

Presumpscot Elementary School



Family Handbook 2015-2016

Your guide to the policies of the
Portland Public Schools
and the procedures followed at
Presumpscot Elementary School
69 Presumpscot Street, Portland, ME 04103
207-874-8220

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Portland Public Schools Vision, Mission & Core Principles

The Portland School Board has approved the following vision and mission statements and core principles:

Vision: All learners will be fully prepared to participate and succeed in a diverse and ever-changing world.

Mission: The Portland Public Schools are responsible for ensuring a challenging, relevant, and joyful education that empowers every learner to make a difference in the world. We build relationships among families, educators, and the community to promote the healthy development and academic achievement of every learner.

Core Principles:

- We support an organization that strives for continuous improvement and transparency, with agreed upon goals and evidence of progress.
- We support an organization where leadership at all levels supports student learning, financial, and operational priorities.
- We support an organization that demonstrates fiscal responsibility and effective long-term financial planning.
- We support an organization that provides our learners with equitable and appropriate facilities.
- We support an organization that celebrates and partners with the diverse culture of our community.
- We support an organization that has an investment in staff recognizing that this connects to student learning.
- We support an organization that is vested in our Adult Learners.
- We support an organization that recognizes the importance of the arts, athletics, co-curricular, and extra-curricular opportunities in our learners' growth.

- We support an organization that utilizes technology to provide instructional opportunities for all of our learners.

Dear Presumpscot Parents and Guardians,

On behalf of the staff at Presumpscot School, I am happy to welcome you to the 2015-2016 school year!

Presumpscot is an Expeditionary Learning school dedicated to learning by doing . We take a student-centered, active-learning approach that focuses on questioning, critical thinking, and problem-solving. Learning occurs through grade-level units and Expeditions (in-depth studies of a single topic or theme) integrated with the Common Core Standards.

We are looking forward to a productive partnership with you to ensure that our students can achieve their highest potential. We recognize that in order to be successful in school, our students need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners we share the responsibility for our students' success and want you to know that we are committed to helping every student succeed. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Shares school experiences with you so that you are aware of his /her school life
- Knows that you expect him/her to succeed in school by working hard with the goal of being college or career ready.
- Sets a consistent bedtime that allows for he/she to receive plenty of rest
- Cleans out his/her backpack daily or weekly.
- Shares what they have learned at school each day
- Has a set time and place where homework will be completed
- Reads each day with a family members, reads independently or listens to a family member read to him or her
- Limits video games and television during the week
- Celebrates success at all levels of learning with you

as a school community to greet and welcome new and returning students and families. We hope that this will help students and families transition smoothly and positively into a new school year. Visit our informational table to learn more about our Family Council (a group of involved Presumpscot parents and guardians) and choose how you will be involved this year. Stop by one of the photo stations so that your family's photo can be taken for our Presumpscot Community wall. Parents, guardians and staff will be welcoming you, cooking and available to answer any

questions you may have.

The Presumpscot Staff looks forward to working together with you to engage students in a high quality education that focuses on academic achievement and character building. At Presumpscot, we are committed to providing a safe and positive learning environment with a focus on continuous growth, for every student as a scholar and citizen, through the implementation of Expeditionary Learning's Core Practices, "*The Presumpscot Promise*" (Presumpscot's six character traits) and the Common Core Standards.

I have included a copy of "*The Presumpscot Promise*" so that you and your child can review it together.

The excellent Presumpscot staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to seeing you at the barbecue and throughout the school year.

Sincerely,
Cynthia A. Loring

The Presumpscot Promise

I can show RESPONSIBILITY...

In myself.

I will admit my mistakes and correct them even when no one is watching.

For others.

I will take care of my school, my materials and I help others do what is right.

In learning.

I will engage in my learning and complete quality work on time.

I can show RESPECT...

In myself.

I make healthy and positive choices.

For others.

I use kind words and good manners and treat others the way I want to be treated.

In learning.

I will do quality work. I will listen to and learn from others.

I can show PERSEVERANCE...

In myself.

I will reflect on and learn from my experiences.

For others.

I will encourage others to never give up.

In learning.

I will keep trying until I succeed. I will revise my work to make it stronger.

I can show COLLABORATION...

In myself.

I will be a team player.

For others.

I will work well with others.

In learning.

I will work well with others to contribute to a common goal.

I can show HONESTY...

In myself.

I will be truthful to myself, even when it's hard.

For others.

I am truthful to others.

In learning.

I will do my own work.

I can show COMPASSION...

In myself.

I will love and accept myself.

For others.

I will be kind to others.

In learning.

I will accept the thoughts, opinions and work of others.

Expeditionary Learning

Presumpscot School has adopted a model called Expeditionary Learning Education. As an Expeditionary Learning school we are committed to creating a place where students can reach for and attain high standards of academic excellence, where students' character is as important as academics, and where teaching and learning continuously improve.

Learning occurs through planned **Learning Expeditions**. Each grade level plans two Learning Expeditions a year, culminating in an Exhibition Celebration.

Attendance

School attendance is essential to students' success. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Students are expected to be in attendance on time each day. Students are expected to stay until dismissal, unless they are excused for one of the following reasons. Excused absences are defined by Maine State Law and the Portland School Board of Education as:

- personal illness
- an appointment with a health professional that must be made during school hours
- observance of a religious holiday
- a family emergency
- A planned absence for a personal or educational purpose that has been approved in advance by the principal/assistant principal.
- educational disruption as defined by Maine Law

When your child will be absent or tardy, we ask that you please call the school office at 874-8220 by 8:30 am or e mail Ann Nappi at nappia@portlandschools.org. Parents/Guardians will be contacted by the school if the office has not heard from them. This procedure ensures that the child is at home and safe, with the full consent of his/her guardian. Students absent from school any part of the day of an event (such as an evening concert) or activity (school dance) may not participate or attend without the approval of the principal or authorized designee. **A student is considered tardy if they report to school later than 8:40 am.**

Before and After School Child Care Programs

Portland Recreation Department offers before and after school care for students. For more information contact **Portland Recreation at 756-8275**

Tina Pride -AM & PM

Jim Maxver-AM

Allison Turk-PM

Birthdays

Parents/guardians are welcome to send a healthy snack for their child's class in honor of a birthday. It is appreciated if you let your child's teacher know of your plans in advance. We strongly discourage the delivery of balloons, flowers or other items that can disrupt learning. Students may only hand out birthday party invitations at school if all students in the class are being invited to the student's personal celebration.

Bus Transportation

Bus transportation is provided for **all kindergarten students** who live more than a **half-mile** from school. Students in grades 1 through 5 must **live one mile or more** from school to be eligible for bus transportation.

Riding the bus is a privilege. Please review the School Bus Conduct and Safety Instructions with your child. This information is in your "Back to School" packet. Any student who does not follow the student bus conduct code may be disciplined and/or lose their privilege to ride the bus. If this happens, parents/guardians will be responsible for transporting the student to and from school.

Kindergarten students **MUST** be met at the bus stop by a parent or guardian in order to be allowed off the bus.

If your child is not riding home on the bus, a note must be sent in to the teacher explaining alternate plans. A friend can only ride home with your child if they are a bus student and should have a note from both sets of parents.

Crossing guards are on duty from 8:00-9:00 a.m. and 2:55-3:30 pm at the intersections of Sherwood and Presumpscot and at the light on Washington Ave.

Chapter 104 – Gifted and Talented Program

"Chapter 104" is the Portland Public Schools program for gifted children. In accordance with state law, children are selected for this program on the basis of standardized test scores and teacher recommendations in reading, writing, math, science and social studies. District consultants work with classroom teachers to provide extensions to classroom lessons that are appropriate for highly able learners. Most Chapter 104 work happens within the context of the regular classroom with small groups meeting on an occasional basis as needed.

Communications

- Mrs. Loring will continue to use “School Messenger” throughout the school year to inform you of upcoming school events and important dates. So listen for the announcements from the Principal of Presumpscot.
- Mrs. Loring will post bi-monthly newsletters on the The Presumpscot Website that will provide updated information and opportunities to engage in students’ education.
- Teachers will provide monthly newsletters via hard copy or technology.
- Schoolwide notices will be sent home with students.

Community Partnerships

Presumpscot School is always interested in developing more business and community partnerships. Historically, some local businesses have provided donations, discounts, and educational opportunities for our students. If you have any information and/or connections that could enhance this program, we would very much appreciate it if you would share this with us.

For safety reasons, we must know who is in the building at all times. When you arrive at school, please stop by the office to sign in. Please wear your visitor’s badge while you are volunteering in school, and sign out when you leave. Your cooperation in ensuring the security of our building is appreciated.

Computer/Internet Use

The use of Portland Public School’s computer network and the internet is a privilege, not a right. The violation of School Board policies and/or school rules will result in the loss of computer/internet privileges and disciplinary action. Students are required to follow the policies and rules and have no expectations of privacy in the use of school computers, laptops or iPads. Parents are held liable for any items posted on Facebook by a minor child.

Conferences

Conferences are scheduled at set times during the school year (**November 19th and 20th and March 10th and 11th**). This is a time to celebrate student learning and to learn how you can support your child at home. You will receive a progress report prior to the conferences and at the

end of the school year. If you have a concern, please do not wait until conferences to share your concerns with the teacher. Notification of the date/time of the conferences notices will be sent home through voicemail, mail, website and or with the students.

Crisis Plans and Safety-Related Policies

The safety of our students and staff are our top priority. Many preventive and crisis response measures are in place to provide for the safety of our school community. School Board policy requires each school to have an emergency management plan in place that is specific and thorough. The plans follow guidelines established through a joint effort of the Portland School Department, the Portland Police Department and the Portland Fire Department. Each school is also required to conduct practice drills to make sure that staff is familiar with the crisis plan.

Discipline Procedure/ Rights and Responsibilities and Responsive Classroom

Every student has the right to come to school safely, be at school safely and go home safely. Every student has the responsibility to follow school rules and maintain a safe presence at all times. Presumpscot School strives to create a culture of safety. Parents are encouraged to help their children respect authority, fellow students and the property of others. The goal is to create an environment that sets ALL students up for success.

As cited in PPS Board Policy:

“It is essential for schools to maintain a safe and orderly environment that support students learning and achievement. Good discipline allows the schools to discharge their primary responsibility to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Committee policies, School rules and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline, or general welfare of the School (NEPN/NSBA Code: JK). “

At Presumpscot School, students are expected to follow classroom and school-wide rules. While there may be specific rules and procedures with individual classes, lunch, recess and transitions; across all settings, the expectations are based on the traits of collaboration, perseverance, responsibility, respect, compassion and honesty outlined in the “Presumpscot Promise”

The Presumpscot Promise

I can show RESPONSIBILITY...

In myself.

I will admit my mistakes and correct them even when no one is watching.

For others.

I will take care of my school, my materials and I help others do what is right.

In learning.

I will engage in my learning and complete quality work on time.

I can show RESPECT...

In myself.

I will make healthy and positive choices.

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For others.

I will be truthful to others.

In learning.

I will do my own work.

I can show COMPASSION...

In myself.

I will love and accept myself.

For others.

I will be kind to others.

In learning.

I will accept the thoughts, opinions and work of others.

In classrooms and other settings, there are clearly established expectations and logical consequences. However, if a student's behavior warrants a significant concern, then the student will be referred to the office for administrative response. Administrative referrals include the following concerning behaviors:

Physical or verbal aggression

Unsafe behavior

Defiance

Disrespectful or rude behavior

Social put downs

Behavior/incident that is serious and public

In the event, that a student is referred to the office, an administrator or designee will interview students/others and then determine follow up actions which may include loss of privilege, social restitution, out of community or suspension. Parent will be notified in the event that any action is taken.

Dismissal

3:10 –Announcements will be made over the intercom system to facilitate the dismissal process. School staff will supervise students during the dismissal process. Bus students will be announced so they can be dismissed and seated on the bus by 3:10. If you are picking your child up you may wait for them outside at the area the teacher has designed at 3:10.

3:15 - ALL students not picked up will be escorted back into the gymnasium.

Emergency Information

It is critical that we have **current** emergency information for your child at all times. This student information form is in your First Day packet. It is very important that parents promptly return the Change of Information forms so that school staff is aware of your child's medical information and know how to reach you during the school day. **Individuals not listed on this form will not be permitted to pick up the student from school.** Please let us know whenever you have a change in address, telephone number, and place of employment.

Field Work/Community Experiences

Field work requires separate forms for every trip. Parents/Guardians must complete a form for each field work during the year. Presumpscot Character traits, school rules and policies must be followed on field work. Your child must bring in their signed form to attend this educational opportunity.

Fundraising

All fundraising activities must be approved in advance by the principal. Family Council fundraising activities are governed by the guidelines of that organization.

Grade Level Expeditions

Learning Expeditions are long-term in-depth investigations of a topic that engage students in the world through authentic projects, fieldwork, and service. The work students do centers on learning standards, critical thinking, quality work, habits of scholarship, and character development. The goal is to push students to higher levels of performance in pursuit of academic excellence.

Health Screenings

Children in Pre K, kindergarten and grades 1, 3 and 5 receive vision and hearing screening

Homework

Homework is intended to provide practice for students, reinforcement of skills being practiced in class. While it is our hope that parents are involved in their children's homework, we know that is not always the case. Therefore, homework should be work that students can complete independently and should be modeled as an in class routine and habit. Homework should be developmentally appropriate and will look different grade to grade and, in some cases, student to student.

Here are some general guidelines for homework:

- there is significant value in having students read at home. At home reading should be a regular part of a student's homework.
- Everyday Math has an important reinforcement component that is integral to the program (*i.e. Everyday Math on line and Everyday Math games*) This work can be completed as homework, and teachers also establish a work time during the day to engage in this practice.
- Homework expectations need to be clear and consistent.
- For homework to be effective, students need feedback right away. Homework can serve as an informal assessment to inform instruction.

Illnesses and Injuries at School

If your child becomes ill during the school day, you will be called to come pick your child up. **It is very important that parents/guardians keep emergency telephone numbers up-to-date so that you or your emergency contact can be reached quickly in the event that your child becomes ill or is injured at school.** Accident report forms are completed for serious injuries that occur on school grounds. In these cases, parents/guardians are notified by telephone or note describing the accident, the extent of injury, and the treatment provided.

Immunizations

The "Back to School" packet includes the list of required immunizations to attend school. Please complete the form and return to school. If you have any questions, please contact the school nurse, Beth Hartman, 874-8220.

Learning Works

The 21st Century Community Learning Center grant through Learning Works will be available to students in Grades 2, 3, 4 and 5 this year. This program is a free afterschool program designed to give students additional academic experiences to extend the learning opportunities in literacy, science, technology, engineering and math. Students will also be engaged in physical fitness, health, and arts/cultural activities. Field trips and guest speakers are also part of the programming on a regular basis. The fall program will begin on Monday, September 14, 2015. The program will run Monday-Thursday until 5:30 each day. Students are expected to attend Monday-Thursday.

Lost and Found

Please put your child's name on his/her clothing, boots, lunch box, backpack, and other belongings so they can be returned if lost. Parents and children are encouraged to check the lost and found periodically to check for lost items. Periodically during the year, unclaimed items will be donated to charity.

Medications

The School Board has a policy about students receiving medications at school. No student may carry or share another student's prescription medications or over the counter medications. All over the counter medications should be given at home. The nurse can dispense parent provided prescription medication, Advil or Tylenol with prior parent/guardian written permission.

Morning Meeting

Morning Meeting is a way for students to start their day. It contributes to the building of our classroom and school community. The Morning Meeting is at the beginning of each day when students gather in a circle and participate in a greeting, morning message, activity, and share.

The Morning Meeting is designed to set the tone for the classroom environment and school. It is designed to build a respectful and trusting learning environment for all of us. Every classroom and every staff member participates in a daily Morning Meeting to make sure each student at Presumpscot School starts the day off in a positive way!

Once a month, the entire school gathers for a school wide Community Meeting. This is our time to celebrate our learning as a whole school and share our successes and wonderful ideas.

Open Houses

An Open House for parents/guardians is scheduled near the beginning of each school year. This year Presumpscot's Open House will be on Thursday, October 1, 2015, 6-7 pm. Specific information will be sent home with students. Parents/Guardians will meet in the gym and then visit classrooms.

Parent Organizations-Family Council

During the school year, the **Family Council** plans and organizes activities for the whole school community, such as the Back to School Barbecue, Happy Wheels Skate Nights, the Fall Festival, the Presumpscot Basketball League, the Variety Show, Teacher Appreciation Week, the Spring Dance, 5th Grade Field Trip, and the Ice Cream Social. The Family Council also plans fundraising activities throughout the year in order to pay for these family events and educational resources for the school. Recent fundraising activities have included a Direct Donation appeal, Yankee Candle sales, basketball concessions and requests for donations at events.

The Presumpscot Family Council strives to bring our families together into a diverse, nurturing community and to find ways to help to enrich the learning opportunities for children at our school. All parents and guardians are welcome to join. We count on your support in whatever way you can, to help our school family community to thrive.

Current members are: Caroline Clavel, Marie Grenier, Laura Hnatow, Jana Ricker, Tonya Spaulding, Michelle Welton and Valerie Wilson
Email the Family Council at presumpscotfamily@gmail.com

Placement Procedures

Student placement for kindergarten, first, second, third and fourth graders take place at the end of the school year. This allows all staff to continue focusing on the current year's students.

Our main goal in approaching this process is to create balanced classroom communities. During this process, we take into consideration student's gender, academic strengths and needs, social/emotional, and medical needs. A team of staff members that includes our Sending teachers, Coaches, ELL and Special Education teachers will work together to create the best possible groupings of students given the needs that are presented. *Once the placement is completed, your child will receive a letter from his/her new teacher in August. Please call me at 874-8220, with any questions.*

Prohibited Items

Students are to leave electronic devices, such as iPods, MP3 players, CD players, Game Boys, PlayStations, etc. at home. If a student has parental permission to bring a cell phone to school, it must be turned off and put away during the school day. If students need to communicate with a parent, they should use the office or classroom phones with permission from a staff member. If the student violates this procedure, the cell phone or electronic device will be confiscated and the parent will be notified. The parent or guardian will need to pick up the item

from the principal. We are also not responsible for lost, stolen or damage to any items brought to school by the student. **The best practice is to leave these electronics at home.**

Retention of Students

The School Board has a policy that guides school staff in considering whether students should be retained or promoted. Parents/guardians are involved as early as possible in identifying areas of weakness and possible remedial activities for a student at risk for retention.

Response to Intervention Team (RTI)

STUDENT ASSISTANCE TEAM (SAT)

The Student Assistance Team facilitates a response to intervention process to assist student learning. Parents are vital members of the team and will be contacted upon referral of their child, and prior to any decision to provide a child with extra support through SAT. The work of the SAT can also serve as a prereferral mechanism to Special Education and serves to increase collaboration between schools, families and community agencies.

Safety Drills

Safety drills are conducted 10 times a year in accordance with state law. Students are expected to follow their teacher's directions and to leave the building in a calm and orderly way. Escape routes are posted in each room.

Schedule

START TIME

8:40 –ALL students can arrive at school at 8:25 am and go **DIRECTLY** to the gym. All students will start their day with breakfast in their classrooms at 8:25am. **The school day begins at 8:40.** Students will be considered tardy after 8:40 am **and will need a note from a parent or guardian.**

RECESS/LUNCH

11:15-1:15 One half hour of outdoor recess (weather permitting) and lunch daily.

DISMISSAL OF A STUDENT DURING THE DAY

When you come to school to dismiss your child, we require that you stop at the office first. The secretary will notify the teacher to dismiss your child. You may **not** go directly to the classrooms to dismiss your child. This is designed as a safety procedure for your child. We must be sure the person dismissing any child has a legitimate right to do so.

There will be no student dismissal from 2:45-3:10pm daily.

If you need to dismiss your child during the school day and he/she is on the playground, do not take your child from the playground. You must report to the office first and we will bring your child to you.

If your child takes the bus and you are picking him up, come to the office before the bus leaves. It is helpful if your child has a note regarding early dismissal plans or please call the office at 874-8220 to let us know.

School Cancellation or Delay

If there is a significant snowstorm or other emergency, school may be cancelled. Announcements are made on local radio and television stations, including Channel 3 and the District school messaging system. School delays or cancellations are announced beginning at 6:00 A.M. Early school closings may require announcements during the school day. Information regarding school cancellations will be posted on Channel 3 and communicated through the District school messaging system.

School Lunch and Breakfast

Portland Public Schools are participating in a Universal Lunch and School Breakfast Program for the 201516 school year. All students enrolled at East End, Presumpscot, Reiche and Riverton Schools may participate in the program at no charge. PPS' ability to offer this program at no cost is dependent, more than ever, on all families completing and returning the Household Income.

Students will be provided with **healthy snacks three days a week** through the Fresh Fruit and Vegetable program.

All students, staff and families are expected to follow the Wellness Policy guidelines regarding food for events and classroom based activities.

School Pictures

School pictures will be taken Monday, October 19. Parents/guardians will have the opportunity to purchase picture packages from the photographer, but this is strictly optional. Please see the picture package for details.

School Supplies

Parents/guardians are notified by teachers about the basic supplies each child may bring for class use. Please **label** your child's pencil boxes and other supplies so that your child can keep track of them. Teachers may occasionally request parents/guardians to provide materials for class use or special projects.

Sign-In

We take precautions to ensure the safety of students and staff throughout the school day. All staff are required to wear ID badges. Parents and volunteers need to wear ID badges or visitor's passes when they are in the building for extended periods of time. ALL visitors to the building must sign in at the office. **NO EXCEPTIONS. Parents will not be permitted to visit classes during the day without the approval of the building administrator.** All doors are locked every day. We have a bell that you can access to get into the building. An office staff person will buzz you in so you can come into the office.

Snacks

Classes routinely have a morning snack period. Parents/guardians are encouraged to send a healthy snack with their children each morning. We strongly discourage students from bringing candy, soda and other non-nutritious snacks. Please do not send food or drinks in glass containers.

Special Education

The Portland School Committee has adopted a complete set of policies related to special education services. If you need more information, please contact the Principal, Special Education Team Leader, or your child's teacher.

Standardized Testing

A formal testing program allows the schools to look at student performance trends over time. It is very important to remember that assessment of any kind is only one piece of the puzzle. Scores are indicators of performance but they are only one method teachers use to assess your child. Your child's teachers can provide you with complete information about your child's performance.

Student Clothing

Students are expected to be appropriately dressed for a school setting at all times. Dressing in a manner that causes a disruption of the educational process or poses a health or safety risk is not allowed. This dress code applies to all functions within the building.

The following are some examples, but **not** all, of inappropriate school clothing:

- Hats, bandanas, hoods or headdresses unless worn for a specific religious or health related purpose
- Shirts that are cut low in the front; midriffs; strapless
- Clothing that exposes undergarments
- Pants hanging below the waist
- Clothing with statements/graphics that violate others' civil rights or reference violence, drugs, sex, alcohol or tobacco
- Clothing that poses health or safety risks
- Clothing that interferes with the teaching and learning process
- Footwear that is not designed for outdoor use

Student/Family Services

Social work services are available to all Presumpscot students and their families. Services may include assistance with such problems as divorce, substance abuse, domestic violence, grief, and behavior. Some counseling is provided on-site and information and referral assistance for community resources is also available. Parents and students may access this service by contacting the social worker directly, or the classroom teacher.

Student Records

The Portland School Department complies with all federal and state laws concerning confidentiality of student records. In addition, education records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required.

Traffic Safety

For the safety of our children and staff, please observe all traffic and parking rules. A speed limit of 15 miles per hour is in effect during school opening and dismissal times. Signs clearly mark bus zones, and car zones. Cars should approach all areas slowly and with caution.

Please do not park next to the median. This is for drop off and pick up only. Please park in a designated parking space, on Presumpscot Street or Sherwood Street if you need to get out of your vehicle. Carpoolers (picking up three or more students) enter the driveway and turn right onto the carpool lane. All other vehicles enter the driveway and turn left pulling forward beside the sidewalk.

Please have your child exit or enter on the right side of the vehicle next to a sidewalk for their safety. Our staff will be outside helping students begin and end their day safely and positively.

All students and adults are to use sidewalks and crosswalks. No one will be allowed to walk across the parking lot.

If you do not see your child/children when picking up at dismissal time, please loop around or park in our designed spots.

Thank you for helping to keep students safe by observing the No Parking Signs, Cones, Bus Only signs and the safety barrels in our parking lot.

Students who ride their bikes to school must lock up the bike at the rack located at the front of the building. **ALL** students must wear a helmet when riding their bikes to school.

Students walking to school must use the sidewalks.

Transfer Students

Parents/guardians who move out of Portland or to another Portland school are required to sign a Student Transfer Form at the new school. The Portland school office will then send the student's educational records to the new school. All library books, textbooks, and other school property assigned to the student must be returned before the student transfers or the parents/guardians will be billed for them. In order to make the transition as smooth as possible, we request that parents/guardians notify the school office of a transfer at least one week in advance.

Valuables and Personal Items

The Portland Public Schools are not responsible for safeguarding students' personal property, such as money, musical instruments, audio equipment, and clothing, jewelry, and collectibles. Students are discouraged from bringing items of value to school, if they are not needed during the school day. Please write your child's name on all belongings. If your child loses something, check with the classroom teacher, main office and lost and found.

Please put your child's name on his/her clothing, boots, lunch box, backpack, and other belongings so they can be returned if lost. Parents and students are encouraged to check the lost and found periodically to check for lost items. Periodically during the year, unclaimed items will be donated to charity

Volunteers (Parent/Community)

Presumpscot School has an active volunteer program coordinated by the Community Coordinator. This position provides assistance to teachers and brings parents, grandparents and community members into our schools. Presumpscot School provides many opportunities for parents to become involved with their child's education. Research has proven that parental involvement in schools is key to a child's academic success. Parents, grandparents and community members can greatly enrich the lives of students by serving as tutors, classroom helpers and library helpers. Volunteering at Presumpscot School can fit your schedule, can be in an area of interest to you, and can be mutually beneficial for both you and your child. We encourage your participation in your child's education. When volunteering, you are expected to sign in and out in the Main Office. Please wear your nametag while you are in school. Information, including the volunteer application form that has information regarding the background check conducted, will be available through the office and Phyllis Hey, Community Coordinator. Please feel free to call, email or stop by the office at any time to pick up a volunteer application packet. Phyllis' email is Heyp@portlandschools.org. When you make a commitment as a school volunteer, it is important to remember that the children, teachers and fellow committee members are counting on you. When you are unable to meet your commitment, please call the school secretary before school begins and ask her to notify the appropriate teacher that you will be unable to come. If you know that you will be out for a long period of time, please make prior arrangements with the teacher.

ACAA – Harassment and Complaint Procedure
EBCC - Bomb Threats
EBCC-R - Bomb Threats Administrative Guidelines
JIC - Student Code of Conduct
JICC - Student Bus Conduct Code
JICFA - Student Hazing
JICG - Student Tobacco Policy
JICG-R - Tobacco Administrative Procedures
JICH - Drug and Alcohol Use by Students
JICH-R - Drug and Alcohol Use Administrative Procedures
JICI - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Student Suspension
JKE - Expulsion of Students
JKE-R - Expulsion of Students - Guidelines
JLIB - Student Dismissal Precaution

**Portland Public Schools
2015-2016 Calendar**

Revised by School Board 5/8/2015

August	September	October	November	December																																																																																																																																												
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June	July	<p align="center">Standard Hours (unless otherwise approved by Superintendent and posted)</p> <p align="center">Monday, Tuesday, Thursday, Friday</p> <p>DHS, PHS, CBHS 8:00-2:30 PATHS 8:00-10:30 and 11:00-1:30 King, Lincoln & Moore Middle Schools 7:55-2:25 Bayside 8:20-2:50 East End, Hall, Longfellow, Lyseth, Presumpscot 8:40-3:10 Riverton, Ocean Ave, Reiche 8:20-2:50 Peaks & Cliff Island maintain their current schedules</p> <p align="center">Wednesday Early Release Schedule</p> <p>DHS, PHS, CBHS 8:00-1:30 PATHS 8:00-10:00 and 11:00-12:45 King, Lincoln & Moore Middle Schools 7:55-1:25 Bayside 8:20-1:50 East End, Hall, Longfellow, Lyseth, Presumpscot 8:40-2:10 Riverton, Ocean Ave, Reiche 8:20-1:50 Peaks & Cliff Island - one hour earlier</p>																																																																																																																																														
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