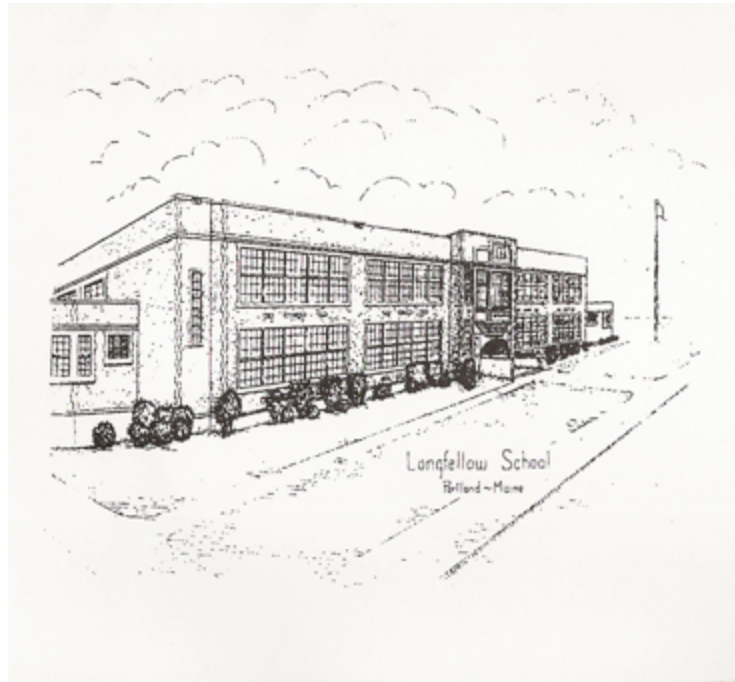


Longfellow Elementary School



Family Handbook 2018-2019

Your guide to the policies of the
Portland Public Schools
and the procedures followed at
Longfellow Elementary School
432 Stevens Avenue
Portland, ME 04103
207-874-8195

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Portland Public Schools Vision, Mission & Core Principles

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

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

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

Core Principles:

We support an organization that strives for continuous improvement and transparency, with agreed upon goals and evidence of progress.

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



Welcome to Longfellow Elementary School.

The purpose of this handbook is to provide you with a point of reference in understanding the practices and procedures that drive our decision-making processes at Longfellow School.

The Longfellow School staff is committed to ensuring that all students grow and learn, academically and socially. This commitment leads to the design of complex systems and programs that reach the diverse learning population that defines our school community. To support this effort, this handbook will serve as a valuable resource. Inside are answers to many questions families typically wonder about or ask us. You are encouraged to read this handbook and refer to it as a resource throughout the school year.

As a community we are committed to working together to protect our environment. We are continually identifying ways that we can reduce our consumption and reuse resources and materials. In this spirit, we have worked to streamline the language in our handbooks so that it can be used from year to year. This handbook may be accessed online or a hard copy will be provided to families upon request. Each year we will post on the Longfellow School website the information that changes annually or that is specific to the current year. Hard copies of these annual updates may also be provided to parents upon request.

Our staff looks forward to working with you. We encourage you to become as involved in our school community as your time permits. We welcome and value your thoughts and insights. Your contributions are critical to the success of our children.

Sincerely,

*Terrence Young
Principal*

Attendance

Regular and punctual school and class attendance are essential to a student's educational success. Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Committee policy as follows: personal illness, an appointment with a health professional that must be made during the school day, observance of a religious holiday, a family emergency, or a planned absence for a personal or educational purpose which has been approved in advance by the school, also educational disruption as defined by Maine law.

Parents are asked to notify the school office (874-8195) by the start of the school day if their child is going to be absent. If the school office has not been notified, a telephone call will be made to the parents of the absent student.

It is important for students to arrive at school and to be in classrooms at the first morning bell. Parents and guardians are asked to call in advance if they know their child is going to be late to school. Students who arrive after school starts must report to the office. Tardiness is excused for the same reasons as absences.

If an elementary student is absent for fifteen (15) days in a school year, this is a reason for referral to the school's RTI Team. If a student is absent for twenty (20) days, the student is required to repeat the grade unless the school administration determines there are unusual circumstances such as a long-term absence due to a serious illness or accident.

Before and After School Opportunities

After School Enrichment Clubs

Offerings may include sports, arts and crafts, board games, writing, cooking, yoga, acting/improve, computer skills, etc. Information will be available in the newsletter throughout the year as the classes are scheduled. The cost will be free or extremely low cost if there are materials involved. The PTO or appropriate teacher will send information home as programs are scheduled.

Intramural Athletics

Before and after school athletic programs are offered throughout the year for 3rd, 4th and 5th grade students. These include soccer, basketball, floor hockey, volleyball, ultimate frisbee and track. Games are held from 3:00 – 3:00 p.m. four to five days per week. The emphasis is on fun, exercise, and sportsmanship. Announcements of these opportunities are posted on the gymnasium door and game schedules are available to all participants.

Library Media Center

The library media center is open each day from 8:15 a.m. – 3:20 p.m. Students may exchange books, conduct research, or read before and after school each day.

Math Team

This is an optional program for fifth grade students with an interest in mathematics. The team meets weekly.

Music

In kindergarten through 5th grade students have general music once a week as part of their regular curriculum. In fourth grade, students have an additional option of chorus and/or strings offered once a week. In fifth grade, students have the options of chorus, strings, and/or band. Chorus meets after school on Thursdays at 2:50 – 3:30, and strings is a pullout program during the regular school day. In fifth grade students may choose between band and strings, with each area offered as part of the regular school day two times per week. The structure of this program changes annually depending on numbers. While most instruments must be rented privately, the school may provide a select few. Fifth graders may also participate in chorus on Thursday, 2:50 to 3:30.

Odyssey of the Mind

Teams of elementary school students work together to stretch their thinking skills via team performances and spontaneous responses. Teams are coached by parents and compete in regional competitions each spring. Parent leadership and interest each year defines these programs. Contact the PTO president if you have interest or questions about Odyssey of the Mind.

Portland Parks and Recreation Program

At Longfellow School the Portland Parks and Recreation's Before and After the Bell Program provides an opportunity for children to participate in structured and supervised activities. The Before School Program begins at 6:30 a.m. and ends at 8:10 a.m. The After School Program begins at 2:50 p.m. and ends at 6:00 p.m. More information can be obtained by calling 808-5400. Sign-up is required and a fee is charged. Families should use the parking lot entrance for the Recreation Program.

Many of these offerings are contingent on annual funding and staffing.

Bomb Threats

The Board has adopted a policy prohibiting bomb threats. Bomb threats cause a severe disruption of the educational program and put students and staff at risk. Bomb threats will not be tolerated and will result in disciplinary action as well as referral to law enforcement for possible prosecution.

Bus Transportation

Bus transportation is provided for all kindergarten students who live more than a half-mile from school. Students in grades 1 through 5 must live one mile or more from school to be eligible for bus transportation. There are two exceptions for this policy: 1) Students living on the east side of Forest Avenue are eligible for the bus due to safety concerns crossing Forest Avenue. 2) Special education students or students with medical issues who do not meet the distance requirement may be allowed to ride the bus under some circumstances. Riding the bus is a privilege and not a right. Students who do not follow the Student Bus

Conduct Code may receive consequences from the Principal and may lose their privilege to ride the bus. If this happens, parents/guardians will be responsible for transporting the student to and from school. Please refer to School Committee policy EEA-R, Transportation of Students. In the morning, a staff person meets bus riders in front of the school. At the end of the day, bus riders line up inside the building with the supervision of a staff member, and are walked to the bus in the bus loop.

Chapter 104 – Gifted and Talented Program

Chapter 104 is the Portland Public School District's program for gifted children. In accordance with state law, children are selected for the 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 of the Chapter 104 work happens within the context of the regular classroom with small pullout groups meeting on an occasional basis as needed. At this time, programming for elementary students is provided in grades three through five, with some informal consulting in grades one and two.

Community Partnerships

Parent and community involvement are key ingredients for successfully fulfilling Longfellow School's mission. There are numerous ways that parents/guardians and interested community members can be involved in our school. Your participation in these programs is welcomed and encouraged.

Corporate Partnerships

Longfellow School is fortunate to have partnerships with a number of local businesses, including Pierce Atwood Law Firm and University Credit Union, to name a few. The services we benefit from include extensive copying, as well as financial support. These partnerships allow us to build positive relationships outside the academic setting, to keep businesses informed about our school, and our students engaged with their larger community. The Community Coordinator maintains these partnerships.

Deering Future Teachers of America

Future Teachers of America is a group of Deering High School students who provide support to Longfellow students. Under teacher supervision, the high school student volunteers assist with learning activities in the classroom. A Deering High School teacher, and the Longfellow Community Coordinator coordinate this program.

Foster Grandparents

The Foster Grandparent Program connects generations by building upon the natural bonds existing between younger people and older people. They provide a stable, loving presence in our students' lives.

Computer/Internet Use

Please read the School Committee Computer/Internet Use policy and agreement. Violation of the policy/agreement may result in loss of computer/internet privileges and disciplinary action as appropriate. If you have any questions about these guidelines, please contact your child's teacher.

Conferences

Our fall conferences are dedicated to providing a time for parents and teachers to check in on student progress and to set goals for the remainder of the school year. Our spring conferences are student-led and involve students, parents and teachers. This model provides an opportunity to examine student work and plan collaboratively for the remainder of the year. Fifth graders have student led conferences in the fall and spring. The conferences are scheduled at set times in the fall and spring.

Crisis Plans and Safety-Related Policies

The Portland Schools take the issue of student and staff safety very seriously. The School Committee has approved several safety-related policies that are summarized in the appendix of this handbook. Many preventive and crisis response measures are in place in our school system to provide for the safety of our students and staff. School Committee policy requires each school to have a crisis plan in place that is specific and thorough. The plans follow guidelines established through a joint effort of the Portland School Department and the Portland Police Department. Each school is also required to conduct practice drills to make sure that all staff are familiar with the crisis plan. More information about the school's crisis plan is available in the school office.

Discipline Procedure/ Rights and Responsibilities

In order to maintain an environment where learning is fun and everyone feels safe and respected, it is very important for students to learn and follow all school policies and rules.

The Longfellow Learning Community has adopted the following habits for student behavior: We are learners that are safe, respectful, and responsible. It is our goal to support each student as a learner and contributing citizen at Longfellow, within their community and in our world.

In our Longfellow Learning Community, we will...

Come to school prepared to listen and learn
Do our best work at all times
Use kind words and actions
Respect school property and the property of others
Walk quietly in hallways – Use a '10 Line''

As we have lunch together, we will...

Eat our own food
Use good table manners
Stay in seat selected
Talk softly
Raise hand for assistance
Clean up area used
Follow the routines established by the lunch staff and teachers

On the playground, we will...

Use all equipment safely

Stay on school grounds

Follow directions of all school staff

Keep hands and feet in own space

Play safely

Take turns and share equipment

Include everyone who wants to play

Use only equipment approved by Longfellow staff

Use of the following is prohibited: Bats (wooden), hard balls, bicycles, skateboards, roller blades, tape recorders, electronic games, iPods/iPads, radios/cell phones/pagers/walkie talkies, or anything that cannot be used safely on our playground. Additionally, the use of trading cards and toy weapons are prohibited.

Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record.

Example behaviors:	First offense	Second offense	Third or more
Disrespectful to others:	Discussion	Discussion	Discussion
Teasing, rudeness	Apology	Apology	Apology
Name calling, Pushing		Parent contact	Parent contact
Mean Behaviors:	Discussion	Discussion	Discussion
Physical aggression	Apology Consequence Parent contact	Apology Consequence Parent Contact	Apology Consequence Parent Contact
Extreme Behaviors:	Discussion	Discussion	Discussion
Dangerously aggressive	Consequence	Consequence	Consequence

Parents/guardians are informed when the school staff is concerned about your child's behavior. You can support your child's efforts to improve behavior by discussing the incident with the appropriate staff.

Dismissal

If a student needs to be dismissed early, the parent may come into the school office and sign the student out with the secretary, who will call the classroom and ask for the student to be sent to the office. No child will be dismissed early from school until a parent, guardian or authorized person reports to the office to sign the child out.

Dismissal at the end of the school day is a very busy time. For safety reasons, and to make dismissal an orderly process, we ask that you cooperate with the following procedures. If your child normally walks or takes the bus, but you are planning to pick your child up at the end of the day, please send a note or call early in the day. It is difficult for school staff to keep track of children when there are last minute changes.

Parents/guardians are asked to wait for their child in designated areas rather than coming directly to the classroom. The school bus will be in the bus loop from approximately 2:50–3:15 p.m. each day. The parking lot will be closed to cars from 2:45–3:15 pm each day.

There is no adult supervision on the playground after school. If not attended by an adult, students should go directly home for safety reasons.

Dress Code

The PPS Board of Directors recognizes the importance of appropriate appearance of our students in keeping with the goals of the district to provide safe, healthy, and nondiscriminatory environment for educating students and maximizing academic and social development. Students are expected to use sound judgment and reflect respect for themselves and others in dress and grooming. Clothing should not be disruptive to the school's learning environment. Therefore the following guidelines will be followed:

1. Articles of clothing that are revealing are not permitted. Clothing must be loose and opaque, not skin-tight and/or see-through. Clothing should cover all undergarments, specifically bra straps and underwear. Spaghetti strap shirts are not permitted. Clothing must appropriately cover chest and midriff. The length of skirts and shorts must be to mid thigh or to fingertips.
2. Articles of clothing that are sexual, vulgar, lewd, indecent, or include insulting words (e.g., racial/ethnic slurs) are impermissible.
3. Articles of clothing, which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds (when school is in session) or during school functions.
4. Footwear must be worn at all times on school grounds, flip flops are discouraged.

Early Release Days

District-wide early release days are scheduled every Wednesday afternoon, beginning in the latter part of September through May. On these identified Wednesdays students will be dismissed at 1:50 p.m. Staff will be engaged in important reflective activities connected to our teaching and learning practices. Please mark your calendars with these important dates. Additionally, we have 11:35 dismissal for the fall and spring conference days and the last student day of the year.

Emergency Information

It is very important that parents promptly return the Emergency Information forms so that school staff is aware of your child's medical information and knows how to reach you during the school day.

Please let us know whenever you have a change in address, telephone number, place of employment or emergency contact person.

Family Living Program

The Family Living Program is offered in grades 4 and 5 as part of the health curriculum. Four lessons will be presented to fourth graders consisting of basic health information: human body systems (including the reproductive system), disease prevention, abuse prevention and safety, and making healthy choices. Grade 5 is a continuum with 7 lessons including puberty changes, harassment, family structures, abuse prevention and a split class to cover personal issues around puberty, human sexuality and pregnancy. In the split classes females meet with a female teacher and males with a male teacher. A parent preview meeting is held at each school prior to the start of classes and a staff member is available for questions and concerns. Should you have any questions, you may contact the Principal at: 874-8195.

Field Trips

Field trips are planned to provide students with experiences that enrich the educational program. Field trip permission forms are sent home for parents to sign and return. Children will not be permitted to participate in field trips unless the permission form has been returned. School rules and policies must be followed on field trips. Additionally, we send home a walking field trip permission slip. Once this slip has been returned, families will receive notice of any field trips or activities within walking distance of the school.

Fire Drills

Fire 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. Fire escape routes are posted in each room. Parents/guardians are encouraged to practice fire drills at home as well.

Fundraising

The principal must approve all fundraising activities in advance. PTO fundraising activities are governed by the guidelines of that organization.

Green Team

The Green Team consists of fourth and fifth grade students. This group is a voluntary team that meets weekly with the school's Assistant Principal, during the first 20+ minutes of Friday recess. One of the roles of the team is to assist with our cafeteria *Sort It* program by educating staff and students about the program and tracking the school's effectiveness.

Mission Statement

The Longfellow Green Team helps lead our school learning community as peer role models and promotes a

healthy environment for students and staff by:

- o Promoting environmental educational opportunities for the children of Longfellow school
- o Reducing waste through 'SORT IT', the school and district recycling/food compost/garbage
- o Uniting with our community in service learning type projects
- o Encouraging leadership and personal responsibility from the children and community

Head Lice

School is in session and children are once again together for sleepovers, playdates, after school rec, sports practices, and other group activities. Whenever children are together, colds, flu, lice and other "catchy" things are present. This is a reminder to do periodic head checks on your children at home especially if your child is persistently itchy. If you discover head lice in your child's hair, please call the school right away. We can help with treatment suggestions; and we can also help by monitoring other children in your child's classroom.

The spread of head lice can be controlled with prompt diagnosis and effective preventative treatment. Lice can affect anyone regardless of background or hygiene. Lice cannot fly or jump, and they are normally transferred by direct head-to-head contact or by sharing items like hats, combs, helmets, etc. Encourage your child to not share these items. If we work together, we can make this all too common problem--which is found where ever children are--less of a problem.

FYI-There is no exclusion from school for head lice.

Health Screenings

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

Homework

Meaningful homework helps students succeed in school and learn good study habits. Homework gives students a chance to practice what they have learned in school and to deepen their understanding of what is taught. Homework also provides an opportunity for students to share what they are learning with their parents/guardians. The School Committee policy guides the amount of homework that is given at each grade level:

- Grades K-2: Occasional, specific assignments up to 15 minutes.
- Grade 3: Assignments up to 30 minutes, four times per week.
- Grades 4-5: Assignments up to 45 minutes, four times per week.

In all grades, the most important "homework" is having your child read to you and reading to your child every day. Teachers send home books to help children practice their reading skills and they can also suggest wonderful books for reading aloud to your child. Our school asks all families to make a commitment to nightly reading and it is in addition to the above-cited homework guidelines.

Homework During Extended Absence

When a student is out of school for an extended illness or a family trip the following make up procedures will apply:

1. The family will notify the teacher/office of the student's absence. We encourage students to read as often as they are able during an extended absence.
2. If the extended absence is due to a family trip or vacation, the parents will fill out a *Vacation Notification* form and submit it to the Principal. These are available from teachers or in the office.
3. When the student is ready to return to school the parent/guardian will make an appointment to check in with the classroom teacher. At that time the teacher will determine what work should be completed that the student missed. The family and teacher will establish a timeline for the work to be completed and returned.

Illnesses and Injuries at School

If your child becomes ill during the school day, you will be called to pick up your child. 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 injuries that occur at school. Parents/guardians are notified by telephone or note describing the accident, the extent of injury, and the treatment provided.

Guidelines for Keeping Sick Children Home from School

Each day many parents are faced with a decision: should they keep their sick children at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. The following guidelines should be considered when making the decision:

- **Fever.** The child should remain at home with a fever greater than 100°. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Diarrhea/Vomiting.** A child with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- **Strep and Bacterial Infections.** Following a diagnosis of strep throat or other bacterial infections, the child can return to school 24 hours after the first dose of prescribed meds. Please let the school know if your child has this type of infection as we try to look for any patterns.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover.

Immunizations

Maine law requires all students to receive the following immunizations: four OPV (three if third dose is given after fourth birthday); five DPT (four if fourth given after fourth birthday) two MMR, and Varicella (chickenpox) vaccine will be required for students in grades K-12. Non-immunized students are not permitted to attend school unless the parent/guardian provides a written statement from a physician that immunization against one or more diseases may be inadvisable or the parent/guardian provides a written statement that immunization is contrary to their religious, moral or philosophical beliefs. The Superintendent and/or public health officials may exclude non-immunized students from school if there is a health threat to the student or others. Questions concerning these requirements may be addressed to the Principal or school nurse. All immunization updates during the year can be reported to the school nurse to be included in the school health record.

Learning Garden

The Learning Garden, also known as the Poet's Hideaway, is a green space behind the school where we have multiple garden beds as well as a pond, shed, greenhouse and shade structure. This space is actively used as part of our curriculum, as well as for school-wide community events. Primarily the wonderful Longfellow School PTO and community volunteers maintain the garden.

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 frequently for personal items. Periodically during the year, unclaimed items will be donated to charity.

Media/Internet

Periodically, the media captures student work, comments or photos. Release forms are sent home each year as part of our Back to School Packet. Forms are kept on file for the school year.

Medications

It is a Portland Public Schools policy that only absolutely necessary medications will be administered to students in school. A Portland Public Schools form must be completed and signed by the parent or legal guardian. If the medication is a prescription medication, a physician's signature or current pharmacy label must be provided. The medications that must be administered during the school day must be sent in an original, unbreakable container that is properly labeled with the name of the medication, date, dosage and

name of the student who is to receive it.

Parents or legal guardians will be responsible for providing precise instructions from their physician for action to be taken when a student contacts an allergen that may cause anaphylaxis (bees, wasps, nuts, other foods, latex, etc.) and appropriate medications. Portland Public Schools reserves the right to refuse requests for administering medications to students if any of the criteria outlined above are not met.

Newsletter

We have made a commitment to provide families with ongoing regular communication of information from school to home. The second Friday of every month, you can expect a newsletter that will highlight our important school events as well as important information about our work in the areas of teaching and learning. Please take the time to read this information, as it will support your ongoing connection to school. Our newsletter is also posted on the Longfellow School website:

<http://longfellow.portlandschools.org>.

Open House

Open House at Longfellow is known as Classroom Information Nights for parents/guardians is scheduled near the beginning of each school year. This is traditionally a “parent only” event. The evening provides teachers an opportunity to tell parents about their classroom programs. Specific information is sent home through the mail or with students early in September. This evening is typically planned for an evening in mid-September and we have separate nights for each grade level

Parent Organization

Longfellow School's Parent Teacher Organization has grown enormously over the years. The PTO is a strong fundraising body and has a commitment to strengthening communication, fostering a sense of community for staff and parents. With the money that we raise we provide two services to the community of Longfellow School: enrichment of the public school education and community building. The PTO supports the Cultural Enrichment Committee, the Library Committee, and the Learning Garden Committee. The PTO funds field trips and teacher and staff needs. The PTO holds two major fundraisers each year: the Gift Sale in the fall and the Auction in the spring.

The mission of the Longfellow School Parent Teacher Organization is twofold: to provide enhanced educational opportunities for the children of Longfellow School through funding and organizing activities involving cultural enrichment, science, literacy, nature and the arts; and to encourage community and shared experiences with the families and neighborhoods that surround the school.

PTO Room Representatives

Each year there are 2-3 room parents per classroom who act as the Parent Room Representatives to the PTO. If there is an interested parent, please contact the PTO president.

Auction

The Spring Auction is the largest annual fundraiser for Longfellow School and requires a large number of volunteers. Auction subcommittees will be formed each year and volunteers for each classroom are needed as well; more information is available by contacting the PTO officers.

Baker's Brigade

The Baker's Brigade is a list of potential bakers for school events. If you are interested in receiving emails that request food/baking help for specific school events, please contact the PTO officers.

Cultural Enrichment Committee

Mission statement: To allow students to sample the artistic richness of the greater Portland community regardless of family background or income; to provide all students with the opportunity to work directly with a practicing, professional artist; to recognize and validate multiple styles of learning; to augment classroom instruction and supplement regular instruction in art and music by bringing into the classroom artists whose expertise is different than that of our staff; to provide students, staff and school community with an opportunity to develop historical and multicultural understandings as they make connections between themselves and their artistic community; to connect artist's residencies with state and local learning results and standards.

In the context of this mission, we provide grade level residencies in the arts; take students on field trips to performances and museums; and sponsor workshops, demonstrations and hands-on learning experiences in the classroom.

The Co-chairs of this committee invite all interested community members to participate. We also welcome parents with children in each grade level to serve as a Cultural Enrichment Liaison. Liaisons will create a partnership between grade-level teachers and our committee to coordinate and plan these enrichment opportunities for students.

Library Committee

The Library Committee assists school library media specialists with library programming, author and illustrator visits, poetry week, book fairs and the Maine Student Book Awards. Volunteers are especially needed to shelve books on an occasional or regular basis.

Learning Garden

Behind Longfellow School there is a wonderful learning garden that has been developed into a hands-on learning lab for our students. This space is a valuable teaching tool as well as a place for school and community events. Please see Appendix R for the Learning Garden Guidelines. We are often in need of volunteer support and encourage those who are interested or have a project idea, gardener or not, to contact the Learning Garden Committee chair.

Pets

Due to increased awareness about student allergies, students are not allowed to bring pets to school unless they have received permission in advance from their teacher and principal. Animals are not allowed on school buses at any time. Animals are not permitted to be on school grounds, athletic fields or playgrounds, by city ordinance.

Placement Procedures

Student placement is a thoughtful process that involves time and input from parents/guardians, classroom teachers and other school staff and administrators. The placement team (which includes the child's current teacher) reviews academic progress, interpersonal relationships, gender, medical needs and specialized instruction. The team makes the final class placement decision.

Parents have the opportunity to give input into the process by providing written information through our parent profile sheet. These forms are usually distributed after April vacation. They serve two purposes: one, they inform the placement committee of the parent's thoughts and understanding of the child as a learner, and secondly, they provide your child's new teacher-with as much information as possible regarding your child as a learner. We are unable to honor any requests from parents regarding a specific teacher selection. It would be impossible for us to honor such requests. We believe that every teacher at Longfellow Elementary School works hard to know and understand the children in their classroom. We work closely with families to support any needs or issues that arise, always placing the best interests of our students first. If for some reason a child and a teacher spend one year together in a two-year cycle and families continue to feel that the match is not working in the best interest of the child, a request can be made in the spring for a different classroom placement for the following year. This request should be made in writing to the school principal. It is not necessary to cite a reason for the change in placement to occur. In addition, a parent can request that no other children in that family be placed in that teacher's classroom.

Further information about specific placement procedures is made available to parents in the spring. Please contact the principal if you have any other questions.

Playground

The playground is not supervised before morning recess begins at 8:00. Parents/guardians are expected to make arrangements for supervising their child prior to this time. At the close of school, children are expected to leave the school grounds promptly unless they are there with a supervising adult. The school does not provide playground supervision after the school dismissal time.

Pledge of Allegiance

Reciting the Pledge of Allegiance is part of the school's morning announcements. Memorizing/reciting the Pledge of Allegiance is not mandatory. Anyone who objects to the pledge is excused from participation. Those objecting should contact the principal's office.

Progress Reports

The Portland elementary schools are on a trimester schedule and student progress is communicated to parents/guardians three times a year. In addition, parent conferences are key to understanding student progress.

Retention of Students

The School Committee 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. **(See Attendance on page 6.)**

Religious Holidays

Please refer to the Portland Public Schools Holiday Observances Guidelines available in each school office.

School Cancellation or Delay

In the event of emergency or weather-related school delay, cancellation, or early closing, announcements are made on local radio and television stations, including Channel 3, as well as the Portland Public Schools website www.portlandschools.org. Please do not call the school office for this information, as telephone lines are very busy during these times. School delays or cancellations are announced beginning at approximately 6:00 a.m. Early school closings may require announcements during the school day. Please note that cancellation of school may result in the date for the last day of school to be adjusted.

School Lunch and Breakfast

A nutritious lunch is available daily, with a vegetarian option, to all students in grades K-5. Milk may be purchased separately. There is orange juice available for any student who cannot drink milk. Monthly menus are sent home with students. You are encouraged to check the menu to be sure your child will eat what is being served. Free and reduced lunches are available to students who qualify.

The Portland Public Schools have a “point of sale” lunch program, which is designed to help lunch run smoothly and require less staffing. It also takes the exchange of money out of the cafeteria; this reduces the stigma that is sometimes associated with students who pay for lunch and those who have a lunch that is subsidized.

Each student at Longfellow School has a student identification number. Students enter the cafeteria and take their lunch and/or milk. They go to a PIN pad at the end of the line where they enter their student ID. Our lunch team leader monitors this process and records either milk or full lunch as students enter their PIN number.

The system is grounded in a hope that families will prepay for lunch. You can prepay by the week, month or as far in advance as you wish. Students will bring their prepay envelopes to school on Mondays, additional envelopes are always available in the office. The money brought in is entered into student accounts. Students who forget to bring money will be allowed to charge up to \$15.00 in the cafeteria. If your child owes money, s/he will come home on Friday with a letter to remind you to send money on the following Monday in an envelope for the account.

Portland Public Schools now offers an online payment system thru *PayPams*. This option offers families an opportunity to make payments online with their credit cards. There is a charge of \$1.95 per student payment, but other services are free. Go to <https://paypams.com/> for more information or to create an account.

The Portland Public Schools also offers a daily breakfast program. Breakfast can be prepaid in the same manner that lunch is prepaid. Breakfast is free for those students who qualify for free and reduced lunches.

Students will pick up breakfast outside the gym doors, as they enter the school at the morning bell and the breakfast be eaten in the classroom.

K-5 MEAL PRICES:

Breakfast	\$1.30
Lunch	\$2.70
Milk alone	\$0.50

School Pictures

School pictures are taken in the fall each year. If a student is absent on Picture Day, he or she will have the opportunity to have their photo taken on Retake Day. Parents/guardians will have the opportunity to purchase picture packages from the photographer, but this is strictly optional. All students will receive a class photo, whether or not they buy an individual picture package.

School Supplies

Parents/guardians are notified by teachers about the basic supplies each child should have 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.

Searches

Lockers, desks and other school storage facilities are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School

officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Only locks provided by the school may be used on lockers and all other locks will be removed.

School officials may also search students' wallets, purses, backpacks, pockets, automobiles, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Committee policies, and/or school rules.

Illegal and/or prohibited items such as firearms, weapons, drugs, alcohol, tobacco, stolen property, or other items determined to be a threat to the safety or security of the school will be seized and the student's parent/guardian notified. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

Sign-In

In the interest of maintaining a safe school environment, after 8:20 a.m. school access will be limited to the front entrance. All other entrances will be locked. We ask all visitors (parents, guardians, relatives, community members, etc.) to the school to sign in at the office and wear a visitor's tag. For the safety of your child and all children, staff members are instructed to ask you to adhere to this policy at all times.

Snacks

Most classes have a morning snack period. Parents/guardians are encouraged to send a healthy snack with their child each morning. We strongly discourage students from bringing candy, soda and other non-nutritious snacks. Many classrooms adopt a "non-candy environment." Please check with your child's teacher to support the expectation for healthy eating. Please do not send food or drinks in glass containers. Please remember we are a PEANUT FREE school.

Standardized Testing

A formal testing program allows the school to look at student performance trends over time. It is very important to remember that testing 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 teacher can provide you with complete information about your child's performance.

Student Reference Letters

Staff members, especially in grade five are frequently asked to complete letters of reference as students and families consider private school placements for middle school. We ask that parents provide classroom teachers with as much notice as possible as these can be very time consuming and require thoughtful reflection.

Student Records

The Portland School Department complies with all federal and state laws concerning confidentiality of student records. A notice is sent home with students at the beginning of the school year about parent and student rights concerning student records. If you need more information, please contact the principal.

Telephone Use

The office telephone is for school business and students may only use the telephone with the permission of their teacher and office staff. Due to the number of students that attend Longfellow School, we are not able to allow students to use the telephones to call home for forgotten homework, lunches, musical instruments, or to make after school plans without permission.

Traffic Safety

Over the years we have experienced many challenges as we work to ensure safety for students who walk through our bus loop in the afternoon. A decision was made to close the bus loop between 2:45 and 3:15 pm. We believe limiting automobile access during this time will help us to ensure our students are safe as they are dismissed from the building.

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, staff parking and car zones. Cars should approach all areas slowly and with caution. The movement of children on the school grounds and sidewalks can be unpredictable and adults are reminded to be alert at all times. It is essential that students **walk when crossing Stevens Ave.** and at all times use the crosswalk. Students have often been observed running outside and through the crosswalk and riding bicycles and scooters through the crosswalk. These situations create considerable safety concerns. Please help us by reminding your children of the safety procedures. We have closed the parking lot/bus loop between 2:45 –3:15 pm due to safety concerns for students. We appreciate your support of this decision as we work to ensure that students can arrive and depart from school safely.

Transfer Students

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

Walkers/Bicyclists/Skateboarders/Scooters

Parents/guardians are requested to talk to their child about traffic safety. It is important that children use sidewalks and cross streets at locations where a crossing guard is on duty wherever possible. We caution children when riding bicycles, skateboards, scooters or roller blades to school due to the risk of student injury and/or theft or damage to these items. We do have bike racks for bicycles at Longfellow School and children are urged to use a bike lock when leaving a bike in the rack. Additionally, bicycles, skateboards, scooters and rollerblades may not be ridden on school grounds from 8:00–2:50 pm.

Valuables and Personal Items

We expect students to leave extra money, toys, electronic games, and other personal belongings at home. The school is not responsible for lost or damaged belongings. Items that distract students from learning will be taken away until the end of the school day or until a parent/guardian can pick the item up.

Visitors

Longfellow School welcomes parents, guardians and other community members to visit our school. To help us promote a safe environment, all visitors and volunteers must check in with the school office, sign in and out in our guestbook in the front hall, and wear a nametag (available in the office) prior to going to the classrooms. Your cooperation in ensuring the security of our building is appreciated.

Volunteers (Parent/Community)

The Portland Public School district invites you to join our education listserv. The Portland Education Connection features discussions around issues, events and news in the Portland Public Schools. To join the Portland Education Connection, Portland's community public education forum, go to:
<http://groups.yahoo.com/group/portlandschools/>

The Community Coordinator is responsible for developing and nurturing relationships with local businesses and organizations, which include coordinating the Mentor Program and large copy jobs, overseeing the Foster Grandparents, supporting the Future Teacher Program, coordinating the Volunteer Recognition, managing the volunteers, including reference and background checks, and providing support to teachers to enhance student learning. Additionally, the Partnership Developer is also available to support grant writing. Please do not hesitate to contact the Community Coordinator through the front office for any needs related to supporting student learning. We greatly rely on and value our volunteers. The options are many and varied and we encourage you to volunteer. For more information you can contact the Community Coordinator via email or by telephone at 874-8195.

Portland Public School Board Policies Referenced:

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

NEPN/NSBA Code: JRA-E

**ANNUAL NOTICE OF STUDENT EDUCATION
RECORDS AND INFORMATION RIGHTS**

The Family Education Rights and Privacy Act (“FERPA”) provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$0.10 per page.

B. Amendment of Records

Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

PORTLAND PUBLIC SCHOOLS

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without the prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior consent must complete the Military Recruiter/Post-Secondary Institution Access to Student Information Form provided by their child's high school by September 15th or within two weeks of enrollment, whichever is later. Parents/eligible students may submit the form at any time during the year, but it cannot be retroactive.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

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D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Complete update: May 14, 2013

Revised: November 18, 2014

Legal Notices from Portland Public Schools to Parents

Harassment, Sexual Harassment, and Hazing

Students are prohibited from engaging in physical or verbal harassment of and/or threats to other students or staff members. Prohibited harassment includes, but is not limited to, intimidation or disparagement on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, religion, age, or disability. Prohibited harassment includes the sort of verbal abuse (e.g., name calling, use of profanity, ethnic or racial slurs, derogatory statements addressed publicly to others) that interferes with an individual student's education or the educational purposes of the school. **Refer to School Board Policies ACAA, ACAA-R, and ACAD.**

Sexual insults, name-calling, off-color jokes, intimidation by words or actions, offensive touching, pressure for sexual activity, unwelcome sexual advances, requests for sexual favors, and gestures and comments of a sexual nature are prohibited and will be construed as sexual harassment. Non-consensual touching, including physical fighting, will be construed as assault and battery. Disciplinary action for acts of harassment, hazing, assault and battery may include suspension or expulsion. Any student who is harassed, hazed, assaulted, or battered should report such occurrence immediately to an administrator. Another available resource is the School District's Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, stoddb@portlandschools.org.

LINK: [www.portlandschools.org/board of education/board policies/Book A - Foundations and Basic Commitments](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20A%20-%20Foundations%20and%20Basic%20Commitments)

Bullying and Cyberbullying

Bullying includes, but is not limited to, a written, oral, or electronic expression, physical act or gesture, or any combination of these, directed at one or more students, that:

1. Causes physical or emotional harm to the victim or damage to the victim's property;
2. Places the victim in reasonable fear of harm or of damage to the victim's property;
3. Creates an intimidating or hostile educational environment for the victim; or
4. Interferes with the victim's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of conduct that may constitute bullying include, but are not limited to:

- A. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;

- B. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including, but not limited to, gossip, spreading rumors, and social exclusion;
- C. Non-verbal threats and/or intimidations, such as the use of aggressive, menacing, or disrespectful gestures;
- D. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- E. Blackmail, extortion, demands for protection money, involuntary loans or donations;
- F. Blocking access to school property or facilities that the student otherwise would have access to;
- G. Stealing or hiding books, backpacks, or other possessions;
- H. Stalking; and
- I. Physical contact or injury to another person or his/her property.

Cyberbullying means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

The district's policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students. **Refer to School Board Policy JICK.** Any student who has been bullied should report such occurrence immediately to an administrator. Another available resource is the School District's Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, stoddb@portlandschools.org.

LINK: [www.portlandschools.org/board of education/board policies/Book J - Students](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20J%20-%20Students)

Use of Physical Restraint and Seclusion

The School District has adopted a policy and procedure to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined in the policy, may only be used as an emergency intervention when a student's behavior presents an imminent risk of injury or harm to the student or others.

Physical restraint is defined as an intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily. Seclusion is defined as the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student. The policy sets forth specific examples of what does not constitute physical restraint and what does not constitute seclusion. The accompanying procedure defines important terms such as emergency, imminent risk of injury or harm, dangerous behavior, and serious bodily injury. The procedure describes permitted and prohibited uses of physical restraint and seclusion, monitoring obligations, and sets forth notice and reporting requirements. **Refer to School Board Policies JKAA and JKAA-R. Also refer to Maine Department of Education Rule Ch. 33.**

LINK: [www.portlandschools.org/board of education/board policies/Book J - Students](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20J%20-%20Students)

**Portland Public Schools
2018-2019 Calendar**
Revised May 21, 2018

Approved by Portland Board of Public Education 2/27/2018

August	September	October	November	December																																																																																																																																																													
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Longfellow School Hours 2018-2019

8:00 - 8:10

Playground is supervised

8:10

Students enter school building

8:20

Attendance taken and instruction begins

2:50

Dismissal

Wed. Early Release

1:50 (Sept. 26th - May 29th)