

DORA L. SMALL
ELEMENTARY SCHOOL

87 Thompson Street
South Portland, ME 04106
(207) 799-7676
FAX: 767 - 7738

Parent/Student Handbook
2007 - 2008

Where each child's lifelong learning adventure takes flight

BELIEFS

We believe that the Small School community should be a respectful, caring, and safe environment that is conducive to learning.

Children learn best in a supportive environment that recognizes diverse learning styles, encourages risk taking, and fosters active involvement.

We believe that learning should be developmentally appropriate with high expectations that take into account the different learning styles and varying rates at which students learn.

On-going, meaningful assessment of student learning and analysis of these assessments among students, teachers, and parents will guide instruction.

Staff, parents, and community work collaboratively to support education and provide resources for all aspects of student learning.

We believe that learning for each of us is a life-long process that should be challenging, enriching, and inspiring.

SOUTH PORTLAND SCHOOL DEPARTMENT

**130 Wescott Road
South Portland, ME 04106
Telephone: 871-0555
Fax: 871-0559**

Superintendent of Schools
Assistant Superintendent
Business Manager
Director of Technology
Director of Instructional Support
Assistant Director of Instructional Support
Director of Building and Grounds
Director of Food Services
Director of Transportation

Suzanne T. Godin
Steven Bailey
Polly S. Ward
Andrew Wallace
Kathleen Cox
Diane Paton
David Brochu
Martha Spencer
Ronald Deegan

BOARD OF EDUCATION

DISTRICT

1	Richard Carter 33 Thompson St	Chair 767 - 7179
2	Steve Onos 114 Jordan Av	Vice-Chair 799 - 9715
3	Michael Eastman 100 Chapel St	799 - 3937
4	James Gilboy 235 Barnstable Rd	767 - 4211
5	Stacy Gato 47 Springwood Rd.	774 - 2493
At Large	Burton Edwards 138 Pennsylvania Av	773 - 1823
At Large	Mark Reuscher 490 Preble St	741 - 2256

PTA Executive Board

President	Ross Little	799 - 0312
Vice- President	Lisa Burns	767 - 6274
Treasurer	Andrea Brown	799 - 2639
Secretary	Jim Frederick	799 - 6683

SMALL SCHOOL STAFF

2007/2008

Principal	Bonnie Hicks
Secretary	Lindsay Niles
Kindergarten Teachers	Sarah Pike, Joyce Thompson, Karen Williamson
Grade 1 Teachers	Barbara Grant, Lee Storms
Grade 2 Teachers	Nancy Olson, Laura Stevens, Anita Wood
Grade 3 Teachers	Anne Tewhey, Nancy Wentworth
Grade 4 Teachers	Anne Cloutier, Rebecca Dadmun
Grade 5 Teachers	Douglas Caldwell, Kristine Poore
Resource Room Teacher	David Cidorowich
Academic/Life Skills	Rachel Ranger
Special Education Techs.	Jane Flahive, Jamie Ortengren, Judith Sarapas, Norma Wilkinson
Teachers of Academically Gifted	Carol Bibeau, Angela Marzilli
Art Teachers	Susan Cox, Leslie DeGeorge
Music Teachers	Rosemary Osann, John Rimkunis
Instrumental Music Teacher	John Furman
Phys. Ed. Teachers	Phil Conley, Briana Roberts
Technology Integration Specialist	John Thurlow
Speech & Language Teacher	Judy Magnuson
Occupational Therapist	Carolyn Eisner
School Psychological Service Provider	Dorota Lech
Guidance Counselor	Kurt Hebert
Social Worker	Lynne Johnston
Reading Recovery	Sandra Jones
Nurse	Louise Cormier
Librarian	Anne Mason
School-Based Ed. Techs.	Sheila Evans, Donna Freeman, Lynn Wells
Custodians	Jerry Collett, Dana Ferrante, Roy Kierstead
Cafeteria Specialists	Cindy Link, Terry Cotton
Lunch/Playground Support Staff	Debi Kelly, Anne-Marie Taylor

SMALL SCHOOL DAILY SCHEDULE

8:30 a.m.	Students may arrive on school grounds. Supervision is provided.
8:45 a.m.	Students line up and enter the building *
9:00 a.m.	Classes begin *
3:00 p.m.	Dismissal Time

Please note that there is no adult supervision on school grounds before 8:30am and after 3:00pm.

* In order to foster independence and ensure a smooth transition to and from the school setting, parents are expected to drop students off and pick them up at outside doors. Classroom instructional time is very precious. We use every second of the day to provide a quality education. While direct instruction may not begin before 9:00 am, students who arrive at 8:45 am benefit from socializing with friends, organizing for the day, and settling into the school routine. When instruction is given until 3:00 pm, time will be needed after the hour to gather belongings, prepare to leave for the evening, and other end-of-the-day routines. Hence, students may not be available until a few minutes after the hour. K-2 students dismiss out the front door and 3-5 students dismiss out the parent parking lot door.

Lunch / Recess Schedule

Grades K-2	Lunch	11:55 – 12:20	Recess	12:25 – 12:50
Grades 3-5	Recess	11:55 – 12:20	Lunch	12:25 – 12:50

Parents are encouraged to join their child's lunch/recess time given space availability in the cafetorium. There is no eating in the classrooms with students without direct supervision from school personnel. Please remember to sign in at the office and pick up a visitor's badge. Handouts on appropriate interactions, play, and procedures is available as well for all volunteers.

SCHOOL PROCEDURES

ACADEMICALLY GIFTED PROGRAMS

The Academically Gifted program serves identified K-5 students in literacy and math. A referral may be made by a teacher, parent, staff, or student. A range of subjective and objective data will be used for identification consistent with Chapter 104 and best practices. A screening of all second graders using an assessment of non-verbal critical thinking will be completed in the spring in order to ensure that all students have equal opportunity to have their giftedness identified. Programming may include specialized instruction, accelerated learning, affective intervention, consultation, regular classroom curriculum modification, or extensions of classroom learning. For further information, contact the Academically Gifted Program at 799 -7676, ext. 6340.

ALTERNATE DISMISSAL

If your child is going to an alternate after-school destination, is being picked up by another person or will be dismissed early, please notify your child's teacher via a written note. The teacher will then notify the school office. We can not guarantee that phone calls requesting changes will be transmitted to appropriate personnel in a timely fashion. Without written notification, the student will be required to go home in his/her typical manner.

ATTENDANCE

Child Watch

If your child needs to be absent from school, PLEASE call school to let us know that he/she will be absent. Calling (799-7676) before 9:00 a.m. ensures that we know where your child is before the start of the school day.

Chronic Absenteeism, Tardies, or Dismissals

Students benefit most from education when they are present for instruction on a consistent basis; therefore, chronic absenteeism, excessive tardies, and /or dismissals will be monitored and addressed through a formal letter from the principal. The letter is to inform parents of the issue as well as to initiate steps to assist in increasing regular attendance.

Emergency Phone Numbers

Each year we ask parents to complete and return emergency phone forms. During the school year pertinent information can change. If this information changes during the year, please come to the office to update your form. This includes, but is not limited to, any changes in child care, work numbers, home phone numbers or addresses.

Known- Long Term Absence

In the event that your child will be absent for an extended time due to travel or medical reasons, please notify the school office. Written contact also should be made with the child's teacher to make arrangements for makeup of academic work, when appropriate; however, teachers are not responsible for providing curriculum for students during extended absences due to family vacations. Please note that students are expected to be in school unless they have been excused from daily attendance. An "excused" absence is considered to be illness, doctor's appointments which cannot be made outside the school day, observance of recognized religious holidays, emergency situations, or planned absence for personal or educational purposes.

Signing Out / Checking In

In the event that a child has to leave early, please stop by the office and sign your child out. Your signature is needed in order to have your child released. If your child needs to come to school after the start of the school day, please stop by the office to let the secretary know she/he has arrived and to order a lunch for the day.

Student Dismissal Precautions (School Board Policy, File: JEDB)

Students will be released only to parents, legal guardians, and other persons specifically authorized in writing by parents/legal guardians to pick up the student. If the building principal/designee has reason to question the authenticity of any written or verbal communication regarding the release of a student, the parents/guardians shall be contacted for confirmation. The building principal/designee has the authority to deny the release of students to unauthorized or unknown persons. A custodial parent/guardian who wishes the school to comply with provisions of a court order to restrict access to a child is responsible for providing an updated certified copy of such order to the school.

Transfers

If your family moves and is transferring to another school or district, please let the school office know as soon as possible. We will prepare the student's file for transfer. Student records will be sent to the new school upon receipt from that school of a parent's signed release of records.

BICYCLES, ROLLERBLADES, SCOOTERS & SKATEBOARDS

Please review bicycle safety with your child before he/she begins riding to school. We encourage adult supervision of bicyclists in grades K-2. Bicycle helmets are required while on school property. A bicycle rack is provided at school. A bicycle lock is recommended. Rollerblades, scooters, and skateboards are discouraged on school grounds and are not allowed in school lockers.

BOMB THREAT (School Board Policy, *File: EBCC*)

Bomb threats, whether real or intended as a prank, are a serious threat to the safety, well being, and education of our students. All bomb threats are regarded as an extremely serious matter and are treated accordingly. It is against school board policy to make, or communicate by any means, whether verbal or nonverbal, that a bomb will be or has been placed on school property. Refer to CONDUCT below as to the extent of disciplinary actions that may be taken for anyone initiating or carrying out a bomb threat.

BUSSING

Bus Transportation (School Board Policy, *File: EEAA*)

Bussing shall be provided for students of kindergarten through grade 5 who live up to or over one mile from the school. The South Portland Police Department's measured mile will be accepted as the standard and measured in each case by the shortest route. Exceptions to this policy may be made when, in the judgment of the Superintendent of Schools and the Board of Education, there exists a situation or condition that may endanger the safety of students or where individual cases of hardship can be identified. Families who meet the bussing criteria will receive individual notice in the mail by mid-August with pertinent information which includes your child's bus number (Bus 16 for Small) and estimated pick up and drop off times as well as the nearest bus stop. It is prudent to arrive at bus stops at least 5 minutes before the estimated time. In addition, bus rules are distributed at the beginning of the year.

Please note that we are unable to transport walkers at any time as there is limited space available. Also, the Boys and Girls Club is not considered a Day Care facility; therefore, bussing is not available for walkers who go there after school.

All riders, either daily or on special field trips, must be certain that backpacks are free of ornaments and carried onto the bus in front of them to allow for the safety of those around them. Students eligible for the bus require written notice from home securing permission to choose varying modes of transportation, when appropriate.

CIVIL RIGHTS

The office of Civil Rights of the U.S. Department of Education can be contacted at the following address:
U.S. Department of education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

COMMUNICATION

Use of Electronic Devices by Students (School Board Policy, File: JICJ)

The South Portland School Department believes that students learn best in classrooms free of unnecessary disruptions. Devices that may interrupt the teacher and other students have no place in the classroom. Electronic devices shall not be used inside school buildings during the school day. Examples of such articles include but are not limited to the following: pagers, cellular telephones, laser pointers, camera devices and other electronic devices. The following guidelines apply to possession and use of electronic devices:

- A. Electronic devices may not be used in any unethical or illegal manner.
- B. Camera devices may not be used to photograph another person who has a reasonable expectation of privacy.
- C. Electronic devices may not be used in a way that would violate another person's copyright.
- D. Electronic devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
- E. Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions:

- A. The teacher may give a warning to the student to put the electronic device in a locker, backpack/purse, or other secured location during the regular school day.
- B. The teacher may confiscate the device and release it to the student at the end of the regular school day.
- C. The principal or designee may confiscate the device and release it only to a parent/guardian. At the discretion of the principal or principal's designee, the student may be prohibited from possessing a personal

electronic device on school property or at any school-sponsored activity for such period of time as the principal or designee deems reasonable.

- D. The student will be subject to disciplinary consequences up to and including expulsion. Where appropriate, police authorities may be contacted.

Challenged Materials (School Board Policy, File: IJJ)

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the Board recognized that objections may be raised occasionally by students, parents, school staff or community members.

In the event a complaint is made, the following procedures will apply:

- A. The complaint shall be heard first by the person providing the materials in question.
- B. If the complaint is not resolved, the complainant shall be referred to the building Principal and requested to fill out the "Instructional and Library-Media Materials Challenge Form." A copy of the form will be forwarded to the Superintendent.
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: one Principal at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.
- D. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
- E. The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.

No materials shall be removed from use until the review committee has made a final decision.

Denial of Consent to Release Student Information

Parents have the right to deny release of student directory information which the South Portland School district defines as: student's name, participation in officially recognized activities and sports, weight and height of student athletes, grade level in school of participants in extracurricular activity, date of attendance at local school unit schools, and honors and awards received.

See policy: Denial of Consent to Release Student Information, File- JRA – E-2

Email

We are very fortunate to have varying modes of communication between home and school. Email can be an efficient tool in sharing information and asking questions. To access staff email, simply type the first 6 letters of the last name and 2 first letters of the first name@ spsd.org. For example, my email is Hicksbo@spsd.org. The school district website is www.spsd.org. When addressing staff through email, we ask that sensitive or confidential issues be addressed in the manner outlined under Resolving Sensitive Issues and Public Complaint policies. Face to face communication is the first and most effective step in proactively addressing student needs.

Invitations

In order to save students from hurt feelings, invitations may be passed out at school only if **all** classmates are invited.

Procedure for Written Communication Directed to School Personnel / Public

The building administrator must approve in advance, in writing, any posters, memos or newsletters to be circulated through the school, by intra- or inter-school mail, or sent home. Those to be circulated system-wide must have the prior approval of the Superintendent of Schools.

Public Complaints Regarding School Personnel (School Board Policy, File: KLD)

The South Portland Board of Education believes in the fundamental principle that the schools exist primarily for the students. Consistent with this principle, complaints concerning school personnel should be viewed as an opportunity for parents and school officials to work together to resolve issues of concern in a manner that is both responsive and responsible.

Furthermore, the board believes that public complaints about school personnel should be handled in a timely manner for the benefit of students, parents and staff. Therefore, the Board has developed this policy that has several specific purposes: (1) to create a climate in the schools whereby persons having school-related complaints concerning school personnel will be encouraged to bring those complaints to the attention of school officials; (2) to explain the responsibilities of school officials in handling such complaints to ensure administrative accountability and follow-through; and (3) to guarantee that the school department will be responsive to such complaints so that mistrust will be prevented and corrective measures taken as appropriate.

Any person having a school-related complaint concerning any department employee is encouraged to meet directly with that employee to resolve the complaint. If this is deemed not appropriate because of the nature or severity of the complaint, the person can request a conference with the principal to discuss the complaint. The principal or his/her designee will then be responsible for investigating the complaint and for communicating with the person making the complaint to the extent practicable within five school days of its receipt. Persons making such complaints will be encouraged but will not be required to put them in writing. A written record of complaints about school personnel will be maintained by the principal and copied to the employee.

If the principal or his/her designee is unable to effect a satisfactory resolution of a complaint, he/she will inform the Superintendent in writing. If the person bringing the complaint is not satisfied with the resolution he/she can appeal in writing to the Superintendent.

The Superintendent or his/her designee will investigate the matter and take appropriate action, including communication with the person making the complaint to the extent practicable within five school days of receiving the complaint in order to explain his/her response to the complaint. Complaints not resolved to the satisfaction of the person making the complaint shall at the request of that person be referred by the Superintendent to the Board of Education for consideration at a future meeting. The Chairperson of the Board will contact the person making the complaint in writing as soon as possible. The Board will decide if it is appropriate to rule on a complaint referred to the Board. Any complaint consisting of a sexual nature shall be reported immediately to the Superintendent of Schools.

Resolving Sensitive Issues

From time to time you may have questions regarding situations that may occur at school. These situations may involve activities in the classroom, on the playground, within programs or within a wide variety of other circumstances. Whenever you have a question or concern, please follow these procedures:

Arrange a time to meet with the teacher or specific staff member to be sure you both are clear about the issue, to resolve differences and/or clarify misunderstandings.

Should you feel that the first step was not effective, call to speak with the principal regarding the issue. If it is felt a meeting is necessary, one will be scheduled with you, the principal, and the staff member in order to appropriately resolve any outstanding issue.

Student Educational Records/ Student Information Disclosure

It is the policy of the South Portland School Department to provide for the confidentiality of all student educational records that are maintained by the school department as required by Maine law and the Federal Family Educational Rights and Privacy Act. Given the complexity of the law and the need to adhere to strict confidentiality, Small School does not distribute networking information, such as addresses and telephone numbers among families. Personal contacts must be made without school involvement.

See the complete policy: Student Educational Records, File: JRA for more complete details

CONDUCT

System-wide Student Code of Conduct (School Board Policy, File: JIC)

(Present in full as required by the South Portland School Board of Education)

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

Article 1 – Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

Respect: We will treat ourselves, each other, and the school with honor.

Honesty: We will tell the truth and be someone people can trust.

Compassion: We will treat everyone with kindness and help people in need.

Fairness: We will treat everyone the way we would like to be treated.

Responsibility: We will think before we act, accept responsibility for our behavior, and tell an adult if someone needs help.

Courage: We will do the right thing, ask for help when we or others need it, and always do our best.

Article 2 – Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity,
- or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

Article 3 – General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

Be courteous to fellow students, staff and visitors.

Respect the rights and privileges of other students and school staff.

Obey all Board policies and school rules governing student conduct.

Follow directions from school staff.

Cooperate with staff in maintaining school safety, order and discipline.

Attend school regularly (*see Truancy Policy - #JEDA*).

Meet school standards for grooming and dress (*see Student Dress Code Policy - #JFCA*)

Respect the property of others, including school property and facilities.

Refrain from cheating or plagiarizing the work of others.

Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities. **See Discipline for additional information.**
See policies: Student Discipline - JG & J K, Detention of Students - JGB, Suspension of Students - JKD, Expulsion of Students - JKE

Article 4 – Expectations

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.

Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

See policies: Weapons, Violence and School Safety - JICIA, Bomb Threats - JICIB

Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

See policy: Weapons, Violence and School Safety Policy - JICIA

Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

See policy: Hazing - ACAD

Discrimination and Harassment/Sexual Harassment

Staff and students should not discriminate against other staff and/or students on the basis of race, color, sex, religion, ancestry, national origin, or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

See policies: Nondiscrimination/Equal Opportunity and Affirmative Action – AC, Harassment and Sexual Harassment of Students - ACA

Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

See policy : Substance Abuse- JICH

Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.

See policies: Smoking on school Premises Prohibited – ADC, Substance Abuse Policy - JICH

Conduct on School Buses

Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

See policy: Student Conduct on School Buses – JFCC

Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

See policy: Student Internet and Appropriate Use – IJDND

Co-Curricular Code of Conduct

Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. Students who violate Board policies and/or school rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

See policy: Co-Curricular Eligibility -IGDJ-R

Article 5 – Removal of Disruptive/Violent/Threatening Students

Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit’s crisis response plan if appropriate.

See legal reference: 20-A M.R.S.A. § 4009 Protection from Liability

See policy: Crisis Response Plan -EBCA

Article 6 – Special Services

Referral. The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

See policies: Referral/Pre-Referral of Students with Disabilities – IHBA, IHBAB, Child Find - IHBAC

Review of Individual Educational Plan. The school shall schedule a IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student’s special education program; or c) school officials or the parent believes that the student’s behavior may warrant a change in educational programming.

See policies: Disciplinary Removals of Students with Disabilities - JKF, JKF-R

Time Out Rooms and Therapeutic Restraint. The school unit also has established a policy on the use of time out rooms and therapeutic restraints as required by Maine statute.

See policies: Time Out Rooms and Therapeutic Restraint - JKGA, JKGA-R

Article 7 – Referrals to Law Enforcement Authorities

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

Article 8 – Dissemination of System-Wide Student Code of Conduct

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 20-A M.R.S.A. §§ 254 (11); 1001 (15)

Cross Reference: *Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities* (Report of The Commission for Ethical and Responsible Behavior, February 2001)

CONFERENCES

Parents are formally invited three times yearly. In September, there will be an Academic Open House to communicate broad grade level benchmarks and curriculum overview. In late October, parents are asked to review early data to set individual learning goals for their child as well as to build a foundation for the parent/teacher partnership in the learning process. In early February, parents and students (specific to grade level) are invited to conference with teachers to review evidence of student achievement to date. Parents are provided with evidence of student learning through assessments and student class work presented in a portfolio. Parents may request conferences with any staff member, at any time to review student progress, share concerns, or ask questions. In fact, open and continued communication is encouraged to ensure learning goals are being met.

DISCIPLINE

Small School’s Behavior Rubric outlining consequences for bullying behavior (see next page)

The Small School Bullying Prevention Committee, along with Small School Community Council and parent input, developed the following consequences for bullying behaviors that have found to be detrimental to victims overtime. Our goal is to utilize consistent practices for establishing and maintaining appropriate behaviors at school.

Small School Behavior Rubric

Behavior	First Offense Consequences	Second Offense Consequences	Third Offense Consequences	After Third Offense
Teasing (name calling, insulting, inappropriate language/gestures or other behavior that would hurt someone’s feeling or make them feel badly about themselves),	Student completes a reflection sheet. Review of reflection sheet with reporting adult	One recess detention with reflection Student calls parent to report own behavior. Review of Consequences	Three recess detentions with reflection Student calls parent to report own behavior. Review of Consequences	School staff and parents meet to develop a plan of action.

Spreading rumors, Gossiping,		with administrator	with administrator	
Hitting (pushing, slapping, grabbing, spitting, pinching, etc.) Inappropriate touch by K-2 student.	One recess detention with reflection Student calls parent to report own behavior. Review of Consequences with administrator	Two recess detentions with reflection Student calls parent to report own behavior. Review of Consequences with administrator	Three recess detentions with reflection Student calls parent to report own behavior. Review of Consequences with administrator	In-school suspension School staff and parents meet to develop a plan of action before student is allowed to return to the classroom
Severe hitting (punching, kicking, and similar behaviors that may intentionally or unintentionally hurt others.) Harassment (racial, ethical, or sexual name calling or other severe harassment) Inappropriate touch by 3-5 student.	Three recess detentions with reflection. Student calls parent to report own behavior. Review of Consequences with administrator	In-school suspension Meeting with parent(s) to develop a plan of action before student is allowed to return to the classroom	One day suspension Meeting with parent(s) to develop a plan of action before student is allowed to return to the classroom	Administration will consider other alternatives. Student referred to the Student Study Team

Procedural Notes

1. The administrator will investigate (if behavior was reported by the students and not seen by staff) and identify an appropriate consequence. The student and administrator will call parents at that time.
2. An adult will assist the child as needed to complete a Reflection Sheet during recess detention.
3. The Reflection Sheet must be signed by a parent and returned to school the following day.
4. The administrator has the authority to skip outlined consequences if deemed necessary given the severity of behaviors presented.

Small School's Student Reflection Sheet

Students observed using inappropriate behaviors may be required to fill out a reflection sheet (either through drawing, adult scribing, or self writing) as a way of giving students time to think about his/her behavior, generating solutions to the problem, and ways to avoid the problem in the future. With adult guidance, here are questions asked of students:

What did you do?

How did your behavior make others feel?

What did you want to happen?

Did your behavior get you what you wanted with out causing a problem?

If you could start over, what might you do differently?

To fix the problem, what will you do know?

Student Discipline (School Board Policy, File: JK)

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others and in accordance with School Board 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.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.

Expectations for student behavior should be clear and communicated to school staff, students and parents.

Consequences for misbehavior should be reasonable and appropriate.

Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods.

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the Principal/designee.

Suspension (School Board Policy, File: JKD)

The Board of Education delegates to the principals, to the assistant principals, to the Superintendent of Schools, and to the Assistant Superintendent authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions longer than 10 days may be imposed by the Board of Education.

Prior to the suspensions, except as hereinafter provided:

1. The student shall be given oral or written notices of the charge(s) against him/her;
2. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
3. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from the school.

The student's parents/guardians shall be notified of the suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Office of the Superintendent.

Students shall be responsible for any schoolwork missed during their suspension. After re-admittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

DRESS CODE

Dress Code (School Board Policy, File: JFCA)

The South Portland School Board encourages students to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the district's goals to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the Board specifically prohibits the following:

- Any clothing that causes a material and substantial disruption of the school
- Any clothing that promotes illegal activity (e.g., use of drugs)
- Any clothing that contains messages that violate the Board's discrimination/harassment policies
- Clothing that is revealing (e.g., tops that reveal the midriff or that are low-cut, excessively short skirts, pants that hang too low, etc.)

Further, all clothing should be marked with the child's name. If names are marked on an inside tag, every effort will be made to return it to the owner. Each trimester, Lost and Found items are donated to local non-profit organizations.

Children have outside recess everyday, weather permitting. Warm clothing and boots are a must in winter weather.

Guidelines for playing in the snow are as follows:

Grades K-2 students must have boots and snow pants to play in snowy areas.

Grades 3 - 5 students must have boots to play in snowy areas. **Older students may not call home for a change of clothes should they not bring appropriate outer wear for recess and play in the snow.** We encourage all students to dress appropriately for comfortable outdoor play. We also ask that parents provide sneakers or shoes for students to wear inside when boots are removed.

EDUCATIONAL RECORDS

(Present in full as required by the South Portland School Board of Education)

It shall be the policy of South Portland School Department to provide for the confidentiality of all student education records that are maintained by South Portland School Department, as required by both Maine law and the Federal Family Educational Rights and Privacy Act (FERPA).

South Portland School Department shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years old or older) of their rights in relation to the student education records being maintained by South Portland School Department.

South Portland School Department designates the following information about students as directory information: name, the student's participation in officially recognized activities and sports, height and weight of student athletes and grade level in school of students in extracurricular activities, date of attendance at South Portland School Department schools, and honors and awards received.

See Policy: Student Educational Records- File:JRA

EDUCATIONAL RESEARCH

Educational Research: Student Submission to Surveys, Analysis, or Evaluation (School Board Policy, File: ILD)

(Presented in full as required by the South Portland School Board)

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

Political affiliations or beliefs of the student or the student's parent;

Mental or psychological problems of the student or the student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

Religious practices, affiliations, or beliefs of the student or student's parents; or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student's parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable, the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

ENGLISH LANGUAGE PROFICIENCY

Within ten days of teacher screening or as part of the registration process for possible LEP (Limited English

Proficiency), a student's level of English language proficiency will be assessed. Class assignment will not be made until LEP screening is completed. When applicable, an identified student will have the opportunity to enroll in a mainstream program and integrate into regular activities. Currently, programming for LEP elementary students is at the Brown Elementary School. School transportation is provided.

FIELD TRIPS

Permission slips for field trips are sent home at the beginning of the school year. Students must return these forms to school in order to participate. Details of individual field trips along with requests for chaperones and possible funds to help support these trips are sent home by the classroom teacher. The school department and its agents agree to take all reasonable precautions to preserve the health and well being of pupils in their care, but responsibility cannot be assumed for accidents/events beyond our control.

FUNDRAISING

Student Fundraising Activities (School Board Policy, File: IGDF)

While it is recognized that some special, discretionary activities rely on student fundraising, it is the intent of the Board of Education to minimize the frequency and intensity of these efforts. Fundraising activities must gain the approval of the building principal or designee prior to the start of any project which involves students in selling or otherwise raising money. The principal will determine whether the use of students for this project is age appropriate, and does not exceed the reasonable limits placed on the school for fundraising.

Elementary students are prohibited from door-to-door sales of products or solicitations, without adult supervision. Even when accompanied by a parent or other responsible adult, elementary students are limited to their neighborhoods and the homes of relatives and family friends or parent work sites.

GIFTS

Gifts (School Board Policy, File: GBI)

Teachers and staff members shall not receive gifts or articles of value from students, classes or parents. For those who wish to express their gratitude, personal notes are acceptable.

The solicitation or collection of funds from students and staff members for the purpose of providing gifts for teachers or other school personnel is not permitted except for very special occasions such as retirement.

To honor a special occasion, a gift to the class, library or school is appropriate.

GRADING

Grading (School Board Policy, File: IKA-R)

Students K-5 will have new grade level progress reports. The report clearly identifies the skills, knowledge, and understandings that students are expected to demonstrate *by the end of the school year*. These standards are all found within the Maine's Learning Results and are the framework for classroom instruction and assessment within South Portland. Students' progress is reported on three times yearly, December, March, and June. The report of Student Progress is designed to be considered with other information you receive from the school such as your child's portfolio, homework, and teacher conferences.

HOMEWORK

Homework (School Board Policy, File: IKB)

It is the policy of the South Portland School Board of Education that homework be assigned to students at all grades K-12. Homework is defined as activities which provide practice and extension of material that has been previously taught and which fosters independent learning. In keeping with this definition, the amount and type of homework will be developmentally appropriate and related to the individual's aptitude and ability. Homework is one means of informing parents about curriculum.

The following shall serve as a guide in the assignment of homework:

<u>Kindergarten</u>	*Special Assignments				
<u>Grade 1</u>	Special Assignments	15 minutes			
<u>Grade 2</u>	Special Assignments	2x weekly	15-30 minutes		
<u>Grade 3</u>	Special Assignments		2x weekly	15-30 minutes	
<u>Grade 4</u>	Special Assignments			3x weekly	30 minutes
<u>Grade 5</u>	Special Assignments			3x weekly	30-45 minutes
					4x weekly

INSURANCE

School accident insurance information is sent home at the beginning of the school year. New pupils are also given the opportunity to obtain insurance coverage during the school year by asking for forms in the office. Information will also be sent home on State sponsored health insurance.

NO SCHOOL ANNOUNCEMENTS

Announcement of No School or school delays will be made on the radio on WGAN AM 560 and on television channels WCSH 6, WMTW 8 and WGME 13 in Portland between the hours of 6:00 and 8:00 a.m. No School announcements are also on the school website, www.spsd.org. Should school be held during inclement weather, student participation is left to the discretion of parents/guardians.

NUTRITION

Breakfast

Breakfast is available on a daily basis paid at the door. Students may arrive at school at 8:30 a.m. and come into the multipurpose room where they will receive breakfast. When students are finished they will be dismissed to their classrooms at 8:45 am.

Free/Reduced Application

Families may apply for free or reduced lunch by completing the application sent home in the beginning of the school year. Applications are also available in the school office.

Lunch

Lunches may be purchased daily, weekly, and monthly. If purchased weekly, lunch money is collected each WEDNESDAY for the coming week (lunch envelope in the Red Tote). Checks for school lunches/milk should be made out to: **SOUTH PORTLAND SCHOOL LUNCH PROGRAM**. Please label envelopes with all pertinent information to ensure the correct account is credited. When lunch account debit exceeds \$25.00 your child may lose the privilege to be served his/her choice and may be given a bag lunch until restitution is made to the lunch program.

Note that the lunch program does not serve peanut and tree-nut products (such as peanut butter) due to severe student allergy.

Lunchroom Behavior

The multipurpose room also serves as our cafeteria. Children are expected to follow certain basic rules

Conduct themselves with appropriate table manners.

Talk quietly at the tables.

Clean up after themselves.

Seek permission to leave the cafeteria.

Walk at all times.

Note: When rules are adhered to, students are given the freedom to sit with their friends and classmates at their class table; however, on occasion, students may be moved and/or assigned seats if continued inappropriate behaviors are reported.

Lunch Juice

Juice will be made available to only those students who are medically diagnosed as lactose intolerant. A note from your physician is needed to make this change.

<u>Meal Prices</u>	Daily	Weekly
Breakfast	\$1.25	\$6.25
Reduced Breakfast	\$.30	\$1.50
Lunch	\$2.00	\$10.00
Reduced Lunch	\$.40	\$2.00
White / Choc. Milk	.50	\$2.50

PARENTS RIGHT TO KNOW

As one of our obligations under the "Parents Right to Know" requirement of the Federal No Child Left Behind Act, schools receiving Title 1 Federal Grant monies are obligated to notify parents that they have a right to request information about the qualifications of your child's teacher relative to the federal definition of "Highly Qualified." At the time of printing, Small School does not qualify as a Title 1 recipient; however, all pertinent teaching staff at Small School is deemed "highly qualified" in accordance with specific regulations.

PETS

Pets in the Classroom (School Board Policy, File: ING)

It is the intent of this policy to limit exposure to animals which may cause allergic reactions to individuals with inhalant and/or contact allergies or asthma. Staff members must secure their principal's approval before animals are allowed in the classroom. In addition, they must give notification to the parents/guardians of all students in the classroom.

PHYSICAL EDUCATION

Physical education classes are offered to each class weekly. Students are expected to wear appropriate footwear; i.e. sneakers. If your child is to be excluded from physical education class, a physician's note should accompany him/her on that day.

PROGRESS REPORTS

Student Progress Reports are specific to grade level benchmarks. Progress Reports are sent home three times yearly (December, March, and June). Progress reports are supported through assessments and student work exhibited in portfolios.

RESPONSE TO INTERVENTION

Response to Intervention (RTI) is a set of procedures utilized by school personnel to ensure that student achievement is occurring. Teachers utilize and continue to become well versed in high quality, researched based instruction. When classroom based intervention does not meet the need of a struggling learning then an RTI Team (made up of relevant school personnel and parents/guardians) may be initiated to develop an individualized Student Learning Plan which will contain specific learning goals with specific strategies to meet these goals. The Team will meet as needed. An RTI meeting, like a special education referral, can be made by anyone at anytime.

SAFETY AND HEALTH

Allergies

There are several staff and students presenting with varying allergies. For this reason, Small School environment restricts peanuts, tree nut foods, and latex products. Please know that some of our classrooms are latex and peanut/nut free. One of the cafeteria tables is designated as peanut/nut free. All latex products (such as latex balloons) are not permitted in school. Because a life-threatening event could occur through exposure, we ask that families adhere closely to these restrictions.

First Aid (School Board Policy, File: EBBA)

"First Aid" is defined as immediate and temporary treatment and care in the event of an accident or injury, before a physician's care can be obtained. Because of the presence of children and staff engaged in a variety of activities together, accidents and injuries at school are expected.

The Superintendent shall establish and implement procedures for handling accidents and injuries, which shall make clear the responsibilities of various school personnel. Also, there shall be a system for accident reporting, for maintaining emergency health and contact information on each student in the school system, and the designation and first-aid training of appropriate individuals in the schools.

Health Records

A student health record is kept in the school's office. It is important that this card be kept current. All significant health problems are noted on this card. Information is initially gathered when the child enters South Portland schools, but we are dependent upon the parents to inform us of a major change in the child's health status.

Medication (School Board Policy, File: JLCD)

Typically, school personnel who have been designated and trained dispense student medication. This includes non-prescription medications. If a student needs medication, the following procedure will be used:

- A set of written instructions signed by a parent and the family physician is to be sent to the school secretary/nurse. The instructions are to include the name of the medication and the time of administration.
- The student must be instructed at home or by the family physician to self-administer the medication.
- Medication is to be carried in an unbreakable container fitted with a childproof cap and labeled with the student's name.
- Medication sent to school with the student should not exceed the dosage for one school day, unless determined by professionals.
- Medication will be kept in a specified area under protection and taken under the supervision of the school nurse, school secretary, principal or the principal's designee.

Public Law Chapter 531 is new legislation that requires public schools to adopt school policy that allows students to carry and self-administer emergency medications, specifically asthma inhalers and epinephrine auto-injectors. Students will be allowed to carry and self-administer these medications under the following conditions:

1. There is prior written approval from the student's health care provider indicating the student has the knowledge and the skills to safely possess and use an asthma inhaler/auto-injector.
2. There is prior written approval from the student's parent/guardian.
3. The student demonstrates to the school nurse, appropriate technique to ensure proper and effective use of an asthma inhaler or an epinephrine auto-injector.

Please keep in mind that school is a place of learning. If students seeks constant medical attention or use of non-prescriptive medications, such as cough drops, than parents will be notified and the student may be sent home.

Pesticide Management (School Board Policy, File: ECB-E-1)

(Presented in full as required by the South Portland School Board)

The South Portland School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When required by law, parents/guardians and school staff will be notified at least five days* in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator in the maintenance office: 871-0565

For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731 or go to www.state.me.us/agriculture/pesticides/schoolipm/

School Accidents/Illness Form

An EMERGENCY INFORMATION FORM is sent home at the beginning of the school year and is given to each new child enrolling during the year. These forms provide us with necessary information should we need to contact you during the day. The forms also provide an emergency contact person should we not be able to reach you. It is very important that these be completed accurately and that you update the forms if information changes during the year.

SCHOOL ORGANIZATIONS

Small School Community Council

Creating a collaborative atmosphere is a high priority at Small School. We believe that parents, staff and administrators all have an interest in the success of our school. The primary role of the Small School Community Council (SSCC) is to assure that parents, staff, and community members always have an avenue to share concerns or suggestions to help improve the Small School community. The Council will review and recommend action on Small School issues concerning academics, aesthetics, communications, community, and school climate. The SSCC is made up of three teachers, three parents, a community member, and the school principal. **Information regarding SSCC is posted in the foyer.**

Parent Teacher Association

The Parent Teacher Association (PTA) meets throughout the year to present special programs or speakers to inform parents and teachers on special topics relating to our children and school. The PTA also organizes social events throughout the year meant to bring staff, students, and parents together. The PTA coordinates school-based volunteer efforts. Lastly, but not least, the PTA conducts fundraisers during the year to help support students and staff. The money raised supports enrichment activities, field trips, and educational grants to staff, students and/or parents. You are invited and encouraged to be part of this important support group. For additional information, refer to the list of PTA Executive Board members listed at the beginning of the handbook.

SCHOOL RULES

We will respect others by
Giving people personal space,
Treating others' property with care, and
Not hurting anyone on the inside (feelings) or outside with words or actions.
We will take care of School materials.
We will walk and talk quietly.
We will follow instructions.
We will tell the truth.

SCHOOL RULES AGAINST BULLYING

We will not bully others
We will help students that are bullied
We will include students that are left out.
When we know someone is being bullied, we will tell an adult.

SPECIAL EDUCATION REFERRALS

Special Education Referral (School Board Policy, File: IHBA)

In accordance with the Maine Special Education Regulations (Chapter 101: Section 7.8), the South Portland School Department has developed a policy regarding referral to the I.E.P. Team formally known as a Pupil Evaluation Team (P.E.T.). This policy is intended to provide a clear procedure by which any appropriate person in the school or community can initiate a referral. The Superintendent has designated the Director of Special Education as the person responsible for appropriate and timely handling of referrals.

1. Any professional employee of the South Portland School Department can refer a student by the following means: Speak to the Superintendent, principal, or to any member of the special services staff to obtain and complete a copy of the referral form. Referral forms are available in each guidance office and special education rooms. Special education teachers are available for assistance in completing the forms if required.
2. Parents of any eligible child can refer their child to the IEP Team if they have reason to believe that the student may require special education and supportive services. A telephone call or a written request to the Director of Special Education or building level principal will accomplish this. Any staff person contacted by a parent wishing to refer his/her child will put the parent in contact with the Director of Special Education, guidance counselor or principal and will assist in any way requested to expedite the process.
3. Any individual agency, representative, or preschool coordination site personnel with knowledge of a student can refer a student to the IEP process by contacting the Superintendent, Director of Special Education, guidance counselor or principal.
4. Any student who is deemed "at risk" by school staff, parents, or outside school person with relevant knowledge can be referred for screening by contacting the Superintendent, principal, guidance counselor, or Director of Special Education.
5. A referral is considered to be initiated upon the date the parent or guardian signs permission for the evaluation.

STUDENT STORAGE

Student Storage Facility Policy (School Board Policy, File: JIH)

The presence of items not connected to the school curriculum or extracurricular activities may create a distraction from the fundamental educational mission of the school and may pose a serious health and safety danger to the school community. In order to promote a functional, safe, and effective educational atmosphere, the following student storage policy is established.

- ❑ School authorities may, in their discretion, grant joint access or joint use of “storage facilities” with a student for the temporary storage of only the following: equipment associated with current school –approved curriculum, seasonal clothing, food necessary for consumption during the school day, limited amount of money, identification, and keys.
- ❑ Students shall not keep contraband of any kind, or highly personal items, in any school “storage facility”.
- ❑ School authorities may, at any time and without prior notice, open, clean, inventory, inspect, relocate, remove, alter, destroy, search, dispose of, or reassign any “storage facility” (whether locked or unlocked) and its contents.

TELEPHONE USE (Also see Electronic Device Usage)

Students have access to a student telephone, in case of emergencies. After school activity planning is not considered an emergency; therefore, plans must be secured prior to coming to school.

There are limited telephone lines into the school. Therefore, we do ask that you send a note rather than call the school if there is a change in your child's routine arrival or departure during a given day. It is important that our lines are kept clear between 9:00 a.m. and 10 a.m. for CHILD WATCH calls. Your cooperation is greatly appreciated.

TRADING CARDS

Trading cards and other collectibles are not allowed at school.

VISITING SCHOOL

Parents are encouraged to visit Small School. There is no better way for you to get to know our school than by visiting your child's classroom. We ask that you collaborate your visit with the classroom teacher beforehand. In order to provide a safe environment for your children, we ask that you sign in at the office before you go to the classroom. All visitors and volunteers are asked to wear a visitor or volunteer badge.

VOLUNTEERS

The South Portland school district's volunteer program is entitled PROJECT S.P.A.N. (Special People Answering Needs). Community members are actively sought to work in the schools. People are needed for a variety of volunteers tasks, including but not limited to helping with class activities, field trips, small group work, cooking, presentations, one-to-one mentoring or tutoring, listening to students read, and preparing materials for classroom use while at home. At Small School, we are very proud and humbled by the volume of volunteerism, please consider this great opportunity. All and any efforts are appreciated! Molly Aldrich is the Director of Volunteers and may be reached at 774-2812 Ext.432.

Reservation clause: The Principal and / or school district reserve the unlimited right to change the terms of the student handbook at any time, without notice.