

# **Richmond Japanese Immersion School**

## **PARENT AND STUDENT HANDBOOK & CALENDAR**

**2010-11**



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## LETTER FROM THE PRINCIPAL

Dear Richmond families:

The opening of school is a busy and exciting time of year for children, parents and staff. During this time it is important to establish safe procedures, since safety is our highest priority. This includes planning safe routes and procedures for coming to and from school. It means providing our office with the critical safety and emergency information on the student registration form in the opening day packet. Please take time to update the registration form completely, return it to school immediately and update throughout the year.

Families are invited to BACK TO SCHOOL NIGHTS on September 28 for Pre-K – 2<sup>nd</sup> grade and September 29 for grades 3 - 5. We will not be offering dinner this year, but PTA will announce the refreshment schedule in advance. I will introduce the staff to you in the auditorium at 6:30 pm and give the annual State of the School Address so you will hear about our achievement levels, our strengths and areas where we need to focus improvement efforts. Classroom visitations start at 7:00 pm. There will be opportunities to visit core classrooms and talk about Title 1, ESL and TAG services with the respective coordinators. Please make every attempt to arrange your schedule to come for this important annual event. Teachers will talk with you about their plans for the year, present our new curriculum maps and review classroom and homework procedures and answer your questions. You will also have an opportunity to sign up for a November Parent-Teacher Conference.

Richmond's staff, new Assistant Principal(TBA), new counselor, Mary McGivern, the secretaries, Kristina Kallen and Kari Shawen and I welcome you back to school. We are here to be of service to you and your family. Please stop by the office and visit or feel free to telephone at 503 916-6220 when you have a question or concern. I can also be reached by email at: [bpruitt@pps.k12.or.us](mailto:bpruitt@pps.k12.or.us).

With sincerest wishes for a productive year,

Bev Pruitt, Principal

## MISSION STATEMENT

As Educators we are committed to preparing children to be successful in a global society. In order to fulfill this commitment, we will employ rigorous instructional strategies outlined in the Japanese Magnet Program's Curriculum, including teamwork and cooperation. We will encourage students to be problem solvers both in their relationships with others and in their approach to learning. We will model and cultivate an understanding and appreciation of cultural diversity, open-mindedness, and we will embrace life long learning. Our classrooms will reflect these values. We will be open to involving the community in the school and the school in the community. We will value, empower, and celebrate children.

## RICHMOND SCHOOL INFORMATION

Richmond Elementary School  
2276 SE 41<sup>st</sup> Avenue  
Portland, OR 97214  
Phone: 503-916-6220  
Attendance: 503-916-6148  
Fax: 503-916-2665

## SCHOOL HOURS

Arrival (line up in cafeteria)	7:55
1 <sup>st</sup> Bell	8:00
2 <sup>nd</sup> Bell	8:05
Dismissal (pick up children at classroom)	2:15

There is no provision for supervision of students BEFORE OR AFTER SCHOOL HOURS. PLEASE DO NOT SEND STUDENTS EARLIER THAN THEIR ARRIVAL TIME AND BE PROMPT PICKING YOUR CHILDREN UP AT DISMISSAL.

## SCHOOL MEALS

Portland Public Schools provides students healthy and balanced meals at the following cost:

Breakfast (incl. Milk)	Full Price \$1.00	Reduced \$.00
Lunch (incl. Milk)	Full Price \$2.30	Reduced \$.40
Milk Only	\$ .50	

Students may qualify for reduced priced meals depending on parent's income or status (Food Stamps or Aid to Dependent Children recipients, Foster Child Care provider, etc.). We encourage you to complete a meal application form if you think you may qualify for reduced price meals. Students pay for lunches with prepaid debit cards.

## **ABSENCE AND TARDY POLICY**

Regular School Attendance and arriving on time are essential habits for being successful at school. Students arriving at school after 8:05 a.m. will be considered tardy. The student must go first to the office to get a tardy slip before proceeding to their classroom. Tardy slips are to be handed to the teachers. If a student accumulates more than 3 unexcused tardies in a grading period a conference will be set up between the parent, teacher and/or principal.

If your child is ill please keep them home. If a student is absent due to illness or an appointment send a written excuse when your child returns to school. Families who need to take their child/ren from school during school hours must check them out through the office. This procedure is to ensure the safety of students.

## **ACCIDENT AND ILLNESS**

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

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

Please inform the office staff as soon as possible of any changes in your home, work, or emergency numbers. It is important that the school has accurate records.

### **Follow up to Illness**

In order for the school to administer any medication (prescription or over the counter) 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 medication which may be included on a prescription label or on a separate note from the doctor.
3. All medication must be in their original containers.

### **Immunization**

Current Immunization Form must be filled out in full and updated.



## RICHMOND SCHOOL STAFF

Staff	Member	Position	Room
Bev Pruitt	Principal		Office
TBA	Assistant Principal		Office
Mary Megiver	Counselor		Office
Kristina Kallen	Principal's Secretary		Office
Kari Shawen	School Secretary		Office

### Teachers

Rumi Bibb	Pre-K		37
Yoshiko Kamata	Pre-K		37
Anne Harper	Pre-K		37
Melissa Wenger	Pre-K		37
Amy Grover	Kindergarten		24
Jill Iverson	Kindergarten		23
Kelly Marsh	Kindergarten		103
Reiko Yoshida	Kindergarten		102
Aya Mishina	1st Grade		107
Brooke Murphy-Hecht	1st Grade		106
Sumiko Uchida	1st Grade		109
Karen Meier	1st Grade		108
Anne Scheimann	2nd Grade		105
Anna Kapranos	2nd Grade		104
Eriko Mogi	2nd Grade		212
TBA	2nd Grade		213
Mariko Nagakura/Hedges	3rd Grade		204
Michiko Hirahara/Parshelle	3rd Grade		201
Beth Martin	3rd Grade		200
Karin Schulz	3rd Grade		206
Kaoru Biornstad/Kitazawa	4th Grade		209
MaryAnn Jacobson	4th Grade		210
Jaina Kapranos	4th Grade		208
Atsuko Ando	4th Grade		211
Bill Aubrecht	5th Grade		203
Minori Fukushima	5th Grade		202

### Specialists and Support

TBA	Library		Library
Dan Alexander	Custodian		Office
Daniel Tibbets	Special Ed		17
Jennifer Haag	Educational Assistant		23
Joyce Iliff	Curriculum Instructor		205
TBA	School Psychologist		17
Kristi Mowe	Speech		17
MaryLou O'Hallern	School Nurse		Office
Lesley Spector	ESL		17
Letha Switzer	Kitchen		Kitchen
Linda Topp	Para educator		Office
TBA	PE		17
Art4Life	Before/After Care		20



## PTA OFFICERS AND CHAIRPERSONS

Mary Klinger .....President.....[dustin-mary@comcast.net](mailto:dustin-mary@comcast.net)  
Jeff Hopper.....VP .....[jeff.hopper@casne.com](mailto:jeff.hopper@casne.com)  
Amy Starr Thomas .....Secretary... [amystaffthomas@comcast.net](mailto:amystaffthomas@comcast.net)

## SITE COUNCIL

Yoko Duncan.....[duncan.s@comcast.net](mailto:duncan.s@comcast.net)  
Russell Chamberlain .....[russellcchamberlain@gmail.com](mailto:russellcchamberlain@gmail.com)  
Breese Watson.....[breesew@gmail.com](mailto:breesew@gmail.com)

## OYA NO KAI

Sara Stephens.....President.....[csstephens@gmail.com](mailto:csstephens@gmail.com)  
Maya Mori.....VP .....[maya\\_mori@comcast.net](mailto:maya_mori@comcast.net)

## RICHMOND FOUNDATION

Rich Shawen .....[rshawen@comcast.net](mailto:rshawen@comcast.net)  
Jeff Hardy .....[jnh@filmprofit.com](mailto:jnh@filmprofit.com)

## 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. Please call the school office by 8:15 a.m. to notify us when your child will be absent. If your child has been absent or tardy, you need to send a written note with your child explaining the reason for the absence or tardiness. Daily absences will be reported to the home by the auto-dialer system. You may call the attendance line (503.916.6148) and leave a message as well.

## BICYCLES

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 should not ride bikes on the sidewalks or on school grounds during the school day. **Skateboards, skates, scooters, razor scooters, shoes with wheels or rollerblades are prohibited.**

## BIRTHDAY INVITATIONS

To avoid hurt feelings, birthday invitations may not be distributed at school if all children in a classroom are not included.

## BREAKFAST AND LUNCH PROGRAMS

Students may purchase a hot lunch including milk or bring a lunch from home and buy milk for 50 cents. Lunch for students in grades Pre-K - 5 costs \$2.30.

Students may qualify for a reduced price or free lunch. 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. Vestal uses a computerized method of tracking lunch payments and each child is issued a card for this purpose. Applications for free or reduced price lunches are available to families who wish to apply for the federal program. Parents are welcome to join their children for lunch, but visits should be limited to no more than once weekly. Lunch tickets may be monitored or purchased online at [www.MyLunchMoney.com](http://www.MyLunchMoney.com).

## **CHILD CARE**

Art4Life operates a before and after school child care program at Richmond School for enrolled students through age 12. Daily hours are from 7-8 a.m. to 2:15 p.m. Art enrichment programs are a part of the after-school schedule. For enrollment information, email [livthearts@aol.com](mailto:livthearts@aol.com) or call 503.962.9466.

## **COUNSELOR**

Mary Megiver will be our new counselor, working with all students in the school through classroom guidance activities to develop positive self-esteem, decision-making skills, understanding of self and others, and effective ways of communicating ideas and feelings. Small groups and individual activities are also organized as needed. The counselor is available to consult with parents regarding school and family issues. If you have any questions, feel free to call her at 503.916.6127.

## **CLASSROOM VISITS AND CONFERENCES**

Call your child's teacher at least one day in advance of a classroom visit to arrange a mutually convenient time. This courtesy will ensure the time is mutually convenient for everyone. The classroom visit should not exceed one hour. A personal conference outside class time with your child's teacher is the best way to resolve a concern or to find out how your child is progressing. Please be considerate of all the students in class and schedule conversations outside class time.

## **DRESS AND GROOMING APPROPRIATENESS**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process. Students' apparel and hair styles must be neat and clean and not disrupt instructional activities. Head coverings, hats and gloves should not be worn inside the building. Even when the weather is warm, wear clothing that is appropriate to a school setting.

Students may be asked to change dress or grooming if:

- The clothing could substantially interfere with the learning process or school climate or disrupt the educational process;
- The clothing is sexually suggestive (examples include bare midriffs, visible or showing undergarments, plunging necklines, see-through materials, and sagging pants);
- The clothing is demeaning to a particular person or group, such that it might interfere with another student's educational opportunities;
- The clothing is alcohol, tobacco, gang or drug-related, including advertising or advocating the use of such product;
- The clothing is vulgar, lewd, obscene, or plainly offensive;
- Some shoes present a safety hazard during active play. High-heeled shoes are not appropriate for school. Flip flops may be a tripping hazard.

## **EARLY ENTRY**

Parents of children whose birthday is later than September 1, but who may qualify academically and socially for early entry to school, may request information from the Principal. Requests are processed no earlier than April 15 and no later than September 15. Due to the rigor of the dual language learning, and due to our status as an all lottery school, early entry is not encouraged.

## LEARNING CENTER

The learning center is a classroom designed for children who require support in reading, writing, math or social skills. Class size and location of delivery varies by needs of students as shown on the Individual Education Plan (IEP) and school schedules. The goals 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 daily academic challenges.

## ENGLISH AS A SECOND LANGUAGE/BILINGUAL

The goal of the ESL/Bilingual staff is to facilitate the acquisition of English as a second language in oral, written and literacy skills. Skills are taught to students at different levels depending on their abilities upon entry into the program. We encourage students to continue to use their first language as they build skills in English.

## ENTRY INFORMATION

At the beginning of every school year, parents need to complete the registration form found in the OPENING DAY PACKET. Check over the information printed carefully and make any necessary changes. Have your child return the packet as soon as possible. Please fill out the registration form completely, making sure you include a phone number where you can be reached in case of an emergency and two emergency contacts in case you cannot be reached.

## FIELD TRIPS

Richmond students participate in a variety of field trip activities which support curriculum at their grade level. Transportation may be provided by school bus, Tri-Met or private vehicle. A Field Trip Permission form needs to be signed by the parent or guardian granting permission for students to participate. In recent years destinations have included Willamette Jet boats, Portland Art Museum, Oregon Children's Theatre, Shanghai Tunnels, OMSI, and Oregon Coast Aquarium. The school sends home a walking permission form in the Opening Day packet. When parents sign this form, children will be able to take walks to neighborhood destinations with their class.

## FIRE AND EARTHQUAKE DRILLS

All Richmond students and staff participate in regularly scheduled fire and earthquake drills. It is an expected policy that all students, staff and visitors will vacate the building during a fire drill. A continuous siren and flashing lights indicate 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 visual signal accompanied by a whistle will be given by the principal when it is safe to re-enter the building.

In the event of a real earthquake, the signal to duck and cover may be given verbally by the teacher or staff member in each room. As soon as it is safe to do so, the students will exit the building, avoiding overhead structures, trees and wires, and line up with their class outside just as they do in a fire drill. A visual signal accompanied by a whistle will be given by the principal when it is safe to re-enter the building.



## FLUORIDE TABLETS

Multnomah County Dental Health Services offers a daily fluoride tablet to students in grades K-5 whose parents request their participation. Please read the brochure and enclosed letter when you receive it and return the bottom portion of the letter if you wish your child to receive fluoride tablets.

## HOMEWORK CLUB

Richmond School sponsors an after school Homework Club for students by teacher recommendation. The club is coordinated by teachers and educational assistants. Students who would benefit from extra support in Japanese tutoring are invited to join. Information will be sent home about the schedule. Help with homework is also available online at <http://www.multcolib.org> from Multnomah County Library tutors. Hours are from 2 pm to 10 pm.

## 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. As students move up the grades, assignments will increase in length and complexity. Homework is assigned on Thursday and due back the following Wednesday.

## LIBRARY

Richmond's Librarian is Scott Armstrong. The library is a Media Center which includes books as well as computers and audio media for classroom use. Each class has a regularly scheduled time to visit the school library to learn library skills and check out books.

## 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 located in the cafeteria. Articles which remain unclaimed for a long period or following the end of the school year will be given away to appropriate agencies.

## MAKE-UP WORK

If your child has been absent for an extended period of time, she or he will have an opportunity to make up any work missed. Your child's teacher will provide you with the missed assignments as appropriate. Please give the teacher at least one day's advance notice to prepare the assignments.

## MERCHANDISE SALES IN SCHOOLS

Board Policy prohibits the sale of commercial products in the school except to the extent that they are necessary to students in carrying out their school programs, activities and responsibilities. To protect students and staff from commercial intrusion, the superintendent each spring appoints a district Vendor Selection Committee to recommend vendors who meet district criteria for merchandise selection. All non-student produced merchandise sold in the schools must come from this list. (Policy 3.30.031-AD)



## MESSAGES TO STAFF / STUDENTS

### CONTACTING TEACHERS

It may be difficult to call the school and speak with a teacher immediately. The best approach is to call and leave a message for the teacher to return your call. Consider dropping a note to the teacher or contacting through email if the teacher has provided you with his or her email address. Concerns must be shared with the classroom teacher before contacting the office.

### MESSAGES FOR STUDENTS

We are unable to pass on messages or take phone calls for students except in the case of emergency.

Please make after school arrangements with your student before school. In an emergency, the school secretary will take messages for students. Classroom phones will allow you to leave messages but they may not be checked before the end of the day.

### TELEPHONE

Use of the telephones by students is limited to emergencies or teacher approved calls. All telephone calls are limited to 3 minutes. Do not call to leave messages for your child.

### CELL PHONES

Cell phones may not be used by students during the school day including lunch time. If parents feel it is important for their child to have a phone at school, Richmond cell phone safety agreement must be signed by the parent on file in the office.

## LICE INFORMATION

Head lice policy at Richmond adheres to the PPS lice policy, which includes:

- 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 Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Again, in accordance with PPS policy, there are no classroom screenings.

It is not to the discretion of the schools to create a unique policy and practices, the schools must comply with the PPS policy.

If you have any questions, please contact Mary Lou O'Halloran, School Health Services Coordinator, 503.916.6220.



## **NEWSLETTER**

Look for Richmond's newsletter, The Richmond Shinbun, coming home with your child near the beginning of 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. The PTA reports on its activities and news that will interest parents. You may also visit our website or listserv for information which are listed at the end of this packet.

## **PARENT PARKING**

The parking lot on the north end of the campus is very congested during drop off and pick up hours. We urge you to allow enough time for negotiating the traffic, adhere to neighborhood speed limits, and pay attention to the numerous pedestrians. If walking in with your child, please park on the neighborhood streets. If dropping off your child, please make sure they are ready to exit the vehicle by the time your car is adjacent to the cafeteria doors. Prolonged delays cause increasing congestion. Never park or leave your car unattended in the bus lane.

## **PARENT TEACHER ASSOCIATION (PTA)**

The Richmond PTA is a recognized member of the state and national PTA. The Richmond PTA provides families with community-building activities, educational enrichment events, and fundraisers to enhance the environment at school and to work towards achieving our academic goals as set by the principal, staff and site council. They also work in partnership with the Richmond School Foundation to raise money to supplement staff allocations as prescribed by the district.

## **OYA NO KAI (ONK)**

Oya No Kai., a non-profit 501© (3) organization, is a parent group for the Japanese immersion Program of Portland Public Schools. Oya No Kai supports the Intern Program and Cultural Exchanges for Richmond Elementary, Mt. Tabor Middle School and Grant High Schools. Oya No Kai's purpose is to contribute to the successful development of the Japanese Immersion Program and to develop a mutual support among program families.

## **RICHMOND FOUNDATION (FDN)**

Richmond School Foundation is the only organization that can fund extra teachers and staff at Richmond. Unfortunately, at present, the need for additional funding is a fact of life in Oregon Public Schools. It has been especially problematic at Richmond as we continue to increase our enrollments without adequate FTEs. In Portland, under the umbrella of the Portland Schools Foundation, every school in Portland can have its own local school foundation to raise funds for staffing at their own school.

## **RUN FOR RICHMOND**

In the spring we will again hold our annual Run for Richmond sponsored by Richmond Parents. This unique fundraiser enables Richmond to raise money to support artists, presenters, authors or science for our students throughout the year, as well as provide us with the funding to have lively and entertaining assemblies and student workshops.

## **SAFETY BEFORE AND AFTER SCHOOL**

There is no adult supervision for students before 7:50 a.m. daily. Teachers and staff are preparing for the school day and are not available to supervise those students who might arrive earlier. For this reason, it is important that you as parents help your child time his/her departure from home so that s/he does not arrive at school before 7:50. 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. We follow this policy to ensure the safety of all children.

Children should be picked up or on their way home from school at 2:15 daily unless they are attending a school-sponsored function. You will be asked to fill out the "after school plan" for your child. You are asked to update it if those after school plans change.

## **SAFETY PATROL**

Safety Patrol provides assistance to Richmond students in crossing streets. We ask Safety Patrol members to show courtesy to all and we expect them to be treated courteously. Parents picking up their children should remember that they are models not only to their own children, but to all Richmond students. Please set the example of crossing in crosswalks when you are a pedestrian and picking up children at the curb when you are a driver.

The Safety Patrol provides help to students crossing before and after school. Bill Aubrecht coordinates Safety Patrol.

## **SCHOOL BEHAVIOR**

- Be SAFE, be RESPECTFUL, be RESPONSIBLE
- Follow directions and act respectfully toward all staff members.
- Get permission from teacher before leaving the classroom.
- Be responsible for school property.
- Do not bring weapons of any kind to school. This includes, but is not limited to pocket knives, knives, bullets, air guns, bb guns and toy guns.
- Hats must not be worn inside the building.
- Gum should not be chewed or distributed at school. It is a problem for maintaining a clean school.
- Threatening other students with physical violence or verbal harassment is not permitted.
- Do not bring firecrackers, matches, lighters, or other pyrotechnic devices to school.
- Radios, video games, CD players, iPods, iPod minis, laser pointers, recording and sound systems and other electronic devices are a distraction to the educational environment and are subject to confiscation. Electronic equipment confiscated from students will be held for parents/guardians to pick up. The school is not responsible for these items. Staff time will not be spent investigating the theft of these items.

## **SCHOOL PICTURES**

Each fall a photographer comes to Richmond School to take individual student photos. There is a second visit when the photographer will return for make-ups for students who were absent on the initial visit date. Watch for more information and order forms coming home early in the school year.

## **SITE COUNCIL**

Richmond's Site Council is a representative group composed of teachers, classified staff, parents and principal which is charged by the Oregon legislature with addressing the needs of school



improvement. The group meets regularly to write and monitor a school improvement plan. Parents serving on the Site Council are elected by other parents; teachers by teachers, and classified staff by classified personnel. Elections are held yearly and are announced in the school newsletter. Richmond's parents are Yoko Sato, Breese Watsor and Russell Chamberlain.

## **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 includes the counselor, teacher of the child being referred, and parents. The committee will recommend 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. Students will be referred to the BSC (Building Screening Committee) before they may be evaluated for Special Ed. Screening or 504 plans.

## **SPEECH-LANGUAGE PATHOLOGIST**

Speech-Language Pathologist Kristi Mowe is assigned to Richmond School. She works with students who are eligible for speech and language intervention. Students who have communication problems due to expressive and/or receptive language deficits, or who stutter, or whose speech is hard to understand may be eligible to be served by the Speech-Language Pathologist.

## **VALUABLES**

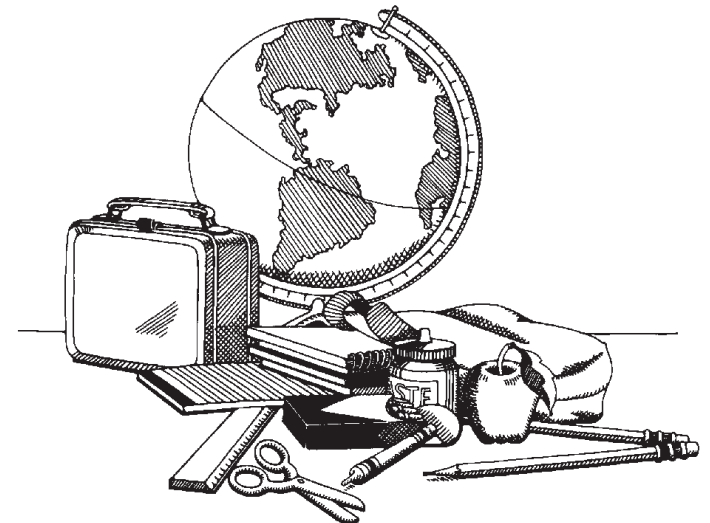
Radios, electronic devices, iPods, iPod minis, CD players, trading cards and large amounts of cash are prohibited. Nor should students bring skateboards, razor scooters, roller blades, scooters, roller skates, motorized vehicles, inline skates or other valuables to school. When in doubt, call the school before purchasing to inquire whether an item is prohibited. The school cannot assume responsibility for loss or damage of personal property.

## **VISITORS**

Visitors must check in with the school office and sign in on our volunteer guest computer upon arrival. All visitors will wear a Visitor's Badge to help us ensure the safety and security of our students. Parents are welcome to visit their child's classroom and may be accompanied by one other person. Please contact your child's teacher by the day before your planned visit to make the necessary arrangements. Visits must not exceed once per week for one hour.

## **VOLUNTEERING**

Family and community members volunteering their services in the school can provide valuable assistance to the instructional program, to school personnel and to the educational enrichment opportunities of Vestal students. A volunteer is defined as a non-paid person assisting under the direction of a licensed teacher or administrator. All volunteers shall complete a Criminal History Verification Form and a district or school Volunteer Information Form prior to rendering services. The acceptance of the services of any person on a voluntary basis shall be at the discretion of the school system. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex, sexual orientation or any other basis of unlawful discrimination. The principal has the final decision for direction of the local school volunteer program. (7.20.021-AD)



There are many different ways to get involved by volunteering, including evenings and take home projects, and the list of opportunities is growing. Volunteers are coordinated through the PTA.

## **WITHDRAWAL**

Please let us know at least two days in advance should you plan on withdrawing your child from Richmond to attend another school so that we may complete the necessary forms. Contact the office teacher with a note and explanation.

# 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 School Office Opens	19	20	21
22	23	24	25	26	27	28
29	30	31				

2010

# 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> Teacher Planning Day  ICE CREAM SOCIAL 5-7pm for all Families	<b>2</b> Teacher Planning Day	<b>3</b> School & Offices Closed	<b>4</b>
<b>5</b>	<b>6</b> Labor Day Holiday School Closed	<b>7</b> Start of School Year! 1 <sup>st</sup> Day of Students Grades 1-5	<b>8</b>	<b>9</b>	<b>10</b> PreK & Kindergarten – START DATE- 8:15am Welcome Tea for new Parents	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Gift Wrap Sale Begins PTA General Mtg & Movie Night!	<b>18</b>
<b>19</b>	<b>20</b> Gift Wrap Sale >>	<b>21</b> Site Council	<b>22</b> 2 HR Late Opening	<b>23</b> 7pm PTA Board Mtg	<b>24</b> Picture Day	<b>25</b>
<b>26</b>	<b>27</b> Gift Wrap Sale >>	<b>28</b>	<b>29</b>	<b>30</b>		

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> Harvest Festival
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> 8:15 School Tour National Walk & Bike to School	<b>7</b> Gift Wrap Sale Ends	<b>8</b> Statewide In-Service NO SCHOOL	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> 2 HR Late Opening	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Richmond Foundation Pledge Drive Week!	<b>19</b> Oaks Park Day Fundraiser Site Council LSAC	<b>20</b>	<b>21</b> 7pm PTA Board Mtg	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Re-take Picture Day	<b>28</b>	<b>29</b>	<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>	<b>2</b>	<b>3</b> 8:15 School Tour 6:30 PTA Gen Mtg	<b>4</b>	<b>5</b> Teacher Plan Day NO SCHOOL	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Veteran's Day NO SCHOOL	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Site Council	<b>17</b>	<b>18</b> 7pm PTA Board Mtg	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> NO SCHOOL Morning/Afternoon & Evening conferences	<b>23</b> NO SCHOOL Morning & afternoon conferences	<b>24</b> NO SCHOOL Morning Conferences	<b>25</b> THANKSGIVING NO SCHOOL	<b>26</b> NO SCHOOL	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

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> Read-A-Thon Begins 8:15 School Tour	<b>2</b> Grading Period Ends	<b>3</b> Teacher Planning Day NO SCHOOL	<b>4</b>
<b>5</b>	<b>6</b> Scholastic Book Fair	<b>7</b> Scholastic Book Fair	<b>8</b> 2 HR Late Opening Scholastic Book Fair	<b>9</b> Scholastic Book Fair	<b>10</b> Scholastic Book Fair Craft Fair	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Site Council LSAC	<b>15</b>	<b>16</b> 7pm PTA Board Mtg	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> WINTER BREAK	<b>21</b> WINTER BREAK	<b>22</b> WINTER BREAK	<b>23</b> WINTER BREAK	<b>24</b> WINTER BREAK	<b>25</b>
<b>26</b>	<b>27</b> WINTER BREAK	<b>28</b> WINTER BREAK	<b>29</b> WINTER BREAK	<b>30</b> WINTER BREAK	<b>31</b> WINTER BREAK	

2010

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Return to school	4	5 8:15 School Tour	6	7	8
9	10	11	12 2 HR Late Opening 6:30 PTA Gen. Mtg	13	14	15
16	17 MLK Day NO SCHOOL	18 Site Council	19 8:15 School Tour	20 7pm PTA Board Mtg	21	22
23	24	25	26 8:15 School Tour	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>
		<b>1</b>	<b>2</b> 8:15 School Tour	<b>3</b>	<b>4</b>	<b>5</b> 21 <sup>st</sup> Annual Auction
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 2 HR Late Opening	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> Site Council LSAC	<b>16</b> 8:15 School Tour	<b>17</b> 7pm PTA Board Mtg	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> PRESIDENT'S DAY NO SCHOOL	<b>22</b>	<b>23</b> 8:15 School Tour	<b>24</b> 7:00 Mandatory Lottery/Parent Mtg.	<b>25</b>	<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> Kurabu Camp Registration Begins	<b>2</b> 8:15 School Tour 6:30 PTA Gen. Mtg	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 2 HR Late Opening	<b>10</b>	<b>11</b> Elem/Middle School Transfer Application Deadline	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> Site Council	<b>16</b> 2:30 Mandatory Parent/Lottery Mtg.	<b>17</b> 2 <sup>nd</sup> trimester ends 7pm PTA Board Mtg	<b>18</b> Teacher Plan 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>
					1	2
3	4 Support Staff Appreciation Week	5	6	7	8	9
10	11	12	13 2 HR Late Opening	14	15	16
17	18 Richmond Foundation Spring Pledge Drive!	19 Site Council LSAC	20	21	22 Run for Richmond Science Fair	23
24	25	26	27 Secretary Appreciation Day	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>
<b>1</b>	<b>2</b> Teacher Appreciation Week	<b>3</b> Teacher Appreciation Week	<b>4</b> Teacher Appreciation Week	<b>5</b> Teacher Appreciation Week	<b>6</b> Teacher Appreciation Week	<b>7</b> Teacher Appreciation Week
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 2 HR Late Opening	<b>12</b>	<b>13</b>	<b>14</b> SPRING FESTIVAL
<b>15</b>	<b>16</b>	<b>17</b> Site Council	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Book Fair	<b>24</b> Book Fair	<b>25</b> Book Fair 6:30 PTA Gen. Mtg & Board Elections	<b>26</b> Book Fair	<b>27</b> Book Fair	<b>28</b> Westwind Family Camp
<b>29</b>	<b>30</b> Memorial Day NO SCHOOL	<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>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 SCHOOL ENDS	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





# Portland Public Schools 2010-2011 SCHOOL TRIMESTER CALENDAR



Portland Public Schools

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	

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	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
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	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
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	• Rieger	• 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	• 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 <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		

## EMPLOYEE WORK YEAR 2010-2011

<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

Portland Public Schools • Blanchard Education Service Center • 501 North Dixon • Portland, Oregon 97227 • (503) 916-2000 • <http://www.pps.k12.or.us>

(rev.) May 11, 2010

## 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

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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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