

**Alameda School**

**PARENT AND STUDENT  
HANDBOOK**

**2018/19**



# Table of Contents

Letter from the principal.....	1	Medication Administration at School .....	9
Alameda's Mission.....	2	Health Emergencies .....	9
School Motto .....	2	Information Requested by Physicians.....	9
School Hours .....	2	Head Lice.....	10
Kindergarten through grade 5: 8:45 A.M. – 3:00 P.M.....	2	Parent Involvement .....	10
Daily Schedule.....	2	PTA (Parent Teacher Association) .....	10
Important Phone Numbers .....	2	Volunteers.....	10
School Staff .....	3	The Alameda Foundation.....	10
Visitors .....	4	Playground.....	11
Alameda Safety and Traffic Flow.....	4	Inside Days .....	11
News notes .....	4	Homework .....	11
Verification Forms.....	4	Animals in the Classroom.....	12
Absences and Tardies .....	4	Report Cards.....	12
Playground.....	5	Field Trips.....	12
Skateboarding.....	5	School Programs .....	12
Arrival and Departure of Students .....	5	Physical Education.....	12
Personal Belongings .....	5	Media Center .....	13
Classroom Visits and Conferences .....	6	Talented and Gifted .....	13
Contacting Teachers .....	6	Special Education .....	13
Back-to-School Night .....	6	Speech and Language .....	13
Parent/Teacher Conference Week .....	7	Lokey Computer Lab .....	13
Services .....	7	Music Instruction.....	13
Cafeteria .....	7	Class Assignment Procedures.....	14
Lost and Found.....	7	Student Management Plan .....	14
Day Care.....	8	Alameda School Expectations .....	15
Inclement Weather Closures.....	8	General School Expectations:.....	15
School Health Services.....	8	Dress .....	15

## LETTER FROM THE PRINCIPAL

Dear Alameda Families,

I am excited to be welcoming both new and returning families to the 2018/19 school year at Alameda. Our long tradition of excellence exists not only because of our strong staff, but because our families work in partnership with us to ensure our students receive an enriching, stimulating, and challenging education that meets the diverse needs of every student. That partnership, together with the support of the larger school community, has resulted in a force which, year in and year out, attracts people to the Alameda neighborhood.

This Alameda Parent and Student Handbook is a helpful resource full of information to assist you and your student in understanding our programs, procedures, activities, expectations, schedules, and services. If you have questions after reviewing it, please contact our school office. You will also find helpful information, including staff e-mail addresses, on our school website, [www.pps.net/schools/alameda](http://www.pps.net/schools/alameda) or on our PTA's website, [www.alamedaschool.org](http://www.alamedaschool.org). We encourage you to refer to the websites and this handbook before calling our school office as most of the answers to your questions can be found there. Our goal is always to provide you with helpful information to facilitate our efforts in partnering with you.

We know a child's success in school is linked directly to family support and involvement. The partnership we have with our families and larger school community takes many forms. Ensuring your child's attendance and timely arrival at school, supervising homework, attending conferences and special performances, and reading to them are just a few of the many ways you can help support your child. In addition, we have a number of volunteer opportunities available and welcome your participation.

It is a pleasure to continue working with an amazingly talented and committed staff, a supportive parent community, and fantastic group of students.

With excitement for a wonderful year,

Raddy Lurie

Principal

## **ALAMEDA'S MISSION**

Alameda is a diverse learning environment in which its members are committed to meeting the educational, social, emotional and physical needs of students in accordance with current practices, regardless of background or ability. This environment will stress academic excellence in a context of cultural enrichment and competency as well as community involvement. All stakeholders — students, staff and community will feel valued and involved in the learning process.

## **SCHOOL MOTTO**

THINK – FEEL – DISCOVER - CREATE

## **SCHOOL HOURS**

**KINDERGARTEN THROUGH GRADE 5: 8:45 A.M. – 3:00 P.M.**

## **DAILY SCHEDULE**

8:30 a.m. Students eating breakfast may enter the main building and report to the cafeteria.

### **First Bell**

8:35 a.m. Buses and students arrive and enter building.

### **Tardy Bell**

8:45 a.m. Teachers begin opening activities and instructional program  
3:00 p.m. Grades K-5 Dismissal

## **IMPORTANT PHONE NUMBERS**

Main – 916-6036  
Attendance – 916-6121  
Fax – 916-2602



## SCHOOL STAFF

Lurie, Raddy .....	Office.....	Principal	Caton, Christy .....	B46 .....	4th Grade
Berg, Eryn .....	Office.....	Assistant Principal	Abbott, Danielle .....	134.....	4th Grade
McLean, Nancy.....	Office.....	Principal's Secretary	Largo, Abby .....	B44 .....	4th Grade
Chan, Elaine.....	Office.....	School Secretary	Melcher, Katie .....	B43 .....	4th Grade
Fast, Shannon.....	Office.....	Counselor, 3-5	Buckowski, Kris.....	144.....	5 <sup>th</sup> Grade
Tofel, Anna .....	Office.....	Counselor, K-2	Wilcox, Sue.....	141.....	5th Grade
Eldredge-Burns, Ann .....	107.....	Kindergarten	Craig, Sheila.....	148.....	5th Grade
Hudson, Karla .....	104.....	Kindergarten	Sisk, Brian.....	143.....	5th Grade
Conable, Vicki .....	108.....	Kindergarten	Strickler, Michelle .....	142.....	5th Grade
Davidson, Elizabeth .....	105.....	Kindergarten	Nemesi, Emily .....	140A .....	Learning Center
Batsch, Jennifer.....	136.....	1st Grade	McCormick, Mary Beth .....	140B .....	Learning Center
Charlston, Katie .....	101 .....	1st Grade	Krauel, Evening/Lima, Toni .....	132.....	Learning Center
Robinson Backer, Ella .....	103.....	1st Grade	Brown, Julie .....	Gym.....	P.E. Teacher
Niebergall, Brigette.....	138.....	1st Grade	Goode, Matt .....	111.....	P.E. Teacher
Elwood, Stacey .....	110.....	2nd Grade	Leong, Verna .....	Library.....	Media/Library
Bailey, Torrey .....	100.....	2nd Grade	Sause, Micaela .....	131 .....	Speech Pathologist
Pixley, Emily/Reamer, Trevor .....	115.....	2nd Grade	Laurila, Janelle.....	131.....	Speech Pathologist
Kohn, Erika.....	102.....	2nd Grade	Backner, William.....	206.....	School Psychologist
Bossard, Maureen/Zogas, Brianne .....	106.....	2nd Grade	Cheek, Tom.....	Portable 2 .....	Music Teacher
Peterson, Stacy.....	200.....	3rd Grade	Leviant, Natalie.....	Portable 1.....	Art Teacher
Vandeventer, Simeon.....	203.....	3rd Grade	West, Darlene.....	.....	Cafeteria
Hirata, Marisa .....	202.....	3rd Grade	Dunlap, Lindsay.....	Office.....	School Health Assistant
Pettit, Cara .....	201.....	3rd Grade	Dutton, Matt.....	.....	Custodian

## VISITORS

We invite you to visit Alameda. Check with your child's teacher to make arrangements and then check in at the office. We require all visitors to sign in at the computerized volunteer/visitor check in, then print a name badge and wear it as a safety precaution. Check in with the office — even if you are a regular volunteer.

## ALAMEDA SAFETY AND TRAFFIC FLOW

Please do not cross at the corner of 27th and Fremont, proceed to the crosswalk.

Please do not enter or turn around in the alley on the east side of the building. Many students and families walk in that area and it is a designated emergency road.

It is illegal and unsafe to park or stop in any designated no parking/stopping zone around the school, even if it is for a quick drop off or pick up of students. Staff cannot release children to parked cars; the classroom teacher must make eye contact with a designated adult before releasing a student.

## NEWS NOTES

Alameda News Notes: This weekly newsletter comes directly by email from the Principal and the PTA to the Alameda community. You'll find a monthly schedule, plus information on what's happening at school. Please email [newsnotes@alamedaschool.org](mailto:newsnotes@alamedaschool.org) if your email changes so you can stay informed. Families without email may request a printed copy from their classroom teacher

Other Flyers: Flyers on upcoming events, fund-raisers and special concerns will be sent home as needed.

## VERIFICATION FORMS

A preprinted student verification form is enclosed in your child's opening day packet. Please up-date, printing all corrections above each section. Note all changes and give information accordingly. **Please list two emergency contacts other than the parent/guardians in case of emergency.** Send it back to school during the first week. **If this information changes during the school year please inform the office as soon as possible.**

## ABSENCES AND TARDIES

We ask that parents/guardians notify us as soon as they know that an absence will occur by emailing the teacher, as well as Elaine Chan and Nancy McLean in the office, or calling the attendance line. Except for illness, Portland Public Schools strongly encourage families not to take their children out of school for any reason, including vacations. If your child must have a medical or dental appointment during school hours send a written excuse to your child's teacher. If your child must leave school for any reason, including illness, parents must sign them out in the office. Students who are tardy must report to the office to sign in and pick up a tardy slip. Alameda's illness policy can be found on the Alameda website under the "Parents" tab, "Additional Parent Resources".

## **PLAYGROUND**

The Alameda playground is a community location for the entire neighborhood. The playground is to be used only by Alameda school children during school hours (8:45 a.m. - 3:00 p.m.). No bikes, skateboards or scooters are allowed on the playground. Children are to be supervised by their parent/guardian when on the playground before or after school.

Dogs, even when leashed, are not permitted on the playground from 8:00 am to 4:00 pm on school days. Please pick up after your dog.

## **SKATEBOARDING**

PPS policy specifies students are prohibited from riding their skateboards, bikes and scooters on school property between the hours of 8:00 a.m. - 4:00 p.m.

## **ARRIVAL AND DEPARTURE OF STUDENTS**

Students should **not** arrive at school prior to 8:30 a.m. **We ask all students and families to wait outside for the bell to ring unless it is raining.** There is no early morning supervision on the playground. We are very concerned about the safety of your child(ren) coming to and from school. We are requesting your assistance in making sure children arrive at school at the specified time.

**At the end of the school day dismissal and bus loading is supervised. Students are expected to go directly home unless prior written notice is received from parents directing us to allow their child to take a different bus and/or to go home with another family. Students are dismissed to a parent or care giver and may not wait on the playground for parents to pick them up. If there is no parent or caregiver to whom the teacher can release the student, the student will wait in the office for one to arrive.**

Arrangements for going home with friends after school must **be made in advance of the planned activity.** As much as we would like to accommodate students making last minute arrangements, we are unable to do so. There are circumstances when a student comes to the office confused about the after school travel plans. In these instances the office staff will assist the child in determining the correct plans. If we are unable to clarify the plans for a child, he/she will remain in our supervision until a family member can be contacted.

## **PERSONAL BELONGINGS**

Label with name and room number coats, lunch boxes, backpacks, etc. Children should not bring valuables, CD's and iPods, skateboards, scooters, gameboys, other toys or large sums of money to school.

## CLASSROOM VISITS AND CONFERENCES

We encourage family members to contact teachers by telephone, email and/or a note requesting a call back whenever a question or concern arises. Your child's teacher knows each child as an individual and as a group member. If there is a problem or unresolved question, the teacher is the best person to contact for information.

Teachers will sometimes involve the principal, assistant principal and/or other support staff in situations such as serious peer conflict, behavior problems, counseling needs, chronic bus problems or special academic concerns. Parents may contact the principal if they still have questions or concerns that have not been resolved AFTER consulting with the child's teacher, or if they have a serious issue needing the principal's immediate attention.

A family conference with the teacher is held in the fall. Information and scheduling about conferences will be available during our September Back-to- School-Night and in the Principal's News Notes prior to conferences.

If you wish a conference with the classroom teacher and/or support staff, please call for an appointment. We will try to accommodate your request for a conference as quickly as possible.

Two-way communication between home and school is a critical component to a successful partnership. To that end we strive to communicate openly, honestly and in a timely manner with families regarding various aspects of our school program. We use the following methods:

- A weekly emailed newsletter providing information to families from the principal, as well as general information on various topics of interest, and monthly calendars.
- As needed, the principal also sends home letters or special bulletins to families on individual topics requiring detailed information.

In conjunction with the PTA, we will email all newsletters, etc., on Thursday. This system will help us reduce our paper use. Families may request a paper copy of News Notes from their child's teacher if they do not have access to technology.

## CONTACTING TEACHERS

The best time to call teachers is before school from 8:15 a.m. to 8:35 a.m., or after 3:15 p.m. **Please note:** Teachers are busy with instruction of students during the school day and will not be able to receive phone calls. Teachers begin instruction as soon as the tardy bell rings so please respect that and use the previously outlined methods to speak to the teacher.

## BACK-TO-SCHOOL NIGHT

The purpose of Back-to-School Night on September 12th (grades K-2) and September 13th (grades 3-5) is to invite parents into the classroom to meet the teacher, learn about the curriculum for the year and see student work and to learn about PTA and Foundation. You will also have the opportunity to sign up for conferences that are held during Conference Week.

## PARENT/TEACHER CONFERENCE WEEK

You will have the opportunity to have a conference with your child's teacher in the fall. Plan to discuss your child's progress, their special needs and what is happening in the classroom. Please come with questions! This year conferences will be held November 19<sup>th</sup> and November 20<sup>th</sup> all day and evening. There will be no school for students November 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup>. Because this week is set aside for conferences by the District, we are unable to reschedule if a family is unable to attend.

## SERVICES

### CAFETERIA

Breakfast and lunch are served daily in the cafeteria. Meals are balanced and nutritious; menus will come home on the first day of school. Alameda participates in the federally subsidized lunch/breakfast program offering free and reduced price meals to students who qualify based on family income. Information and application forms are mailed to each student in the fall. Families must be responsible for making certain students have money in their lunch account. Families are encouraged to enroll in the online prepayment service [www.myLunchMoney.com](http://www.myLunchMoney.com) for convenient online payments and account tracking. There is a \$1.95 transaction fee for this service. Contact Nutrition Services at 503-916-3275.

The school board has approved the following meal prices for the 2017-18 school year. Please note that meal prices have increased by \$0.15 for breakfast and \$0.10 for lunch. Price increases reflect the requirements set forth by USDA.

	<b>Breakfast</b>	<b>Lunch</b>
<b>Student Grades PK to 5</b>	\$1.50	\$2.80
<b>Student Grades 6 to 8</b>	\$1.50	\$3.05
<b>Student Grades 9 to 12</b>	\$1.50	\$3.30
<b>Student Reduced</b>	\$0.00*	\$0.00*
<b>Adult</b>	\$2.25	\$4.30
<b>Milk</b>	\$0.50	\$0.50

*\* Pending funding provided by the Oregon Legislature to eliminate the reduced price payment for school meals.*

### Lost and Found

Clearly mark your child's name on all items, especially on coats, back packs and lunch boxes. All clothing, lunch boxes and other lost items find a home in the bin in the front hall. Please have your child check the bin if they have misplaced something. On the last Friday of the month the lost and found items are placed on a table in the front hall for students to claim. At the end of each month the unclaimed items are donated to the PTA Clothes Closet or appropriate agencies.

## **DAY CARE**

The YMCA operates a before and after school program on-site at Alameda. The program offers art, literature, physical activity, creative play, as well as age appropriate group activities daily for all grades and is available on in-service days and holiday breaks. Scholarships and other financial aid are available. Please call 503-327-0007 with any questions.

## **INCLEMENT WEATHER CLOSURES**

We follow the Portland Public Schools closure policies for inclement weather. Closures will be publicized on the radio and T.V. beginning at 6:00 a.m., announcing one of the following:

- Late opening: Each school will begin two hours after the regular starting time (10:45 a.m.). Buses will operate on snow routes. No A.M. kindergarten.
- Schools closed: Students remain at home.
- Snow routes: Some bus routes will be changed. Consult the bus schedule for details.

It would be appreciated if parents would tune in for announcements rather than call the school office. In the event we have a late opening, classes will begin two hours later. Half-day kindergarten students may attend school during late opening days if parents are able to transport to and from school. A more detailed Inclement Weather Bulletin with alternative snow bus routes will be sent home in early November.

## **SCHOOL HEALTH SERVICES**

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD). This year we will have a School Health Assistant in the nurse's office five days a week, with a visiting administrative nurse once a week.

To provide for your child's special physical and mental health needs (for example: diabetes, seizures or school anxiety) it is important to promptly tell the school:

- About new and changing health problems that can cause learning or safety problems at school.
- When your child needs more than the following first-aid treatment for a health problem occurring at school:
  - Life Threatening Allergic Reaction (e.g., to foods and insect stings): Stay with student through the acute episode or the first 30 minutes after exposure to risk event (e.g., a bee sting at school). Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for signs of shock or severe breathing problems.
  - Asthma Attack: Stay with student through the acute episode. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems.
  - Diabetic Low Blood Sugar Reaction: Stay with student through the acute episode. Give a simple sugar (e.g., 1/2 cup juice), repeating as necessary. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems, loss of consciousness, or seizures.
  - Epilepsy or Seizures: Stay with student through seizure. Provide for student's safety by removing nearby hazards and protecting (as possible) from harm. Call 9-1-1 for first seizures, breathing problems, seizures lasting longer than 5 minutes.

## MEDICATION ADMINISTRATION AT SCHOOL

The School Health Assistant (SHA) provides consultation about medication administration that must occur at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. Only medication that is necessary to be given during the school day will be kept at school. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school).
- Make sure all medication (prescription and over-the-counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they have been identified as a self-manager and cleared by the principal to do so.
- Pick up the medication when it is no longer needed at school. Medication that is needed all year must be picked up at the end of each school year. All medication not picked up by the end of the year will be destroyed.

## HEALTH EMERGENCIES

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. Please be sure the emergency phone numbers on the registration form are properly listed. Please notify the school office of any change in emergency number, home address, and telephone number of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

If the student becomes ill during school hours, students must be signed out at the office before going home. A child may not be sent home unless someone is contacted. Our office will contact parents or other designated persons before sending sick youngsters home. **We must have alternate phone numbers for places to call.** Unfortunately, the school does not have facilities to take care of sick children except on a very short-term basis.

Students need to be symptom-free for 24 hours if they have a fever of greater than 100.5, vomiting or diarrhea.

## INFORMATION REQUESTED BY PHYSICIANS

On occasion, a child's physician may request a teacher(s) to complete checklists or supply anecdotal information to assist in the student's medical care. When that is requested, teachers must receive a stamped envelope with the physician's name/address so they can send the requested information directly to the care provider.

## **HEAD LICE**

Head lice are not uncommon in elementary school, especially in the primary grades. Because head lice is highly communicable, anyone can become infested with this condition. You can become alert to this condition in your own children by watching for signs such as severe scratching of the scalp. Children with head lice will have tiny bugs and/or grayish white dandruff-like particles that seem glued to the hair shaft. If you detect this:

- Keep your child at home.
- Notify the school so we can alert the homeroom teacher to look for other cases.
- You may contact the school office, your health care provider or the MESD School Health Services (503-257-1732) for information about treatment.

Students may return to school following proper treatment of the environment and the use of special shampoo. Removing all nits from the child's head has proven very effective in preventing the spread and/or infestation of the condition. This can usually be accomplished in one day. While head lice is certainly a real inconvenience, it has nothing to do with health or housekeeping practices.

## **PARENT INVOLVEMENT**

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

PTA is the largest and most effective lobbyist for the well-being of all children. Locally, the Alameda PTA supports the children of our community by organizing special programs, coordinating volunteers and raising money for school projects. Jr. Great Books Reading Program, Reading Challenge, the Chess Club, Family Math and Science Nights, the Clothing Drive, School Pictures, Vision Screening, T-Shirt Sale, and the Alameda Directory are all made possible by PTA. Meetings are held each month at Alameda. PTA offers countless opportunities for involvement that will fit into your schedule and interests. Contact PTA president Chris Wiegand for more information.

### **VOLUNTEERS**

In order to maintain a safe environment for students, staff, and our community, PPS conducts criminal records screening on volunteers who have the potential for direct, unsupervised contact with students. To apply to be a volunteer and complete the background screening, please go to [www.pps.net/page/149](http://www.pps.net/page/149). Alameda thrives because of volunteers – parents, grandparents and community members. Classroom teachers need volunteers, students need Reading Friends and extra hands are needed in the workroom, library, special projects and all around the school. Encourage everyone to get involved. Contact the PTA or your child's teacher to find out more about volunteer opportunities.

### **THE ALAMEDA FOUNDATION**

The Alameda Foundation is committed to preserving and enhancing the quality of education at Alameda through a program of goal setting and fund raising. The Foundation works in partnership with the school administrators, teachers and parents in order that funds raised are used to address those needs which are highest priority in the building of a quality education program at Alameda. Current funding from the Alameda Foundation supports classroom teacher and technology support personnel. Scott Taylor is the Foundation Chair.

## **PLAYGROUND**

During recess students are to remain on the playground unless permission from an adult is granted. When a ball goes into the street, students must report this to an adult and be accompanied when retrieving it.

Students enter and exit the building using the center ramp during the lunch recess.

Students are to ask for a pass from the duty person to go into the building to use the restroom.

The physical education teacher and classroom teachers review school rules for games during the first month of school and as needed.

Students should wear appropriate clothing when it is cold. Students take their coats, jackets and mittens with them to lunch. Students may not leave the playground to get coats, etc.

If a student has a problem or conflict, it should be reported to a duty person, adult volunteer or a peer helper.

Behavior must be appropriate, fair, and safe. Staff on duty will deal with violations. Students needing further consequences will be reported to an administrator.

## **INSIDE DAYS**

Most days students play outdoors before lunch, however, when severe inclement weather occurs and it becomes necessary for students to remain inside, they will stay in their classroom.

Students are expected to walk appropriately in the halls and follow the established classroom plan for inside recess.

Obey staff members and volunteers. Ask an adult, if there's a problem situation.

## **HOMEWORK**

Homework may vary from class to class. There is not an all school policy regarding length or frequency of homework assignments

Teachers may send assignments when necessary. Homework is an opportunity to practice skills from class and will not be reflected in report card grades.

Please know we value your time at home with your children and always encourage parents to read and inspire critical thinking skills with their children. Please contact your child's teacher for their specific policy.

## **ANIMALS IN THE CLASSROOM**

A new Administrative Directive has been written that gives direction regarding pets and animals in classrooms and schools. Please read the directive referenced here. Pets are not to be brought to school at any time without the permission of the principal whether or not it is a day with students in attendance.

The principal must also approve students wishing to bring a pet for a show-and-tell experience when students are present. Proof of vaccinations and an explanation of the educational purpose for bringing the pet must be provided to the principal.

In regard to classroom pets, again it is at the discretion of the principal---taking into consideration safety, allergic reactions, how the animal is to be handled, vaccinations, etc. Children are not to handle potentially dangerous animals (ex. ferret, tarantula, gecko-has salmonella on it). (Appendix 2: 6.20.010-P ACADEMIC FREEDOM, 3.80.011-AD GUIDELINES FOR ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY)

## **REPORT CARDS**

Report cards will be distributed at the end of the second, third and fourth quarters. Parents will be notified if a student is performing below satisfactory level. Students with negative balances on their meal card will not receive their report card until their account is cleared. Similarly, at the end of the year, report cards will be held if a student has library fines to account for lost books.

## **FIELD TRIPS**

Your child may go on field trips, educational outings related to their curriculum. Each child must have written parental permission for each trip or they will not be able to go with the class. Shortly before the outing you will receive a permission form with details about the field trip. Sign the form and return it to the teacher. If you have any questions, please call.

## **SCHOOL PROGRAMS**

### **PHYSICAL EDUCATION**

Your child may go on field trips, educational outings related to their curriculum. Each child must have written parental permission for each trip or they will not be able to go with the class. Shortly before the outing you will receive a permission form with details about the field trip. Sign the form and return it to the teacher. If you have any questions, please call.

## **MEDIA CENTER**

Each classroom has time to visit the school library to learn library skills and to check out books. Media skills are provided by a Media Specialist. Open library time is made available to students to come to the library to research topics or to work on special projects. Our library is a Media Center which includes not only books, but also computers with CD-ROM, Internet, a printer, computer software, a laser disk player with bar code reader, laser disks, recordings and filmstrips for classroom use.

Occasionally Alameda library books get returned to the county library. There is no way you can retrieve them, but the books will soon be sent back to Alameda. Please have your child notify the Media Specialist if this happens. Parents are welcome to the library to check out books, literacy packets or parenting books.

## **TALENTED AND GIFTED**

Students who have been identified as having the potential to work at the 97<sup>th</sup> percentile are eligible to be identified as Talented and Gifted. Parents and teachers may nominate students for TAG identification anytime during our open nomination period.

At Alameda classroom teachers adjust the curriculum for all students so that it matches individual needs in rate and level of learning. The staff is always looking for ways to challenge and excite student learning.

## **SPECIAL EDUCATION**

Alameda has a team of educational specialists available for students with special needs. We have a Learning Center, as well as three Structured Learning Centers, where qualified students may receive additional help from a support staff member.

If your child's teacher or you feel your child is making poor progress in academics or speech/language acquisition he/she may be referred to the Building Screening Committee for discussion. Please contact your child's teacher for more information.

## **SPEECH AND LANGUAGE**

We recognize that children who have a good language foundation are better able to learn reading, writing and math skills. Students who are speech or language delayed may be considered for special intervention by our speech/language clinician. If you have any concerns about your child's verbal development, consult with their classroom teacher.

## **LOKEY COMPUTER LAB**

Along with our library, Alameda has a state-of-the-art computer lab where students receive technology instruction with their classroom. This will include innovative classroom projects.

## **MUSIC INSTRUCTION**

Students receive instruction in music from a music specialist twice each week. Curriculum will include music theory and appreciation, together with vocal and instrumental instruction. Fifth graders have the opportunity to participate in band.

## CLASS ASSIGNMENT PROCEDURES

The guidelines we will use in forming homeroom classes are as follows:

- A heterogeneous group that has a balance of gender, ethnicity, achievement levels, leadership and special needs.
- Consideration will be given to placing students with at least one friend, however, this may not always be possible.
- Parents who feel they have information pertinent to their child's educational process may communicate it to the principal in writing. The deadline for submission of this information will be published for several weeks in spring issues of NewsNotes. **However, requests for a teacher by name or gender are not appropriate.** Please remember that more than one teacher may meet a child's needs and due to circumstances there may be changes in teacher assignments at grade levels that are unknown at the time class lists are made. The principal will carefully consider these parent letters. Examples of helpful data from parents are: student needs more/less structure, behavior or health concerns, student needs attention to a special learning problem, learning style, special interest or talent.
- The teachers and administrators make several reviews of the lists before they are finalized.

## STUDENT MANAGEMENT PLAN

### INTRODUCTION

Students must have the freedom and encouragement to manage themselves so that they will become responsible for their own actions and will develop maturity in their thinking and judgment. It is the responsibility of the school to maintain a climate in which learning can take place. Maintaining the balance between freedom of choice and an atmosphere for learning at Alameda will be accomplished through the cooperative efforts of our students, staff and parents.

This document has been prepared by the Alameda staff, students, and parents for implementation into the Alameda School Program and revised each year. The Student Management Plan is a supplement to the School District Behavior Expectations. It is informative, goal-centered and deals specifically with the responsibilities and expectations of the Alameda School students, staff, and parents.

Our Student Management policy at Alameda Elementary School is built on the idea that counseling is an important piece of problem solving and that dealing with disruptive students is built upon prevention.

Components of our Student Management Plan includes the following: Alameda Climate Plan available online.



## **ALAMEDA SCHOOL EXPECTATIONS**

Every teacher reviews Alameda's Student Management Policy with their class during the first two week of school and thereafter when necessary.

**GENERAL SCHOOL EXPECTATIONS: S.O.A.R. = SAFE, OPTIMISTIC, ACCOUNTABLE, RESPECTFUL**

## **DRESS**

Students should dress appropriately for the school setting. Hats and other head coverings are not allowed in the building. Shirts must be free of logos depicting drugs or alcohol, as well as offensive language. Flip-flops are strongly discouraged. Shoes with wheels **are not** allowed for safety reasons.



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