essential to the successful education of our children. A first step in this involvement is joining the PTA — it's a great place to share ideas, enthusiasm and expertise. The PTA organizes almost every fun and enriching event at Glencoe. Please attend our monthly PTA meetings. The dates and times of these meetings are on the calendar in this handbook and published in our weekly Glencoe Flyer. The PTA also had a bulletin board in the main hallway where you can find current information.

### **SITE COUNCIL**

In compliance with the Oregon Educational Act for the 21st Century, the purpose of the Site Council is to increase student achievement and oversee school policy and program implementation. PPS Board policy and state law requires each school to have a Site Council. Glencoe's Site Council is composed of staff, parents, community members and the principal. Monthly meetings are noted on the calendar in this handbook.

### **THE GLENCOE SCHOOL FOUNDATION**

The Glencoe School Foundation (GSF) works to maintain Glencoe's status as a truly exceptional school. We meet once a month to plan and coordinate fundraising efforts that enhance Glencoe's academic program and benefit all the children who attend our school, as well as their parents. This, in turn, strengthens our community. GSF is one of many individual school foundations operating under the umbrella of the Portland Schools Foundation.

The Glencoe School Foundation is run entirely by volunteers. The money we raise pays the salary of our full-time librarian, allowing more of the school's district funds to be used for classroom teachers. The Foundation also funds a part-time Technology Support Specialist to help maintain teachers' computers and the student computer lab, as well as staff to lead afterschool sports, fifth grade band, homework club and other enrichment activities, as funds allow.

For more information about the Glencoe School Foundation, and to find out how you can get involved, please visit [www.glencoefoundation.com](http://www.glencoefoundation.com).

### **ARTS DEVELOPMENT**

The Arts Development Committee works to organize a variety of arts experiences for all of our students each year. The committee meets once a month in the library — see this calendar for dates and times. Each year our students, parents and staff work together to raise funds for the arts through Young Audience's Run for the Arts program. The Arts Development committee works closely with the principal in overseeing the expenditure of these funds.

### **ART INFUSION**

Art Infusion is an art literacy program run by parents for all Glencoe students.

Parent volunteers from each classroom attend a prepared monthly art lesson provided by experienced trainers. At this meeting parents learn the lesson, create their own art, and get the necessary training and art instruction to teach the lesson to students in their classroom. Materials are organized and provided for each lesson. The trainings are scheduled in the evening for about 1-1/2 hours and free childcare is provided. Check the school calendar or Glencoe's website for scheduled times. Art Infusion is a fun way to get involved in your child's classroom. Please consider volunteering for this very important and rewarding program. No previous teaching or art experience is necessary. Come to an Art Infusion training or contact an Art Infusion Coordinator for details.

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> Professional Development/ Teacher Planning Day <b>No School</b>	<b>2</b> Professional Development/ Teacher Planning Day <b>No School</b>	<b>3</b> Schools and Offices Closed	<b>4</b>
<b>5</b>	<b>6</b> Labor Day Holiday <b>No School</b>	<b>7</b> First Day of School – Grades 1-5  Kindergarten Assessments	<b>8</b>  Kindergarten Assessments	<b>9</b>  Kindergarten Assessments	<b>10</b> Principal's Coffee 8:15 AM  1 <sup>st</sup> Day for all Kindergartners	<b>11</b>
<b>12</b>	<b>13</b>  PTA Mtg. 6:30 PM Foundation Mtg. 7:30 PM	<b>14</b>  Site Council and Art Dev. 2:40 PM	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> 2 Hour Late Opening	<b>23</b>  Mt. Tabor – Back to School Night	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>  S.T.O.P.P.S drills 9:45 and 10:05	<b>28</b>  Art Infusion Training 6:30	<b>29</b>	<b>30</b>  Glencoe Back to School Night 5:30 – 7:00 PM		

2010

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b> Foundation Mtg. 6:30 PM	<b>5</b>	<b>6</b> International Bike and Walk to School Day	<b>7</b>	<b>8</b> Statewide In-Service Day <b>No School</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Site Council and Art Dev. 2:40 PM	<b>13</b> 2 Hour Late Opening	<b>14</b>	<b>15</b> Principal's Coffee 8:15 AM PTA Meeting 9:00 AM	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> Art Infusion Training 6:30	<b>20</b>	<b>21</b> Franklin Cluster TAG Parent Mtg. @ F.H.S.	<b>22</b> Grandparents & Special Friends Day AM K 10 AM Grades 1-5, 1:00 PM	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Franklin Cluster ELL Parent Mtg. @ F.H.S.	<b>28</b>	<b>29</b> Harvest Festival 5:30- 7:30	<b>30</b>
<b>31</b>						

**2010**

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> PTA Mtg. 6:30 PM Foundation Mtg. 7:30 PM	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Teacher Planning Day	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Site Council and Art Dev. 2:40 PM	<b>10</b>	<b>11</b> Veterans' Day <b>No School</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Art Infusion Training 6:30	<b>17</b>	<b>18</b>	<b>19</b> Principal's Coffee 8:15 AM	<b>20</b>
<b>21</b>	<b>22</b> Morning/Afternoon/ Evening Conferences <b>No School</b>	<b>23</b> Morning /Afternoon Evening Conferences <b>No School</b>	<b>24</b> <b>No School</b>	<b>25</b> Thanksgiving Holiday <b>No School</b>	<b>26</b> <b>Schools and Offices Closed</b>	<b>27</b>
<b>28</b>	<b>29</b> 2 <sup>nd</sup> Grade Pedestrian Safety	<b>30</b> 2 <sup>nd</sup> Grade Pedestrian Safety				

2010

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b> Grading Period Ends	<b>3</b> Teacher Planning Day <b>No School</b>	<b>4</b>
<b>5</b>	<b>6</b> Foundation Mtg. 6:30 PM	<b>7</b>	<b>8</b> 2 Hour Late Opening Health Screenings	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Site Council and Art Dev. 2:40	<b>15</b>	<b>16</b>	<b>17</b> Principal's Coffee 8:15 AM PTA Meeting 9 AM	<b>18</b>
<b>19</b>	<b>20</b> Winter Break – No School	<b>21</b> Winter Break – No School	<b>22</b> Winter Break – No School	<b>23</b> Winter Break – No School	<b>24</b> Winter Break – No School	<b>25</b>
<b>26</b>	<b>27</b> Winter Break – No School	<b>28</b> Winter Break – No School	<b>29</b> Winter Break – No School	<b>30</b> Winter Break – No School	<b>31</b> Winter Break – No School	

2010

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b> New Year's Day
<b>2</b>	<b>3</b> PTA Mtg. 6:30 PM Foundation Mtg. 7:30 PM	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> Art Infusion Training 6:30	<b>12</b> 2 Hour Late Opening	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Martin Luther King, Jr. Day No School	<b>18</b>	<b>19</b> 5 <sup>th</sup> Grade Play Performance	<b>20</b>	<b>21</b> Principal's Coffee 8:15 AM	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

2011

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
				Kindergarten Round-up 6:30 PM		
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 2 Hour Late Opening	<b>10</b>	<b>11</b> School Choice Tour 9 AM	<b>12</b>
	Foundation Mtg. 6:30 PM	Art Infusion Training 6:30	Mt. Tabor 5 <sup>th</sup> Grade Info. Night			
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Principal's Coffee 8:15 AM PTA Mtg. 9 AM	<b>19</b>
<b>20</b>	<b>21</b> Presidents' Day No School	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> School Choice Tour 9 AM  High School Transfer Application Deadline	<b>26</b>
<b>27</b>	<b>28</b>					

2011

# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> School Choice Tour 9 AM	<b>5</b>
<b>6</b>	<b>7</b> PTA Mtg. 6:30 PM Foundation Mtg. 7:30 PM	<b>8</b> Site Council and Art Dev. 2:40 Art Infusion Training 6:30	<b>9</b> 2 Hour Late Opening	<b>10</b> Science Fair 6:00 PM	<b>11</b> Elementary/Middle School Transfer Application Deadline	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Grading Period Ends	<b>18</b> Teacher Planning Day Snow Make-Up Day No School	<b>19</b>
<b>20</b>	<b>21</b> Spring Break – No School	<b>22</b> Spring Break – No School	<b>23</b> Spring Break – No School	<b>24</b> Spring Break – No School	<b>25</b> Spring Break – No School	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

2011

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b> Site Council and Art Dev. 2:40 Art Infusion Training 6:30	<b>13</b> 2 Hour Late Opening	<b>14</b>	<b>15</b> Principal's Coffee 8:15 AM PTA Mtg. 9 AM	<b>16</b> GLENCOE FOUNDATION AUCTION
<b>17</b> April 18 – 29 5 <sup>th</sup> Grade Bike Safety	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Run for the Arts	<b>22</b> Run for the Arts (rain day)	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Variety Show 6:00 PM	<b>29</b>	<b>30</b>

# 2011

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b> Walk and Bike Challenge Month	<b>2</b> PTA Mtg. 6:30 PM Foundation Mtg. 7:30 PM	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 2 Hour Late Opening 3 <sup>rd</sup> Grade Play Performance	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Art Show 6 PM	<b>20</b> Principal's Coffee 8:15 AM	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Memorial Day Observed <b>No School</b>	<b>31</b>				

2011

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b>	<b>3</b> Storybook Parade	<b>4</b>
<b>5</b>	<b>6</b> Volunteer Tea 2:30 PM	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> 5 <sup>th</sup> Grade Promotion	<b>14</b> Grading Period Ends End of School Year	<b>15</b> Teacher Planning Day Snow Make-Up Day	<b>16</b> Teacher Planning Day Snow Make-Up Day	<b>17</b> Snow Make-Up Day	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

2011

# 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						

2011

# 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			

2011



Portland Public Schools  
**2010-2011**  
**SCHOOL TRIMESTER CALENDAR**



The Trimester Calendar is one of two district calendars (Trimester, Quarter). To determine which calendar your school follows, see page 2. Calendars are on the district website: [www.pps.k12.or.us](http://www.pps.k12.or.us); click on "Calendar" tab.

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

**JUNE — 2010**

	1	2	3	4	5
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

☀  
 Snow  
 Make-Up  
 Days will  
 be added  
 to the end  
 of the first  
 semester  
 and/or the  
 end of the  
 school  
 year.

**JULY — 2010**

	1	2	3		
4	H	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30
31					

**AUGUST — 2010**

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					

**SEPTEMBER — 2010**

	1	2	3	4	
5	H	7	START	8	9
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

**OCTOBER — 2010**

		1	2		
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
31					

**NOVEMBER — 2010**

	1	2	3	4	5	6
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	AMP	23	AMP	24	H
28	29	30				

**DECEMBER — 2010**

	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	H

**JANUARY — 2011**

				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

**FEBRUARY — 2011**

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28					

**MARCH — 2011**

			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						

**APRIL — 2011**

			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

**MAY — 2011**

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				

**JUNE — 2011**

			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		

**JULY — 2011**

			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						

**SYMBOL EXPLANATION**

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

- INS Statewide Inservices (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 esis
- PLAN Teacher Planning Day
- PROF Professional Development Day
- START Start of School Year
- TRF-H High School Transfer Application Deadline
- TRF-MS Elementary/Middle School Transfer Application Deadline
- Schools and Offices Closed
- \* Prof. Dev. Day or Teacher Plan Day (school decision)
- X Snow make-up days - this would move END, GRD, and PLAN days over accordingly
- (prev. Nov 11, 2010)

# SCHOOL TRIMESTER CALENDAR

## Schools following Trimester Calendar:

• Abernethy	• Bridlemile	• Creston	• Hayhurst	• Lent	• Odyssey	• Sellwood	• Woodlawn
• Access	• Buckman	• da Vinci	• Humboldt	• Lewis	• Pennsula	• Siton	• Woodmere
• Almsworth	• Capitol Hill	• Dunway	• Irvington	• Llewellyn	• Richmond	• Skyline	• Woodstock
• Alameda	• Chapman	• Faulbon	• James John	• Maplewood	• Rieke	• Stephenson	
• Beach	• Chief Joseph	• Forest Park	• Kelly	• Markham	• Rigler	• Sunnyside	
• Beverly Cleary	• Clarendon-	• Glencoe	• King	• Marysville	• Rosa Parks	• Vernon	
• Boise-Eliot	• Portsmouth	• Grout	• Lauleniurst	• MLC	• Sabon	• Vestal	
• Bridger	• Creative Science	• Harrison Park	• Lee	• Oakley Green	• Scott	• Withman	

## TRIMESTER CALENDAR DATES FOR SCHOOL YEAR 2010-2011

Summer Scholars	First Semester: June 28-July 19 / Second Semester: July 26-August 13, 2010		
Classified Connection Training Day	August 17, 2010		
Community Care Day	August 28, 2010		
Professional Development Day or Teacher Planning Day* (school decision)	August 31, 2010		
Professional Development Day or Teacher Planning Day* (school decision)	September 1, 2010		
Teacher Planning Day	September 2, 2010		
Schools and Offices Closed	September 3, 2010		
Labor Day Holiday (schools and all offices closed)	September 6, 2010		
September 7, 2010	September 7, 2010		
First Day of School for Students	September 10, 2010		
(Kindergarten and PK classes will begin regular classroom instruction no later than September 10. Schools may choose to use the 7th, 8th and 9th for kindergarten assessment.)			
Statewide Inservice (No school - all 190, 200, 210, 225 & 230 employees off)	October 8, 2010		
PSAT Testing for All High School Sophomores (during regular school hours)	October 13, 2010		
Teacher Planning Day and Classified Connection Training Day (no school for students)	November 5, 2010		
Holiday in Celebration of Veterans' Day (schools and all offices closed)	November 11, 2010		
Conferences			
Morning, Afternoon and Evening Conferences (no school for students)	November 22, 2010		
Morning, Afternoon and Optional Evening Conferences (no school for students)	November 23, 2010		
Morning Conferences (no school for students; no afternoon school for teachers)	November 24, 2010		
Thanksgiving Holiday (schools and all offices closed)	November 25 & 26, 2010		
End of 1st Grading Period	December 2, 2010		
Teacher Planning Day (no school for students)	December 3, 2010		
Students' last day prior to Winter Break	December 17, 2010		
Schools and Offices closed	December 24, 2010		
Holiday in Celebration of New Year's Day (schools and all offices closed)	December 31, 2010		
Students return following Winter Break	January 3, 2011		
Martin Luther King Jr. Day Holiday Commemoration (schools and all offices closed)	January 17, 2011		
High School Transfer - Opens	January 21, 2011		
Elementary/Middle School Transfer - Opens	January 28, 2011		
Presidents' Day Holiday (schools and all offices closed)	February 21, 2011		
High School Transfer Deadline	February 25, 2011		
Elementary/Middle School Transfer Deadline	March 11, 2011		
End of 2nd Grading Period	March 17, 2011		
Teacher Planning Day and Classified Connection Training Day (no school for students)	March 18, 2011		
Spring Break (no school for students)	March 21-25, 2011		
ACT Testing for All High School Juniors (during regular school hours)	April 27, 2011		
Memorial Day Holiday (schools and all offices closed)	May 30, 2011		
Last Day of School for Students	June 14, 2011		
Teacher Planning Day (no school for students)	June 15 & 16, 2011		
Snow Make-Up Days (END, GRD, PLAN days would be moved back accordingly)	June 15, 16 & 17, 2011		
Summer Scholars	June 27 - August 12, 2011		
Graduation Dates	June 5, 6, 7 & 8, 2011		
<b>GRADING PERIOD SCHEDULE FOR 2010-2011 SCHOOL YEAR</b>			
Start of <b>First</b> Grading Period	September 7, 2010	Start of <b>Third</b> Grading Period	March 28, 2011
End of <b>First</b> Grading Period	December 2, 2010	End of <b>Third</b> Grading Period	June 14, 2011
Start of <b>Second</b> Grading Period	December 6, 2010		
End of <b>Second</b> Grading Period	March 17, 2011		
<b>EMPLOYEE WORK YEAR 2010-2011</b>			
<b>190-Day</b> Employees	August 31 to June 16	<b>225-Day</b> Employees*	August 16 to June 30
<b>200-Day</b> Employees	August 23 to June 22	<b>230-Day</b> Employees*	August 16 to June 30
<b>210-Day</b> Employees	August 16 to June 29	<b>260-Day</b> Employees	July 1 to June 30
<b>215-Day</b> Employees*	August 16 to June 30	Refer to 2010-2011 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 11, 2010

## 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.

## New Immunization Requirements for the 2010-11 School Year

Oregon law requires new students, including Pre-Kindergarten, Kindergarten, and 1<sup>st</sup> grade students, to have at least one dose of each required vaccine or appropriately signed exemption before attending school.

For 2010-2011, the following vaccines are required for a child 19 months old or older to be up to date.

<b>Pre-Kindergarten</b>	Diphtheria/Tetanus/Pertussis (DTaP): <b>4 doses</b>
<b>Head Start</b>	Polio: <b>3 doses</b> Measles, Rubella, Mumps (MMR): <b>1 dose</b> received on or after first birthday Hepatitis B: <b>3 doses</b> <b>Hepatitis A: 2 doses</b> Haemophilus influenzae type B (Hib): <b>1-4 doses</b> (if under 5 years of age) Varicella (Chickenpox): <b>1 dose</b> received on or after first birthday or has chickenpox history
<b>Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade</b>	Diphtheria/Tetanus/Pertussis (DtaP): <b>5 doses</b> Polio: <b>4 doses</b> Measles, Rubella, Mumps (MMR): <b>2 doses*</b> first dose received on or after first birthday Hepatitis B: <b>3 doses</b> <b>Hepatitis A: 2 doses</b> Varicella (Chickenpox): <b>1 dose</b> received on or after first birthday or has chickenpox history
<b>Grade 3-6 or 10-12</b>	Diphtheria/Tetanus/Pertussis (DtaP): <b>5 doses</b> Polio: <b>4 doses</b> Measles, Rubella, Mumps (MMR): <b>2 doses*</b> first dose received on or after first birthday Hepatitis B: <b>2 or 3 doses</b> (depending on vaccine type) Varicella (Chickenpox): <b>1 dose (or 2 doses</b> if vaccine is given at age 13 or older) received on or after first birthday or has chickenpox history
<b>Grade 7-9</b>	<b>In addition to all vaccines for Grades 3-6 or 10-12, Grade 7-8 students also require Tdap: 1 dose</b> * "Measles only" vaccine is acceptable for 1 dose

If additional vaccines are needed, call 503.988.3816 for Multnomah County Clinic locations

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

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 x74234)  
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)

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