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# Richmond Elementary

## Family Handbook & Calendar

2007-08

Handbook  
Calendar  
Important Notices



Richmond Elementary  
2271 SE 41<sup>st</sup> Street  
Portland, OR 97214

**Phone:** 503 916 6220  
**Fax:** 503 916 2665  
**Website:** [www.richmondjmp.org](http://www.richmondjmp.org)

## Japanese Immersion Program

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## DISTRICT PARENT AND STUDENT HANDBOOK

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September 2007

**Dear Richmond Families,**

Welcome to the Richmond Elementary Japanese Immersion Program. Our charming school enjoys many wonderful traditions and the strength of an involved community. This *Richmond Family Handbook & Calendar* will help you understand the basic school procedures and keep you informed about key events. This document is designed to give you an introduction to the administrative side of our program and to answer some of the most commonly asked questions about procedures, policies, and practices at Richmond Elementary School. Should you have any unanswered questions, please give us a call at 503-916-6220.

Please be sure to keep this handbook/calendar in a convenient place for frequent reference. Preplanned dates for annual events have been included in this calendar. However, throughout the school year, events are added and some dates may change, so be prepared to make additions and changes. Reading the weekly *Richmond Shinbun*, our school newsletter published in print and online, is a great way to keep abreast of calendar changes and updates.

We are excited to begin a new school year of learning and we are confident this will be another year of many successes. Our mission for the new school year includes providing a caring environment, a sense of service to community, a respect for diversity, and a relentless quest for academic excellence. We believe these qualities are essential in preparing our students to be competent and successful citizens for the twenty-first century.

Collaboration with families and community leaders is an important tradition at Richmond School. Volunteers are always needed to assist us with many aspects of school life, so please contact your child's teacher if you have time to contribute and talents to share. Our students and staff truly benefit and prosper from your involvement in their classroom and school.

It is a privilege to work with such outstanding students, staff and families. Thank you for your encouragement and support as we begin the 19th year of Japanese immersion at Richmond Elementary School. I look forward to working together with you to achieve great things for our school in the year ahead.

Very truly yours,

Kathryn Anderson, Principal  
keanders@pps.k12.or.us

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Learning  
Together

## HISTORY OF JAPANESE IMMERSION AT RICHMOND

Richmond Elementary School started the Japanese language immersion program in Portland Public Schools in 1989. Richmond received the *Excellence in International Education Award in 2005* by the Goldman Sachs Foundation and the Asia Society. Our thriving program was selected for this honor from a pool of almost 500 applicants from 48 states. In October 2006, we received the designation as an “**Exceptional School**” by the Oregon Department of Education for our 2006 achievement in reading and mathematics. We believe the following features contribute to Richmond’s longevity and success:

1. **Richmond students start learning Japanese from their first day of pre-school or kindergarten.** This early start allows us to capitalize on young students’ natural propensity for language learning. Our immersion model has been so successful for our students that we have added two additional classes of kindergarten to increase our kindergarten enrollment by 100%. We have also opened a Japanese immersion pre-school in 2006 for 3 and 4 year old children that has been incredibly successful with children and families.
2. **Collaborative planning and partnerships with leaders from the Japanese community** (e.g. Japanese Consulate, Japanese Garden Society, Nikkei Legacy Center, Japanese American Society), local and state government, higher education (Carl Falsgraf at University of Oregon) and corporations (e.g. Yoshida’s, Honda, Toyota, Nike, etc.) have been essential to our successful Japanese language immersion program. Our model has been replicated by PPS for our new Chinese immersion program with funding from the US Department of Defense.
3. **Experienced teaching teams at each grade level** work together to plan carefully integrated instruction for our Japanese immersion model. Teams expand through the middle and high school pathway.
4. **Integration of Japanese culture and language into the core curriculum** – a process that naturally models and extends students’ interest and study to other cultures.
5. **Native-Japanese interns at each grade level support students at school and at home via homestays.**
6. **Nationally recognized Japanese curriculum for K-12 covers oral and written language** (Kanji, Katakana and Hiragana) and cultural perspectives.
7. **Menu of enrichment classes to support language growth and cultural appreciation extend learning beyond the school day and year** (e.g. classes in Taiko, calligraphy, kendo; Kurabu summer camp; 5th grade trip to Japan; hosting interns and visiting students from partner schools in Japan).

8. **Extremely committed and involved parents enable educators to focus on continual improvement of instruction.** Oya No Kai, Inc. is a non-profit organization to support and promote Japanese culture and enrichment throughout the Japanese Magnet Program PreK-12. Our PTA supports a variety of school activities and events, while our Richmond Foundation raises money to help us fund essential support staff.

## RICHMOND MISSION

Our mission is to provide an excellent education for our students while developing and maintaining fluency in both the Japanese and English languages.



## RICHMOND VISION

Richmond Elementary School will be the best Japanese immersion school in the world by all measures of success.

# 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>
<b>2</b>	<b>3</b> Labor Day Holiday - <b>No School</b>	<b>4</b> Teacher Planning Day - <b>No School</b>	<b>5</b> Start of School Year (Grades 1-5 only)  Staggered start time for pre-school and kindergarten	<b>6</b>  Staggered start time for pre-school and kindergarten	<b>7</b>  Staggered start time for pre-school and kindergarten	<b>8</b>
<b>9</b> <b>Bring your picnic!</b> Back-to-School Social at Oaks Park, 12:00-5:00 PM	<b>10</b> First full day for pre-school and kindergarten students	<b>11</b> FALL PICTURE DAY!	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Festival Japan – Richmond booth, Uwajimaya Plaza in Beaverton, OR
<b>16</b>	<b>17</b>  Kendo Class in Gym at 2:25-3:15 PM. Fee for service w/Brandy Grobart.	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>  Kendo Class in Gym at 2:25-3:15 PM.	<b>25</b>	<b>26</b> School Bus Safety Drill	<b>27</b> Curriculum Night for parents, 6:30-8:00 PM	<b>28</b>	<b>29</b>
<b>30</b>		<i>“And now,” cried Max, “let the wild rumpus start!”</i>				
		<i>Where the Wild Things Are, Maurice Sendak, 1963</i>				

**2007**

## RICHMOND STAFF ROSTER

(Names/email addresses as of District publication date of 6-30-07.)

NAME	TITLE	EMAIL
Anderson, Kathryn	Principal	keanders@pps.k12.or.us
Ando, Atsuko	4th Grade Teacher (Japanese)	ando@pps.k12.or.us
Bjornstad, Kaoru	PreK Aide	kbjornst@pps.k12.or.us
Burke, Patsy	School Secretary	pburke1@pps.k12.or.us
Cummings, Lynne	Library Aide	lcummings@pps.k12.or.us
Fukushima, Minori	5th Grade Teacher (Japanese)	mfukushi@pps.k12.or.us
Grover, Amy	Kindergarten Teacher (Japanese)	agrover@pps.k12.or.us
Iverson, Jill	Kindergarten Teacher (English)	jiverson@pps.k12.or.us
Jacobson, Mary Ann	4th Grade Teacher (English)	mjacobson@pps.k12.or.us
Kafton, Carol	Speech Pathologist	ckafton@pps.k12.or.us
Kamata, Yoshiko	Pre-school Teacher (Japanese)	ykamata@pps.k12.or.us
Kapranos, Jaina	Pre-school Teacher (English)	Jjohnso3@pps.k12.or.us
Kuney, Gary	PE Teacher	kingkuney5@comcast.net
Marsh, Kelly	Kindergarten Teacher (English)	kmarsh@pps.k12.or.us
Martin, Beth	3rd Grade Teacher (English)	emartin@pps.k12.or.us
Meier, Karen	1st Grade Teacher (English)	kmeier@pps.k12.or.us
Mishina, Aya	1st Grade Teacher (Japanese)	amishina@pps.k12.or.us
Mogi-Pickens, Eriko	2nd Grade Teacher (Japanese)	emogi@pps.k12.or.us
Murphy-Hecht, Brooke	1st Grade Teacher (English)	bmurphy@pps.k12.or.us
Naylor, Jan	2nd Grade Teacher (English)	jnaylor2@pps.k12.or.us
Nelson, Jeanette	Special Education Teacher	jnelson@pps.k12.or.us
Parshalle, Michiko	3rd Grade Teacher (Japanese)	
Schulz, Karin	Pre-school Teacher (English)	
Taylor, Cynthia	Cook	
Yoshida, Reiko	Kindergarten Teacher (Japanese)	ryoshida@pps.k12.or.us
Zeller, Joshua	5th Grade Teacher (English)	jzeller@pps.k12.or.us

# 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> Kendo Class in Gym at 2:25-3:15 PM.	<b>2</b>	<b>3</b> Calligraphy starts today (within school day)!	<b>4</b> Homework Club starts today!	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>9</b>	<b>10</b> School Tour at 8:15 AM	<b>11</b>	<b>12</b> Statewide Inservice - <b>No School</b>	<b>13</b>
<b>14</b>	<b>15</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>16</b>	<b>17</b> Picture Re-take Day	<b>18</b> Math Night for Families 6:00-7:30 PM in the cafeteria	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b> 5 <sup>th</sup> graders take online Oregon reading/math test Monday-Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Professional Development Day - <b>No School</b>	<b>27</b>
<b>28</b>	<b>29</b> Professional Development Day - <b>No School</b>	<b>30</b> 4 <sup>th</sup> graders take online Oregon reading/math test Tuesday - Friday	<b>31</b>	<b>Fundraisers and Special Events TBA In October:</b> <ul style="list-style-type: none"> <li>• Apple sale for PTA general fund to support enrichment projects and materials for entire school</li> <li>• T-Shirt sale for Oya No Kai general fund to support Japanese art and cultural enrichment</li> </ul>		

*O this learning, what a thing it is!*

*William Shakespeare (1564-1616)*

**2007**

## CLASSROOM AND SCHOOLWIDE RULES

Every member of the Richmond school community is expected to behave with **caring and compassion**. The following prompts are posted throughout the school to encourage students to be:

- Caring
- Cooperative
- Respectful
- Responsible

### PLAYGROUND RULES:

The following playground expectations are taught to children on the first day of school and reinforced throughout the school year. These rules apply whenever children are on the playground, so parents need to be familiar with them in order to monitor free play before and after school. Certified staff will always be on duty when children are on the playground for recess and outdoor activities during the school day.

#### 1. Play Safely

- No tag or chasing
- No grabbing, wrestling, king of the mountain
- Slide down slide on your bottom – one at a time

#### 2. Solve Problems

- Calm down and think
- Use Kelso's idea wheel

#### 3. Include Everyone

- No 'lockouts'
- Tire swing – count (slowly) to 60

#### 4. Respect Each Other

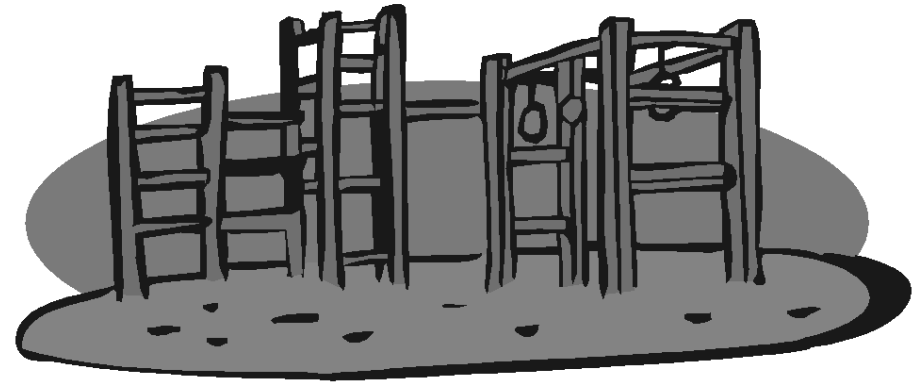
- Listen to your classmates and teacher
- Use kind words and encouragement
- Take turns
- Share toys and equipment
- No grabbing, wrestling, king of the mountain

#### 5. Fun for Everyone

- Play organized games
- Include others in your games

### CONSEQUENCES FOR BREAKING PLAYGROUND RULES:

Time out and problem-solving, loss of next recess, parent contact by teacher and/or principal.





# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Fundraisers and Special Events TBA In November:</b> <ul style="list-style-type: none"> <li>Holiday greenery for PTA general fund to support enrichment projects and materials for entire school</li> <li>Scholastic Book Fair for Library fund to expand our collection of books</li> </ul>				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> 3 <sup>rd</sup> graders take online Oregon reading/math test Monday-Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Teacher Planning Day - <b>No School</b>	<b>10</b>
<b>11</b>	<b>12</b> Veterans' Day - <b>No School</b>	<b>13</b>	<b>14</b> School Tour at 8:15 AM	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> Conferences - <b>No School</b>  Conference schedule is 8:00 AM - 8:00 PM	<b>20</b> Conferences - <b>No School</b>  Conference schedule is Noon - 8:00 PM	<b>21</b> Conferences - <b>No School</b>  Conference schedule is 8:00 AM - Noon	<b>22</b> Thanksgiving Day - <b>No School</b>	<b>23</b> Schools and Offices Closed <b>No School</b>	<b>24</b>
<b>25</b>	<b>26</b> 1 <sup>st</sup> switch day for English and Japanese classes (AM groups switch with PM groups) Kendo Class in Gym at 2:25-3:15 PM.	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> Grading Period Ends	
<p><i>What we have learned from others becomes our own by reflection.</i></p> <p><i>Ralph Waldo Emerson (1803-1882)</i></p>						

**2007**



## ARRIVAL AND DEPARTURE TIMES FOR STUDENTS

First bell is at 8:00 AM and tardy bell rings at 8:05 AM. Dismissal for all students is at 2:15PM.

## HALL PASSES/PAIR TRAVEL

Students must have a hall pass to leave classrooms and must travel in pairs throughout the school.

## EARLY CHECKOUT FOR APPOINTMENTS

**Parents must sign their child out in the notebook in the main office.** Patsy Burke, our school secretary, will call the classroom to let teachers know a parent is in the office to remove the child from class prior to the end of the school day. Teachers will not release a child to a parent or caregiver without notice from the secretary or building principal.

## LUNCH PROCEDURES

Students assist in keeping the cafeteria clean by removing food and utensils from their table, dumping lunch debris in specified containers, and sponging their eating area when lunch is finished.

Food is not shared due to health and safety issues (e.g. food allergy).

When students are dismissed, they are to go to the playground for recess or are escorted to their classroom for games when rain keeps us inside.



# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Fundraisers and Special Events TBA In December:</b> <ul style="list-style-type: none"> <li>• Craft Fair/Holiday Bazaar for PTA general fund to support enrichment projects and materials for entire school</li> <li>• Christmas tree and bake sale for PTA general fund to support enrichment projects and materials for entire school</li> <li>• Keepsake auction and party for Richmond Foundation to “add back” essential staff positions</li> </ul>						<b>1</b>
<b>2</b>	<b>3</b> Teacher Planning Day - No School	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>11</b>	<b>12</b> School Tour at 8:15 AM	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> Winter Break – No School	<b>25</b> Winter Break – No School	<b>26</b> Winter Break – No School	<b>27</b> Winter Break – No School	<b>28</b> Winter Break – No School	<b>29</b>
<b>30</b>	<b>31</b> Winter Break – No School	<i>Education must, then, be not only a transmission of culture but also a provider of alternative views of the world and a strengthener of the will to explore them.</i>  <i>Jerome Bruner</i>				

**2007**

## SCHOOL BUS SERVICE TO/FROM RICHMOND

Portland Public Schools provide daily school bus service to and from Richmond via four regions of the City of Portland. The Transportation Office publishes a detailed bus schedule and map for all bus routes and Richmond parents will receive a paper copy of the bus route schedules in the September parent packet. Additionally, the bus schedule appears on Richmond's website at [www.richmondjmp.org](http://www.richmondjmp.org).

Children riding the bus must wear a bus tag with name, bus number and bus stop identified. The bus tag will be attached to their jacket or backpack. Students **MUST** have written parent permission to ride a different bus than their regular route and/or leave the bus at a stop other than home or school.

Parents must send written permission listing any change in bus plans to school so the secretary and teachers can make sure your child gets to his/her destination as you have planned.



### RICHMOND ACCOMPLISHMENTS IN 2006-07



#### ACADEMICS:

- *Exceptional* rating by the State of Oregon...the highest level of student achievement in Oregon.
- Specific class achievement continues to rise: the number of students meeting or exceeding 4th grade writing benchmarks increased from 64% last year to 85% this year. This is biggest increase of any school in SE PDX.
- Added pre-school program for students ages 3-4. Pre-school program expands with two classes in 2007-08.
- New before and after care provider, Arts4Life, that will focus on arts and culture. Maintain small classroom sizes (PreK, K and 1st) small at 22-24 children providing better student/teacher ratio. Smaller class sizes in kindergarten this year has led to more instruction than in the past...children had finished kindergarten material by March and are learning new and advanced material this spring.

- A grant award for Richmond to do teacher professional development over the summer instead of during the school year...so our teachers can start the school year running in the fall.

#### JAPANESE CULTURE:

- Increased number of Japanese interns from 9 to 10, created new Intern Handbook and moved the timing of Japanese interns experience from March — March to coincide with Japanese school year.
- Oya No Kai parent group achieved booster status with PPS allowing the group to continue to work at all JMP schools—Richmond, Mt. Tabor and Grant High School.
- Revived the garden with new design of Japanese Teaching Garden designed by landscape professional and Richmond parent, Sadafumi Uchiyama. Installation and formal dedication of the Japanese Tea House (see pictures on page 7).
- New partnership with the Portland Japanese Garden.
- Second Annual Spring Festival was a huge success with over 6000 tickets sold.

#### FUNDRAISING/GRANTS:

- Over 50% parent participation in Parent Pledge Drive for Staffing raising over \$60,000 for staff positions for the fall
- Spring for the Arts earned more than \$12,000...the highest amount ever.
- New grant committee formed as sub-group of school's Site Council. Over the last 2 years, we are 3 for 5 in grants applied for: grants awarded:
  - Receiving grants from Lucky Seven for Garden Writing for \$5000
  - Receiving grant from Schnitzer CARE Foundation for Garden for \$1,000
  - Received Goldman-Sachs Award last year for \$25,000.

#### OTHER ACHIEVEMENTS:

- Installing new playground equipment thanks to PTA fundraising and support.
- Continued increase in number of students at our school to 440 expected for Fall 2007 with two pre-school classes, four kindergartens, four 1st grades and two classrooms in grades 2-5.
- Grandparent Brigade continues to be huge success helping teachers with tasks and providing multi-generational experience for children and parents and grandparents alike.
- Rebirth of the Richmond Community Teaching Garden.

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<p><b>Don't forget your donation to the parent pledge drive!</b></p>		<p><b>1</b> New Year's Day</p> <p>Winter Break – No School</p>	<p><b>2</b></p> <p>Winter Break – No School</p>	<p><b>3</b></p> <p>Winter Break – No School</p>	<p><b>4</b></p> <p>Winter Break – No School</p>	<p><b>5</b></p>
		<p><b>6</b></p>	<p><b>7</b> Kendo Class in Gym at 2:25-3:15 PM.</p>	<p><b>8</b> Mad Science class starts today: Earth, Wind, Inspire 2:25-3:30 PM. Children in grades K-5 are eligible to register for this class. Fee-for-service to Mad Science.</p>	<p><b>9</b> School Tour at 8:15 AM</p>	<p><b>10</b></p>
<p><b>13</b></p>	<p><b>14</b> Kendo Class in Gym at 2:25-3:15 PM.</p>	<p><b>15</b> Mad Science Class 2:25-3:30 PM</p>	<p><b>16</b> School Tour at 8:15 AM</p>	<p><b>17</b></p>	<p><b>18</b></p>	<p><b>19</b></p>
<p><b>20</b></p>	<p><b>21</b> Martin Luther King Jr. Day No School</p>	<p><b>22</b> Mad Science Class 2:25-3:30 PM</p>	<p><b>23</b> School Tour at 8:15 AM</p>	<p><b>24</b></p>	<p><b>25</b> High School Transfer Application – Begins</p>	<p><b>26</b></p>
<p><b>27</b></p>	<p><b>28</b> Kendo Class in Gym at 2:25-3:15 PM.</p>	<p><b>29</b> Mad Science Class 2:25-3:30 PM</p>	<p><b>30</b> School Tour at 8:15 AM</p>	<p><b>31</b></p>		
<p><i>Intelligence plus character – that is the goal of a true education.</i></p> <p><i>Martin Luther King, Jr. (1929-1968)</i></p>						

**2008**

## CHILDCARE SERVICES AT RICHMOND

Two childcare providers offer on-site services before and after the school day, during the summer and on days when school is closed due to teacher planning and professional development. Both providers offer a sliding fee scale depending upon the number of days and hours your family needs childcare services. Scholarships are available with both providers. Registration forms for each provider are available in the school office.

CHILDCARE PROVIDER	AGE/GRADE SERVED	LOCATION OF CHILDCARE AT RICHMOND	CONTACT INFORMATION
<b>Vermont Hills Family Life Centers</b>	Pre-school, ages 3-5	Room 20 (pre-school classroom)	Vermont Hills Brenda Dengo, Executive Director 503-452-8633 www.vhflc.com
<b>Art4Life</b>	Kindergarten to Grade 5	Cafeteria and adjacent room 17	Art4Life Sandra Santoro, Executive Director 503-962-9466 www.art4life.net
<b>Kurabu</b> Japanese summer camp coordinated by Oya No Kai and Portland Parks and Recreation	Ages 5-12	Richmond cafeteria	John Baumgardner, Oya No Kai President jbaumgar@standard.com

## HOMEWORK

Our philosophy is that learning takes place outside the classroom as well as inside. Homework has a definite and meaningful place in the educational program and is an extension of classroom work and reinforces the concept that education is a life-long process. Students learn responsibility and the homework helps students continue learning independently throughout their lives. **Richmond teachers coordinate a weekly homework club with intern support, every Thursday after school from 2:15-3:15 PM, in room 206. Homework Club will begin Thursday, October 4, 2007 and proceed through June 5, 2008 for students in grades 3-5.** Richmond teachers assign homework every Thursday and expect it to be returned the following Wednesday. Students' homework is designed to:

- Reinforce and supplement school learning experiences. Homework should never be used as a primary teaching medium.
- Develop independent work habits, encourage responsibility, refine study skills, and provide opportunities for creativity and exploration.
- Give families insight into the school's philosophy, curriculum and instructional objectives.

### PORTLAND PUBLIC SCHOOLS' HOMEWORK GUIDELINES:

Grades	Amount of Daily Homework
Pre-school Kindergarten:	Spend 15 – 30 minutes reading with child each day; ask questions about school day; play games, write and draw
Grades 1-2:	20-30 minutes Monday through Thursday in reading, writing, math and Japanese language activities
Grade 3:	20-40 minutes Monday through Thursday in reading, writing, math and Japanese language activities
Grades 4-5:	40-60 minutes Monday through Thursday in reading, writing, math and Japanese language activities

# 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> Professional Development Day – <b>No School</b>	<b>2</b> Elementary/Middle School Transfer Application – <b>Begins</b>  PPS Celebration Day
<b>3</b>	<b>4</b> Professional Development Day – <b>No School</b>	<b>5</b> 5 <sup>th</sup> graders take online Oregon reading/math test Tuesday - Friday  Mad Science Class 2:25-3:30 PM	<b>6</b> School Tour at 8:15 AM	<b>7</b> Information Night for Prospective Parents 6:30-8:00 PM	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>12</b> Mad Science Class 2:25-3:30 PM (last session)  Information Night for Prospective Parents 6:30-8:00 PM	<b>13</b> School Tour at 8:15 AM	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Presidents' Day - <b>No School</b>	<b>19</b> 4 <sup>th</sup> graders take online Oregon reading/math test Tuesday - Friday	<b>20</b> School Tour at 8:15 AM	<b>21</b>	<b>22</b> High School Transfer Application – <b>Deadline</b>	<b>23</b>
<b>24</b>	<b>25</b> 3 <sup>rd</sup> graders take online Oregon reading/math test Monday-Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>26</b> Mandatory Meeting for Prospective Parents 12:30-2:00 PM -OR- 6:30-8:00 PM	<b>27</b> School Tour at 8:15 AM	<b>28</b>	<b>29</b>	
<p><i>A language does not become fixed. The human intellect is always on the march, or, if you prefer, in movement and language with it.</i></p> <p><i>Victor Hugo (1802-1885)</i></p>						

2008

## LOST & FOUND

The lost and found rack for clothes is located in the cafeteria. Small items are kept in a drawer in the counter in the main office. Unclaimed items are sent to the PTA Clothes Closet at Marshall High School at the end of every month. Parents, please check the Lost & Found regularly!

## JOB DESCRIPTION OF A CLASSROOM TEACHER

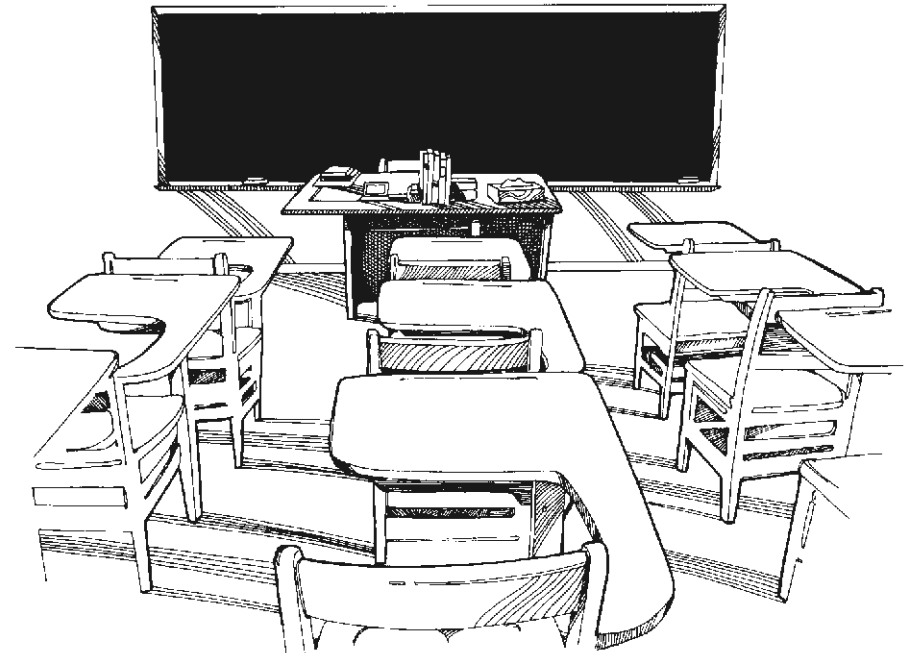
The classroom teacher performs under the supervision of a principal and has major responsibility for the instruction and supervision of students. Instruction of students shall include individual skill development, expansion of knowledge, and development of ability to reason. Supervision of students shall include guidance, development and safety. The classroom teacher functions in accordance with the established policies, rules, regulations and the performance standards of the district and the performance goals established for the teacher (*Portland Public Schools' Teacher Evaluation Process Handbook* p. 11-12).

### MAJOR DUTIES AND RESPONSIBILITIES:

- Identifies the needs of a group of students as well as individual students and provides for continuous assessment of their ability.
- Develops lesson plans and instructional materials and performance goals in accordance with methods prescribed by the supervisor.
- Provides instruction to students at appropriate levels in the subject matter(s) for which the teacher is assigned.
- Instructs students appropriately in citizenship and interpersonal relationship, and responsibility.
- Provides instruction, organization and management in the classroom which creates an environment conducive to learning.
- Establishes, maintains and supports standards of personal conduct and discipline in accordance with the discipline policies and regulations of the district.
- Evaluates the students' academic progress and social growth, maintains appropriate records, prepares reports and communicates with parents or guardians on the individual student's progress.
- Supervises students both in and out of the classroom.

- Maintains professional competence through participation in district provided in-service activities and/or self-selected professional growth activities related to their job responsibilities.
- Initiates, plans and participates in parent conferences and other parental contact.
- Participates in the assessment and planning of curriculum development and other programs to meet the needs of his/her assigned school.
- Follows established curriculum programs.
- May plan, coordinate and supervise classified employees who are assigned to assist the teacher.
- Maintains effective communication with students, patrons and colleagues.
- Performs other duties which may be assigned from time to time.

These responsibilities are subject to the terms and conditions of the teachers' collective bargaining agreement and other policies and regulations of the District.





# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Fundraisers and Special Events TBA In March:</b> <ul style="list-style-type: none"> <li>• Annual auction for Oya No Kai general fund and intern fund</li> <li>• Spring for the Arts, annual run/walk for raise funds for art residencies, field trips, and assemblies</li> </ul>						<b>1</b>
<b>2</b>	<b>3</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>4</b>	<b>5</b> School Tour at 8:15 AM	<b>6</b> Mandatory Meeting for Prospective Parents 12:30-2:00 PM -OR- 6:30-8:00 PM	<b>7</b> <b>Elementary/Middle School Transfer Application – Deadline</b>	<b>8</b>
<b>9</b>	<b>10</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>11</b>	<b>12</b>	<b>13</b> Grading Period Ends	<b>14</b> Teacher Planning Day – <b>No School</b>	<b>15</b>
<b>16</b>	<b>17</b> Kendo Class in Gym at 2:25-3:15 PM.	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Report cards for second trimester sent home today!	<b>22</b>
<b>23</b>	<b>24</b> Spring Break – <b>No School</b>	<b>25</b> Spring Break – <b>No School</b>	<b>26</b> Spring Break – <b>No School</b>	<b>27</b> Spring Break – <b>No School</b>	<b>28</b> Spring Break – <b>No School</b>	<b>29</b>
<b>30</b>	<b>31</b> Kendo Class in Gym at 2:25-3:15 PM.	<i>Talent is something rare and beautiful and precious, and it must not be allowed to go to waste.</i> <i>The Cricket in Times Square, George Selden, 1960</i>				

**2008**

## **SPECIAL CLASSES AND RESOURCES AT RICHMOND**

### **LIBRARY:**

Richmond's library is open to everyone. Students visit the library once per week with their class to check out and return books, listen to a story or learn a new research skill. Our library is open Tuesday-Friday from 2:15-3:00 PM to enable parents and caregivers to check out books with their children. Students are encouraged to read daily at home and our library offers a wide array of literature to make this possible.

Parents may donate a book or magazine subscription to the library and the donation will be acknowledged with a stamp honoring the donor. See Mrs. Cummings if you need an idea for an appropriate book to donate.

### **PHYSICAL EDUCATION:**

Students will receive instruction in physical education twice per week in grades K-5 with our PE teacher, Gary Kuney. Physical education is an integral part of the elementary curriculum and is designed to teach skills that start students on a path of lifelong physical, social and mental health.

### **CALLIGRAPHY:**

Every Wednesday, students in all grades receive formal calligraphy instruction from Daigo-sensei, our gifted calligraphy teacher. Funds to provide calligraphy instruction come to us from Oya No Kai, our Japanese booster club dedicated to furthering cultural and artistic enrichment with our students.

### **SPEECH AND LANGUAGE:**

Speech and language services are provided to students with communication disorders such as articulation, fluency, voice or language difficulties. The speech/language pathologist diagnoses and provides intervention for those students who are eligible for service, based on Oregon State eligibility criteria. This specialist is a member of the Building Screening Committee.

### **EDUCATIONAL RESOURCE CLASS (ERC):**

Students who qualify for special education assistance in reading, writing, and/or math are eligible to receive services from the ERC teacher. Supplemental instruction is provided to students and coordinated with homeroom teachers to provide a seamless stream of support.

### **BUILDING SCREENING COMMITTEE (BSC):**

The ERC teacher, school psychologist, speech and language pathologist, occupational therapist, classroom teachers and principal work together to recommend a specific course of action for students who have been referred for possible academic or behavior assessment. This team discusses each student presented and, if assessment occurs, makes recommendations about special services or placements. Parents of the referred student are always invited to be part of the committee's discussion and are involved throughout the pre and post assessment process. This team can also serve as a resource to teachers and families who seek new ideas and strategies in order to address the needs of a child.

### **SITE COUNCIL:**

Richmond has a very active site council that meets on the second Monday of each month (2:30-4:30 PM in the library) for work on the school improvement plan. Each fall, parents and teachers nominate and vote on their representatives to this important committee. Minutes from each site council meeting are posted on the bulletin board outside the main office and on the Richmond website: [www.richmondjmp.org](http://www.richmondjmp.org)

### **STUDENT STUDY TEAM (SST):**

When questions arise regarding a child's progress, Richmond uses a team approach that includes classroom teachers, program specialists, principal and the parents. The SST uses a systematic process to determine possible causes of an academic and/or behavior problem, identify various interventions and recommend additional assessments, if needed. The SST meets once per month.

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Don't forget your donation to the parent pledge drive!</b>		1	2	3	4	5
6	7 Kendo Class in Gym at 2:25-3:15 PM.	8	9	10	11 Professional Development Day - No School	12
13	14 Professional Development Day - No School	15	16	17	18	19
20	21 Kendo Class in Gym at 2:25-3:15 PM.	22 Mad Science – Crazy Chemworks Class! 2:25-3:30 PM. Children in grades K-5 are eligible to register for this class. Fee-for-service to Mad Science.	23	24	25	26
27	28 Kendo Class in Gym at 2:25-3:15 PM.	29 Mad Science – Crazy Chemworks Class! 2:25-3:30 PM	30			
<p><i>The school is the last expenditure upon which America should be willing to economize.</i></p> <p><i>Franklin D. Roosevelt (1882-1945)</i></p>						

2008

## **SPECIAL CLASSES AND RESOURCES AT RICHMOND (continued)**

### **SCHOOL PSYCHOLOGIST:**

The school psychologist functions as the school's primary link with district special education services. He/she serves as a member of the Building Screening Committee (BSC) and helps determine plans of action for students with special education needs. The school psychologist acts as a consultant to teachers on academic or behavioral issues with students, and, as time permits, may provide direct service to individual kids or small groups of students. Richmond's school psychologist has been assigned to our building one day per week for the 2007-08 school year.

### **TALENTED & GIFTED EDUCATION:**

Richmond is committed to an educational program that recognizes the unique value, needs and talents of the individual student. Curriculum and instruction designed to meet the level and rate of learning of talented and gifted students is an integral part of this commitment. Talented and gifted students means those children who require special educational programs or services, or both, beyond those normally provided by the regular school program in order to realize their contribution to self and society and who demonstrate outstanding ability or potential in one or more of the following areas:

- (a) Intellectual ability;
- (b) Unusual academic ability in reading or mathematics.

Teachers must provide classroom programs designed to promote educational opportunity for talented and gifted students commensurate with their ability.

### **TUTORING:**

Teachers are expected to be available to students for assistance outside of class and before and after school hours. This assistance, along with instructional programs of high quality and sufficiently varied to meet the diverse needs and abilities of students, should minimize the necessity for parents to engage the assistance of a paid tutor. Interns frequently tutor students to help them improve their Japanese language skills, but they are never expected to provide tutoring to students beyond the school day.

### **OCCUPATIONAL THERAPIST (OT):**

Occupational therapy uses activities and adapted surroundings to facilitate a student's independent movement and decrease the effects of a handicapping condition on the student's ability to fully participate in school. Students referred for assessment may qualify for this service and a therapy program will be designed to assist the child.

### **CLASSROOM VOLUNTEERS:**

Classroom and school volunteers are an essential support to any successful school. Richmond teachers are fortunate to have a multitude of dedicated parents who want to help support classroom learning and school success. A complete list of volunteer opportunities is available in September parent packets and in the Richmond office.

Any volunteer who may have or will have direct, unsupervised contact with one or more students must have a current, completed volunteer background check before starting their volunteer work. The form for the background check is part of the opening day packet and extras are always in the school office. Our secretary coordinates the paperwork for the background checks, so all forms should be delivered to the office.

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Fundraisers and Special Events TBA In May:</b> <ul style="list-style-type: none"> <li>Spring Festival, a fundraiser for PTA general fund to support enrichment projects and materials for entire school</li> </ul>				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> 5 <sup>th</sup> graders take online Oregon reading/math test Monday-Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>6</b> Mad Science – Crazy Chemworks Class! 2:25-3:30 PM	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> 4 <sup>th</sup> graders take online Oregon reading/math test Monday - Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>13</b> Mad Science – Crazy Chemworks Class! 2:25-3:30 PM	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> 3 <sup>rd</sup> graders take online Oregon reading/math test Monday-Thursday  Kendo Class in Gym at 2:25-3:15 PM.	<b>20</b> Mad Science – Crazy Chemworks Class! 2:25-3:30 PM	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> Memorial Day Observed - <b>No School</b>	<b>27</b> Mad Science – Crazy Chemworks Class! 2:25-3:30 PM (last session)	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<i>I am still learning.</i>  <i>Michelangelo (1475-1564) His favorite saying.</i>						

2008

## THREE DIFFERENT ORGANIZATIONS AT RICHMOND ELEMENTARY SCHOOL

### PARENT TEACHER ASSOCIATION (PTA)

The Richmond PTA is a recognized member of the state and national PTA. It is the oldest child advocacy group in the United States and was established over 100 years ago to support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children; to assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in the public schools of this nation.

In addition, the Richmond PTA also provides families with community-building opportunities, educational enrichment events, and fund raisers to enhance the environment at school and to work toward achieving our academic goals as set by the principal, staff, and site council. We also work in partnership with our Richmond School Foundation to raise money in order to supplement our staff allocation as prescribed by the district.

### OYA NO KAI (ONK)

Oya No Kai, Inc., a non-profit 501(c)(3) organization, is a parent group for the Japanese Magnet Program (JMP) of Portland Public Schools. Along with supporting the school system in its development of the JMP, Oya No Kai also provides opportunities for the JMP families at Richmond Elementary, Mt. Tabor Middle and Grant High Schools to develop a sense of community. Oya No Kai's purpose is to contribute to the successful development of the Japanese Magnet Program (JMP) and to develop a network of mutual support among program families. To achieve that, here are some of the ongoing activities that support Oya No Kai's mission:

- Financially support the Japanese intern program that provides native Japanese speakers as aides for the Japanese classrooms
- Provide funds for all JMP teachers for classroom supplies or field trips
- Support for the fifth grade cultural exchange and the 8th grade research residency
- Increase awareness of the JMP in the community

- Support the summer Japanese language day camp, Kurabu & OMSI Japanese language summer camp, Oregon Shizen Kyampu
- Maintain the Oya No Kai Web site, including the listservs
- Maintain and publish a directory of JMP families

### RICHMOND SCHOOL FOUNDATION (FND)

Richmond School Foundation is the only parent organization that can fund extra teachers and staff at Richmond. Ever since Measure 5 was passed in 1991 limiting the amount school districts could raise, along with other associated measures equalizing funding statewide, public schools in Oregon in general and public schools in Portland in specific have become increasingly under-funded. Unfortunately at present, the need for additional funds is a fact of life for Oregon public schools. Recognizing this phenomenon, many districts formed non-profit foundations to raise money for staffing not provided by the state. In Portland, under the umbrella of the Portland Schools Foundation, every school in Portland Public Schools can have its own local school foundation to raise funds for staffing at their own school.

At Richmond, our local foundation is the Richmond School Foundation. Our school and program strive to provide an excellent education for our children...in two languages. Richmond Foundation works to help in providing more than a standard education at our school – small class sizes for everyone, exceptional reading and writing skills for our children in two languages, enrichment activities including gym and library. It costs more to do this and supplemental funding by parents, families and friends to the Richmond Foundation are essential in keeping our school exceptional.

The major fundraiser for the Richmond Foundation is the annual yearlong Parent Pledge Drive — aided by our motto 'there is no such thing as a free bento.' Since beginning this yearly pledge drive three years ago, the percent of parents donating to the Richmond Foundation has continued to grow. During the 2006-2007 school year, over 50% of families contributed. Other fundraising methods for the Richmond Foundation include school scrip and several one-time events during the school year. Look for more specific information about this year's pledge drive and donations forms at school and in the weekly school newsletter.

# 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> Kendo Class in Gym at 2:25-3:15 PM. Last class.	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> Grading Period Ends End of School Year	<b>11</b>  Snow Make-Up Day	<b>12</b>  Snow Make-Up Day	<b>13</b>  Snow Make-Up Day	<b>14</b>
<b>15</b>	<b>16</b> Report cards for last trimester mailed home this week with class placement letters for 2008-09.	<b>17</b>	<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>Fundraisers and Special Events TBA In June:</b> <ul style="list-style-type: none"> <li>Scholastic Book Fair for Library fund to expand our collection of books</li> </ul>				

*I have never taught language for the purpose of teaching it; but have invariably used language as a medium for the communication of thought; thus the learning of language was coincidental with the acquisition of knowledge.*

*Anne Sullivan (1866-1936) Educator and Helen Keller's tutor*

**2008**

## FUNDRAISERS AT RICHMOND

### RECYCLING FUNDRAISERS:

- Box Tops for Education, coordinated by PTA for library computers
- Cell phone and PDA recycling, coordinated by PTA for support of the PTA general fund
- Inkjet cartridge recycling, coordinated by the Student Council

### OTHER ONGOING FUNDRAISERS:

- Scrip, coordinated by Oya No Kai for their general fund
- Parent Pledge Drive, coordinated by Richmond Foundation for essential staff positions
- Monthly Restaurant Drive, coordinated by Richmond Foundation for essential staff positions

### SEASONAL FUNDRAISERS:

- Listed on each monthly calendar throughout this handbook.





# 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 Independence Day	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		
<i>What we learn to do, we learn by doing.</i> <i>Aristotle (384-322 B.C.)</i>						

2008

# ENJOY THE SUMMER



# 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	<p><i>Language is power... language can be used as a means of changing reality.</i> <i>Adrienne Rich (1922 -)</i></p>					

2008

Portland Public Schools

# DISTRICT PARENT AND STUDENT HANDBOOK

## 2007-2008



## DISTRICT PARENT AND STUDENT HANDBOOK

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**NOTE:** The term "parent" is used throughout this document. "Parent" includes legal guardian.

AD=PPS Administrative Directive; P=PPS Board Policy;  
OAR=OR Administrative Regulation; ORS=OR Revised Statutes

## ABSENCE FROM SCHOOL

Notification from the parent or guardian to the school is required for each absence or tardy. The following are valid excuses for being absent from school: sickness of the student or of a family member requiring the student's presence, religious holidays, or death in the family. If your child has a medical or dental appointment, an excuse may be brought to school in advance. [Reference: 4.10.080]

Note: See section on Health Issues for more information on illnesses that would keep your child from attending school.

When it is necessary for you to pick up your child before the regular dismissal time, please come to the school office. The office cannot release your child to anyone who is not listed on your child's emergency information form. If you are sending someone else to pick up your child, you must make prior written arrangements with the office.

## AGE REQUIREMENTS

A child who is 5 years of age on or before September 1 is eligible to register for kindergarten that school year. A child who becomes 6 years of age on or before September 1 may enroll in first grade. Kindergarten Round-Up is held annually for entering kindergarten students to register. All kindergarten students new to the Portland Public School District must present a birth certificate, a baptismal record, passport or hospital record as proof of age. A record of immunizations and proof of residence within the attendance area is also required at the time of enrollment.

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.

## ANIMALS

All requests to have animal visitors ("show and tell," for example) in the classroom or on school property must be submitted to the principal in writing. Animals will be permitted in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal. No domesticated mammals, including dogs, cats, primates, birds, or livestock shall be allowed in school buildings or grounds while school is in session unless permitted by the principal and proof of appropriate and/or current rabies vaccination is provided.

## BUS BEHAVIOR GUIDELINES

For the safety of everyone, students are expected to exhibit appropriate conduct at all times, including at the bus stop, loading, unloading and on the bus.

When inappropriate behavior occurs, the bus drivers try first to talk to the students and give warnings. Disciplinary action for misbehavior on the bus and at the bus stop will be administered at the school by the school principal or principal's designee. Behavior which distracts the driver or otherwise endangers the riders may lead to suspension from riding privileges for up to ten (10) consecutive school days at a time. Expulsion from riding privileges may also occur.

If the bus does not arrive at the bus stop when scheduled or if you have other problems concerning buses, please call the Student Transportation Department at 503-916-6901.

1. Students being transported are under authority of the bus driver.

2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals (except approved assistance guide animals), firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the bus driver.
13. Students shall keep the bus clean and refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students and passersby.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules Governing Students Riding School Buses must be kept posted in a conspicuous place in all school buses. [Reference: OAR 581-53-010]

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. [www.studentservices.pps.k12.or.us/docs/pg/11707](http://www.studentservices.pps.k12.or.us/docs/pg/11707)

## CLOTHING CENTER

The Portland Council Parent Teacher Association (PTA) sponsors a Clothing Center at Marshall High School, phone: 503-293-0783. Parents wishing to visit the center for their child need to pick up a referral in their school office.

## DONATIONS

Donations made to individual schools or to individual classrooms by persons or groups such as the PTA become the property of Portland Public School District.

## DRESS AND GROOMING APPROPRIATENESS

Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents. Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others, is sexually suggestive (examples include bare midriffs, visible under-garments, plunging necklines, see-through materials, or sagging pants), is alcohol, tobacco, or other drug related (including advertising or advocating the use of such products), is vulgar, lewd, obscene or plainly offensive, is insulting, and/or demeaning to a particular person or group, is indicative of gang activity or membership. [Reference: 4.30.012-P]

Individual schools may also have specific dress codes. Schools must establish an exception to the dress code for sincerely held religious beliefs.

## EDUCATIONAL MATERIALS

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

The district shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more until those debts are paid. School personnel may withhold records if the debt is less than \$50.00. However, reports shall not be withheld if they are requested for use in placement of a student. [Reference: 6.40.010-P,ORS 339.260]

## EMERGENCY SCHOOL CLOSURES

Due to inclement weather, schools may need to close or dismiss early for the safety and welfare of all of our students. The decision to close schools is made by the Superintendent or her/his designee (usually by 5:00 a.m.). This information is publicized on FM and the following AM radio stations: KBPS 1450; KEX 1190; KUPL 1330; KXL 790. Radio station KBPS announces school closures in eight other languages. Announcements are made on local television stations KATU, Channel 2; KOIN, Channel 6 and KGW, Channel 8.

The announcement may include one of the following messages:

- **Portland Public Schools and offices closed:** This means students and all employees, except custodians, stay home.
- **Portland Public Schools closed. Central Office personnel report:** This means students, faculty and staff, except custodians, stay home. Central administrative offices open.
- **Portland Public Schools closed. Faculty and staff report:** This means students remain home and all employees report.
- **Portland Public Schools 2 hour late opening:** This means schools will begin two hours after the regular starting time. No half-day or mid-day transportation. No morning kindergarten. Afternoon kindergarten takes place, however, only transportation home is provided for those usually taking the bus.
- **Portland Public Schools regular opening:** This means schools begin at regular starting time.

## FOOD HANDLING

Due to concerns for the spread of Hepatitis, the State of Oregon has strict rules regarding the use and preparation of food in public places such as schools. For classroom treats, only commercially-prepared and individually-wrapped foods are allowed. These foods must be wrapped in individual portions and cannot be shared between students.

### Students may not share food from their lunches that they bring from home.

Foods may be prepared and served at school activities under one of the following conditions:

- under direct supervision of the cafeteria manager
- with a temporary restaurant license issued by Multnomah County Health Department

Parents or district employees cooking for students need to obtain a food handler's permit. All food must be prepared specifically for the event and prepared on site (if not prepared and sent by school food services). No food products prepared at home are allowed for sharing with others.

## GIFTS TO SCHOOL STAFF

Gifts to school staff given on a repeated basis are not acceptable. A small gift on a rare occasion may be acceptable. Parents or students wishing to donate a gift should consider one for the benefit of the entire school rather than just the classroom(s) in which the student attends.

## HEALTH ISSUES

To help parents determine whether a health issue would keep a child from attending school, we have included a chart in this document regarding illnesses and head lice. Schools must be made aware of students' special physical and mental health needs (for example: diabetes, asthma, seizure disorders or school anxiety, etc.).

It is important to promptly tell the school about new and changing health problems that can cause learning or safety problems at school.

### Health Concerns

Dear Parents/Guardian:

**PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL.** There could be some serious health problems for your child and other students. If your child is ill or his/her fever is higher than 103 degrees, you should contact your health care provider for advice. If you need help in finding a health care provider, you may call the Multnomah County Health Department (503-248-3816) or School Health Services (503-257-1732). Some students have medical conditions that can become life threatening when exposed to: measles, chicken pox/shingles, fifth's disease, rubella and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call your school office immediately.

## When Should I Keep My Child Home?

Student's Symptoms/Diagnosed Illness:	Student May Return To School When:
1. Fever greater than 100 degrees (orally).	1. Temperature below 100 degrees (orally) for a minimum of 24 hours without use of fever-reducing medication.
2. Rash or rash with fever - new or sudden onset.	2. Rash disappears. Written or phone consent: from a medical doctor to school nurse.
3. Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.	3. Discharge must be gone or student must have been on antibiotics for 24 hours and have written or phone consent: from a medical doctor to school nurse.
4. Vomiting	4. Symptom-free for 24 hours
5. Diarrhea	5. Symptom-free for 24 hours
6. Cough: Deep, barking, congested, or productive of colored mucous.	6. Symptom-free or student must have been on antibiotics for 24 hours and have written/phone consent: from a medical doctor to school nurse.
7. White, clay colored, or bloody stool.	7. Symptom-free or written/phone consent from a medical doctor to school nurse.
8. Yellow color of skin and/or eyes.	8. Symptom-free or written/phone consent from a medical doctor to school nurse.
9. Brown or bloody urine.	9. Symptom-free or written/phone consent from a medical doctor to school nurse.
10. Stiff neck or headache with fever.	10. Symptom-free or written/phone consent from a medical doctor to school nurse.
11. Unusually sleepy, lethargic or grumpy.	11. Symptom-free
12. Strep throat diagnosed by a medical doctor.	12. Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school nurse. If no antibiotic given, call school nurse before sending child to school.
13. After an illness of two or more weeks, surgery, or other change in health status.	13. Written instructions from the doctor and parent regarding medication or special health needs must be provided to the school nurse.

## Head Lice

Lice are gray to brown in color and can lay many eggs (called nits) on hair shafts. Nits are gray, tan, or white in color. If students are found to have live head lice or nits, schools keep that information very confidential but students are sent home, returning when the hair has been treated with a special shampoo that can be purchased at the grocery store and all nits removed. That is from where the expression "nit picking" came.

Please understand that lice aren't particular. They are found in hair of any color, regardless if it is clean or dirty. Lice cannot jump, cannot fly. They do not live on pets. They crawl. How can you prevent it happening to your children? Encourage them not to share combs, brushes, and hats.

Head lice is a problem in every school district in every state. Children may contract the problem at school. However, people might also get it at the movies, on an airplane, anywhere where they might lean their head back on a seat where someone before them sat and had lice. If you have questions, schools can put you in contact with the school nurse. Please, please - if your family has any members with head lice, let the school know.

Families can:

- Check children's hair weekly for lice or nits.
- Remove ALL nits.
- Check children when they scratch or complain of itching heads.
- Wash clothes, bedding, and towels in hot water and dry on hot cycle for at least 20 minutes.
- Check all family members if one person is found to have lice or nits.
- Soak combs and brushes in hot water (at least 130° F) for 5 to 10 minutes.
- Treat all people who have lice. Consult the school nurse or your medical provider for information about treatment options.
- Vacuum everywhere — furniture, car seats, mattresses, rugs, etc.
- Let the school nurse know. She/he can do follow-up and answer questions.

## IMMUNIZATIONS

For attendance in Oregon schools, the law requires that students must be fully immunized, in the process of receiving immunization, or have signed a statement of exemption on file at school. Students enrolling in school for the first time or enrolling from another country must present evidence of at least one dose of each vaccine mentioned below.

A Certificate of Immunization form is provided by the school. Students transferring from other schools or another school district, either in Oregon or out-of-state, may have thirty days to furnish this information. A section on the Certificate of Immunization form offers the option of Religious Exemption or Medical Exemption. If you choose either of these exemptions, please be aware of the requirements of each. Explanations are included in that section of the form.

If students are lacking up-to-date immunizations, or have incomplete records, those children may be excluded from school attendance beginning in February. The Health Department will notify parents directly of needed immunizations. By the time students enroll in school, the following vaccines should have been received:

### Pre-Kindergarten

For 2007-2008 the following vaccines are required to be up to date for a child 19 months of age or older:

- Diphtheria/Tetanus containing vaccine (DTaP, DTP or DT); 4 doses
- Polio (OPV or IPV); 3 doses
- Measles, Rubella, Mumps (MMR); 1 dose received on or after the first birthday
- Hepatitis B; 3 doses
- Haemophilus influenza type B (Hib); 1-4 doses (if under 5 years of age)
- Varicella (Chickenpox), 1 dose received on or after the first birthday or a history of Chickenpox disease

### Kindergarten to 12th grade

For 2007-2008 the following vaccines are required for a complete series:

- Diphtheria/Tetanus containing vaccine (DtaP, DTP, DT or Td); 5 doses
- Polio (OPV or IPV); 4 doses
- Measles, Rubella, Mumps (MMR); 2 doses\* The first dose received on or after the first birthday
- Hepatitis B; 3 doses
- Varicella (Chicken Pox), 1 dose received on or after the first birthday or history of Chickenpox disease

\* "Measles only" vaccine is acceptable for 1 dose

## INSURANCE

### Accidental only:

Low cost accident insurance for students is made available by private insurance companies in cooperation with the Portland Public School District. Please consider purchasing student accident insurance to protect your children. Even if you already have medical insurance, you may consider student accident insurance as a supplement to your existing medical insurance.

### Oregon Health Plan:

There are many ways that you may be eligible for OHP if you live in Oregon and are a U.S. citizen or an eligible non-citizen. Different eligibility rules and income levels apply to different groups of people. The level of coverage (benefit package) you or your family receive is based on your income, age, and physical or mental condition.

To receive an OHP application packet, call 1-800-359-9517 or go to the following website for information: <http://www.oregon.gov/DHS/healthplan/>

## LOCKERS AND DESKS

Lockers, desks and other storage areas assigned to a particular student (hereinafter called "student storage") remain in the possession and control of the school when they are made available or assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted.

Students shall expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school and shall only be released to the student's parents, contraband will be destroyed or held for School Police and stolen items will be returned to the owner or the police.

Remember that food stored in lockers must be fresh and tightly packaged and that expensive items invite theft and are discouraged. From time to time, the principal may set aside a time period during which all students shall clean their assigned student storage.

A student need not be notified in advance of any check of the assigned student storage.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. [www.studentservices.pps.k12.or.us/docs/pg/11707](http://www.studentservices.pps.k12.or.us/docs/pg/11707)

## MEDICATIONS

Oregon law requires that all medication administered at school, prescription as well as over-the-counter medication, be dispensed from an original prescription container and be accompanied by written consent from the parent as well as written instructions from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. All medication must be administered by office personnel only.

The required forms are available in the school office and only these forms are permitted. No medication will be administered until these completed forms are on file in the office. These regulations are to protect everyone - the student, our staff, and other students. Students should not bring medication to school with them. It should be brought into the office by the parent.

Failure to follow these guidelines may result in student discipline.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. [www.studentservices.pps.k12.or.us/docs/pg/11707](http://www.studentservices.pps.k12.or.us/docs/pg/11707)



## PARENT COMPLAINT PROCEDURE

It is desirable that parents and students have an opportunity to make any concern known to the school principal and give the principal an opportunity to review those concerns and respond to them.

If, however, a written complaint is submitted that alleges the district or its personnel have violated, misinterpreted, or wrongly applied a district policy, governmental agreements or state or public laws, there is a specific complaint procedure outlined in district policy for parents and students to follow. That policy can be accessed from the district's main webpage or by contacting the principal who can make a copy for the parent or student. [Reference: 4.50.030-P]

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. School officials include, but are not necessarily limited to: persons employed by the school as administrators, supervisors, instructors, or support staff members (including health or medical staff and law enforcement unit personnel); persons serving on the School Board; persons or companies with whom the school has contracted to perform special tasks (such as attorneys, auditors, medical consultants, or therapists) or that perform tasks on behalf of the school (such as the school based threat assessment team); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## The Family Educational Rights and Privacy Act (FERPA):

This Federal law requires Portland Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Portland Public Schools may disclose "directory information" without written consent, unless you have notified the District school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Portland Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks or alumni guides. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Portland Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District school your child attends in writing within 30 days of enrollment in school.

Portland Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- The most recent school attended

In emergencies, a student's records may be released to appropriate persons without parent approval if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

**Release of Student Information to Military and College Recruiters:**

- The No Child Left Behind Act of 2001 requires school districts to provide upon request the names, addresses, and phone numbers of juniors and seniors to military recruiters and colleges or universities. If you do not want the school district to provide information about your student to either the military or colleges or universities, you have an opportunity to 'opt out.' In order to do so, you must check the box marked "NO" next to one or both of the categories (Military or College/University) on the student's registration form or the yearly verification form, and then sign and return the form immediately to your school. If your child is over 18, he or she must also sign the form.
- If you do not check "NO" or if you fail to return the registration/verification forms, the school district must release the student information to military or college recruiters upon their request. Once this information is released, the district cannot control how these institutions use the information.
- A list of the guidelines on military recruiters' and colleges' access to information can be found at the following website: [www.ed.gov/offices/OM/fpco/hot\\_topics/ht10-09-02.html](http://www.ed.gov/offices/OM/fpco/hot_topics/ht10-09-02.html)

If you have questions, please call your school counselor or college coordinator.

**Protection of Pupil Rights Amendment (PPRA):**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (DOE).

PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any DOE funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sexual behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with DOE by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact them at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Laws referenced are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**TALENTED AND GIFTED (TAG)**

There are many definitions for gifted. They all have one element in common: A gifted person is someone who shows, or has the potential for showing, an exceptional level of performance in one or more areas of expression. Students may be identified for intellectual ability and/or academic ability in reading and/or math.

Schools screen students for outstanding intellectual ability and/or unusual academic ability in reading and math and for students who demonstrate the potential to perform at or above the 97th percentile. They also screen for students from ethnic minorities, students with disabilities, and students who are culturally different and/or economically disadvantaged.

In addition, parents may nominate a student by completing the TAG Nomination Form, including the Student Characteristic Profile and Consent for Testing Form. To learn more details about this process, please inquire at your school office. Each school has a TAG Coordinator who can assist with this process and provide publications from the district's TAG Department.

**TITLE I: "PARENTS RIGHT-TO-KNOW"**

Section Title I-A in the No Child Left Behind Act of 2001 requires school districts to notify parents in any school receiving Title I funding of their right to request the professional qualifications of their child's classroom teacher(s). This right extends to all parents in any school receiving Title I funds, whether as a school-wide program or as a targeted assistance program.

Upon the request of a parent, a school must disclose, in a timely fashion, at minimum:

- Whether the teacher has met state licensure requirements for the grade level and subject area in which they are currently teaching.
- Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
- The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by a paraprofessional, and if so their qualifications.

Schools must provide timely notice to parents if a child is assigned to, or has been taught for more than four consecutive weeks by a teacher that is not highly qualified according to Federal definition. All notices must be in a comprehensible and uniform format, and to the extent practicable, translated into a language that the parent can understand.

This requirement is found in Section 1111(6) of Title I: Improving the Academic Achievement of the Disadvantaged in the No Child Left Behind Act of 2001 (P.L. 107-10).

## **TOBACCO**

On March 11, 1993, the Portland Board of Education adopted a resolution declaring that all Portland Public School buildings and grounds will be tobacco free. This includes school activities outside of school buildings. This applies to adults as well as students. Your compliance with this policy is appreciated.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. [www.studentservices.pps.k12.or.us/docs/pg/11707](http://www.studentservices.pps.k12.or.us/docs/pg/11707)

## **VISION, HEARING, SCOLIOSIS SCREENING**

Under Oregon law, vision and hearing screenings shall occur to help identify children's health problems. The usual screening schedule is:

- Vision - in grades pre-kindergarten, kindergarten, 1, 3, 5, 8
- Hearing - in grades pre-kindergarten, kindergarten, 1
- Scoliosis (Posture) - for 6th and 8th grade girls, 7th and 9th grade boys.

All other students are tested at the request of the teacher or parent. The Vision Screening is done using the Snellen Eye Chart by parent volunteers under the supervision of the school nurse. Hearing checks are given to the kindergarten and first grade classes, with all other grades on referral by the teacher or the parent. An audiometrist tests the hearing. If a child does not pass the initial screening, an audiologist performs the retest. Parents are notified should there be a need for further testing.

## **WEAPONS**

Weapons, facsimiles, and weapons related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities. No person shall have on school district property any weapon, explosive or incendiary device. [Reference: 3.40.014-P]

Oregon and Federal law require expulsion of PPS students for one (1) calendar year under the following circumstances:

- Bringing firearms, and/or possessing firearms at school, on school grounds, at school activities and at school-sponsored activities.
- Bringing deadly weapons and/or possessing deadly weapons in school, on school grounds, at school activities, during school hours and school sponsored activities.
- Using, attempting to use, or threatening to use dangerous weapons at school or at school sponsored activities.

Any weapon or facsimile possessed on or about a person while on district property or at school activities or events is subject to seizure and/or forfeiture. Student possession of weapons will be reported to the student's parents/legal guardians and the Portland Police Bureau. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist weapons possession in any way.

Possession includes, but is not limited to: 1) having a weapon located in a space assigned to a student such as a locker or desk; 2) on the student's person or property, in student's clothing or under the student's control (accessible, available, hidden on school property). Please note that pocket knives are considered weapons.

Weapons under the control of law enforcement personnel are permitted.

The law allows the District to unilaterally move a student with a disability who brings a firearm to school to an interim alternative education placement for a maximum of 45 calendar days.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. [www.studentservices.pps.k12.or.us/docs/pg/11707](http://www.studentservices.pps.k12.or.us/docs/pg/11707)

For additional information about  
Portland Public Schools  
please see our website:

[www.pps.k12.or.us](http://www.pps.k12.or.us)





SCHOOL TRIMESTER CALENDAR



The Trimester Calendar is one of three district calendars that a school community may choose to use (Trimester, Quarter, Year-Round). To determine which calendar your school follows, check with your school's office. All calendars may be found on the district website: <http://www.pps.k12.or.us/news/events.php>

S M T W Th F S

S M T W Th F S

**JUNE — 2007**

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**MARCH — 2008**

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**DECEMBER — 2007**

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**SYMBOL EXPLANATION**

- Students Out of School
- AM Morning Conferences, No PM School for Teachers (no school for students)
- AMP/EVEI Morning/Afternoon/Evening Conferences (no school for students) EVE only for K-5 / K-8
- AMP/EVEZ Morning/Afternoon/Evening Conferences (no school for students) EVE only for MS / HS
- CC Classified Connection (Prof. Dev. for classified employees)
- END End of School Year
- GRD Grading Period Ends
- H Holiday (schools and all offices closed)

- HC Holiday Commemoration (schools and all offices closed)
- INS Statewide Inservice (no school - all 190, 200, 210, 225 & 230 employees off)
- MT Mid-Term Progress Reports Entered into SIS
- PLAN Teacher Planning Day
- PROF Professional Development Day
- START Start of School Year
- TRF-H High School Transfer Application Deadline
- TRF-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

# SCHOOL TRIMESTER CALENDAR

**Schools following Trimester Calendar:**

- |                |                |               |               |                |                    |              |             |
|----------------|----------------|---------------|---------------|----------------|--------------------|--------------|-------------|
| • Ainsworth    | • Chapman      | • Forest Park | • Irvington   | • Lewellyn     | • Marshall HS:     | • Scott      | • Vestal    |
| • Alameda      | • Chief Joseph | • Glencoe     | • James John  | • Maplewood    | • Renaissance Arts | • Selkwood   | • Whitman   |
| • Beach        | • Clark        | • Grout       | • King        | • Markham      | • Richmond         | • Skyline    | • Woodlawn  |
| • Boise/Ellet  | • Creston      | • Hayhurst    | • Laurelhurst | • Marysville   | • Rieke            | • Stephenson | • Woodmere  |
| • Bridlemile   | • da Vinci     | • Hollywood   | • Lee         | • MLC          | • Ridger           | • Sunnyside  | • Woodstock |
| • Buckman      | • Dunlavy      | • Fernwood    | • Lent        | • Oakley Green | • Sabin            | • Vernon     |             |
| • Capitol Hill | • Faldon       | • Humboldt    | • Lewis       |                |                    |              |             |

**TRIMESTER CALENDAR DATES FOR SCHOOL YEAR 2007-2008**

Summer Scholars . . . . .	First Semester: July ___ / Second Semester: July ___-August __, 2007	
Community Care Day . . . . .	August __, 2007	
Professional Development Day or Teacher Planning Day* (school decision) . . . . .	August 28, 2007	
Professional Development Day . . . . .	August 29, 2007	
Teacher Planning Day or Professional Development Day* (school decision) . . . . .	August 30, 2007	
Schools and Offices Closed . . . . .	August 31, 2007	
Labor Day Holiday (schools and all offices closed) . . . . .	September 3, 2007	
Teacher Planning Day (no school for students) . . . . .	September 4, 2007	
First Day of School for Students . . . . .	September 5, 2007	
First Day of School for Kindergarten Students (Kindergarten classes will begin regular classroom instruction no later than September 10th. Schools may choose to use the 5th, 6th and 7th for kindergarten assessment.) . . . . .	September 10, 2007	
Staterwide Inservice (No school - all 190, 200, 210, 225 & 230 employees off) . . . . .	October 12, 2007	
Professional Development Day (no school for students) . . . . .	October 26, 2007	
Teacher Planning Day and Classified Connection Training Day (no school for students) . . . . .	November 9, 2007	
Holiday in Celebration of Veterans Day (schools and all offices closed) . . . . .	November 12, 2007	
Conferences		
Morning, Afternoon and Evening Conferences - EVE only for K-5/K-8 (no school for students) . . . . .	November 19, 2007	
Morning, Afternoon and Evening Conferences - EVE only for MS/HS (no school for students) . . . . .	November 20, 2007	
Morning Conferences (no school for students; no afternoon school for teachers) . . . . .	November 21, 2007	
Thanksgiving Holiday (schools and all offices closed) . . . . .	November 22 & 23, 2007	
End of 1st Grading Period . . . . .	November 30, 2007	
Teacher Planning Day (no school for students) . . . . .	December 3, 2007	
Students' last day prior to Winter Break . . . . .	December 21, 2007	
Schools and Offices closed . . . . .	December 25, 2007	
Holiday in Celebration of New Year's Day (schools and all offices closed) . . . . .	January 1, 2008	
Students return following Winter Break . . . . .	January 7, 2008	
Martin Luther King Jr. Day Holiday Commemoration (schools and all offices closed) . . . . .	January 21, 2008	
Professional Development Day and Classified Connection Training Day (no school for students) . . . . .	February 1, 2008	
PPS' School Celebration 2007 — (Expo Center) . . . . .	February 2, 2008	
President's Day Holiday (schools and all offices closed) . . . . .	February 18, 2008	
High School Transfer Deadline . . . . .	February 22, 2008	
Elementary/Middle School Transfer Deadline . . . . .	March 7, 2008	
End of 2nd Grading Period . . . . .	March 13, 2008	
Teacher Planning Day (no school for students) . . . . .	March 14, 2008	
Spring Break (no school for students) . . . . .	March 24-28, 2008	
Professional Development Day (no school for students) . . . . .	April 11, 2008	
Memorial Day Holiday (schools and all offices closed) . . . . .	May 26, 2008	
Last Day of School for Students . . . . .	June 10, 2008	
Teacher Planning Days (no school for students) . . . . .	June 11 & 12, 2008	
Snow Make-Up Days (END, GRD, PLAN days would be moved back accordingly) . . . . .	June 11, 12 & 13, 2008	
Summer Scholars . . . . .	July __ - August __, 2008	
Graduation Dates . . . . .	May __, June __, __ & __, 2008	

**GRADING PERIOD SCHEDULE FOR 2007-2008 SCHOOL YEAR**

Start of <b>First</b> Grading Period . . . . .	September 5, 2007	Start of <b>Third</b> Grading Period . . . . .	March 17, 2008
End of <b>First</b> Grading Period . . . . .	November 30, 2007	End of <b>Third</b> Grading Period . . . . .	June 10, 2008
Start of <b>Second</b> Grading Period . . . . .	December 4, 2007		
End of <b>Second</b> Grading Period . . . . .	March 13, 2008		

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Maureen Sloane, HR Legal Counsel  
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