

# MLC Family Handbook

We strive to incorporate five key character traits into all we say and do:

**Courage**  
**Compassion**  
**Self-Discipline**  
**Integrity**  
**Respect**



2015-2016  
Academic Year

## About our school

We believe...

All people can and want to learn. We believe experiential learning is a powerful method for developing the curiosity, skills, knowledge, and courage needed to imagine a better world and work toward realizing it. Learning is an expedition into the unknown. Expeditions draw together personal experience and intellectual growth to promote self-discovery and construct knowledge. We believe that adults should guide students along this journey with care, compassion, and respect for their diverse learning styles, backgrounds, and needs. Metropolitan Learning Center is an educational option designed to promote strong academic and character standards.

The Metropolitan Learning Center (MLC) is a well-established, long-term (45+ years) alternative program, rich with tradition yet continually adapting to meet the changing needs of our students and their families.

MLC offers a unique academic program focused on experiential learning, character development, service to its community and the pleasures of life and learning. Students who thrive in this project and adventure based learning environment have the opportunity to attend from kindergarten through high school. Those who do are joined by others transferring in from other schools, programs and districts. All students and their families choose to attend MLC.

**Student Enrollment for 2015-2016: 440**

**Kindergarten:** Full-day

**Program Continues:** K-12

**Before/After School Care:** Kids Community Learning Center: 503-916-6367

For more demographic information about MLC you can access our enrollment profile page at:  
[www.pps.k12.or.us/schools-c/profiles/enrollment/](http://www.pps.k12.or.us/schools-c/profiles/enrollment/)

This handbook is a collaborative effort of students, staff and members of the MLC community designed to help families understand and fully participate in our school and program. We hope you find it useful. We also hope you will not hesitate to ask whatever additional questions you might have and that you have a great school year with all of us at MLC.

# **Welcome from MLC Principal Pam Joyner**

Welcome! 人を歓迎 [歓待] する Bienvenidos!

Dear Families,

Welcome to a new school year at Metropolitan Learning Center! Whether you are new to MLC or a returning family, we are happy that you have joined our learning community. You have made a great choice for your child's education. MLC consists of a dedicated and collegial staff that will care for your children and support them in learning with an experiential influence that fosters creativity, rigor, and meets the learning needs of every student. Our school character traits of respect, courage, compassion, integrity, and self-discipline are driving principles at Metropolitan Learning Center which are embedded in the instruction and expectations we have for all students. Our students, staff and families work together to create an inclusive and equitable environment where children develop the curiosity, skills, knowledge, and courage needed to imagine a better world along with the drive toward realizing it.

We believe that families play a critical role in the success of our students as you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's teachers, since have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us promote your child's success. Teachers provide a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, respond to setbacks, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's experience at MLC is robust, exciting and rewarding.

This handbook is intended to provide a brief and concise overview of some of the most important opportunities and expectations that anchor our program. Please review this handbook with your child and feel free to call me at (503) 916-5737 if you have any questions about our program, procedures, or school policies. I look forward to a great year working collectively with all of you!

Warm Regards,

Pam Joyner  
Principal

## **How to Contact Us**

Metropolitan Learning Center  
Website: [www.pps.k12.or.us/schools/mlc/](http://www.pps.k12.or.us/schools/mlc/)  
2033 NW Glisan Street – Portland, Oregon 97209  
(503) 916-5737  
Attendance Line: (503) 916-3656

Calling from outside: Dial 503-916-2000, then 1, and dial the 5 digit extension

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	School Secretary	76001	200	
	Paraeducator	76055	204	
	Educational Assistant			
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# The MLC Academic Program Overview

The **kindergarten** program prepares students for school through developmental reading, math and social skills activities and in-depth subject studies.

**Elementary** students spend their day in core academic subjects and some afternoon time exploring areas of special interest in a wide-range of student choice elective classes.

**Middle grade** students work with specialists in language arts, math, science and social studies and participate in weekly adventure and service activities as well as the elective program.

**High school** students build their own schedules. In addition to the full range of courses offered at MLC, schedules can include co-op classes at other schools, independent studies, work experience and credit work at art institutes, colleges and universities. Read the 9x12 profile for more information.

**At all grades**, the program is personal and personalized in keeping with the character of a smaller learning environment. Instruction has an experiential influence progress reports are ungraded, conferences are frequent and all students annually compile and present a portfolio of their learning.

## MLC TAG Program & Services

Portland Public Schools is dedicated to identifying and providing for the unique academic and social emotional needs of Talented and Gifted students across the district. Our goal is to provide educational opportunities to students of all racial, ethnic, and socio-economic groups, to provide informational training to educators, and to provide consistent challenge for all students. MLC will host an informational meeting for parents to learn about the TAG program, services, and the nomination and identification process. These info sessions are scheduled on both curriculum nights at 5:45.

## Special Education Department

The special education department at MLC offers services for K-12 students. Currently there are three special education teachers, a speech pathologist, and a school psychologist working with students at various grade levels. The elementary special education teacher works with students for basic reading skills, writing, and supports students in their general education math class. The 6<sup>th</sup> grade special education teacher works in small groups for reading and writing instruction, and supports students within their general education math classes.

The 7<sup>th</sup> and 8<sup>th</sup> grade special education teacher provides small group instruction for math and supports students in their general education classes. The high school teacher provides instruction within the learning center and students take study skills as an elective to receive services. Within a high school Study Skills class, students receive classroom skills or organization instruction and also writing instruction. During this class, students also receive support with their general education math homework, or other coursework. Students receive organizational support throughout all levels of Special Education.

## High School College and Career Coordinator

The High School College and Career Coordinator supports every MLC Student to be college ready and career focused by graduation. All PPS high schools have full-time coordinators. The purpose of the position is to provide students with access to career learning and career exploration opportunities which support and fulfill personal learning requirements for high school graduation. The Career coordinator manages service learning opportunities, high school completion, internships and other career related learning experiences.

## **Service Learning**

Every high school student is expected to earn a minimum of 0.25 credits of community service (33 hours) each year of attendance at MLC. This is an elective credit added to your Metro credit at the end of the year. We encourage students to participate in a community service that is aligned with a possible career pathway.

For more information, students and parents may contact Regina via e-mail at: [rsun@pps.net](mailto:rsun@pps.net), during school hours at 503-916-5737 and via GoogleVoice at 503-897-0892.

## **AVID Advancement Via Individual Determination**

MLC will be adding the AVID program, starting with an exploratory year in 2015-16, and moving towards further implementation by adding an AVID elective high school class in 2016-17. AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society. It is a college readiness system which includes an AVID elective class during the school day that is based on writing as a tool of learning, inquiry method, organization and collaborative grouping. Students who will benefit the most from AVID are in the academic middle and capable of completing a college preparatory path with support. These may be students who have the desire and drive but may not be realizing their academic potential due to any number of barriers. When students are selected for the AVID elective, we will be considering if they would be the first in their family to go to college, if they are reflected in historically underrepresented populations attending 4 year colleges, and if they are economically disadvantaged. This year we have trained a team of teachers and will begin using some of the AVID strategies school wide as the year progresses.

## **The MLC Library**

Staff: Library Media Specialist: Kiva Liljequist (works mornings) [kliljequist@pps.net](mailto:kliljequist@pps.net)

Library Assistant: Charles Elmer (works afternoons) [celmer@pps.net](mailto:celmer@pps.net)

Hours: Monday-Friday 8:15-3:30

Policies: Students can have two books checked out at once, and more can be checked out if needed for a class or project. Directions for how to check a student's library account to see what is checked out and to renew materials can be found on the MLC Library web page.

Kiva teaches classes to Kx6 students weekly, and 9x12 students on an as-needed basis.

We are always looking for parent volunteers; please stop by or email if you're interested in helping out with a myriad of projects, re-shelving, processing, laminating, straightening, organizing, beautifying, etc! We love parents!

For more information, please contact Kiva at: [kliljequist@pps.net](mailto:kliljequist@pps.net)

# How MLC Operates

## Open Hours

The school office is open 8:00 a.m. to 4:00 p.m. each school day. Our Kx6 student day is 8:30 a.m. to 3:00 p.m., our 7x12 student day is 8:30 a.m. to 3:05 p.m. Monday through Thursday, and all students attend 8:30 a.m. to 12:00 noon on Fridays.

School lunch is from 11:30 a.m. to 12:25 p.m. Monday through Thursday. Lunch is also served after school on Fridays. A “Nutrition Break”, featuring breakfast type choices is served from 9:45- to 10:00 a.m. each morning.

MLC is the only PPS school that follows the trimester calendar.

<http://www.pps.k12.or.us/calendar/index.htm>

## Early Dismissal Fridays

School hours are Monday through Thursday from 8:30 a.m.-3:05 p.m. On Fridays we dismiss students at 12:00 noon. High school students are expected to participate in Service Learning or Career Education on most Friday afternoons.

Staff uses Friday afternoon time for professional development and planning in professional learning communities (PLCs).

## Late Openings

Due to early dismissal on Fridays, MLC does **NOT** observe any of the PPS late-openings on Wednesdays that are observed by other schools in the district.

## General Supervision

Members of the staff are available to students from 8:15 a.m. to 3:15 p.m. Monday -Thursday and 8:15 a.m.-12:00 noon on Fridays. There may be staff present, but there is no formal supervision of students before 8:15 a.m. and after 3:15 p.m. Monday-Thursday and 12:00 noon on Friday.

The exceptions are students involved in planned, supervised activities and those enrolled in KCLC.

## Lunch Time Supervision & Options

Kindergarten, first and second grade students eat in the cafeteria. Students in grades 3 and up have the option of eating elsewhere in the school or on school grounds.

Students in the sixth through twelfth grades may, with permission, leave campus for lunch provided they act responsibly in the community and return to school in time for afternoon classes.

Staff is on duty in the cafeteria, in the halls, at recess and during the lunch hour. The gym, library and computer lab are open and supervised from 11:55 a.m. to 12:25 p.m. most days.

## Attendance

Attendance is taken twice daily in grades Kx6, and in each 7x12 class. Students arriving late should report to the main office first, and then immediately to class. Students leaving early should check out in the front office. Students may only leave with adults identified on the registration form or with other prior permission.

If your student is sick or will otherwise be absent from school, please notify the office via the Attendance Line: **503-916-3656**



Due to the flexibility of the MLC program, it is not always possible to have students respond directly to telephone messages or be available for unplanned pick-up. Please communicate with your student's teacher about appointments to avoid conflicts with walking field trips.

### **Communication**

The best way to contact your student's teacher is by **e-mail**. Teachers check their e-mail daily and will respond within a 48 hour turn around time. For more urgent communication, please call the main office. Staff e-mail addresses are provided in the front of this handbook. Please be sure the school has your correct family e-mail address.

Our **school website** <http://www.pps.k12.or.us/schools/mlc/> contains useful information. It will be regularly updated by our technology assistant, Brian Pemberton.

Our **newsletter**, 'The Alternative,' is distributed at the beginning of each month.

Find us on **twitter** at MLC@mlc\_today

### **Enrollment & Transfer**

Families wishing to enroll a student to MLC must complete the MLC application and submit it to the school office. The application window for the 2016-2017 school year will begin the first part of December. Application Packets are available in the main office at MLC or can be downloaded from the links listed on our website. Completed applications that are received on or before February 19th will be considered in the first round of review. MLC runs an internal lottery that is not part of the lottery conducted by PPS.

Call the PPS Enrollment and Transfer Office (503-916-3205) with questions regarding the District lottery.

### **Student Conduct and Restorative Justice**

At MLC, we dedicate ourselves to the pursuit of courageous, respectful, compassionate and self-disciplined lives. At times some of our students struggle with these aspirations and need additional guidance. Teachers, often in consultation with families, handle most classroom incidents and problems between students. If additional assistance is needed, students are referred to our counselor or an administrator. In these cases MLC aims to provide students with the opportunity to reflect on the impact of their actions, restore the harm, and develop the skills to make better choices in the future with the goal that students be reintegrated into the learning community. To this end we have adopted a disciplinary philosophy grounded in Restorative Justice while still abiding by the PPS Handbook of Students Responsibilities, Rights and Discipline which is distributed at the beginning of the year and available online. Restorative justice in schools is considered an alternative discipline model with a focus on building student accountability while strengthening students and community relationships. Restorative justice helps reduce exclusionary practices and is based on a core set of principles that emphasizes healing and repair over punishment, inclusion over exclusion, and individual accountability with a high level of community support. Restorative practices promote healthy school communities by changing behaviors, engaging community, creating safety, and ultimately decreasing low graduation rates.

### **School Closures Due to Inclement Weather**

Safety of our students is our primary concern. Closure and delayed opening decisions are made at the district level. Should weather conditions be serious enough to modify normal operation of schools, radio, television stations and the PPS website will announce one of the following messages, usually by 6:00 a.m. **Schools Closed** (Students are not to report.) **Delayed Opening** (The school day will start, depending on the announcement, either one or two hours later than usual.) In the unlikely event that we would close the school early, staff would stay until all students were safely accounted for.

## **The Who is Who of MLC Parent, Student & Family Involvement**

The MLC community groups work together to envision and create the most enriching and educational experience possible for your child! There are many ways to help. Every family has different resources, abilities, and desires. This outline shows leadership and fundraising activities, so you can make thoughtful decisions about where you might contribute your time and money.

### **Parent Volunteer Opportunities**

Volunteers are at the heart of many of the learning activities, community building, and resources necessary in providing a quality education at MLC. Please consider contributing your time and energy by filling out the document attached to the link below.

[https://docs.google.com/forms/d/1XQRlXk4mUPdh1vpTYoa6a5SeHwgTx0LNMvavfTsG6n0/viewform?usp=send\\_form](https://docs.google.com/forms/d/1XQRlXk4mUPdh1vpTYoa6a5SeHwgTx0LNMvavfTsG6n0/viewform?usp=send_form)

### **The MLC PTSA - Parent-Teacher-Student Association**

The PTSA is a group of parents, students and teachers who work together to help coordinate, organize and support school-related activities and events. The PTSA provides a forum for the MLC community to discuss relevant issues, plan community events, and develop fundraising to support key elements of MLC's programs. MLCEducational Foundation meetings will be held in conjunction with all PTSA meetings. PTSA membership information is included in the opening day packet. Contacts: Karen Rodriguez and Abby Cowlshaw

The PTSA holds monthly meetings, alternating between the 3rd Thursday of the month at 6:30/3:30 alternating months. Childcare is available for evening meetings - it is paid for by the PTSA and provided by KCLC.

**The MLCEF – Metropolitan Learning Center Educational Foundation** The MLCEF is a group of parents who raise money to help fund teaching positions currently not covered by Portland Public Schools (PPS). Funds raised by MLCEF go directly to pay for additional staff. Monthly meetings are being held in conjunction with PTSA meetings. New members and new ideas welcome! Contact person: TBA

**The MLC Site Council** The Site Council is a group composed of the principal, 4 (elected) parents and 4 (elected) teachers, and 2 (elected) students. Each position serves for a two-year term. The Site Council considers all aspects of MLC's staff development and school improvement and are the liaisons between our school community and PPS. Meetings are held the 1st Wednesday of each month at 3:30 in the library; except in September, the meeting is on the 2nd Wednesday.

**Student Government** The MLC High School Student Government was founded and designed in 2013/2014 by MLC students. Its mission is to represent the MLC student's voice at all levels of the community, ensure that students have a voice in our education and to foster community engagement within the student body. Each High School metro has an elected representative to the government with additional council leaders. There are delegates from the Student Government on PTSA, Site Council and LSAC.

**GSA (Gay Straight Alliance)** The GSA is a weekly lunch group for 6x12 students who identify as LGBTQ and their allies. The group organizes events and meets to help support the MLC community in maintaining a safe welcoming atmosphere for LGBTQ youth/families

# **All School Activity, Celebration & Volunteer Opportunity Calendar**

**V = volunteer opportunity**

## **FALL (late August – November)**

- Welcome New Families / Meet and Greet Picnic **V**
- School Starts
- School Pictures **V**
- New Family Tea
- School Picnic ( 1x12)
- Curriculum Night (like a back-to-school night)
- Outdoor School for 6<sup>th</sup> grade
- Electives Sign-Ups (Fall Electives run October-December) **V**
- Scholastic Book Fair (fundraiser for the MLC Library) **V**
- Halloween Parade (K-5)
- Family Pizza Night & Dance **V**
- Parent/Teacher/Student Conferences
- Scrip sales **V**
- Chinook Book sales
- Thanksgiving Pie & Wreath sales **V**
- Class field trips **V**

## **WINTER (December – March)**

- Solstice Celebration
- Faculty Baskets **V**
- MLC Visitor Days – day and evening events scheduled
- Winter Electives Sign Ups (Electives run January-March) **V**
- Read-A-Thon (classroom fundraiser)
- Valentine's Day – 'Val-a-grams' (HS Prom fundraiser)
- Spring Electives Sign Ups (Electives run April-June) **V**
- Talent Show **V**
- High School Drama Performance
- Auction (fundraiser for PTSA) **V**
- Project Second Wind (fundraiser for Oregon Food Bank) **V**
- Classified Staff Appreciation Week **V**
- Class field trips **V**

## **SPRING (April-June)**

- Run For The Arts (fundraiser to support Art at MLC) **V**
- Spring Scholastic Book Fair (fundraiser to support the MLC Library) **V**
- Egg Drop **V**
- HS Drama Performance
- Blue Moon Night (fundraiser for PTSA)
- High School Prom **V**
- Renaissance Fair **V**
- Staff Appreciation Week (non-classified) and Luncheon **V**
- Portfolio Night
- High School Portfolio Presentation **V**
- 7X8 Car Wash **V**
- 8<sup>th</sup> Grade Promotion and Dance **V**
- MLC Graduation @ Chapman Elementary School **V**
- Class field trips **V**
- School Picnic (Kx12)

# EVENT DESCRIPTIONS

\*Please see 'High School/Metro' section for high-school information

## FALL

### **Community Picnic**

During the first month of school our entire school community takes the day off for a picnic. We take this time to rekindle friendships after the summer break and to welcome new students and families into our community. This year's fall picnic is Wednesday, September 16<sup>th</sup>.

### **School Pictures**

School pictures will be taken on Tuesday, September 1st. Retakes are scheduled for Oct 13.

### **New Family Tea/New Family Meet and Greet**

Both of these events are an opportunity for those who are experiencing MLC for the first time to visit with support staff and become better oriented with the program. Questions are welcomed as we begin a new journey together in the MLC learning community.

The date of the New Family Tea is Friday, September 4<sup>th</sup> at 8:45 am

The New Family Meet and Greet is Wednesday, September 9<sup>th</sup> at 6:00 pm

### **Curriculum Night**

Curriculum nights are akin to traditional Back to School Night. Teachers will present information about their curriculum, expectations, and learning opportunities that will be occurring throughout the year. Curriculum nights are different than conferences in that it will not be a time to discuss individual students, it will be focused on the learning that will be taking place in the classroom throughout the year.

Kx3 and High School Curriculum Night will be Thursday, September 10<sup>th</sup> at 6:30 pm

4x6 and 7x8 Curriculum Night will be Tuesday, September 15<sup>th</sup> at 6:30 pm

An informational TAG meeting for parents is scheduled for 5:45 on both 9/10 and 9/15.

### **MLCEF Welcome and Pledge Renewal**

In September, the MLC Educational Foundation reaches out to past supporters to renew their annual pledge. Small monthly donations add up to our school's ability to hire more staff.

### **Kx3 Field Trips**

Kx3 go on approximately 1 field trip per month throughout the year. These include the pumpkin patch, plays and performances, and forest experiences in Macleay Park.

In addition, third graders plan a few solo trips. These include Bridge Walk- a walking tour of downtown bridges with a guide, as well as an Urban Walking Tour- A guided tour around town focusing on history, art and architecture.

### **4x6 Field Trips**

The 4x6 team has for the past 15 years gone on two extended field trips during the school year. The 4th and 5th graders regularly attend an OMSI overnight science camp while the 6th graders go to Outdoor School run by the MESD. We also arrange a field trip to another location for the whole team to other outdoor sites. In the past these trips have included the Olympic Park institute, OMSI Camps Magruder, Hancock, or Kiwanilong on the Oregon coast, Crater Lake National Park, and Islandwood on Whidbey Island, Washington. We believe that the importance of getting

students out in nature and doing meaningful work outdoors is imperative to creating a productive learning environment in the classroom. We believe it is one way to realize John Dewey's educational philosophy of direct experience as being essential to learning.

### **Outdoor School for 6<sup>th</sup> grade**

For 50 years, Multnomah County and Portland Public Schools has supported an opportunity for every 6th grader in the district to attend an outdoor experience at one of many camps in the Cascade watershed. Students learn environmental science in the classroom that makes the biggest impact: the forest. Though the object of this program is the 6th graders, the biggest impact is felt by the high school students who attend as Student Leaders. In our opinion there is no more cost effective leadership program in the country to guide high school students.

In recent years, the program was reduced to 2.5 days but we are very excited to share that MESD has reestablished the full week program starting this fall.

### **Electives and Electives Sign-Ups (Fall, Winter & Spring)**

The MLC First through eighth grade elective program is multidimensional. Many community members, parents and guardians, as well as teachers, provide a wide range of elective offerings. Topic areas include science, social studies, physical education, arts, computer, music, crafts, games, philosophy and literature. Each trimester students choose classes that address their own particular interests. Teaching an elective is a special way to get to know our students and become an active part of the life of our school.

As part of the MLC elective program, there is a sign up process for selecting elective classes. Students receive elective catalogs full of the choices for that trimester. They fill out a planning sheet, making first, second and third choices of classes. There is a sign up day, where students participate in an arena-style process to sign up for the classes that they would like to take. Parent volunteers play a big roll in this event. Sign ups typically happen in September, December and March.

### **Scholastic Book Fair - held twice annually, Fall and Spring**

Our twice-annual Scholastic Book Fair fundraiser raises money to purchase all kinds of books for our school library. Whether your student loves fiction, graphic novels, non-fiction, biographies, or picture books, we need you to help stock up our shelves! Stop in and browse our Book Fair, sign up for a volunteer, or give it your all by stepping up to be the Book Fair Chairperson/Superhero! Every student in our school benefits from your generosity, be it your time or your Book Fair purchases. Thank you!

### **Halloween Parade (K-5)**

Halloween is a big event at MLC. Costumes are welcome and most everyone wears one. Spooky activities in the classrooms, a costume parade and a maze in the gym are all part of the festivities. This year's Halloween festivities will be on Friday, October 30<sup>th</sup>.

### **Family Pizza Night & Dance**

Each fall, the PTSA holds a Pizza Night and Community Dance at the school. Pizza, salad, dessert and drinks are available for purchase and there is dancing in the auditorium. It is a time for the community to come together and welcome new families. This year's event will be held on Oct 16<sup>th</sup>.

### **Parent/Teacher/Student Conferences**

Conferences are scheduled 3 per year for Kx6, and 2 per year for 7x8, and all students annually compile and present a portfolio of their learning to share with their parents at Portfolio Night. This year fall conferences will be Monday/Tuesday, October 19<sup>th</sup> and 20<sup>th</sup>. There will be no school on the following Wednesday, October 21<sup>st</sup>.

### **Thanksgiving Pie Sale and Holiday Wreath Sale (October and November Orders)**

The PTSA organizes sales in the fall of local pies and wreaths. This sale is a small fundraiser that is provided as a service in the community. Funds raised contribute to the general fund of PTSA. November orders for early December pick-up.

## **WINTER**

### **Solstice Celebration**

Prior to school closing for the winter break, we all gather to celebrate the winter Solstice. Students create and present poems, songs, dances and a pageant to a crowded audience of members of our community. Because of special constraints and space, a live-feed of the performance is provided in our cafeteria to accommodate all those would like to attend. Steeped in MLC tradition, this is a warm, sharing time will take place on Thursday, December 17<sup>th</sup>.

### **Faculty/Staff Appreciation Baskets (December)**

Community members donate small gifts (5.00 gift cards, chocolates, coffee, cookies, etc) that are divided and distributed in staff appreciation baskets. Baskets are delivered to the Staff prior to the beginning of Winter Break.

### **MLC Visitor Days – day and evening events scheduled**

The MLC application window begins with the first Visitor Program, usually the first week of December. Applications for enrolling the next September are available at the Visitor Program and posted to the school website at that time. Students wishing to be considered during the first round of application review must submit a completed application by the deadline, usually the third Friday of February.

We offer the opportunity for students to shadow in grades that we anticipate openings. This includes Kindergarten-1st and 6-12th grades. We will not open classrooms in grades 2-5 as we have very few seats become available. Kindergarten-1st grade applicants and their parent will be invited to visit in 1.5 hour slots. Applicants for grades 6x12 will “shadow” one of our students and may stay all morning. Please call the registrar at MLC to make your appt. 503-916-5737.

### **Winter Electives Sign Ups (Electives run January-March) –SEE ELECTIVES**

### **Read-A-Thon (fundraiser for individual classrooms for following year)**

One of the 4x6 teams fund raisers is the read-a-thon. Students seek pledges to for either pages or books read, or fixed pledges to support 4x6 trips to sites around the Pacific Northwest. We believe that this is a better way to raise money than a sale of items that the community may not really need (candy or wrapping paper?) We are usually able to significantly reduce the cost of a spring trip with these funds. We have set high goals for this fundraiser and often exceeded them.

**Valentine's Day – 'Val-a-grams' (fundraiser for H.S. Prom)**

HS students sell cards, treats, and even singing telegrams to be delivered to students on Valentine's Day

**Spring Electives Sign Ups (Electives run April-June) SEE ELECTIVES****Talent Show**

Once a year, MLC hosts a show case to show off our exceptionally talented students. K-12 students perform for the student body and routinely blow our doors off! This is a must see event. Know that, like the Solstice performance, students have priority seating, so space may be limited for families. This year's show is scheduled for Friday, March 18<sup>th</sup>.

**Auction (fundraiser for PTSA) – Saturday April 2, 2016 Save the Date!**

The primary fundraising event for the PTSA, the school auction is a fun evening for the community. Bidders participate in both a silent and live auction for items, experiences, and vacation homes. The funds raised at the MLC PTSA auction support the scholarship funding that is available to cover any expenses that families are not able to fully fund and raise money for a special Paddle Item for MLC (Past Paddle items: library support, auditorium lighting, playground equipment, a kiln). The auction is a community effort, responsibility and celebration.

**Project Second Wind (fundraiser for Oregon Food Bank)**

Each year, MLC participates in this district-wide, weeklong, food drive. We take great pride in our annual school-wide community service project. High school students help to collect the food and monetary donations from classrooms each day and typically create a lovely display in the hall to track our progress and inspire us to eliminate hunger in our community. Project Second Wind typically occurs at the end of February or the beginning of March.

**SPRING****Run For The Arts**

Every Spring, our students participate in a school-wide fundraiser to bring arts into their classrooms. They enthusiastically gather sponsors who pledge money for them to run. The run day is a fun event, with students of all ages running and the marimba bands playing in the park. The money raised from this event provides many art experiences throughout each year.

**Egg Drop**

Egg Drop is a spring tradition at MLC and an all-school event. Everyone is encouraged to become involved by inventing a method of dropping a raw egg from the MLC roof without breaking. Awards are given in various categories. PSU engineering students take heed.

**HS Drama Performance (see High School / Metro)****Blue Moon Night (fundraiser for PTSA) – Tuesday, April 19, 2016**

PTSA fundraiser at McMenamin's Blue Moon. Families and friends of MLC have dinner and PTSA gets 50% of the night's sales!



### **Renaissance Faire**

This after-school Spring event is a well-loved fundraiser and fun community-building event. Volunteers and classes provide wand making, dragon egg hatching, cake walks and more. We encourage all families to participate in this community event. This year's Ren Faire will be on Thursday, May 5<sup>th</sup>.

### **Staff Appreciation**

In the beginning of the year, prior to start of classes, PTSA provides a pizza lunch to the teachers. At the close of the school year, parents show their appreciation to staff by serving a planned luncheon.

### **Kx8 Portfolio Night**

Students showcase pieces of significant work from each class and reflect on the various educational opportunities they have participated in during the year. Students celebrate their portfolio of work by sharing it with their families.

### **High School Portfolio Presentation**

In the third trimester, sophomores and seniors will present their portfolios for review to a panel of business men and women, educators, public service employees, parents, and former students. Each portfolio will contain certain items, for example the Senior portfolios will include items like: a Personal statement, Community Service (plan, documentation, reflection), Character Letter, reflections for portfolio projects and their Senior Project.

### **7X8 Car Wash**

The Car Wash fundraiser is to help raise funds to offset the cost of 8<sup>th</sup> grade promotion. 8<sup>th</sup> grade promotion has some costs involved for things like decorations, food, dance décor, etc., that can be covered usually in 1-2 car washes.

**8<sup>th</sup> Grade Promotion and Dance** – This event will be held Monday, June 6<sup>th</sup>.

8th grade promotion is a time to honor the hard work the 8th graders have done and also promote them to their next stage of life; high school! The ceremony and dance are parent led - meaning parents put together the volunteers, decorations, food and chaperone the dance. The kids are honored by their retro teacher, given words of wisdom by their chosen key-note speaker and given lots of hugs and love by their teachers. The ceremony usually includes a slide show highlighting different points in their lives thus far. This is followed by a dance; one last party together before they venture off to high schools around the city!

### **School Ends / All School Picnic**

Typically held on the last day of school, we picnic in celebration of the year's accomplishments and the summer to come. This year's picnic is Tuesday June 7<sup>th</sup>.

## **High School 'Metro'**

### **All Metro**

Occasionally the whole high school comes together in the auditorium for a large meeting. Sometimes the meetings are logistic such as what to pack for an upcoming trip, sometimes intended to build community (such as the yearly visit from a group of high school students from Germany), sometimes to discuss issues such as how to be good role models for the rest of the school, sometimes informative such as presentations on substance abuse.

### **Plays/dance performances**

Multiple times a year the high school attends plays or dance performances across the city. They have ranged from ballets our own students have performed in, to the White Bird series at the Schnitzer, to Portland Center Stage productions. These trips double as an opportunity for our students to learn the public transit system, to practice self discipline, and to engage with the broader city community.

### **Authentic Audience**

Some of our classes include events that incorporate the idea of authentic audience. These include theatre classes in which students, parents, and the rest of MLC are invited, poetry classes for which students perform at the Verselandia competition, and all students participate in the end of the year portfolio presentations where they present their academic and meta-cognitive work to a panel.

### **Solstice**

Solstice an all school event held on the Thursday afternoon before winter break. The celebration is in honor of the end of winter and the beginning of new life and the longer days of spring. For the last several years we have simulcast the performances to the cafeteria so more parents and former students can join us.

### **Overnight/Ashland trips**

Most years a group of students and teachers spend a few nights in Ashland attending a series of plays at the Shakespeare Festival (fyi- they are not all Shakespeare plays.) Every couple of years the whole high school goes on a two or three night educational trip to various locations in the NW. Past destinations have included Mt. St. Helens, Camp Hancock in the central Oregon desert, and Camp Orkila on Orcas Island.

### **High School Prom**

The all-high school prom is typically held at a reserved location in April or May.

### **MLC Graduation**

The MLC High School Graduation is held at Chapman Elementary School Auditorium typically one week before school ends. In 2016, it will be Saturday, June 4<sup>th</sup> at 2:00 pm

### **Committees/events/fundraising**

The high school has a variety of clubs, committees, and events that are sometimes intertwined. These are fairly self explanatory. They include but are not limited to Prom, creating/selling Val-a-grams, yearbook, run for the arts, project second wind, QSA, the all school picnic, Parks and Recreation basketball teams, etc.

### **Senior projects/Service Fridays**

Each year students are expected to spend every other Friday afternoon in a service capacity around the city. By the end of the year they are awarded a portion of an elective credit for their service. Seniors are expected to take on an additional service project, their Senior Project.

**Student Government** – see *Who is Who* section

### **Career and College Fairs**

All students attend the annual college fair in the fall and the career fair in the spring. Juniors are also required to perform a job shadow and/or a longer term internship. Students are supported in all these endeavors by our career coordinator and teachers.

### **High School Scholarships**

MLC PTSA offers two \$500 scholarships to MLC seniors planning to pursue post-secondary educational opportunities. Candidates must speak to how they exemplify the character traits and practice good citizenship within the MLC community. The scholarships are awarded at graduation.

## **OTHER FUNDRAISING /SUPPORT THROUGHOUT THE YEAR**

### **Portland PTA Clothes Closet**

Volunteer MLC parents sort unclaimed items from the MLC lost-and-found. Unclaimed items are washed and donated at various times throughout the year to the District Clothing Closet. Twice a year, MLC parent volunteers are needed to assist with clothing sorting/distribution/assisting shopping families at the district clothing closet. Dates: TBA

### **SCRIP sales**

Gift cards to various stores are available year-round. Buyers get the full value of the card, but a percentage of each purchase benefits the PTSA. The percentage varies based on store contribution level. A regular variety is sold weekly. Special orders can also be taken with an order form containing a larger store participant list. SCRIP is sold Mondays and Fridays before and after school by the main office. For more information, please contact Laura Bullock

### **Chinook Books**

Chinook Books are a 4x6 fundraiser. Orders are due mid-October. This raises funds for all students to reduce costs of trips and other learning projects.

### **Thanksgiving Pie Sale and Holiday Wreath Sale (October and November Orders)**

The PTSA organizes sales in the fall of local pies and wreaths. This sale is a small fundraiser that is provided as a service in the community. Funds raised contribute to the general fund of PTSA. November orders for early December pick-up.

**Family Dine-Out Nights** (dates and locations TBA) – local restaurants will donate a percentage of their days/evening sales to raise money for the MLC PTSA General Fund. We encourage families to patronize those businesses and help raise money deliciously!

**The Metropolitan Market** (all year) – The MLC Student Government is now sponsoring a student-led all school store inside the commons. Items being sold include pencils, paper, and various school supply items and MLC merchandise. Store hours will vary by term. Please look for signs in the hallways for store hours.

## RESOURCES

### **Kids Community Learning Center (KCLC)**

#### **Before & After School Care and Summer Program**

Before school care is available beginning at 7:00 a.m., and after school care is available until 6:00 p.m. The KCLC facility is also available during school closure days, winter and spring breaks, and also offers ten weeks of summer camps. Kids Community Learning Center has been providing quality child care in NW Portland for over 25 years. Our program is dedicated to providing an inclusive, safe and enriching environment.

**Our Mission:** The mission of Kids Community is to provide a nurturing environment in which kids grow together outside of school time through creative exploration, meaningful relationships and fun.

#### **Kids Community goals:**

Provide flexible affordable child care to all families

Provide opportunities for hands-on learning and creative exploration

Allow all Kids Community participants to have a voice and choice in the activities that are planned and implemented

Build teamwork and positive conflict resolution skills

Promote respect and integrity

Have fun!

#### **Program Activities Include:**

Academic Time

Free Choice

Nutritious Snacks

Enrichment Activities Including Arts and Music

Leadership

Group Games

Creative Projects

Community Involvement

### **Public Transportation**

Public transportation (Tri-Met bus) is available for drop off and pick up within one block of MLC. For more information, please go to [www.trimet.org](http://www.trimet.org) to plan your route to and from school.

PPS, City of Portland, and Tri Met have an agreement where every high school student will receive one complimentary, unlimited bus pass for the school year. The MLC HS student body card has the Tri Met emblem embossed. These will be distributed on Sept 1, 2015. Students are responsible for transportation costs before that date. First time replacement cards are available for \$5. Additional replacements cost \$50 each.

### **Parking at MLC & in the NW neighborhood**

The streets around MLC are crowded with fast moving traffic. Please take great care when driving in the area, especially before and after school when many students are crossing the streets.

If at all possible, park on the street and walk your student to and from the building. However, since parking is tight, we make our playground available before 9:30 and after 2:45 to support families dropping off and picking up students. This works as long as drivers move with great caution and according to the traffic pattern defined by the traffic cones.

These cones keep cars from parking or driving immediately adjacent to the school where students walk. We also ask that cars not park in the northeast basketball court where students like to play. If you are volunteering at school or chaperoning a field trip and must park on the playground between 9:00 and 2:45, please park under the Glisan Street-side trees. This leaves as much space as possible for students and classes to play.

In northwest Portland, 2 hour parking spots are typically available throughout the neighborhood, but the neighborhood does have a permit parking ordinance in place.

### **Cafeteria & Free/Reduced Lunch**

The cafeteria at MLC is open for a “Nutrition Break” where breakfast type items are served between 9:45 and 10:00am. Lunch is served between 11:30am and 12:25pm.

	Nutrition Break	Lunch
PK-5	TBD	\$2.70
6-8	TBD	\$2.95
9-12	TBD	\$3.20
Reduced	TBD	\$0.40
Adult	TBD	\$4.20
Milk	TBD	\$0.50

\*Funding provided by the Oregon Legislature to eliminate the reduced price payment for school breakfast

The application for Free/Reduced Lunch can be found online at:  
<https://district.ode.state.or.us/apps/frlapp/default.aspx>

# FORMS CHECKLIST

\*Please return all forms to main office by September 4, 2015

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Registration</b>            | <input type="checkbox"/> <b>Free/Reduced Meals</b>      |
| <input type="checkbox"/> <b>Open Campus Lunch (6x8)</b> | <input type="checkbox"/> <b>Student Medical Form</b>    |
| <input type="checkbox"/> <b>Walking FT Permission</b>   | <input type="checkbox"/> <b>Computer User Agreement</b> |

## Registration

This is the basic information we need from each of our families. Review all information at the start of the year and make sure that it is both current and accurate. Emergency contacts should know they are listed. If you check the medical information box for allergies or current conditions, please provide specific information. Signatures are needed, as are updates as entries change. A copy of each student's birth certificate should be presented at the time of district enrollment. *This form can be found at:* <http://www.pps.k12.or.us/departments/enrollment-transfer/6808.htm>

## Free/Reduced Meals

Families will receive these forms by mail. Please complete the forms if you think your family may be eligible even if your child chooses to not eat a school lunch. Eligibility status will carry over from last year through the first days of October only. New applications must be submitted and approved by that time. *You can sign up online at:* <https://district.ode.state.or.us/apps/frlapp/default.aspx>

## Walking Field Trips

Teachers take many spontaneous walking field trips. This form allows your student to participate. Specific permission forms will be used if activities take classes outside the Portland area or involve any transportation.

[http://inside.pps.k12.or.us/files/forms-processes/FT\\_Perm\\_Walking\\_E.pdf](http://inside.pps.k12.or.us/files/forms-processes/FT_Perm_Walking_E.pdf)

## Student Medical Form

This form provides our staff with easily accessible emergency information.

[www.pps.k12.or.us/schools/.../school.../Student\\_Medical\\_Inform\\_E.pdf](http://www.pps.k12.or.us/schools/.../school.../Student_Medical_Inform_E.pdf)

## Immunizations

The State of Oregon and Multnomah County have established a schedule for required vaccinations that affects students at all grade levels. You will be receiving information relevant to your students needs. Please respond as soon as possible. Students, whose immunizations are not up to date, will not be allowed to attend school. Questions may be directed to Multnomah County at 503-988-3816. *This form can be found at:*

<http://www.pps.k12.or.us/departments/enrollment-transfer/6808.htm>

## Publicity and Military Recruitment Denials

Publicity denial assures that your child's name and image will not be given to the general media. (Example: an Oregonian story on portfolios at MLC.) *This form can be found at:*

[www.pps.k12.or.us/.../Publicity\\_Denial\\_\\_\\_Non-Release\\_of\\_Information\\_to\\_School\\_Directory\\_Form.pdf](http://www.pps.k12.or.us/.../Publicity_Denial___Non-Release_of_Information_to_School_Directory_Form.pdf)

Military Recruitment is a check box on the Registration Form that denies access to your student's name and address for purposes of military and/or college recruiting.

**Off-Campus Lunch**

Students in grades six through twelve can leave campus during the lunch hour provided they act responsibly and return in time for afternoon classes. Parent permission forms are required from 6x8 graders and are available in the school office.

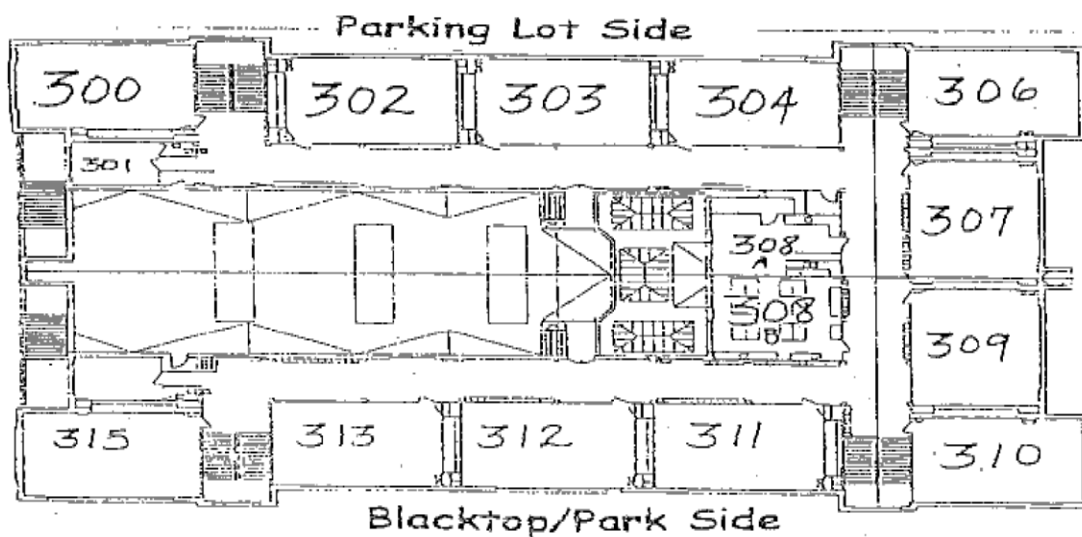
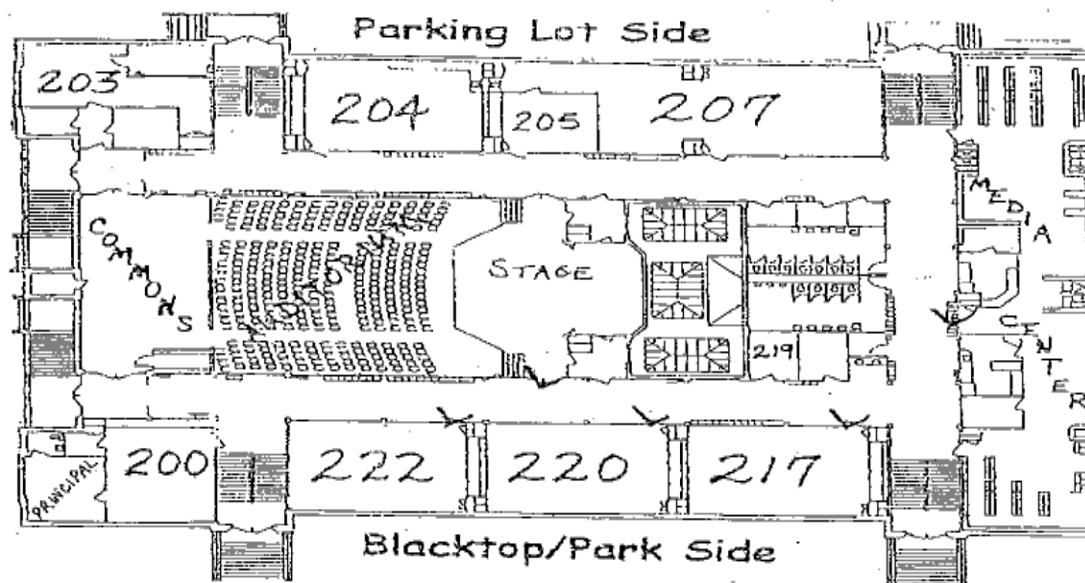
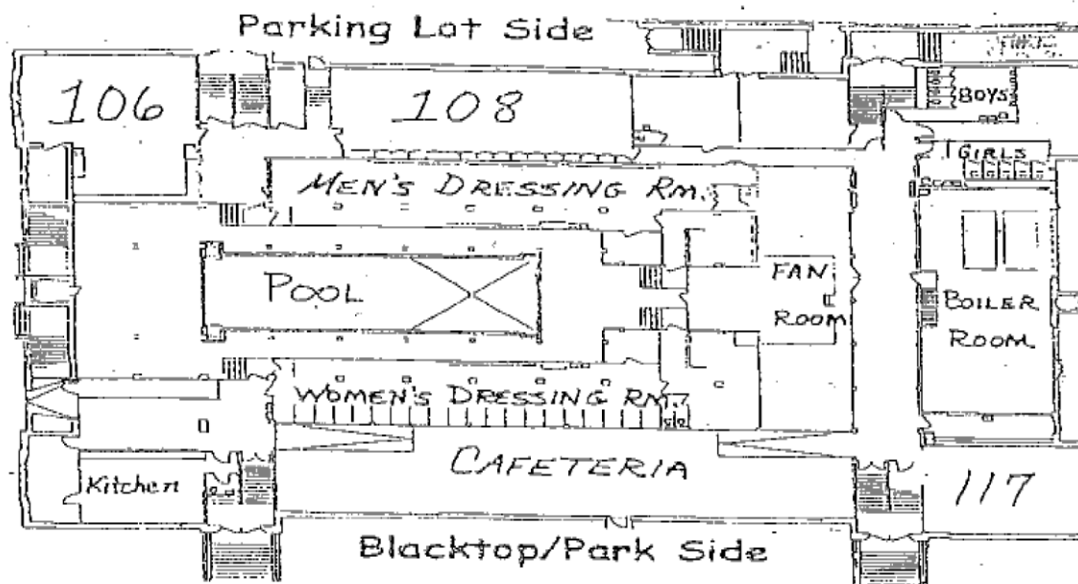
**Field Work Permission**

In addition to walking field trips within the urban area, students may be involved in field studies that include transportation on school buses or staff/parent driven vehicles. These trips require specific written family permission prior to student participation. Permission must be in writing using PPS forms. Teachers will provide a detailed student permission form before every trip that is not covered by the spontaneous walking trip form.

Some trips are free while others require nominal charges, usually to cover the cost of transportation and/or admission. Scholarships are available if a student's family cannot cover expenses. A note to the teacher is all that is needed to access these funds. The goal of our PTSA is for every student to participate.

**PPS Volunteer Form and Background Check**

*This form can also be found online at <https://volunteer.pps.net/LoginPage.aspx>*





## Kx6 Weekly Schedule

Day	8:30-11:30		12:25-1:30	1:30-2:15	2:15-3:00 (3:05)
Monday					
Tuesday				4x6 Electives	6 Elective
Wednesday					
Thursday				4x6 Electives	1x3 Elective
Friday	Dismissal Time 12:00				

## 7x8 Weekly Schedule

		Per 1 8:30-9:27	Per 2 9:31-10:27	Per 3 10:33-11:30		Per 4 12:25-1:22	Per 5 1:25-2:22	Per 6 2:23-3:05
M	PE							
M	Spanish	8B	8A	7A				
M	LA	7A		7B		8B	8A	Retro
M	Math		7A	8A		7B	8B	Retro
M	Social Studies	7B	8B			8A	7A	Retro
M	Science	8A	7B	8B		7A	7B-SH	Retro
M	Math CC		7Acc	8Acc				
T	PE	7B						
T	Spanish	7A		8B				
T	LA		8A	7B		8B	7A	Retro/Electives
T	Math		7A	8A		7B	8B	Retro/Electives
T	Social Studies	8A	8B	7A		8A-SH	7B	Retro/Electives
T	Science	8B	7B			7A	8A	Retro/Electives
T	Math CC		7Acc	8Acc				
W	PE	7A						
W	Spanish	8A	7B					
W	LA	8B	8A	7B		8B-SH	7A	Retro/Electives
W	Math		7A	8A		7B	8B	Retro/Electives
W	Social Studies		8B	7A		8A	7B	Retro/Electives
W	Science	7B		8B		7A	8A	Retro/Electives
W	Math CC		7Acc	8Acc				
Th	PE							
Th	Spanish	8A	8B	7B				
Th	LA	7A	8A			8B	7B	Retro/Electives
Th	Math	8B	7A	8A		7B	7A-SH	Retro/Electives
Th	Social Studies	7B		7A		8A	8B	Retro/Electives
Th	Science		7B	8B		7A	8A	Retro/Electives
Th	Math CC		7Acc	8Acc				

		Per1 8:30-9:21	Per 2 9:25-10:11	Per 3 10:15-11:06	Per 4 11:09-12:00
F w/o FFocus	LA	7A	8A	7B	8B
F w/o FFocus	Math	8B	7A	8A	7B
F w/o FFocus	Social Studies	7B	8B	7A	8A
F w/o FFocus	Science	8A	7B	8B	7A
F w/o FFocus	Math CC		7Acc	8Acc	
		Per 6 8:30-9:00	Per 7 9:00-12:00		
F w/FriFoc	LA	Retro	Group A		
F w/FriFoc	Math	Retro	Group B		
F w/FriFoc	Social Studies	Retro	Group C		
F w/FriFoc	Science	Retro	Group D		
F w/FriFoc	Math CC	Retro	Group E		

Friday Focus Dates	
TBD	

## 9x12 Weekly Schedule

Monday	Period 1- A Block 8:30-9:53	Flex Time 9:53- 10:07	Period 2 - B Block 10:07-11:30		Period 3 – C Block 12:25-1:44	Period 4 – D Block 1:46-3:05
Tuesday	Period 1 – A Block 8:30-10:58		Period 6 – Metro 11:00- 11:30		Period 3 – C Block 12:25-1:44	Period 4 – D Block 1:46-3:05
Wednesday	Period 1- A Block 8:30-9:53	Flex Time 9:53- 10:07	Period 2 - B Block 10:07-11:30		Period 3 – C Block 12:25-1:44	Period 4 – D Block 1:46-3:05
Thursday	Period 2 – B Block 8:30-10:58		Period 6 – Metro 11:00- 11:30		Period 3 – C Block 12:25-1:44	Period 4 – D Block 1:46-3:05
Friday A/B	Period 1 - A Block OR Period 3 – C Block 8:30-9:58	Period 2 - B Block OR Period 4 – D Block 10:00-11:28		Period 7 – Grade Level Metro 11:30-12:00		Career Education/ Service Learning 12:30-3:30
Friday C/D	Period 1 - A Block OR Period 3 – C Block 8:30-9:58	Period 2 - B Block OR Period 4 – D Block 10:00-11:28		Period 7 – Grade Level Metro 11:30-12:00		Career Education/ Service Learning 12:30-3:30



PORTLAND PUBLIC SCHOOLS

# 2015-16 MLC School Trimester Calendar (Subject to possible revision)

Calendars are on the district website: [www.pps.net](http://www.pps.net); click on "Calendar" tab.

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

JUNE 2015						
S	M	T	W	Th	F	S
	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 2015						
S	M	T	W	Th	F	S
			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	

AUGUST 2015						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 PROF* PLAN	25 PROF* PLAN	26 PLAN	27 AM/PM/EVE*	28 AM/PM/EVE*	29
30	31					

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1 K START	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9 INS	10
11	12	13 MT	14	15	16	17
18	19 AM/PM/EVE*	20 AM/PM/EVE*	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20 END TRIMESTER 1	21
22	23 PLAN	24	25	H	X	28
29	30					

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	X	X	X	26
27	X	29	30	31		

JANUARY 2016						
S	M	T	W	Th	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	HC	19	20	21	22	23
24	25	26 MT	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
S	M	T	W	Th	F	S
			1	2	3	4 END TRIMESTER 2
6	7 PLAN	8 AM/PM/EVE*	9 AM/PM/EVE* 8 & 9	10	11	12
13	14	15	16 GRADES 7-12 ATTEND SCHOOL	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2016						
S	M	T	W	Th	F	S
					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 2015						
S	M	T	W	Th	F	S
1	2 PLAN	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	H	31				

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7 END TRIMESTER 3	8 PLAN	9 PLAN	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	H	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						

☼	Students Out of School
AM	Morning Conferences, No PM School for Teachers (no school for students)
AM/PM/EVE	Morning/Afternoon/Evening Conferences (no school for students)
CC	Classified Connection (PD for classified employees)
END	End of School Year
EVE*	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 Inservice (no school - all 192, 202, 210, 225 & 230 employees off)

LO	Late Opening - Professional Development Time (schools start 2 hours late)
MT	Mid-Term Progress Reports Entered Into Student System
PLAN	Teacher Planning Day
PROF	Professional Development Day
START	Start of School Year
TRF-H	High School Transfer Application Deadline
TRF-E/MS	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

Revision Date: July 6, 2015