

Ocean Avenue Elementary School



Family Handbook 2016-2017

Your guide to the policies of the
Portland Public Schools
and the procedures followed at
Ocean Avenue Elementary School
150 Ocean Avenue, Portland, ME 04103
207-874-8180

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Portland Public Schools Vision, Mission & Core Principles

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

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

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

Core Principles:

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

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

September 2016,

Dear Families,

Welcome to Ocean Avenue Elementary School! The purpose of this handbook is to provide valuable information to you about the policies and procedures at Ocean Avenue. Inside are answers to many questions families typically wonder about or ask us. Topics are listed in alphabetical order. I encourage you to read this handbook and refer to it as a resource throughout the school year. This handbook has been developed within the framework of the Portland School Committee Policy Manual. In case of a conflict between a School Committee policy and the rules in this handbook, the School Committee policy will prevail.

I am looking forward to working with you as partners in educating students. As a parent of two sons, I have always wanted a positive relationship with their teachers and principal. Thus, as principal, I will always work hard to keep you informed about your child's education and informed about situations involving your child. If you have any concerns or questions, please feel free to call your child's teacher, our social workers, Chris Salamone or Amanda Powell, our Assistant Principal, Ann Hanna, or me. If we are not available to take your call, we will call you back as soon as we can. (874-8180)

The Portland Public Schools are committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students, regardless of race, sex, color, national origin, marital status, religion, age, disability, or sexual orientation.

Our staff looks forward to working with you. We encourage you to become as involved in our school community as your time permits. Our newsletters, website and Facebook page are great resources to help keep you informed about school events. We welcome and value your thoughts and insights. Your contributions are critical to the success of our children. If you have any questions that are not covered by this handbook, please feel free to call us at Ocean Avenue. We will be most happy to help you.

We look forward to a year of growth for each of our students and eagerly join with you in preparing your child for their future.

*Sincerely,
Beverly Coursey
Principal*

Attendance

Parents/Guardians are expected to call the school office at **874-8180** prior to **8:00 A.M.**, if their child will be tardy or absent. The homes of students whose parents/guardians have not called in will be contacted in order to insure that the child is safe at home.

Regular and punctual school attendance is 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 Board 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. Other absences are considered unexcused. Absences for family vacations during times when school is in session are considered as unexcused absences. It is important to be aware that such unexcused absences may make it difficult for students to master concepts taught and reinforced in the classroom program. Vacation or make-up assignments really cannot "replace" specific classroom instruction. Teachers are not required to give vacation homework or make-up assignments or assessments. Maine Law requires that children attend school (20-A MRSA 5001- A). In cases of excessive unexcused absences/truancy for which the parent is responsible, the school department may refer to the Department of Human Services and law enforcement.

Before and After School Child Care Programs

The City of Portland Parks & Recreation Department offers a before and after school recreation program. The Before School Program hours are 7:00-8:30 a.m. and the After School Program hours are 3:00-5:30 p.m. Brochures and Registration Forms (including Fee Schedule) can be obtained by calling 756-8275. For more information visit:

<http://www.portlandmaine.gov/rec/rec.asp>

Birthdays

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

Bus Transportation

Bus transportation is provided for all Kindergarten students who live more than a half-mile from school. Students in grades 1 through 5 must live one mile or more from school to be eligible for bus transportation. Only eligible students are permitted to ride the bus. School buses are considered moving classrooms where all school rules apply. 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. We take this matter seriously and ask you to review the bus rules with your child. Adherence to bus rules insures the safety of all children while riding the bus.

For a student to be dropped off at an alternative bus stop, parents must send in a written note, and there must be room available on the bus. Bus time and stop information is sent to parents on a post card from Central Office prior to the start of the school year. The transportation department can be contacted at 874-8240.

Bus Conduct Rules

1. On the first occasion of a violation, the driver will issue a warning to the principal. The Principal/Driver will speak with the student and inform parents of the violation by a copy of the written complaint.
2. The second offense will require the suspension from the bus for a period of up to 3 days.
3. The third offense will result in the suspension from the bus for 5 to 10 days. The parents will be requested to meet with the Principal and driver to problem solve. If there is a fourth offense, the student will lose bus privileges for the rest of the school year.

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 this program in grades three and five on the basis of standardized test scores and teacher recommendations in reading, writing, math, and art. District consultants work with classroom teachers to provide extensions to classroom lessons that are appropriate for highly able learners working two or more grade levels above. 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.

Communications

It is our intent to keep families informed and involved with school. School-wide newsletters will be sent home on a regular basis. Classroom teachers also send class news regularly or maintain a class website. Each teacher's plan for communication between home and school is individualized and s/he will inform you of the procedures at the Open House. School newsletters are an important source of information and include upcoming events, PTO meetings, curriculum, community meetings, assemblies and extra curricular activities. Like us on Facebook! If you need more information please call the office at 874-8180.

Community Partnerships

The Ocean Avenue Elementary School is very interested in developing more business and community partnerships. Historically, some local businesses have provided donations, discounts, and educational opportunities for our students. If you have any information and/or connections that could enhance this program, we would very much appreciate it if you would share this with us. Please contact the Partnership Developer's office at 874-8180.

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

Computer/Internet Use

Please read the School Committee Computer/Internet Acceptable Use policy that is explained on the district's website in the parent section under policies. 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. Policies can be found at: <http://www2.portlandschools.org/>

Conferences

Parent/Student/Teacher conferences will be held on November 21th and 22th and March 16th and 17th this year. Students are dismissed at 11:30 on conference days. This time provides you the opportunity to talk about your child's progress in school. Individual conferences will include information on growth over time and goal setting. At the conference, samples of your child's

work will be shared as evidence of achievement. Conferences are encouraged throughout the year as needed and are not limited to these dates. You may call or e-mail your child's teacher to schedule a meeting. Translators can be made available for families as needed.

Crisis Plans and Safety-Related Policies

The Portland schools take the issue of student and staff safety very seriously. The School Board has approved several safety-related policies that are summarized at the district website in the parent section under policies. (<http://www2.portlandschools.org/>). 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 staff is familiar with the crisis plan.

Custodial Arrangements

Any specific child custody arrangements should be documented and kept on file in the Main Office. If there are any changes to these court documents throughout the year, it is important to file the most recent document in the office. We will honor the document we have on file, which may mean refusing to dismiss a child. We reserve the right to ID any person[s] dismissing children.

Discipline Procedure/ Rights and Responsibilities and PBIS

Every student has the right to come to school safely, be at school safely and go home safely. Every student has the responsibility to follow school rules and maintain a safe presence at all times. The Ocean Avenue Staff strives to create a culture of safety. Parents are encouraged to help their children respect authority, fellow students and the property of others. An appropriate discipline system is crucial to effective teaching and learning.

At Ocean Avenue we practice Positive Behavior Intervention and Supports (PBIS). PBIS is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. PBIS is for the whole school, it is preventative and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. School-wide means that we support appropriate behaviors in classroom and non-classroom (bathrooms, playground, hallways) areas. The goal is to create an environment that sets ALL students up for success. For your child's safety, Ocean Avenue School has the following rules to guide appropriate student behavior:

General Rules

- We are responsible
- We are respectful
- We are safe

Unacceptable Behavior

Students who break school rules will have consequences which may include:

- Conferencing with staff or administration
- Notifying parents/guardians
- Loss of privileges; time out of class
- Restricted Recess or Lunch
- Writing an apology or other restitution
- Community service
- A request for a meeting with parents/guardian

Fighting, overt student disruption, bullying, use of foul language toward others, vandalism of school property, leaving an assigned area, throwing objects in anger and hitting staff members are all considered to be serious matters and will not be tolerated. In cases of serious or repeated misbehavior, students may be suspended from school. Parents/guardians are responsible for paying for any school or other student's property that is lost or damaged by their child.

Suspensions may be "in house" or "at home". After a suspension, Parents must meet with the teacher and administration before the student returns to regular classes.

Parents/guardians will be informed when school staff is concerned about your child's behavior. You can support your child's efforts to improve behavior by communicating with school personnel.

Dismissal

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:

- Please meet your child at the designated pick up areas. Please do not go to your child's classroom to dismiss your child. Allowing your child to arrive and leave their classrooms independently will help your child develop important social skills. Staff can help, if needed.
- Parents/guardians are asked to wait for their child at the parent loop (entrance on Ocean Ave.). This area is quite congested; we recommend parking on neighboring streets, not Ocean Avenue, and walking in to meet your child.

- 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 the office early in the day. Calls to the office requesting changes in dismissal arrangements **MUST BE MADE BEFORE 1:00pm**. Please do not wait until the busses are loaded or have already left to notify us!
- If plans are made for your child to go to different location after school, you will need to send a note to school with your child or call the office directly. If we do not have a note, or verbal confirmation from a parent, we will insist your child follow the daily routine.
- All early dismissals must go through the Main Office. It is required that you sign out your child. The secretary will notify the teacher to dismiss your child. You may not go directly to the classrooms to dismiss your child. This is designed as a protection for all children, and to limit classroom disruptions.
- If you need to dismiss your child during the school day and he/she is on the playground, do not take your child from the playground. You must report to the office first and we will bring your child to you.

Early Release Days

District-wide early release days are scheduled each Wednesday with dismissal at **2:00** beginning the end of September and running through May. Portland teachers and staff use this time for professional development.

Emergency Information

Parent Emergency Contact information must be kept up to date by parents. A card will be sent home in the first day packet. Please update the card and return it to school on the following day. Any information you think may be important to us (medication, allergies and pertinent custody information) should be noted on this card. If any of the contact information changes throughout the year, please notify the office immediately, so we will be able to reach you.

If you have specific instructions regarding who can or cannot dismiss your child(ren) please *clearly* state these instructions on the emergency card.

Exclusions from School

Students who have contracted a communicable disease such as chicken pox, whooping cough, or the flu, must not attend school. Parents should notify the school, if this is suspected. Any exclusion is treated with confidentiality.

Family Living Program

The Family Living Program is offered in grades 4, 5, 6, 8 and 9 as part of the health curriculum. Classroom teachers will deliver this program. Starting this year, if you want your 4th or 5th Grader to take the Family Living classes, you do not need to complete a permission slip. Only those families who do NOT want their children to take part in the lessons will be required to return the "OPT OUT" form. All families of 4th & 5th Graders will be receiving more detailed information from their teacher, before the classes start in our school.

Field Trips

Field trips are planned to provide students with experiences that enrich the educational program. A student permission form is sent home for each field trip for parents/guardians to sign and return. Children will not be permitted to participate in field trips unless parent/guardian permission has been granted. School rules and policies must be followed on field trips. It is the district's policy that students ride the bus to and from field trips.

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. Lockdown Safety drills are performed once a year.

Fundraising

All fundraising activities must comply with Portland Public School policy, and be approved in advance by the Principal. PTO fundraising activities are governed by the guidelines of that organization.

Guidelines for Keeping Sick Children Home from School

A sick child cannot learn effectively and is unable to participate in activities 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.

- Fever: If your child has a temperature of 100* or more, he/she should stay home until they are fever free (without fever reducing medication) for 24 hours.
- Diarrhea or Vomiting: If your child has diarrhea or vomiting, he/she should stay at home until they are symptom free for 24 hours.
- Bacterial infections (such as Pink Eye or Strep Throat): Your child can return to school 24 hours after the first dose of prescription medication.

If your child is absent due to illness, we ask that you please call us to let us know: 874-8180.

Head Lice

In accordance with guidance from the Centers for Disease Control, the American Academy of Pediatrics, the Harvard School of Public Health, and the National Association of School Nurses regarding head lice infestations in school children, the following guidelines will direct our actions:

1. Children who are symptomatic (scratching persistently) will be referred to the school nurse.
2. The nurse will evaluate the case and take appropriate action, maintaining confidentiality for the child.
3. If the school nurse is not present, the student will remain in class and the school nurse will evaluate the student at the next available visit.
4. In the case of difficult individual cases, the school nurse will develop a plan with the student, the student's family and other staff members as appropriate with a goal of limiting loss of class time.

Health Screenings

Children in Kindergarten and grades 1, 3 and 5 receive vision and hearing screening. The school nurse will notify parents, if there are any concerns.

Homework

Homework gives students a chance to practice what they have learned in school and to deepen their understanding of what is taught. Meaningful homework helps students succeed in school

and learn good study habits. Homework also provides an opportunity for students to share what they are learning with their parents/guardians. A 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.

Parents are encouraged to create a positive approach to children taking responsibility for homework and supporting independent work. In the early grades, the most important homework is having your child read to you, and/or reading every day to your child. Teachers may send home books to help children practice reading skills and they can also suggest wonderful books for reading aloud to your child. Teachers and school social workers can provide parents with helpful suggestions about homework and the development of good study habits.

Illnesses and Injuries at School

If your child becomes ill during the school day, you will be called to come 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. Accident report forms are completed for serious injuries that occur on school grounds. Parents/guardians are notified by telephone or note describing the accident, the extent of injury, and the treatment provided. In the event of an accident requiring emergency medical treatment, the school will call 911.

Immunizations

Maine law requires that children in grades Kindergarten through 5th complete the following immunizations before attending school:

- DPT or DTaP: 5 doses (4 if the fourth is given after the fourth birthday)
- Polio (IPV): 4 doses (3 if the third is given after the fourth birthday)
- MMR: 2 doses
- Varicella (Chicken Pox): 1 dose

Immunizations are required unless the student is exempted for medical (requires note from a doctor) or philosophical reasons (requires yearly written statement from parent/legal guardian). Under-immunized and non-immunized students may be excluded from school in case of an outbreak of a disease for which the student lacks immunizations. Questions concerning these requirements may be directed to the school nurse. If your child receives immunization updates

during the school year, please bring a copy of the updates to the school nurse for inclusion in your child's health record.

International Baccalaureate (IB)

Ocean Avenue is a World IB school. IB stands for *International Baccalaureate*. The International Baccalaureate Organization is a non-profit education foundation founded in 1968 by a consortium of international schools. The IB Organization supports a learning model built on rigorous intellectual inquiry and personal growth for children aged 3 to 19 years. IB offers this continuum of education through its four programmes—the **Primary Years Programme (PYP)**, the Middle Years Programme (MYP), the Diploma Programme (DP), and the Career-Related Certificate (CC). IB currently works with over 3,700 schools in 147 countries. In all IB programmes, the focus is on helping students become “**internationally-minded**”—taking an active, principled, positive stance toward learning and working throughout an increasingly globalized future. An IB candidate school must go through a rigorous multi-year authorization process in order to become an IB World School.

The Primary Years Program (PYP) at Ocean Avenue focuses on the development of the whole child, and provides a framework that can meet every child's academic, social, emotional, cultural and physical needs. It is an inquiry-based learning model and is intentionally integrated across all subjects in the curriculum. Students are taught to take ownership of their learning, with teachers providing initial knowledge-building, guidance around questioning, facilitation of inquiry, and assessment of learning. Students develop skills and attitudes to help them prepare for life in a globalized world. The PYP supports differentiation for all kinds of learners, as it focuses on deeper exploration of universal central ideas around which students can build their understanding of their world.

Lost and Found

It is always helpful to label your child's clothing, especially outerwear. Lost and Found is located under the main stairway. Parents and children are encouraged to check the Lost and Found often. **The Lost and Found area is cleaned three times a year; over December break, April break, and at the end of the school year.** Any items that have not been claimed at these times are donated.

Medications

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

Parents or legal guardians will be responsible for providing precise instructions from their physicians for action to be taken when a student contacts their allergen which may cause anaphylaxis (nuts or other foods, stinging insects, latex, etc.) and for providing medications needed in case of allergic reaction.

Portland Public Schools reserves the right to refuse requests for administering medications to students if any of the criteria outline above are not met.

Open Houses

An open house for parents/guardians is scheduled at the beginning of each school year. Specific information is sent home through the mail or with students. Grade level teams of teachers also hold curriculum nights in the fall to review the curriculum plan for that grade level with parents.

Parent Organizations

Parent participation at school supports successful experiences for children. There are many opportunities for involvement. Ocean Avenue's PTO (Parent-Teacher Organization) is active and encourages parents to participate. Please check out our PTO website at www.oapto.org or leave a note in the PTO mailbox at school.

Pets

Requests to bring pets to school will be denied for health or safety reasons due to student/adult allergies.

Placement Procedures

Student placement is a thoughtful process that begins in May and involves input from classroom teachers, other school staff, and administrators. Parents/guardians have opportunity to give input by discussing placement with your child's current teacher and providing written information on how your child learns best, due by May 1st. The placement team (which includes the child's current teacher) considers academic progress, interpersonal relationships, developmental needs, and attendance as key factors to create balanced classrooms at each grade level. Specific requests for teachers will not be accepted. Please contact the Principal, if there are any questions.

Program of Inquiry (POI)

The POI is our over-all curricular learning path across the academic year from Kindergarten through 5th Grade. Each IB school develops its own POI based on the developmentally-appropriate expectations for subject learning that meets the district, state and national standards. The **POI shows the six transdisciplinary Units of Inquiry** that each grade level will work through during the school year. Ocean Avenue staff is working together to implement the POI, with input from arts, languages, phys ed, and special ed. Each grade-level team develops, teaches and assesses their Units of Inquiry that make up the POI following the organizing Transdisciplinary Themes: **Who We Are; Where We Are in Time and Place; How We Express Ourselves; How the World Works; How We Organize Ourselves; and Sharing the Planet.**

Progress Reports

The Portland elementary schools are on a trimester schedule, and student progress is communicated to parents/guardians three times a year. Parent/Student/Teacher conferences are scheduled in November and March, and, at other times, in response to the teacher or parent/guardian request.

Prohibited Items

Parents are reminded and encouraged to help their children understand that certain items are prohibited at school for safety reasons: firearms and weapons (including models or "pretend"), drugs, alcohol, tobacco, matches or lighters, firecrackers or other items determined to be a threat to the safety or security of the school. This includes knives in lunchboxes, jack knives, or any tool with a blade or sharp edge.

Retention of Students

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

Religious Holidays

Please refer to the Portland Public Schools Holiday Observances Guidelines and Holiday Calendar available in each school office. Students absent from school to observe religious holidays will be excused.

Response to Intervention Team (RTI)

The Response to Intervention Team (RTI) is a team of professional staff at OAES. Parents are vital members of the team and will be contacted upon referral of their child, and prior to any decision to provide a child with extra support through RTI. The work of the RTI can also serve as a pre-referral mechanism to Special Education and serves to increase collaboration between schools, families and community agencies.

Schedule

- 8:15 Students may enter school building
- 8:15 Breakfast available in cafeteria
- 8:30 Attendance
- 8:30 Morning Announcements
- 8:30 Classes begin
- 3:00 Classes dismissed (Early Release Wednesdays dismissal is at 2:00, end of September through May.)

Please note: the playground is NOT supervised in the morning. Please do not leave your child on school grounds before school. Parents can call 756-8275 for information about before or after school care available through the Portland Recreation Department.

School Cancellation or Delay

In the event of an emergency or weather-related school delay, cancellation, or early closing, announcements are made on local radio and television stations, including Channel 3, the school channel. Often, Central Office will put out a robo-call to notify parents. 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 by 6:00 a.m. Early school closings may require announcements during the school day. Please keep your phone contact information and emergency contact phone numbers updated as needed for this purpose by giving updates to staff in the office.

School Lunch and Breakfast

A nutritious lunch is available daily to all students. The cost for lunch is \$2.70. Milk can be purchased separately for 50 cents. Breakfast cost is \$1.30. Free lunches and breakfasts are available to students who qualify. Application forms are sent home during the first week of school, or can be picked up at the school office any time during the school year. Please turn them in promptly to your child's teacher or to the Main Office. If your family income changes during the school year, parents can resubmit an application. For parents with more than one child attending PPS, only one application form is required per family for all children attending PPS.

Checks or cash for lunch or breakfast need to be placed in a school lunch envelope with the child's name and student ID number on it. Lunch envelopes are available in the office. Parents can send in money daily, weekly, or monthly. The money is placed in your child's account and can be used throughout the school year. Parents will have the option to use a new online payment service this year through PayPams. More information about PayPams will be coming soon.

School Pictures

School pictures are typically taken in the fall. This service is provided by a private company. Parents may purchase picture packages directly from the company. Information will be sent to you in advance of the picture date. There is always a makeup day in the event that your child is absent. Purchasing school pictures is voluntary. Each student receives a class photo regardless of whether a parent/guardian purchases a package.

School Supplies

Basic supplies are provided to all students. Children are welcome to bring their own supplies, clearly labeled for their own use. Parents will be notified by their child's teacher if any extra materials are needed for class use or projects throughout the school year.

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. 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. Locks are not permitted on student lockers at any time. School officials may also search students' wallets, purses, backpacks, pockets, 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

Please help us to keep the school safe by signing in at the Main Office upon your arrival at school. We ask all visitors (parents, guardians, relatives, community members, etc.) to the school to sign in at the office and wear a visitor or volunteer 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

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

Special Education

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

Standardized Testing

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

Students in grades 3-5 participate in the state assessment as required by law. Students in grades K-2 participate in CPAA and in grades 3-5 participate in the NWEA (North West Educational Assessment). Students in all grades participate in a variety of reading, writing and math assessments in the fall, winter and spring.

Student Clothing

Students are expected to wear clothing appropriate to a school setting. Shirts which expose the midriff, shorts and/or skirts that are extremely short, and beach wear are not permitted. Clothing suggesting alcoholic beverages, tobacco, or inappropriate messages will not be allowed at school. Proper footwear is essential for physical education classes and playground. Snow boots and snow pants are required for students to play in the snow.

It is a good idea to send in an extra set of clothes, including underwear and socks, for your primary aged child to have at school in the event of a spill or accident. Your child can keep items in their locker or cubby in the event of need. Hopefully, this will help us avoid the need to contact you and ask you to bring clothing to school, and it returns your child to class and to learning very quickly.

Student/Family Services

School social workers help support students to access their education and adjust to the school environment with success. Social work services are available to all students and families at

OAES on an as needed basis. Parents and school staff can refer a child directly to the social worker for support and resources. Social workers often help with difficulties and transitions such as divorce, death, peer relationships, behavioral problems at home or school, adjustment to a new school, coping with stress and anxiety, and family issues. Frequently, social workers consult and collaborate with classroom teachers and administrators to support positive outcomes for students. School social workers also network with community providers, helping to bring resources and coordination of services to individual situations. The social workers at OAES, Chris Salomone and Amanda Powell are Licensed Clinical Social Workers.

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.

Suspensions

The suspension of a student is a very serious penalty imposed when a student is involved in an incident in which school policy, or civil or federal law is violated. A student may be suspended when it is necessary to protect any student's physical or emotional well-being or if the good order of the school is compromised. The parent will be notified immediately, and is expected to come to school immediately to pick up the student. A written notice of suspension will be completed and forwarded to the office of the Superintendent. A conference with the teacher, parents/guardians, student and other staff as needed, will be held to create a plan for successful re-entry.

Tardiness

The school day begins at 8:30am. Students are tardy after 8:35 AM. Students who are tardy must go to the office to obtain a late slip. In the event that you know your child will be late, please call to inform the office. If a child is frequently tardy, the parent will be contacted.

Telephone Use

Students may use the classroom or office telephone with the permission of their teacher or office staff for forgotten homework, lunches, and musical instruments. Parents and students are asked

to make after school and social plans outside of the school day. **Students are not permitted to carry or use cell phones at school during school hours.** If a student requires a cell phone for after school use, it must be turned off and put securely away during the school day.

Traffic Safety

The movement of children on the school grounds and sidewalks can be unpredictable. Drivers are reminded to be alert at all times. 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. Cars should approach all areas slowly and with caution. Just a reminder – it is illegal to pass a bus with flashing red lights, whether on or off school grounds. Please do not enter the bus loop area. The driveway entering school on Walton St is closed to parents/guardians at arrival and dismissal times to allow for safe bus loading and unloading. Please use the Ocean Avenue driveway when dropping off or picking up students.

Transfer Students

When a student is transferring to another school, the parent should notify the office. The parents/guardians should visit the new school to register. The receiving school will request the student's records; these records will be sent by mail to the new school. Teachers may call the receiving or sending school to get current academic information. This information can help with a smooth transition from one school to another.

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. When children ride bikes to school, upon reaching school grounds, children must walk their bike (or scooter or skateboard). Children must leave bikes in designated areas and lock them. Scooters and skateboards will be kept in student's lockers. The school does not assume any responsibility for bicycles, etc. The PTO organizes monthly walk and bike to school events.

Valuables and Personal Items

The school cannot assume responsibility for personal items. We encourage students to leave money, toys, electronic games and other personal belongings at home. We discourage students from bringing in toys and "important possessions" unless teacher approved in advance. All

electronic games should stay at home as there is no guarantee for the safety and security of these items. Cell phones are expected to be off and in student's back packs during the school day. The school is not responsible for lost or damaged belongings.

Visitors

Ocean Avenue School encourages parents, grandparents and guardians to visit the school. We support your interest in your child's education. Because your child's day is well planned, your child's teacher will be pleased to make arrangements with you. When you are visiting our school, please stop by the office and sign in so that we can know who is visiting in the building. All visitors are required to wear a nametag while in the building.

Volunteers (Parent/Community)

Ocean Avenue School has an active volunteer program coordinated by the Partnership Developer provided by the Portland Partnership Program. This valuable position provides assistance to teachers and brings parents, grandparents and community members into our schools. Ocean Avenue Elementary School provides many opportunities for parents to become involved with their child's education. Research has proven that parental involvement in schools is key to a child's academic success. Parents and grandparents can greatly enrich the lives of students by serving as tutors, classroom helpers and library helpers. Volunteering at Ocean Avenue can fit your schedule, can be in an area of interest to you, and can be mutually beneficial for both you and your child. We encourage your participation in your child's education. When volunteering, you are expected to sign in and out in the Main Office. Please wear your nametag while you are in school. Information, including the volunteer application form that has information regarding the background check conducted, will be available through the office and Sylvie Montello, Partnership Developer at OAES. Please feel free to call, email or stop by the office at any time to pick up a volunteer application packet. Sylvie's email is: montes@portlandschools.org. In order to chaperone field trips, parents must complete the volunteer application packet in advance of scheduled trip

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