

# **Stephenson Elementary School**

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

**2010-11**

# Table of Contents

LETTER FROM THE STAFF .....	1	SCHOOL PROGRAMS .....	6
GENERAL INFORMATION .....	2	LIBRARY/MEDIA CENTER .....	6
ATTENDANCE INFORMATION .....	2	READING FRIENDS .....	6
ARRIVAL AND DEPARTURE OF STUDENTS .....	2	SPECIAL EDUCATION .....	7
DAILY SCHEDULE .....	3	SPEECH AND LANGUAGE .....	7
PLAYGROUND .....	3	TALENTED AND GIFTED .....	7
SCHOOL OFFICE .....	3	TECHNOLOGY .....	7
TRAFFIC .....	3	SCHOOL AND COMMUNITY PARTNERSHIPS .....	8
VISITORS .....	4	SITE COUNCIL .....	8
THE CLASSROOM .....	4	PORTLAND SCHOOLS FOUNDATION .....	8
ACHIEVEMENT TESTING .....	4	PARENT-TEACHER ASSOCIATION (PTA) .....	8
CLASSROOM VISITS AND BIRTHDAY CELEBRATIONS .....	4	PTA ACTIVITIES .....	9
CONTACTING TEACHERS .....	4	VOLUNTEERS .....	9
FIELD TRIPS .....	4	September 2010 .....	10
HOMEWORK .....	4	October 2010 .....	11
FRIDAY NEWSNOTES .....	5	November 2010 .....	12
BACK TO SCHOOL OPEN HOUSE .....	5	December 2010 .....	13
PARENT/TEACHER CONFERENCE WEEK .....	5	January 2011 .....	14
REPORT CARDS .....	5	February 2011 .....	15
SCHOOL SUPPLIES .....	5	March 2011 .....	16
SERVICES .....	5	April 2011 .....	17
CAFETERIA .....	5	May 2011 .....	18
MEAL PRICES .....	6	June 2011 .....	19
DAY CARE .....	6	July 2011 .....	20
LOST AND FOUND .....	6	August 2011 .....	21
SAFETY PATROL .....	6		

# LETTER FROM THE STAFF

August 30, 2010

Dear Stephenson Families:

Welcome to the 2010 – 2011 school year! Stephenson has a long tradition of a rich and well rounded educational program. This includes strong academics, a focus on music and visual arts, technology, physical education, and library services. The staff are proud of the work they do to improve student achievement, and appreciate the resources parents provide to give your child a well rounded educational program.

Parents and community volunteers provide a valuable resource in the classroom and school. Volunteers are always needed to help in classrooms, the school, or in other activities and events that occur during the school year. Please consider sharing your time, talent, and ideas with us during the year. You can register to volunteer online.

The Parent Handbook includes information on programs, procedures, and services that will answer your questions. If you have questions not answered in this handbook please feel free to contact your child's teacher or the school office at (503) 916-6318.

Academic excellence is the core focus at Stephenson and reading is the top priority. Teachers have a laser focus to move students forward in their reading skills as it lays the foundation for all other academic work. Parents can help by reading to your child, with your child, and providing time for your child to read to you. These three reading strategies are perhaps the most important activities you can do to help your child succeed in school. Your support is appreciated.

We look forward to a fun and successful school year as we partner with you in your child's education!

Your Stephenson Staff

## GENERAL INFORMATION

### ATTENDANCE INFORMATION

#### Autodialer System

By mid-morning of each school day the autodialer will acquire a list of students marked absent in our student database. The autodialer will then make phone calls to the homes of those students to notify their parents of those students' absence and allow them to respond with an explanation. If an explanation is not available at the time of the call a return call may be made to our school office at (503) 916-6318 or a note sent with the student when the student returns to school.

You have the option of the phone call being placed to your home phone, or to your home phone and another phone number (e.g., a cell phone or work phone number). You also have the option of not receiving phone calls. Please contact us if you wish anything other than a call to your home. We anticipate that there will be some errors on our end, and we will diligently work to correct them when we hear from you. You may also wish to discuss other options that have been available to the parents of students at higher grade levels: receiving e-mail messages in addition to phone calls, and using a PIN that must be entered using the touchtone keypad on a telephone before a message is delivered.

Other points of the autodialer: if the autodialer calls and receives a busy signal, or no answer, it will call again. It is currently set to call only in the case of student absences and only on school days. It should not call if you have arranged for your child's absence before the day of the absence. It should not call if your child is tardy.

#### What to do when your child is absent from school

Illness: When your child stay's home ill, please notify the school office at 503-916-6318 or by email before 9:00AM so that the autodialer will not notify you.

Vacations and Special Outings: Please prearrange this absence with your child's teacher (48 hours in advance if possible).

Medical and Dental Appointments: Please try to schedule your child's appointments outside of school hours. If you cannot avoid this conflict please complete the "Special Arrangements" form for your child to bring to school. You will need to meet your child in the office when checking them out of school.

Tardies: Teachers will record as tardy any student arriving after 8:00 AM. Students arriving after 8:15 AM must first report to the office BEFORE going to class.

These rules are in place for your child's protection. Any students with habitual absences will be referred to the proper authorities in order for the family to receive assistance.

## ARRIVAL AND DEPARTURE OF STUDENTS

School begins at 8:00AM; students should not arrive prior to 7:50 in the morning. This is because there is no morning supervision on the playground to ensure the safety of your child. Therefore, we are asking for your assistance in making sure that children arrive at the specified time. At the end of the school day, students are expected to go directly home or to arrange after school care.



Making any changes to the daily arrangements require written notice from parents. Please use the “school notes” forms provided by the school to make special arrangements for your student.

Students may not make after school play arrangements at school; they need to be planned at home. The school staff cannot be responsible for the supervision of students after school unless it is school sponsored.

## DAILY SCHEDULE

7:50 am Students arrive and enter building – Students should wait outside of the main office until the bell rings  
8:00 am Teachers begin instructional program  
10:45 am A.M. Kindergarten Dismissal  
2:15 pm Grades K-5 Dismissal

## PLAYGROUND

The Stephenson playground is for the entire community; however, **it is to be used only by Stephenson students during school hours (8:00 am - 2:15pm)**. Skateboards are not permitted on district property.

## SCHOOL OFFICE

The school office hours are 7:30 am to 4:00 pm. School office personnel are available to assist students, staff and parents. If you have any questions or concerns that cannot be answered by the classroom teacher, please contact the school office. If the question and/or concern is not an emergency, the best times to phone or to make an appointment are between the hours of 8:30 and 11:00 am or 12:00 to 1:30 pm. We are always available to serve parents, but find there is a high demand from staff and students during lunchtime from 11:00 am to 12:30 pm.

## TRAFFIC

Please drive carefully in the school vicinity and obey the school speed limit. Be aware of students, parents and crossing guards.

There is a Bus Zone in front of the school. During the hours of 7:45 to 8:05 a.m., 10:45 to 11:10 a.m., and 2:00 to 2:25 p.m., please **DO NOT ENTER** the front driveway to the school. Cars and parked vehicles in this area during these hours make it difficult for the buses to maneuver. Fifteen-minute parking is permitted in front of the school outside the above-listed hours. There are two handicapped parking spaces in front of the school. These are **NOT** loading zones—they must be available at all hours to drivers with a handicapped parking permit. Please do not park in these handicapped spaces without a special permit.

Please comply with the pavement markings in the upper and lower side parking lots. There is a lane for dropping off and picking up as well as a through lane for vehicles trying to exit the lot. Please do not leave your vehicle unattended in a drop off/pick up zone. Do not block the through lane.



## **VISITORS**

We welcome all visitors and volunteers in our school! You must first report to the main office to check in. For the safety of our children, all visitors must wear a nametag while visiting. Regular volunteers are required to complete a criminal history verification check once every three years and the PTA will supply them with identification to wear while in the school.

## **THE CLASSROOM**

### **ACHIEVEMENT TESTING**

The state requires testing of 3rd 4th and 5th graders in math, writing, reading, and science. Parents will be informed of their child's scores after the testing. If you have any questions about any testing programs, contact your child's teacher or the Research and Evaluation department in the district at 503-916-2000.

### **CLASSROOM VISITS AND BIRTHDAY CELEBRATIONS**

Classroom visits are a good way for parents to see what and how their child is learning. If you wish to visit your child's classroom to observe or volunteer please contact the teacher directly to make arrangements. We ask that you arrange the visit with the classroom teacher and give at least two days notice. Classroom interruptions must be kept to a minimum in order to not disrupt the students' instructional program.

In keeping with the PPS District Nutrition Guideline guidelines, birthday treats will not be distributed. Please check with your classroom teacher for guidelines.

### **CONTACTING TEACHERS**

The best way to contact your child's teacher is to call the school either before 8AM or after 2:15PM. Phone calls will not be put through to the classroom during school hours, but a message can be left on voicemail. You may also contact teachers and staff via email to schedule a meeting.

### **FIELD TRIPS**

Your child will go on field trips during the year. Shortly before the outing you will receive a permission form with details about the field trip. Sign the form and return it to the teacher. Each child must have written parental permission to go on a field trip. The office must have a signed Vehicle Insurance Form and a copy of the vehicle's insurance card for every private car used to transport children on field trips. This needs to be updated every year.

### **HOMEWORK**

Homework reinforces and extends learning begun at school, fosters communication as it links home and school together, and teaches students how to manage their time and be accountable for their assignments. The amount of homework that a student will be assigned varies between grade level and teachers, and difficulty of projects. This continuum needs to be flexible and seen only as a rule of thumb. Expectations will vary from teacher to teacher and depend upon the individual student's needs, the time of year, and the particular subject and grade level. While homework is primarily the responsibility of the students, parents and teachers also have a role to play. It is the teacher's job to define and clearly communicate what is expected. The students need to ask clarifying questions at school, take home the appropriate materials, do the work and turn it in. Parents show their support and interest by reviewing the "take home" folders, providing an environment and opportunity for the student to accomplish the homework and making it a priority.

Homework is an extension of the activities that occur within the classroom and a communication tool between school and home. If there is a concern about the quality and/or amount of homework, parents should talk directly with the teacher immediately.

## FRIDAY NEWSNOTES

Every two weeks on Fridays (or the final school day of the week if there is a holiday) the school publishes its newsletter, Stephenson Newsnotes. The Newsnotes contains a calendar of events and information regarding school-sponsored events. Newsnotes is made available to every family via email and is posted on the school website. Non-school sponsored events (sports, community centers) must receive permission from Portland Public School's Assistant to the Superintendent in order to publish information in Newsnotes and/or send home flyers with students. Please visit the PPS website at [www.pps.k12.or.us](http://www.pps.k12.or.us) for further information.



## BACK TO SCHOOL OPEN HOUSE

The purpose of "Back-To-School Open House" is to invite parents into the classroom to meet the teacher, learn about the curriculum for the year and to see student work. This is a good time to sign up for the parent/teacher conferences that are held during Conference Week in November. We are aiming for 100% participation during Parent/Teacher Conference Week!

## PARENT/TEACHER CONFERENCE WEEK

Parent/teacher conferences are held each fall in November. School is not held on conference days to allow time for parents and teachers to talk individually about each student. Our goal is to meet with every student's parent. Parent / teacher conferences are an important part of your child's education. It gives you an opportunity to meet one on one with the teacher and ask questions regarding your child's academic, social, and emotional growth with the teacher. This time also allows you the opportunity to share information that will help the teacher work most effectively with your child and to put any necessary plans in place. This is the only time during the school year the district has mandated two and a half days for teachers to conference with parents about student progress. **We ask that you do not schedule family vacations during this important time, nor ask teachers to reschedule a conference as it puts them in a difficult position.**

## REPORT CARDS

Written report cards are sent home with students at the end of the grading periods in December and March. The final report card for the school year is mailed to parent's home residence in June. Please contact your child's teacher anytime during the year for an update.

## SCHOOL SUPPLIES

School supply lists are mailed to students in August with their homeroom assignments. Supplies can be purchased in stores or online at <http://www.schoolhousesupplies.org>

## SERVICES

### CAFETERIA

A lunch choice of two entrees (usually one hot and one cold) is served each day at Stephenson to students. Parents are encouraged to pay for several lunches at one time. Please make checks payable to the Stephenson Cafeteria. If you send your child with a check, please remind him/her to deliver it to the cafeteria staff before class begins in the morning.

Meals are balanced and nutritious; menus are sent home with students in their "back to school" packets and can also be viewed on Portland Public Schools website. Stephenson participates in the federally subsidized lunch program offering free and reduced price meals to students who qualify based on family income. Information and application forms are mailed to home residences prior to the first day of school.

## **MEAL PRICES**

Lunch (includes milk) \$2.30\* - \$0.40

Milk .50

\*Subject to change.

## **DAY CARE**

The Stephenson Children's Care Association provides before and after school care, 7:00 am to 6:00 pm daily. They offer care during winter and spring breaks and run an enriching program in the summer. For further information, call 503-245-8458.



## **LOST AND FOUND**

Please label your child's personal belongings with his or her first and last name.

Students should not bring valuables, including music playing devices, electronic games, skateboards and rollerblades, toys or large sums of money to school. No weapons of any kind are allowed. Items found on school campus will be placed in the school's Lost and Found, which is located in the music hallway. Lost and Found items not claimed at the end of fall, winter, and spring grading periods will be donated to the PTA Clothing Center.

## **SAFETY PATROL**

Stephenson School is committed to keeping its community safe. Our Safety Patrol Program is important to our community. It provides safe street crossing for our students and others in the neighborhood. Patrol members realize the importance of their job and the contribution they make. As they help students cross the street, patrol members demonstrate positive safety attitudes and reinforce the rules of the road. Safety Patrol members develop many important characteristics. They learn to be on time, safe, and focused. They must cooperate with their teammates to plan their monthly schedules. Members are ambassadors for Stephenson and are friendly to pedestrians, and must make sure their behavior is exemplary. The Safety Patrol program is a benefit to the whole Stephenson community. Students are taught to be able to get to and from school safely as well as how to assist others so that accidents are prevented. Students learn responsibility by being part of a team and feeling good about themselves. Another benefit for patrol members is an exciting trip to Oaks Amusement Park at the end of the year.

## **SCHOOL PROGRAMS**

### **LIBRARY/MEDIA CENTER**

The Media Center is a 1,950 sq. ft. area located in the center of the upper class wing. It currently houses over 7,000 volumes of fiction, non-fiction, reference and professional books. Students are encouraged to use the resources available in the library when writing reports or doing class projects. The Media Center assists classroom teachers by researching and providing materials needed for different units of study. The Media Center is an area that is used daily. It is open during school hours. Each classroom has a weekly scheduled time to visit. During the 30-minute sessions, students are able to enjoy a story, work on different assignments or use research skills. Checking out library books is encouraged during weekly visits. Students are welcome to return or check out books at any time.

### **READING FRIENDS**

Reading Friends are volunteers who work individually with students one half-hour, twice a week to develop reading skills. Volunteers receive training to assist students with oral reading, phonics, comprehension and writing skills. The program began in the spring of 1996 when fourteen children began receiving one-on-one help two times per week for thirty minutes from their very own Reading Friend.



## **SPECIAL EDUCATION**

Stephenson has a team of educational specialists available for students with special needs. This includes a Learning Center teacher, a school psychologist, a speech/language pathologist, an occupational therapist, a physical therapist, and an adaptive PE specialist. These professionals are skilled in providing individualized instruction to students who qualify for special education services.

If you or your child's teacher feel your child is not making projected progress in academics or speech/language acquisition, your child may be referred to the Building Screening Committee for discussion. This process includes a referral form (BSC-1) which summarizes the concerns and documents that parents have been contacted regarding the concerns. This committee (which also includes the parent and teacher) recommends a course of action to deal with the stated concerns. This may be an individual assessment to determine eligibility for special education service/programs.

The Learning Center (LC) teacher, speech/language pathologist, occupational therapist, physical therapist, and adaptive PE specialist develop individualized education plans (IEPs) for identified students then work with those students to achieve their goals in specified areas. The goal of these services is to remediate learning difficulties and provide support for the student's educational performance in the classroom. The school psychologist is a team member who is in the building on a part time basis. This specialist provides assessments and recommendations for students referred for evaluation by the Building Screening Committee. All team members provide consultation to parents and teachers regarding students receiving service or being considered for service.

## **SPEECH AND LANGUAGE**

We recognize that children who have a good language foundation usually have an easier experience learning reading, writing and math skills. Language includes vocabulary, concepts, grammar and pragmatics (social use of language skills, such as turn taking when conversing). A delay or disorder in any of these areas will impact a child's academic progress.

Children develop articulation skills in a systematic way from birth. Many young children commonly misarticulate some sounds (ex: R and S). Speech disorders or disarticulations become a concern when children have problems saying those sounds which are age appropriate. The child who has difficulty discriminating and/or saying sounds may show problems with learning to read. Students who are speech or language delayed may be considered for special intervention by our speech/language clinician. If you have any concerns about your child's verbal development, consult with his/her classroom teacher.

## **TALENTED AND GIFTED**

The Talented and Gifted program (TAG) takes place at Stephenson. Parents and teachers may nominate students for TAG once a year. They are then assessed using standardized tests and classroom information. Students performing in the top three percent of the assessments and displaying gifted characteristics are identified by a team consisting of teachers, specialists and the principal. Classroom teachers differentiate instruction to meet each identified student's specific needs. Gifted characteristics can include: asking many complex questions, demonstrating interest in solving problems, displaying curiosity, having an interest in many things, learning new information easily and rapidly, exhibiting unexplained depth of knowledge in one or more areas, and persistence in pursuing interests. Additional gifted characteristics and the TAG nomination forms are available in the office.

## **TECHNOLOGY**

Classroom teachers work with their students for at least one session a week in the Computer lab. They work on keyboarding, word processing, and research and skill reinforcement. Our technology plan follows State Benchmarks for Technology. This year the computer lab will be staffed with a technology teacher in grades 2-5.

# SCHOOL AND COMMUNITY PARTNERSHIPS

## SITE COUNCIL

The Site Council is responsible for building-based school improvement. The Council consists of teachers, parents, community members, administrators and classified employees. Not more than half the members shall be parents. Not more than half the members shall be teachers. Members are elected by their peers. The duties of the Site Council are school improvement planning, staff development planning, monitoring school improvement at the site, approval of grant requests, and fostering family involvement. They meet to improve the school's instructional programs and raise student achievement. Site Councils were mandated by Oregon's 21st Century Education Act.

## PORTLAND SCHOOLS FOUNDATION

The role of the Foundation is to manage the operation of local school foundations created to solicit funds to support staff and programs at the school site. It is the mission of the Stephenson School Foundation to:

- maintain a state of readiness to raise money for Stephenson School teaching positions threatened by budget cuts;
- encourage educational excellence and enthusiasm in Stephenson's teachers and staff by making foundation funds available for classes and seminars;
- educate the Stephenson Community about the value of maintaining an excellent and enthusiastic faculty and staff.

## PARENT-TEACHER ASSOCIATION (PTA)

The role of the PTA is to foster family involvement in the school, coordinate volunteerism, promote student enrichment activities and represent family views to the city, state and national organization.



Membership is voluntary. The organization operates independently of the School District. Fundraising and financial management are the responsibility of the PTA. The Stephenson Elementary PTA is an organization of parents, school staff and other concerned individuals who work together for the benefit and safety of our children. PTA supports our children by initiating special programs, coordinating the school volunteers, and raising money for many school projects and activities.

Throughout the school year, the Stephenson PTA sponsors a large number of events and activities. These include Fall Fun Night, Missoula Children's Theater productions, and a Back-to-School staff lunch and Teachers Appreciation Week and Lunch. Their fund-raising activities include a membership drive, a spring plant sale, year-round Boxtops for Education collection, used book sale and silent art auction. The PTA prepares the Stephenson Student Directory each year. The PTA also coordinates volunteers to work with school-sponsored activities, such as the Art Festival, Art Literacy Program, Book Fair, Picture Day, Field Day, Grandparents' and Special Friends Day, Hearing Testing, Junior Achievement, library helpers, Kindergarten Round-Up, Lunch Room and Outdoor Recess Assistance, Math Groups, Music Programs, Reading Friends, Run for the Arts, Talent Show, Vision Screening and Yearbook.

All help, no matter how large or small, is of value to the PTA, our children, and the school. PTA dues cover local, state and national membership fees plus a copy of the Stephenson Directory. Membership information and dues envelopes will come home in the Student "Back-to-School" packets. For more information, please contact the PTA Officers. They are listed in the Student Directory, Volunteer Catalog, and Stephenson School Website.

## **PTA ACTIVITIES**

### **Fall Fun Night**

PTA organizes this event which usually takes place the last Friday in October. The event combines pizza and drinks, a talent show and trick-or-treat lane in a carnival atmosphere. Game booths are set up in the gym. Usually we have a Haunted House. Many parents and students dress up to make this a very festive event for the whole family.

### **Talent Show**

The students at Stephenson Elementary School share their talents with their peers and families in May of each school year. A parent coordinator works to generate publicity, plan auditions, performances, the stage crew, programs, certificates, refreshments, etc., and offer support to students. Any student from Stephenson School may audition to be in the show. Anyone interested in helping with the talent show may contact the PTA Volunteer Coordinator, or the chairperson for the talent show of the current year.

## **VOLUNTEERS**

Our school thrives because of our many volunteers who put in hundreds of hours a month in a variety of ways. Some volunteers work during the school day while others work on evening projects. Some work on a weekly basis while others may work on just one special event. A volunteer application, a sign-up sheet and a complete list of activities are sent home on the first day of school. (For a partial list of activities, see the PTA section above.) An orientation meeting is held in September to train volunteers and answer their questions. Stephenson is lucky to have such a large group of dedicated volunteers. This is a rich resource for the school and the teachers to accomplish what can't be done by the staff alone. Working in the school will give you the chance to be a part of your child's educational experience. With so many different choices available, there is a way to volunteer that will fit your interests and your schedule. Contact the Volunteer Coordinator for information or assistance (listed with the PTA officers in the front of the Stephenson phone book). All volunteer opportunities and information can be found on the Stephenson website at [www.pps.k12.or.us/schools/stephenson](http://www.pps.k12.or.us/schools/stephenson).



# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b> Professional Development/ Teacher Planning Day <b>No School</b>	<b>2</b> Professional Development/ Teacher Planning Day <b>No School</b>	<b>3</b> Schools and Offices Closed	<b>4</b>
<b>5</b>	<b>6</b> Labor Day Holiday <b>No School</b>	<b>7</b> Start of School Year	<b>8</b>	<b>9</b> Start of School Year Kindergarten  Kindergarten Parent Tea 8:00 AM	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> Site Council 2:30 PM PTA School Picnic 5:00 PTA Meeting 6:30 PM	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Late Opening 10:00 AM  Back to School Night 6:00-8:00 PM	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>  Hearing Screening	<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>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Statewide In-Service Day <b>No School</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	Missoula Child. Theater Auditions 2:30-4:30 PM Rehearsals 5:00 PM	Run for the Arts MCT Rehearsal 2:30 PM Run for the Arts Rain Date	School Photos Late Opening 10:00 AM MCT Rehearsal 2:30	MCT Rehearsal 2:30	MCT Performances School Show 12:45 PM Night Show 7:00 PM	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	Site Council 2:30 PM PTA Meeting 8:00 AM			S.T.O.P.P.S Bus Safety Drill 9:45 & 10:05 AM	Grandparents and Special Friends Day 9:00 AM	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
					PTA Fall Fun Night	
<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> School Photo Retakes	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Teacher Planning Day	<b>6</b>
<b>7</b>	<b>8</b> Site Council 2:30 PM PTA Meeting 6:30 PM	<b>9</b>	<b>10</b>	<b>11</b> Veterans' Day No School	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> No School All Day Conferences	<b>23</b> No School All Day Conferences	<b>24</b> No School	<b>25</b> Thanksgiving Holiday No School	<b>26</b> Schools and Offices Closed	<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>	<b>2</b> Grading Period Ends	<b>3</b> Teacher Planning Day No School	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Late Opening 10:00 AM	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> Site Council 2:30 PM PTA Meeting 8:00 AM	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Winter Break – No School	<b>21</b> Winter Break – No School	<b>22</b> Winter Break – No School	<b>23</b> Winter Break – No School	<b>24</b> Winter Break – No School	<b>25</b>
<b>26</b>	<b>27</b> Winter Break – No School	<b>28</b> Winter Break – No School	<b>29</b> Winter Break – No School	<b>30</b> Winter Break – No School	<b>31</b> Winter Break – No School	

2010

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b> New Year's Day
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Site Council 2:30 PM PTA Meeting 6:30 PM	<b>11</b>	<b>12</b> Late Opening 10:00 AM	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Martin Luther King, Jr. Day No School	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

2011

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> Site Council 2:30 PM PTA Meeting 8:00 AM	<b>8</b>	<b>9</b> Late Opening 10:00 AM	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Presidents' Day No School	<b>22</b>	<b>23</b>	<b>24</b> Kindergarten Roundup 6:30 PM	<b>25</b> High School Transfer Application Deadline	<b>26</b>
<b>27</b>	<b>28</b>					

2011

# March

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

2011

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Site Council 2:30 PM PTA Meeting 8:00 AM	<b>12</b>	<b>13</b> Late Opening 10:00 AM	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> 5 <sup>th</sup> Grade Pictures	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

# 2011

# 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>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Missoula Child. Theater Auditions 2:30-4:30 PM Rehearsals 5:00 PM	<b>10</b> MCT Rehearsal 2:30	<b>11</b> Late Opening 10:00 AM MCT Rehearsal 2:30	<b>12</b> MCT Rehearsal 2:30	<b>13</b> MCT Performances School Show 12:45 PM Night Show 7:00 PM	<b>14</b>
<b>15</b>	<b>16</b> Site Council 2:30 PM PTA Meeting 6:30 PM	<b>17</b>	<b>18</b> Art Festival 6:00- 8:00 PM	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Memorial Day Observed <b>No School</b>	<b>31</b>				

2011

# June

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

2011

# July

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

2011

# August

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

2011





# SCHOOL TRIMESTER CALENDAR



Portland Public Schools  
2010-2011

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	AMP	24	H	X
28	29	30				

**DECEMBER — 2010**

	1	2	3	4	5	6
7	8	9	10	H	12	13
14	15	16	17	18	19	20
21	22	23	24	X	25	
26	27	28	29	30	H	

**JANUARY — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30	31				

**FEBRUARY — 2011**

	1	2	3	4	5			
6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	

**MARCH — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30	31				

**APRIL — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30					

**MAY — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30	31				

**JUNE — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30					

**JULY — 2011**

	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26
27	28	29	30	31				

**SYMBOL EXPLANATION**

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

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

(rev. 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	• Lauelhurst	• 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

## Health Screenings

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

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

**Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1

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

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

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

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

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

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

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

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

District Title VI and Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)  
District 504 Contact: Suzy Harris, Integrated Student Support (503-916-2000 x74234)  
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)

*Published by*



*Portland Public Schools  
Portland, Oregon*