

Building Policies/Procedures

BEFORE AND AFTER SCHOOL PROGRAMS

Portland Recreation Department offers before and after school care for students. For more information, contact **Portland Recreation at 207-808-5400**

Learning Works:

The 21st Century Community Learning Center grant through Learning Works will be available to students in Grades 2, 3, 4 and 5. Cheryl Morin -699-6056

START TIME

8:30 –ALL students can arrive at school at 8:15 am and go DIRECTLY to the gym. All students will start their day with breakfast in their classrooms at 8:15am. **The school day begins at 8:30.** Students will be considered tardy after 8:30 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.

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.

DISMISSAL

3:00 –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 for dismissal at 2:55 so they can be dismissed and seated on the bus by 3:00. If you are picking your child up, you may wait for them outside at the area the teacher has designated at 3:00.

DROP-OFF, PICK-UP AND NO PARKING FOR 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.

DAILY 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 email Becky Blais at blaisr@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 8:30 am.**

SCHOOL LUNCH AND BREAKFAST

Portland Public Schools are participating in a Universal Lunch and School Breakfast Program for the 2018-19 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 Data Form.

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.



TRANSPORTATION (874-8240)

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.

SCHOOL SAFETY INFORMATION

CELL PHONE/ELECTRONIC USE

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.**

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.

CANCELLATIONS AND EMERGENCY DISMISSAL

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.

CONTACT 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.**

EMERGENCY MANAGEMENT PLAN

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.

Please see School Board policies for emergencies and school safety at <http://www.portlandschools.org>

PERSONAL PROPERTY

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

SAFETY DRILLS AND LOCK DOWN

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.

SCHOOL SECURITY

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.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

Please see School Board policies on weapons, violence at <http://www.portlandschools.org>

MEDICAL INFORMATION

HEALTH SCREENINGS

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

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.

Please see School Board policies for immunizations at <http://www.portlandschools.org/school-board>.

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.

Please see School Board policies on school medications at <http://www.portlandschools.org>

STUDENT DISCIPLINE

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.

For others.

I will 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 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.

DISCIPLINE PROCEDURE, RIGHTS, 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” 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 even that any action is taken.

STUDENT PLACEMENT

PLACEMENT PROCEDURES

Student placement for kindergarten, first, second, third, fourth and fifth graders takes 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.***

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: Marie Grenier, David Hopkinson, Stacy Aceto, Michelle Welton, Sarah Fuhrman, Lyndsey Hagen, Martha Lavertu, Crystal Gamet and Kristin Brennan. Email the Family Council at presumpscotfamily@gmail.com

FUNDRAISING

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

STUDENT ACTIVITIES AND PROGRAMS

COMPUTERS

Computers are located in individual classrooms. Our /Library is now automated, with computers available for catalog searches and research. Our school is "wired" for Internet access and computer interfacing.

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.

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 pre-referral mechanism to Special Education and serves to increase collaboration between schools, families and community agencies.

SOCIAL WORK 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.

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.

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.

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 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 program will run Monday-Thursday until 5:00 each day. Students are expected to attend Monday-Thursday.

SCHOOL MESSENGER VOICEMAIL- 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.

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.



VOLUNTEER ABSENCES

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.

Please see School Board policies on volunteers at <http://www.portlandschools.org>

ADDITIONAL SCHOOL INFORMATION

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.

DRESS CODE

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

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.

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.

OPEN HOUSE

An Open House for parents/guardians is scheduled near the beginning of each school year. Specific information will be sent home with students. Parents/Guardians will meet in the gym and then visit classrooms.

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.

STUDENT-LED TEACHER 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.

PROMOTION AND RETENTION

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.

Please see School Board policies on promotion/retention at <http://www.portlandschools.org>

STUDENT ASSESSMENT

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.

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.

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.

Please see School Board policies on student records at <http://www.portlandschools.org/school-board>.

TRANSFER STUDENTS

Students transferring out of Portland or to another Portland school 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.