

Grout School

**PARENT AND STUDENT
HANDBOOK & CALENDAR**

2010-11

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DAILY SCHEDULE

Grades K-5

7:30 Breakfast in the cafeteria
7:50 Enter building
8:00 Instruction begins
2:15 Dismissal

Lunch

Lunch times vary. Call the school for times.

Bus Schedule

Buses for all grades arrive at school at 7:50 am and depart from school at 2:20 pm.

The Transportation Department mails home information on bus schedules and routes each August. Check with the office if you are not sure about your child's eligibility to ride the school bus.

ATTENDANCE POLICIES

It is very important that good attendance habits are learned early in a student's educational process. As parents, it is your duty to be sure that your child attends school regularly and that he/she arrives on time.

Parents will need to write a note explaining their child's tardiness each time he/she is tardy. This is a very serious issue. We care very much about each child and expect every minute of the instructional day to count. A child who is tardy five minutes every day during a school year would miss a total of 15 days of instructional time! This is why we are so concerned for our students who come to school late.

A written excuse from the parent or guardian is required for each absence or tardy. School Board policies specify the following valid excuses for being absent from school: illness of the child; illness of a family member which requires the child's presence for a short period of time; absence due to religious holiday observance; and a death in the family. If your child has a medical or dental appointment, an excuse needs to be brought to school in advance. When it is necessary for you to pick up your child before the regular dismissal time, please come to the school office. The office cannot release your child to anyone who is not listed on your child's registration form. If you are sending someone else to pick up your child, you must make prior arrangements with the office.

FIRE AND EARTHQUAKE DRILLS

All Grout students and staff participate in regularly-scheduled fire and earthquake drills. It is a required policy that all students, staff and visitors vacate the building during a fire drill. One continuous bell indicates the fire alarm. Each teacher will have his/her class line up and leave from a previously designated door to exit the building. Should students be playing outside during a fire drill, they are to line up with their class and go to the arranged area of the playground. Throughout the drill, students are not to talk and are to stay with their class. A signal will be given from the principal when it is safe to re-enter the building.

We also have an emergency procedure in place in the event that an intruder (unauthorized or potentially dangerous) is in the building. During the lockdown drill the teachers will lock the classroom doors, turn off the lights, pull down the shades and instruct children to remain quiet and away from windows. Classrooms will be telephoned when the situation is deemed safe and the lockdown can be discontinued.

SAFETY BEFORE AND AFTER SCHOOL

There is no adult supervision for students before 7:30 a.m. or after 2:15 p.m. daily. Teachers are preparing for the school day and are not available to supervise those students who might arrive early. For this reason, it is important that you as parents help your child time his/her departure from home so that he/she does not arrive at school before 7:30 am. We ask parents to discuss with your child that once he/she arrives at school, he/she is not to leave the school grounds. If your child becomes ill or you wish to take your child home during the school day for an appointment, you or a person named on your emergency form must come to the school office before the school will release your child. Your child cannot be released to walk home alone during the school day! We follow this policy to ensure the safety of all children.

INSURANCE

Low cost accident insurance for students is made available by private insurance companies in cooperation with the Portland Public School System. Please consider purchasing student accident insurance to protect your children. Even if you already have medical insurance, you may consider student accident insurance as a supplement to your existing medical insurance. Health insurance needs can be facilitated by the Grout School nurse. Call for assistance.

HEALTH SERVICES

Our school nurse is at Grout one to two times a week to monitor the health records and give advice on additional days also. Please feel free to call the nurse should you have any health-related questions concerning your child's attendance in school. We are very interested in your child's health needs. If your child has a health problem or requires special attention, please notify the school office and your child's classroom teacher.

MEDICATION POLICY

According to School District policy, school personnel are not able to give your child ANY type of medication unless there is a release/permission form on file in the school office. The school's nurse or secretary oversees medication administration that must occur at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. If medication must be given at school, you must:

1. Provide written permission (forms are available at school)
2. Bring all medication (prescription and over-the-counter).
3. Keep the school supplied with necessary medication.
4. Pick up the medication when it is no longer needed at school. (When needed all year, pick up at the end of each school year, or it will be destroyed.)

VISION AND HEARING SCREENING

Vision screening is provided to our kindergarten, first, third and fifth graders. All other students are tested at the request of the teacher or parent. The vision screening is done, using the Snellen Eye Chart, by parent volunteers under the supervision of the school nurse. Hearing checks are given to the kindergarten and first grade classes by an audiometric. Children in other grades will be tested on referral by the teacher or parent. If a child does not pass the initial screening, an audiologist performs the retest. Parents are notified should there be a need for further testing. More extensive vision and hearing screenings are available during the year from the Lions & Essilor Foundations.

FLUORIDE TABLET PROGRAM

Fluoride and dental sealants can almost eliminate tooth decay in permanent teeth. Fluoride tablets can prevent 35 percent of tooth decay. Your child may participate in a Multnomah County Health Department sponsored daily Fluoride Tablet Program at school. In a community with no fluoride in the drinking water,

fluoride tablets help those teeth which are still growing within the jaw as well as those already in the mouth. Every school day your child will be given a fluoride tablet. The tablet is chewed and swished for one minute, then swallowed. This program is completely safe. The amount of fluoride used is recommended by the American Dental Association and the American Academy of Pediatrics. The Program is endorsed by the Multnomah Dental Society.

If your household gets drinking water from a private well, it is necessary to test the fluoride level of that well before your child may take fluoride tablets at school. If you are on a well and have not received written instructions, please call 988-3905.

If you are giving your child fluoride tablets or fluoride vitamins at home, there is NO NEED to stop and change to the school program. In fact daily home use is better as it is not interrupted by holidays and vacations. If your child is NOT taking fluoride tablets at home, the school program is a good way to get started. Your child must be at least three years old and have your written permission. To get the best protection, tablets should also be taken on weekends and vacations. See your doctor or dentist for a prescription.

VISITORS

Visitors must check in at the school office and sign the Visitor's Log upon arrival. All visitors will wear a Visitor's Badge to help us ensure the safety and security of our students. Parents are welcome and encouraged to visit their child's classroom. A personal conference with your child's teacher is the best way to resolve a concern or to find out how your child is doing. Please call your child's teacher at least one day in advance.

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences, held in November, are an excellent opportunity to get to know your child's teacher, classroom expectations and how your child is progressing academically and socially. Please sign up at our Back-to-School Night for a conference time with your child's teacher as well as with other teachers who your child sees in programs such as Title 1, ERC, ELL, Reading Recovery, or Speech.

PARENT TEACHER ASSOCIATION

Grout's PTA is an organization of parents and teachers who meet regularly and provide support for many of Grout's activities. PTA assists with important school functions such as field trips, vision screening, and coordinates fund-raising and volunteers in our school.

VOLUNTEERS

Volunteering at Grout School is a way for parents, guardians, grandparents and friends to show their children how much they value their education. There are many different ways to get involved by volunteering. These include daytime and evening activities as well as take home projects and the list continues to grow. Volunteering can be done on a schedule to meet your needs. When you volunteer, everybody wins: the children, the teachers and you!

FAMILY ACTIVITIES

Grout School schedules many family activities throughout the year. Activity Nights featuring math, science, and physical education activities are a tradition at Grout. Students perform in music programs for parents. Parents are welcome to attend Run for the Arts, Field Day, Spirit-Day Assemblies and other events.

CLOTHING CENTER

The Portland Council PTA sponsors a Clothing Center housed at the Child Services Center at 531 S.E. 14th. The center is open from 10:00 am to 1:00 pm on Mondays and Thursdays. Parents wishing to visit the center for their child need to pick up a referral in our office.

EAGLE GAZETTE

Look for Grout's newsletter, the Eagle Gazette, coming home with your child once each month. The newsletter contains a calendar of coming events for the school and items of information that will help you and your child stay informed.

SCHOOL PICTURES

Each fall a photographer comes to Grout School to take individual student photos.

RUN FOR THE ARTS

In the spring we will again hold our annual RUN FOR THE ARTS sponsored by YOUNG AUDIENCES. This unique fund raiser enables Grout School to raise money to support artists who work with our students during residencies throughout the year, as well as provide us with the funding to have lively and entertaining assemblies. We will announce our scheduled assemblies through the Gazette so that you can plan on joining us.

SITE COUNCIL

Grout's Site Council is a representative group composed of the principal, teachers, classified staff, and parents, which is charged by the Oregon Legislature with addressing the needs of school improvement. The group meets monthly to examine school improvement and make recommendations which are then shared with the larger Grout community. Parents serving on the Site Council are elected by other parents; teachers by teachers, and classified staff by classified personnel. Please contact the principal if you are interested in serving.

PARTY INVITATION POLICY

Children should refrain from passing out their party invitations at school. Teachers and parents note that when children distribute invitations at school, some children are inevitably left out and hurt feelings are the result. Please find another method of distributing party invitations outside school. This policy extends to the hours before and after school.

TELEPHONE USE/CELL PHONES

Telephone use by our students is discouraged. If it is necessary for your child to use the phone, please send a note to his/her teacher and we will grant your request. If your child plans on staying after school or wishes to visit a friend before going home, please make arrangements at home prior to the school day.

While we understand many parents feel that it is important for students to have cell phones for safety reasons, they may become a problem due to irresponsible use during the school day. Our preference is for cell phones to stay home. If you feel a need to have your child bring a cell phone, please communicate that to his/her teacher. If they come to school they should be turned off and kept in lockers during the school day. Students who do not follow this expectation will have their cell phones confiscated. Cell phones will be returned to students the first time the phone is taken. All other times, the parent will need to pick up the phone. Know that lockers are not completely safe and items can be stolen if left in the locker. The school is not responsible for phones that have been lost or taken.

VALUABLES

Students should not bring toys, radios, electronic devices or large amounts of money to school. We cannot assume responsibility for loss or damage of property when students bring items of value from home. If a student brings an item from home, they assume the risk if it is damaged, lost or stolen.

BICYCLES

Third, fourth and fifth grade students may choose to ride their bicycles to school. Students must park and lock their bikes in the bicycle rack on school grounds. The responsibility for the bicycle belongs to the student. According to Oregon law, all bicycle riders under age 16 must wear bicycle helmets. Students may not ride bikes on the sidewalks or on school grounds during the school day. Students may not bring skateboards, skates, scooters or roller blades to school.

DAY CARE

YMCA School Age – A Before and After School Program The YMCA offers on-site programs for kids grades K-5 that are fun, enriching, safe, affordable, and designed with your need for flexibility in mind. Options include: two, three or five day care; AM and/or PM options, year round, school breaks, late openings and inservice days. Curriculum encompasses Arts and Humanities, Character Development, Homework Support, Fitness and Games and Literacy. Financial aid is available. To find out more about YMCA Programs or to register contact the Y at 503-327-0013.

LOST AND FOUND

Clearly mark your child's full name on all items, especially coats, jackets, sweaters and lunch boxes. Any lost item with a child's name on it is returned to the child's classroom. If an unmarked item is lost, it will be placed in the Lost and Found lockers by the main office.

TITLE 1 SCHOOL WIDE PROGRAM

Title I resources are aimed at improving instruction and achievement so that all students in the school will meet the state's high standards. School wide reform strategies and effective instructional strategies are used to provide opportunities for all children to meet the state's challenging academic standards, e.g., giving primary consideration to extended learning time, accelerating the curriculum, and minimizing moving children from the regular classroom.

LITERACY PROGRAMS

It is the goal of our staff to provide a Literacy Program for all students, giving each child an optimal time for learning in order to reach his or her educational potential. Two 90 minute morning blocks are scheduled for small group instruction. Placement in instructional groups will be based on student interests and student needs as identified by assessments. Student learning will take place in a print-rich environment, immersing them in language. During the 90 minutes of uninterrupted instructional time, students will experience a variety of learning activities, which develop their reading skills through novels, creative writing activities, journals, speaking, and listening.

Classroom Literacy Groups

Each classroom teacher will be working with a core group of students. Emphasis will be upon reading and writing skills. These groups will change each term as students are placed in individual groups.

- Learning Center Literacy
Students with individualized Educational Plans will receive individualized and small group instruction in the areas of reading and writing.
- Literacy for English Language Learners (ELL)
Students will develop reading and writing skills while increasing their proficiency in English. Special consideration will be given to a rich variety of languages and cultural backgrounds they bring with them. Students will be exposed to a variety of writing modes, particularly utilizing their own experiences to write journals or autobiographies. While reading a wide range of material, students will gain exposure to academic language and content background through special emphasis on non-fiction.

Junior Great Books

Junior Great Books uses reading and discussion of outstanding literature to promote the development of reading comprehension and critical thinking abilities. The program focuses on interpretive and evaluative questions and encourages students to participate in a 'Shared Inquiry' Method to explore literature from their own perspective and areas of strength.

Drama

Students have the opportunity to participate in theater arts through our drama program. Working with a drama coach, students develop and produce a play, which will be performed for their peers, parents, and community members.

BALANCED APPROACH TO MATH

BAM: Developing Number Sense Through Reasoning and Communication

BAM, a meaning-focused instructional method that encourages children to bridge from concrete experiences to abstract understandings. BAM is a systematic instructional program that requires a reasoning-based approach to math learning in every classroom, grades one through five. An overall instructional goal of the math program is that 80-90% of our students will achieve mastery of the benchmark concepts and skills for their grade level. Our math program focuses on supporting children's understanding of concepts and formal math language, helping them to find meaning and have success in solving math problems.

KINDERGARTEN

Kindergarten is offered at Grout Elementary School for everyone. The major benefit of full day kindergarten is it allows more time for the students to be immersed in language and for the teacher to meet the individual needs of the children. It provides an opportunity for a more complete program to develop the whole child. Large blocks of time are required for optimal learning conditions during the early years. Literacy activities are integrated into all the subject areas, such as art, music, social studies, P.E., science, math and play. Full day kindergarten also can provide a way for working parents to reduce childcare issues by having the same length of day as older siblings. Half day programs are also available for those parents who would prefer a shorter program.

MULTNOMAH EDUCATIONAL SERVICE DISTRICT PRESCHOOL

This program provides a quality preschool opportunity with a certified and experienced teacher in a fully-equipped, safe, and developmentally appropriate classroom. We serve children with a wide range of abilities. Low cost tuition is competitive with other area preschools and scholarships are offered. For more information, please stop in Room C at Grout School.

STARBASE AND CAMP KIWANILONG FOR FIFTH GRADERS

Starbase is a program for our fifth graders. It is an educational program designed to promote strong science, mathematics, technology, and drug reduction education through experiential learning, simulations and experiments in aviation and space related fields. Starbase is a partnership between Portland Public Schools and the Oregon National Guard. The Oregon National Guard provides facilities at the Jackson Armory.

Every year our fifth grade students have the opportunity to travel by bus to stay overnight at OMSI's marine science camp on the Oregon Coast Camp Kiwanilong. The camp is located in Warrenton. While there, students participate in a variety of marine science and coastal ecology activities led by well-trained OMSI staff. If the tides are right, we will take the opportunity to do some tide pooling at Haystack Rock in Cannon Beach. Other activities may include a stop at Necanicum Estuary, a night hike, and a variety of other hands-on science experiences.

SUN/COMMUNITY SCHOOLS PROGRAMS

Grout is a SUN (Schools Uniting Neighborhoods) School run by Portland Parks and Recreation. Students have an opportunity to participate in many after school activities and classes. Please pick up a brochure for a complete list.

BOYS AND GIRLS CLUB

Another after school option is the Meyer Boys and Girls Club in the Sellwood area. Membership must be arranged with the club on your own. Our school bus goes to the club after school, however, use of the bus is on a first come, first served basis. Once the bus is full, we will no longer be able to add additional students.

PHYSICAL EDUCATION

Physical education classes involve students in developmentally appropriate gross motor skill activities and games. Building children's self-esteem is emphasized as much as building their muscles. The primary goals of Grout's PE program include learning techniques to build good sportsmanship, group cooperation, a sense of fair play, and to give their best efforts while developing a love for physical activities. All students need to wear tennis shoes with non-marking soles and suitable clothing during their gym classes.

LIBRARY

Each classroom has a regularly scheduled time to visit the school library and check out books. Students will all participate in the school wide reading program Accelerated Reader. We are a Reading is Fundamental School and students receive free books three times a year.

COMPUTER TECHNOLOGY

Each class will have a regular weekly time in the computer lab. Students will gain skills in keyboarding, multi-media presentations, and research. Each classroom has at least two computers and access to a printer. The use of the computer is integrated into the classroom curriculum. Students will use word processing and drawing programs to enhance their projects and reports. On your child's registration form there is a place to check for permission to use the internet. Our whole school is now networked, so please check out Grout's home page: go to www.pps.k12.or.us, then select SCHOOLS, then GROUT.

F.L.A.S.H.

Beginning in the fifth grade, a program called F.L.A.S.H. (Family Life and Sexual Health) is introduced into classrooms. The goals of the program are to help students become knowledgeable about human development; to teach respect and appreciation of themselves, their families and others; and to assist in the development of people who will neither exploit others nor allow themselves to be exploited. Oregon law requires public schools to provide HIV/AIDS education in every grade, kindergarten through twelve. The curriculum introduces new health concepts as they become developmentally appropriate to the child.

STATE TESTS

State testing occurs in grades three through five. Students take state tests in reading, math, and writing at those grades. In addition, the fifth grade takes a problem solving math, science, and social studies test. State tests for reading, math, science and social studies are given online on a computer.

HOMEWORK POLICY

Homework is assigned to our students to reinforce, provide practice or extend skills taught in the classroom. Completing homework assignments develops good work habits and encourages students to be responsible. Homework assignments can serve as a link between parent, child and teacher. Please set aside some uninterrupted time each night to read, talk about, and review homework.

As students move up in grade level, assignments will increase in length and complexity. Grout School follows the following suggested homework schedule:

Kindergarten:	10-15 minutes daily reading with an adult.
1st and 2nd grade:	20-30 minutes daily, four times a week.
3rd Grade:	20-40 minutes daily, four times a week.
4th and 5th grade:	30-50 minutes daily, four times a week.

TALENTED AND GIFTED PROGRAM

Students who have been identified as being academically gifted, or having the potential to be gifted, are eligible for the Portland School District's Talented and Gifted program (TAG). Parents can request information about their right to nominate their child. Teachers also nominate students to TAG following the Frasier model of identification. Classroom teachers modify the curriculum for students so that it matches individual needs in rate and level of learning.

Grout School provides a variety of opportunities which will challenge TAG students. There are also interest groups for students who have a special interest in writing or computers. We are always looking for new ways to challenge and excite Grout's students. Check out the TAG bulletin board in the office.

EDUCATIONAL RESOURCE CENTER

The Educational Resource Center (ERC) is a classroom designed for children who require support in language arts and/or math. The goals of ERC are to provide individualized instruction in areas specific to the needs of each child, to give each student opportunities to be successful at his or her ability level and to bring each student up to a level of independence in which he/she can meet the academic challenges of his/her regular classroom.

SPEECH-LANGUAGE PATHOLOGIST

A Speech-Language Pathologist is assigned to Grout School. Students who have communication problems due to expressive and/or receptive language deficits, who stutter, or whose speech is hard to understand may be eligible to be served by the Speech-Language Pathologist.

SPECIAL EDUCATION – REFERRAL PROCESS

Portland Public Schools offers special education services to students meeting the eligibility criteria. When a teacher or a parent believes progress is slow or is concerned about speech and language skills, the child may be referred to the Building Screening Committee. This committee, composed of a Principal, School Psychologist, Speech-Language Pathologist, Resource Teacher and teacher of the child being referred, will determine if special support is necessary. If parents believe their child may need the services provided by the school's support personnel, please contact your child's teacher for further information.

BREAKFAST AND LUNCH PROGRAMS

Students may purchase a hot lunch which includes a choice of main dishes and items from a salad bar, fresh or canned fruit, raw vegetables, and a bread item. They can also choose items from a salad bar, fresh or canned fruit, raw vegetables and a bread item. Students also have the choice of juice or milk with their

lunch. Some children bring a lunch from home and buy milk. Parents are welcome to join their children for lunch on any day. Please call the school before 8:45 a.m. if you are planning on joining us so that we will have enough food prepared.

Students need to pay the cafeteria for their lunch in the morning and may buy enough lunches for a day, a week or a month at a time. Please make checks payable to Grout School Cafeteria. Grout School uses a computerized method of tracking lunch payments and each child is issued a card for this purpose. Applications for free and reduced price lunches are available to families who wish to apply for the federal program. Breakfast is served free of charge for all students at 7:30 am. Students arriving at 7:50 may pick up their breakfast on the way to class.

DRESS FOR SUCCESS

The staff at D.A. Grout believes going to school is our children's work, therefore, we believe we should present ourselves as taking our job seriously. It is the responsibility of parents to dress students appropriately for both weather conditions and classroom work. It is important to the student's health and classroom performance that they have proper grooming. Here are some suggested guidelines:

1. Students should come to school clean and well groomed.
2. Students should dress warmly during the cold months.
3. During the warmer weather, these guidelines should be considered:
 - Shorts should be long enough to meet the tips of the fingers when the arm is held at the side. No cutoffs should be worn to school.
 - Tops need to be long enough to cover the midsection and clothing and shoes appropriate for play during gym and recess. Straps should be an inch wide.
4. No hats or scarves are to be worn during school except during outside recess.

GENERAL SCHOOL EXPECTATIONS

In an effort to provide consistent guidelines for positive student behavior at Grout School, we are sharing with you the following information. The guidelines below have been discussed with all students. We would like you to take time to read the expectations and discuss them with your child. We are very proud of the student behavior at Grout and we know you will support our efforts to continue the positive behavior.

Students are expected to be in the halls only at appropriate times. Unless the student has a hall pass, he/she is not to be in the hall during the following times:

Morning: Before the 7:50 a.m. bell except for breakfast
Noon: During recess
After School: 2:20 pm

General expectations for a successful Grout student are:

- Listens and follows directions.
- Shows respect for adults, other students, and school property.
- Keeps from using inappropriate language, comments, and gestures.
- Follows school guidelines for appropriate school clothing.
- Follows bus and safety rules.

Students are not to walk to or from school through the park. This is not a safe area. Students are not to play in the park before or after school unless they are supervised by a parent.

Before School

Students are to follow safety rules when walking to school. The playground is off limits in the morning. Breakfast is served free of charge to all students starting at 7:30 am. Breakfast is supervised between 7:30 and 7:50 in the cafeteria. Students who don't have time to get breakfast before the 7:50 bell may pick up their breakfast on the way to class from the cart in the hall. In the morning students are not to wait in the park or on the sidewalk. They should go to the cafeteria.

After School

Students are to be out of the building and off the school grounds by 2:20 p.m. unless staying for a school approved activity. Students are to follow safety rules when walking home from school.

POSITIVE MANAGEMENT PROGRAM

Awards Assembly: Students are invited to an awards assembly at the end of each trimester. At that assembly students may receive the following awards:

- Spirit awards-given to students who have received no checks during the trimester.
- Reading awards
- Attendance awards
- Special awards

Lunch at Odd Fellows: Students are invited to attend lunch at Odd Fellows based on criteria set up by their teachers.

Classroom Rewards: Teachers set up reward systems within their own classrooms to acknowledge good behavior.

STUDENT ACCEPTABLE USE REGULATION

PPSNet Purpose

Portland Public Schools has established an electronic communication network (PPSNet) for educational purposes. The term "educational purpose" includes use of the system for teaching and learning in the classroom, professional or career development, and limited high-quality research. The District operates PPSNet in accordance with the requirements of the Children's Internet Protection Act (CIPA).

1. Personal Safety

- Students will not post personal contact information about themselves. Personal contact information includes address, telephone, home address, work address, etc. School address and email address may be used when it is necessary to receive information.
- Students will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the District and its students will not include any reference to District personnel or students, including their names and pictures, without obtaining proper permission.
- Students will not agree to meet with someone they have met online without their parents' approval and participation.
- Students will promptly disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal or Destructive Activities

- Students will not attempt to gain unauthorized access to the District network, or to any other computer system through the District network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- Students will not make deliberate attempts to disrupt any computer system performance or destroy data.
- Students will not use the District network to engage in any other illegal act.

3. **System Security**

- Students are responsible for the use of their individual account and recognize that access is a revocable privilege. Students shall take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.
- Students must not possess or use software or hardware tools specifically designed to break security mechanisms. Examples of such tools are those that facilitate illegal copying of copy-protected software, discovery of passwords, or unauthorized deciphering of encrypted data.
- Students will immediately notify the District Network Administrator if they have identified a possible security problem. Students will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

4. **Inappropriate Conduct**

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Each student is representing his or her school and should display exemplary behavior when using the network.
- Students will use clear and concise words so as not to be misconstrued. Electronic text allows no context clues to convey shades of irony, sarcasm, or harmless humor.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is acting in a manner that threatens or distresses another person. If a student is told by a person to stop sending the messages, the student must stop.
- Students will not post false or defamatory information about a person or organization. Use of the network is also subject to the student discipline code, particularly those sections dealing with harassment, display of offensive materials and threatening contact.

5. **Respect for Privacy**

- Students will not re-post a message that was sent to them privately without permission of the person who sent them the message. However, all messages posted in a public forum may be copied in subsequent communications if proper acknowledgment is given
- Students will not post personal contact information about other people, including address, telephone, home address, work address, etc. In addition, the district and its students will not include any reference to district personnel or students, including their names and pictures, without written permission.

6. **Respecting Resource Limits**

- Students will use the network only for educational and professional or career development activities, and limited, high-quality, research activities.
- Students must be aware of the finite capacity of the network and cooperate with the Network Administrator to conserve resources and assure equitable access for all. Students will not download large files unless absolutely necessary. If necessary, students will download the file at a time when the network is not heavily used.
- Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- Students will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- Students will subscribe only to high quality mailing lists that are relevant to their education or professional/ career development. Before joining a public discussion, read others' messages for awhile to make sure you understand the subject of discussion. If you are new to a discussion and want to ask a question, check first for a file of Frequently Asked Questions (FAQ's).
- Students will cancel subscriptions to discussion groups (mailing lists) before any vacation, break, or other extended absence from school.

7. **Plagiarism and Copyright Infringement**

- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student.
- Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. **Inappropriate Access to Material**

- Students will not use the District network to access material that is obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). If a student inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school.

9. **Due Process**

- In the event there is an allegation that a student has violated the Acceptable Use Regulation, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a District Administrator.
- Disciplinary actions will be pursuant to the procedures described by local, state and federal law and/or the Handbook on Student Responsibilities, Rights and Discipline. If the alleged violation also involves a violation of other provisions of the Handbook on Student Responsibilities, Rights and Discipline, the violation will be handled in accord with the applicable provision of the Handbook.
- When possible, disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. However, violations may result in revocation of network access.

10. **Limitation of Liability and Indemnification**

- The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through PPSNet will be error free or without defect. The District will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on PPSNet. The District will not be responsible for financial obligations arising through the unauthorized use of PPSNet. Users will identify and hold the district harmless from any losses sustained as a result of intentional misuse of PPSNet.

D.A. Grout is a community of students, parents, and staff who are:

Encouragers

Appreciative and Respectful

Great Partners with Each Other

Life-Long Learners

Ethnically Diverse

School and Community Spirited



September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 Professional Development/ Teacher Planning Day No School	2 Professional Development/ Teacher Planning Day No School	3 Schools and Offices Closed	4
5	6 Labor Day Holiday No School	7 Start of School Year	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Late Opening	23	24	25
26	27	28	29	30		

2010

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	4	5	6	7	8 Statewide In-Service Day No School	9
10	11	12 Mid-Term Progress Reports	13 Late Opening	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2010

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	5 Teacher Planning Day	6
7	8	9	10	11 Veterans' Day No School	12	13
14	15	16	17	18	19	20
21	22 Morning/Afternoon/ Evening Conferences No School	23 Morning /Afternoon Evening Conferences No School	24 Morning Conferences No Evening Conferences No School	25 Thanksgiving Holiday No School	26 Schools and Offices Closed	27
28	29	30				

2010

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Grading Period Ends	3 Teacher Planning Day No School	4
5	6	7	8 Late Opening	9	10	11
12	13	14	15	16	17	18
19	20 Winter Break – No School	21 Winter Break – No School	22 Winter Break – No School	23 Winter Break – No School	24 Winter Break – No School	25
26	27 Winter Break – No School	28 Winter Break – No School	29 Winter Break – No School	30 Winter Break – No School	31 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>
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12 Late Opening	13	14	15
16	17 Martin Luther King, Jr. Day No School	18	19	20	21	22
23	24	25 Mid-Term Progress Reports	26	27	28	29
30	31					

2011

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	5
6	7	8	9 Late Opening	10	11	12
13	14	15	16	17	18	19
20	21 Presidents' Day No School	22	23	24	25 High School Transfer Application Deadline	26
27	28					

2011

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	4	5
6	7	8	9 Late Opening	10	11 Elementary/Middle School Transfer Application Deadline	12
13	14	15	16	17 Grading Period Ends	18 Teacher Planning Day Snow Make-Up Day No School	19
20	21 Spring Break – No School	22 Spring Break – No School	23 Spring Break – No School	24 Spring Break – No School	25 Spring Break – No School	26
27	28	29	30	31		

2011

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
10	11	12	13 Late Opening	14	15	16
17	18	19	20	21	22	23
24	25	26 Mid-Term Progress Reports	27	28	29	30

2011

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 Late Opening	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day Observed No School	31				

2011

June

<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 Grading Period Ends End of School Year	15 Teacher Planning Day Snow Make-Up Day	16 Teacher Planning Day Snow Make-Up Day	17 Snow Make-Up Day	18
19	20	21	22	23	24	25
26	27	28	29	30		

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; 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
7	8	9	10	H	12
14	15	16	17	18	19
21	22	AMP	23	AMP	24
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	

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

JANUARY — 2011

	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			

FEBRUARY — 2011

	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				

MARCH — 2011

	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	31	

APRIL — 2011

	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
					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
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

JULY — 2011

	1	2			
3	H	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
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	• Laulenhurst	• MLC	• Sabon	• Vestal	
• Bridger	• Creative Science	• Harrison Park	• Lee	• Oakley Green	• Scott	• Whitman	

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

GRADING PERIOD SCHEDULE FOR 2010-2011 SCHOOL YEAR

Start of First Grading Period	September 7, 2010	Start of Third Grading Period	March 28, 2011
End of First Grading Period	December 2, 2010	End of Third Grading Period	June 14, 2011
Start of Second Grading Period	December 6, 2010		
End of Second Grading Period	March 17, 2011		

EMPLOYEE WORK YEAR 2010-2011

190-Day Employees	August 31 to June 16	225-Day Employees*	August 16 to June 30
200-Day Employees	August 23 to June 22	230-Day Employees*	August 16 to June 30
210-Day Employees	August 16 to June 29	260-Day Employees	July 1 to June 30
215-Day 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 1st 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.

Pre-Kindergarten	Diphtheria/Tetanus/Pertussis (DTaP): 4 doses
Head Start	Polio: 3 doses Measles, Rubella, Mumps (MMR): 1 dose received on or after first birthday Hepatitis B: 3 doses Hepatitis A: 2 doses Haemophilus influenzae type B (Hib): 1-4 doses (if under 5 years of age) Varicella (Chickenpox): 1 dose received on or after first birthday or has chickenpox history
Kindergarten, 1st and 2nd grade	Diphtheria/Tetanus/Pertussis (DtaP): 5 doses Polio: 4 doses Measles, Rubella, Mumps (MMR): 2 doses* first dose received on or after first birthday Hepatitis B: 3 doses Hepatitis A: 2 doses Varicella (Chickenpox): 1 dose received on or after first birthday or has chickenpox history
Grade 3-6 or 10-12	Diphtheria/Tetanus/Pertussis (DtaP): 5 doses Polio: 4 doses Measles, Rubella, Mumps (MMR): 2 doses* first dose received on or after first birthday Hepatitis B: 2 or 3 doses (depending on vaccine type) Varicella (Chickenpox): 1 dose (or 2 doses if vaccine is given at age 13 or older) received on or after first birthday or has chickenpox history
Grade 7-9	In addition to all vaccines for Grades 3-6 or 10-12, Grade 7-8 students also require Tdap: 1 dose * "Measles only" vaccine is acceptable for 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 x74234)
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)

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