Our mission is to create educational opportunities in which students are productive, caring, informed and involved citizens, and lifelong learners.

Student/Parent Handbook 2019-2020

This agenda belongs to:

NAME ____________________________________________

ADDRESS __________________________________________

CITY/TOWN __________________________ ZIP CODE __________

PHONE ___________________________________________

STUDENT NO. ______________________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Sanford School Department’s Vision

*Every Sanford student is engaged in meaningful learning in a PreK-adult community that takes pride in the development of lifelong learners.* The learning targets for all students include knowledge, skills, attitudes, and core values. These learning targets are well known, nurtured through compelling coursework and instructional practices, and can be reached by students through a variety of pathways. When students leave the educational system they are competent and confident, ready for further learning and to become contributing members of the global community. Sanford’s core values of respect, honesty, compassion, responsibility, and courage are taught, modeled, and guide the interactions between and among all members of a safe and healthy Sanford community.

*Learning is the constant with the variables being time, place, and student groupings.*

*Students are empowered to make decisions about their own education.*

- Progression from one level of learning to the next is based on demonstrated proficiency of learning targets through a variety of assessment techniques.
- These demonstrations of learning occur inside and outside of school and are guided by community mentors or certified teachers.
- Graduation is based on what students have learned not on how much time a student has spent in school.
- Assessment is continuous and progress reporting is available to students and their parents/guardians at all times.
- Each student, with support from mentors, will maintain a Personalized Learning Plan that records goals and the ways chosen to reach them.

*The Sanford staff works together to nurture students, help them learn to use their minds well and exemplify the citizenship required in a democratic society.*

- Through authentic and complex learning experiences, students learn to learn, reflect upon and communicate that learning, transfer it to new situations, and solve problems that are relevant to themselves and their community.
- Teachers guide and support students, identify needed interventions and extensions through formative assessments, and suggest or provide alternative learning experiences as needed.
- The system supports staff members by providing time for team planning, coordination, collaboration, professional learning, and reflection.

*Students learn in a variety of settings and choose from an array of learning opportunities supported by technology.*

- PreK-adult learning experiences include service learning, career technical education, college coursework, apprenticeships, traditional coursework and enrichment activities.
- The community and the schools collaborate to provide authentic projects for students and lifelong learning for adults.

The School Department takes pride in continuously improving the graduation rate of students who are knowledgeable, skillful, responsible and ready to become contributing members of our local and global communities.

Approved by the Sanford School Committee on 7/19/10
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Welcome to Carl Lamb School!

We believe that a positive learning experience is vital for children to have a successful beginning in their life-long learning. Because education is a shared responsibility between home and school, our staff invites you to join in this effort. Your involvement is both welcome and necessary.

The purpose of this handbook is to help answer any questions you might have about our school. We look forward to a great year!

CJL Vision

The Carl J. Lamb School Vision is to create a learning environment where learning targets are clear to parents, teachers and, most importantly, students. Parents, teachers and students will work together to ensure students’ progress towards their learning targets. Learning will occur in a variety of settings and proficiency can be shown in multiple ways. As students demonstrate proficiency, new learning will be introduced to further their learning. Sanford’s Core Values will guide the social, emotional and physical development of students and enable them to become productive citizens and life-long learners.

Home School Compact

As a School, we will:

- Provide high-quality curriculum and instruction in a caring and supportive environment to inspire students to meet the Maine’s student academic achievement standards.
- Encourage good citizenship, respect, and cooperation by example.
- Support strong connections between school and home by providing access to staff, sending home newsletters, and creating opportunities for parents to observe classroom activities and volunteer.
- Provide parents with frequent reports on their child’s progress, including parent-teacher conferences at least one time per year, as scheduled on the district calendar.
- Ensure quality teaching and leadership.
- Demonstrate different teaching strategies to address a variety of learning styles.
- Provide programs for the whole child that may include art, physical education, health, music, and library.
- Inform parents about training resources for academic, behavioral, and social concerns.
As a Family, we will:

- Provide time, materials, space, and support for homework.
- Encourage my child to follow school rules.
- Limit television and other screen time for my child
- Connect with teachers by attending school functions, communicating when a need arises, or volunteering if we can.
- Attend parent conferences or communicate by phone or note to monitor my child’s progress.
- Spend time supporting and connecting with my child, including reading to him or her often.
- Send my child to school prepared to learn with a healthy diet, appropriate sleep and clothing to match the weather.

As a Student, I will:

- Follow school rules.
- Listen carefully to academic instruction.
- Try my best each day.
- Make good choices with my free time, including reading for pleasure and participating in cultural, recreational, or learning activities.
- Share school notices with my family.
- Ask teachers for extra help when I need it.
- Make good decisions concerning safety.
- Show respect for myself, others, and school property.

Drafted by students, parents, and teachers

Disclaimer

If there is a conflict or inconsistency between information in this handbook and school board policy, then policy governs. Updated copies of all school board policies are available at the school office and online at www.sanford.org.

School Board Meetings

The school board’s regularly scheduled meetings are held on the first and third Mondays of each month and begin at 7:00 p.m. Regularly scheduled meetings are held at the Town Hall and the first meeting of the month is usually televised. An agenda for each meeting is posted at school. Parents are welcome to attend. At the opening of every meeting there is time set aside for citizens’ comments. This time provides an opportunity for the public to share concerns, thoughts, ideas and complaints. No formal action can be taken during this part of the meeting, as it is simply a time to hear from public.
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<th>Name</th>
<th>Position</th>
<th>Phone</th>
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</thead>
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<tr>
<td>Matt Nelson</td>
<td>Superintendent of Schools</td>
<td>324-2810</td>
</tr>
<tr>
<td>Bernie Flynn</td>
<td>Curriculum Director</td>
<td>324-2810</td>
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<tr>
<td>Gwen Bedell</td>
<td>Business Manager</td>
<td>324-2810</td>
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<tr>
<td>Steve Bussiere</td>
<td>Assistant Superintendent</td>
<td>324-2810</td>
</tr>
<tr>
<td>Stacey Bissell</td>
<td>Special Education Director</td>
<td>457-1413</td>
</tr>
<tr>
<td>Tammy Delaney</td>
<td>Special Education Asst. Director</td>
<td>457-1413</td>
</tr>
<tr>
<td>Nichole Ivey</td>
<td>Adult Education Director</td>
<td>490-5145</td>
</tr>
<tr>
<td>Holly Hartley</td>
<td>Food Service Director</td>
<td>608-8762</td>
</tr>
<tr>
<td>Sherri Baron</td>
<td>Principal, Carl J. Lamb School</td>
<td>324-8481</td>
</tr>
<tr>
<td>Trish Leet</td>
<td>Assistant Principal</td>
<td>324-8481</td>
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<tr>
<td>Sue Enman</td>
<td>Principal Willard School</td>
<td>324-8454</td>
</tr>
<tr>
<td>Kristin Daly</td>
<td>Assistant Principal</td>
<td>324-8454</td>
</tr>
<tr>
<td>Chuck Potter</td>
<td>Principal Grade 8</td>
<td>324-7586</td>
</tr>
<tr>
<td>Sharon Remick</td>
<td>Principal Lafayette</td>
<td>324-4160</td>
</tr>
<tr>
<td>Pam Lydon</td>
<td>Principal SJHS</td>
<td>324-3114</td>
</tr>
<tr>
<td>Joe Mastraccio</td>
<td>Assistant Principal</td>
<td>324-3114</td>
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<tr>
<td>Mike Bailey</td>
<td>Assistant Principal</td>
<td>324-3114</td>
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<tr>
<td>Matt Petermann</td>
<td>Principal SHS</td>
<td>324-4050</td>
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<tr>
<td>Beth Lambert</td>
<td>Assistant Principal</td>
<td>324-4050</td>
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<tr>
<td>Troy Watts</td>
<td>Assistant Principal</td>
<td>324-4050</td>
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<tr>
<td>Aaron Tremblay</td>
<td>Assistant Principal</td>
<td>324-4050</td>
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<tr>
<td>Kathy Sargent</td>
<td>Vocational Director</td>
<td>324-2942</td>
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<tr>
<td>Michael Redmond</td>
<td>Assistant Vocational Director</td>
<td>324-2942</td>
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<tr>
<td>Joan Wright</td>
<td>Technology Director</td>
<td>608-8775</td>
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# Student Behavioral Expectations

<table>
<thead>
<tr>
<th></th>
<th>Classroom</th>
<th>Hallways</th>
<th>Cafeteria</th>
<th>Playground</th>
<th>Bathroom</th>
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<tbody>
<tr>
<td><strong>Respect</strong></td>
<td>• Listen carefully while others speak</td>
<td>• Keep hands to self and off posted material</td>
<td>• Say &quot;please and Thank you&quot;</td>
<td>• Use kind language</td>
<td>• Allow privacy</td>
</tr>
<tr>
<td></td>
<td>• Stay in your personal space</td>
<td>• Take off hat</td>
<td>• Give people their personal space</td>
<td>• Take turns</td>
<td>• Use only the towels and soap needed</td>
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<tr>
<td></td>
<td>• Treat others as you would want to be treated</td>
<td>• Use a silent or whisper voice (Level 0 or 1)</td>
<td>• Take off hat/hood</td>
<td>• Follow game rules</td>
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<td></td>
<td></td>
<td></td>
<td>• Use voice (Level 0 or 1)</td>
<td>• Use voice (Level 0-3)</td>
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<tr>
<td><strong>Responsibility</strong></td>
<td>• Use materials or equipment appropriately</td>
<td>• Walk safely</td>
<td>• Wait patiently and quietly in line</td>
<td>• Dress appropriately for the weather</td>
<td>• Flush the toilet</td>
</tr>
<tr>
<td></td>
<td>• Clean up after yourself</td>
<td>• Stay in line and walk to the right</td>
<td>• Line-up quickly and quietly when the bell rings</td>
<td>• Clean up after yourself</td>
<td>• Clean up after yourself</td>
</tr>
<tr>
<td></td>
<td>• Follow classroom routines and procedures</td>
<td>• Walk one stair at a time</td>
<td>• Use playground equipment appropriately</td>
<td>• Return borrowed equipment</td>
<td>• Wash hands</td>
</tr>
<tr>
<td></td>
<td>• Use time wisely</td>
<td>• Go directly to where you need to be (with your planner in grades 3-6)</td>
<td>• Clean up after yourself</td>
<td></td>
<td>• Notify an adult of material shortage</td>
</tr>
<tr>
<td><strong>Courage</strong></td>
<td>• Try your best</td>
<td>• Say &quot;hi&quot; when someone says &quot;hello&quot;, smile, or silently wave when you see someone you know</td>
<td>• Report inappropriate/un safe behavior immediately to an adult on duty</td>
<td>• Stand-up to bullies, even when it's a friend</td>
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<td></td>
<td>• Report inappropriate/unsafe behavior</td>
<td>• Report inappropriate/un safe behavior</td>
<td>• Try new foods</td>
<td>• Report inappropriate/un safe behavior immediately to an adult on duty</td>
<td>• Report inappropriate/un safe behavior immediately to an adult</td>
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<td></td>
<td>• Ask questions when you need help</td>
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<tr>
<td>Compassion</td>
<td>Honesty</td>
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<tr>
<td>• Show kindness to others</td>
<td>• Admit when you are having trouble or make a mistake</td>
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<tr>
<td>• Give compliments</td>
<td>• Take responsibility for your actions</td>
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<tr>
<td>• Help others who are having</td>
<td>• Ask before using someone’s things</td>
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<tr>
<td>difficulty</td>
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<tr>
<td>• Smile to others as you pass</td>
<td>• Admit when you are having trouble or make a mistake</td>
<td></td>
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<tr>
<td>• Appreciate differences</td>
<td>• Take responsibility for your actions</td>
<td></td>
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<tr>
<td>• Sit with someone who is alone</td>
<td>• Ask before using someone’s things</td>
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<tr>
<td>• Be considerate of all staff and</td>
<td>• Admit when you are having trouble or make a mistake</td>
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<tr>
<td>the environment</td>
<td>• Take responsibility for your actions</td>
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<td>• Invite someone to play who is</td>
<td>• Eat only your own food</td>
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<td>alone</td>
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<td>• Give people a second chance</td>
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<td>• Get an adult if someone needs</td>
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<tr>
<td>help</td>
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Voice level 0 = Silent Voice   level 1 = Whisper Voice   Level 2 = Normal Voice   Voice Level 3 = Outside Voice

* CLASSROOM TEACHERS WILL COMPLETE THIS CHART WITH STUDENTS AT THE START OF SCHOOL!
Visitors’ Guidelines

Upon arrival, all visitors must stop at the school office. All items being dropped off for students (snack, books, etc.) must be left in the office with the student’s name on all items. Students shall be called to the office after the visitor has signed the appropriate form. No visitor is to go directly to the classroom for a student. School visitors must sign in, wear badge. Visitors are asked to return their badge and sign out.

Attendance and Tardiness

One key ingredient for school success is coming to school every day. State law is clear regarding students’ and parents'/guardians’ responsibilities for regular school attendance. See policy: STUDENT ATTENDANCE AND TRUANCY POLICY - JED

Students are also expected to arrive at school on time and stay for the duration of the day. Students begin entering the building from recess at 8:25 and dismissal begins at 3:05. Excessive tardiness or dismissals may result in consequences. The student may need to make up lost time.

In keeping with state law, students in the Sanford School Department may be excused temporarily from school for the following reasons:

1.) Personal illness,
2.) An appointment with a health professional that must be made during the school day,
3.) Observance of a recognized religious holiday when the observance is required during the school day,
4.) A planned absence for a personal or educational purpose, which has been approved.

Parents are required to provide a written explanation for the absences. **Any student absent for more than five consecutive days must present a note to the office.**

Truancy

Students at least 7 years of age and not completed grade 6 under state law with 7 full days of unexcused absences or 5 consecutive school days of unexcused absences is considered truant.

Elementary Student Absence Notification

It is very important that each child’s information is completed and returned to school as soon as possible. All information needs to be updated when changes occur. Parents are asked to call with these changes. **If your child will be absent or late, please call the school between 7:45 and 8:30 a.m.** After attendance has been taken, a list of absent students is sent to the office. The secretaries will call parents or the daycare providers of those students who are unaccounted for at that time. If the school does receive a call, an attendance officer may make a home visit. The purpose of this visit is to ensure that Carl J. Lamb students are safe and accounted for.
Dismissals

Students may be dismissed early from school for medical or dental appointments or for personal business that must be conducted during school hours. Students may also occasionally need to go somewhere other than home after school or change their mode of transportation. For these early or unusual dismissals, the process is outlined below:

- A signed written request or phone call from the parent/guardian, must be received in the school’s main office before 8:30 A.M. on the day of the dismissal.
- Requests may be verified by phone at the discretion of the school staff or administration.
- Anyone dismissing a student must be listed on the student’s emergency card OR specifically named in the written request; students will not be released to an unauthorized person.
- Staff will NOT excuse students from school prior to the end of the school day or into any person’s custody without the direct approval and knowledge of the building principal or designee.
- Parents/guardians/authorized adults picking up students before the official end of the school day, with or without submitting a written note or phone call, must go to the main office and sign the student out; students must remain in their classroom until they are released by the main office.
- Parents must provide notification to the school for a student’s dismissal. If the school does not have notification and the parent cannot be reached, the student will go home/aftercare the usual way.

Family Educational Rights and Privacy Act (FERPA)

By this notice, parents/guardians of students currently enrolled in attendance in the Sanford Public Schools and eligible students (age 18 and older) have rights with respect of student education records. Pupil’s records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate educational research.

Students’ official school records are available for review by parents. If a parent wishes to review their child’s record, they are asked to call the school office for an appointment. When a student is transferring to another school, parents are asked to let the school office know as soon as possible. Records will be transferred to the new school upon request. Records may not be hand carried by parents. Parents/guardians or eligible students (age 18 or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A copy of Policies JRA below and JRA-R can be found on our website.

STUDENT EDUCATION RECORDS AND INFORMATION - JRA
STUDENT EDUCATION RECORDS AND INFORMATION ADMINISTRATIVE PROCEDURES – JRA-R

Sanford is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. Sanford will be asking parents to provide written consent to use their
child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in Sanford and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

**Student Education Records and Information**

The Sanford School Department shall comply with the Family Educational Rights and Privacy Act (FERPA) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

**Directory information**

The Sanford School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. The Sanford School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

**Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Sanford 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 their prior consent.

**Information on the Internet**

Under Maine law, the Sanford School Department shall not publish on the internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names without written parental consent.

**Transfer of Student Records**

As required by Maine law, the Sanford 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).

**Designation of Law Enforcement Unit**
School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The School Committee designates its School Resource Officers as the Sanford School Department’s law enforcement unit for the purpose of disclosure of student education records under FERPA.

Health or Safety Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student’s educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student’s educational record.

Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school. STUDENT EDUCATION RECORDS AND INFORMATION ADMINISTRATIVE PROCEDURES, JRA-R

Statement of Nondiscrimination

There shall be no discriminating in the educational programs, activities, or employment practices. Harassment of students because of race, color, sex, religion, ancestry or national origin or disability is prohibited. This is in alignment with policies AC and ACAA. The School Committee has adopted a complaint procedure in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in Policy ACAA-R. The contact person is the Assistant Superintendent available at 207-324-2810.

Special Needs Services

Classroom teachers or parents make referrals for any special services. The teacher will complete a referral that begins the IEP process (Individual Educational Plan) in the area of the suspected disability. Please see Policy IHBAA. School employees who are making a referral shall do so by contacting building principal/guidance and filling out the appropriate forms. Parents receive copies of the referrals for their approval. After the recommendations of the IEP are completed a meeting will be held to determine eligibility and possible services for the student. Parents are in
attendance along with the classroom teacher and special education personnel. For more information about the referral/pre-referral procedures, view Policy IHBAAR at www.sanford.org.

Immunization

All students must show an immunization record, with dates, which will be recorded. All students must have had the required series of immunizations in order to be allowed to attend school. If, for any reason, your child does not have these records or immunizations, the school nurse should be contacted.

Health Related Services

The school nurse is responsible for the following services to CJL students:

Vision/Hearing Screening (Kindergarten, First, Second, Fifth)
Spinal Screening (Sixth grade girls)

The above information is collected on a yearly basis and entered on each child’s school health record. Since this service is on-going throughout the year parents are sometimes not notified ahead of time. However, if the screenings show a problem, the nurse will notify parents immediately. If you have any questions or concerns, we ask that you contact the school nurse.

Physical Examinations (Third and Six) Conducted by the school physician
   (Physical exams need to be pre-approved by parents prior to examination.)

Sanford School Department Medication Guidelines

School personnel cannot replace you, the parent or guardian, when a child requires special care for a health problem. We do, however, depend upon you to help us provide a safe environment while your child is in the school setting. At times it may be necessary for a student to have medication administered while at school. In the event that alternatives exist, the parent may request in writing that medication is administered at school during school hours.

In order for medications to be administered at school:

1. The school nurse must have a signed parent permission form AND a doctor’s note. The medication must be brought to the school by an adult and submitted to the school nurse. Please do not send medication to school with your child.

2. All medication must come in the original labeled container and include the name of the medication dosage, student’s name, physician’s name, and instructions for dispensing including time and amount to be given. Pharmacies are willing to provide a separate container for school. Medications that are prescribed two or three times a day should be taken at home around school hours unless otherwise specified by the doctor, dentist or medical practitioner.
3. Improperly labeled medication, i.e., which is brought to school in baggies or envelopes cannot be administered.

4. If there is reasonable doubt, no medication will be administered until a parent can be contacted.

5. As a general rule, over-the-counter medications will not be given at school unless otherwise directed by doctor, dentist or medical practitioner. Please administer cough syrup, decongestants, etc. at home prior to the student entering school for the day. A small supply of pain relievers is kept on hand in the nurse’s office and can only be given with parents’ written permission. Students may carry cough drops with parents’ written permission. (Students in grades K – 3 should have cough drops with his/her teacher.)

6. Students shall not be permitted to carry or self-administer prescription medication in school except under special circumstances and with written approval of the school nurse, the parent/guardian, and the physician, dentist or medical practitioner.

We would like to thank each of you in advance for your cooperation and look forward to working with you throughout the school year.

**Legal Documents**

If there are legal restrictions concerning access to your child or child’s educational records, it is important that the office has the most current legal documentation. These documents include custody agreements, visitation schedules, or restraining orders. It is the parent(s) and/or legal guardian(s) responsibility to provide the most current documentation to the school.

**Annual Notice Concerning Asbestos**

As required by 40 CRF Part 763, Asbestos Containing Materials in Schools, annual notification is required to be distributed to all occupants of school buildings which contain asbestos.

The Sanford Schools have been inspected for the presence of asbestos containing materials. A written plan for the management of those materials has been developed and approved by the Sanford School Committee. These plans are available for inspection at the Office of the Superintendent, 917 Main Street, Suite 100, Sanford, Maine.

For further information, please contact the business administrator for the Sanford Schools at 324-2810.
SYSTEM-WIDE STUDENT CODE OF CONDUCT

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

Article 1 - Standards for Ethical and Responsible Behavior

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

- Respect
- Responsibility
- Honesty
- Courage
- Compassion

Along with these values, teachers and students develop a set of classroom expectations. Usually these expectations are sent home in September. If you do not receive a copy, please contact your child’s teacher.

Article 2 - Code of Conduct

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

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

Article 3 - General Behavior Expectations and Discipline Policies

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

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all School Committee policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

If a student displays inappropriate behavior, one or more of the following steps may be taken:
- Discussion between student and teacher
- Discussion between student, teacher and principal
- Conversation between teacher, parent and student
- Conversation between principal, parent and student
- Referral to guidance counselor
- Consequences including detentions and suspensions

Parents will be notified of major disciplinary actions taken by the administrators. There are times when the principal may talk with a student as a means of problem solving. Parents are not always notified of conversations between students and the principal. It is the policy of the school to try and solve minor problems at the school/student level before involving parents. However, students are encouraged to share with their parents any visits to the principal’s office.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student’s prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities. SYSTEM WIDE STUDENT CODE OF CONDUCT JIC

Article 4 - Expectations

Playground Procedures

Students are asked to:
- Sit on the swings correctly and swing facing the school
- Throw only balls; not rocks, toys or snow
- Slide down the slide sitting feet first, sitting down
- Play out from under the playground structures and stay off swing poles
- Count to 50 for a turn on the swing (if all swings are full)
- Keep hands and feet to themselves
- Go on the equipment one at a time
- Use courteous language
- Stay out of puddles, mud, and off the ice
- Stay off the fence and trees
- Line up quietly
- Stay off the big rocks leading up to the field (No rolling down the hill)
Dress Code

Students’ dress shall not distract from the educational process, and appearance will reflect personal cleanliness, neatness, and hygiene consistent with expectations of parents and school officials. Any inscription, symbol or design promoting or supporting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity; and inappropriate reference are unacceptable. Students coming to school in clothing that is not within the dress code will be given the opportunity to call parents to bring in clothing that is within the dress code.

Some examples of unacceptable dress include, but are not limited to:

1. Make-up
2. Outfits tailored in such a manner that over-exposes the body while sitting or participating in routine school activities (shirts must be able to be tucked in)
3. Shorts, dresses, and skirts that are too short (Rule of thumb: tip of student’s middle finger should touch the hem when his/her arm is extended straight down.)
4. Spaghetti straps, swimsuits, and halter-tops (Sleeveless shirts that fit fairly snug around the arm and cover the chest area to the collar bone are okay.)
5. Tight fitting items of clothing that are worn as outer garments, like spandex or leotards
6. Shoes without back straps, shoes with cleats (Children need to be able to run and play at recess and in gym class. We have cement sidewalks at school and feet with flip-flops easily get bruised.)
7. Hats, bandanas or caps should not be worn in the school building
8. Garments, chains, and necklaces or accessories that may be used as a weapon
9. Garments with messages of an obscene or indecent nature
10. Shoes with wheels

Items from Home

Students may not bring to school any items that are not needed for classroom use including but not limited to:

- Toys
- Radios
- IPODS
- MP3 Players
- CD players
- Personal Computers
- Collectible Cards (i.e. Baseball, Pokémon, etc.)
- Any Potentially Dangerous Items
- Hand Sanitizers Containing Alcohol
We have a table located in the cafeteria for lost and found items. Parents are urged to check the table frequently for lost and found items.

STUDENT COMPUTER AND INTERNET USE

H. Computer/Internet Use

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

Sanford School Department’s computers, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately owned computers at school. A privately-owned computer brought to school without authorization may be confiscated.

Compliance with the school unit’s policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student’s computer privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Sanford School Department computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property.

JGB – Detention of Students JGB - DETENTION of STUDENTS

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

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

See policy: JICIA - Weapons, Violence and School Safety

B. Weapons

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

See policy: JICIA - Weapons, Violence and School Safety

C. Hazing/Secret Societies

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

HAZING

Maine law defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.”

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.
Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the School Committee. The ruling of the School Committee with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

See policies: **JFCE – Secret Societies**;  **EBCC-Bomb Threats**

**D. Discrimination and Harassment/Sexual Harassment**

Students shall not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability; nor shall students harass one another on the basis of race, color, sex, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including expulsion.

See policies: **AC - Nondiscrimination/Equal Opportunity and Affirmative Action**:  
**ACAA- STUDENT DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT**

**E. Drug and Alcohol Use**

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

See policy:  
**JICH – Drug and Alcohol Use by Students**

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

*See policy: ADC – TOBACCO USE and POSSESSION*

**Questioning and Searches of Students**

The School Committee seeks to maintain a safe and orderly environment in the schools. School administrators are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, carry or store at school any items or substances which are prohibited by law, School Committee policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. Please see Policies:

JIH- QUESTIONING & SEARCHES
JIH-R QUESTIONING AND SEARCHES ADMINISTRATIVE

**G. Conduct on School Buses**

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

**I. Athletics/Extracurricular Activities**

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

**Article 5 - Removal of Disruptive/Violent Students**

1. Students who are disruptive or violent may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member’s order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members shall not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

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

See 20-A M.R.S.A. § 4009 – Protection from Liability See Crisis Response Plan (required by law)

Article 6 - Special Services

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

See policies: IHBA- INDIVIDUALIZED EDUCATION PROGRAMS
IHBA – REFERRAL AND GENERAL EDUCATION INTERVENTION POLICY
IHBC – Child Find Policy

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

See policy:
JKF- DISCIPLINARY REMOVALS OF STUDENTS WITH DISABILITIES

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

See policy:
JKAA – USE OF PHYSICAL RESTRAINT AND SECLUSION

Article 7 - Referrals to Law Enforcement Authorities

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

See policy: KLG- RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Bullying

The Sanford School Committee believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in the Sanford School Department and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the School Committee’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyber bullying” have the same meaning in this policy as in Maine law:

Bullying

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

A. Has or a reason able person would expect it to have the effect of:
   1. Physically harming a student or damaging a student’s property; or
   2. Placing a student in reasonable fear of physical harm or damage to his/her property;

B. Interferes with the rights of a student by:
   1. Creating an intimidating or hostile educational environment for the student; or
   2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
C. Is based on:

A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

Sanford School Department NEPN/NSBA Code: JICK b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph a. or b. above.

**Cyber bullying**

“Cyber bullying” 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.

**Application of Policy**

This policy applies to bullying that:

1. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
2. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

**Consequences for Policy Violations Students**

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The School Committee retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

**School Employees and Others**
Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of School Committee approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

The Sanford School Department will provide professional development and staff training in bullying prevention and response.

**Delegation of Responsibility**

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.  **Policy JICK – Bullying and Cyberbullying Prevention**

**School Nutrition Program**

**Breakfast:** Breakfast is served daily. Students who qualify may receive breakfast at a reduced or free rate.

Breakfast all grades $1.00, no cost for reduced, funded by the State of Maine
Adult Breakfast $1.40
Lunch grades K-8 $2.75, no cost for reduced, funded by the State of Maine
Lunch grades 9-12 $3.00, no cost for reduced, funded by the State of Maine
Adult lunch $4.25

Milk and juice $.50

**Snack Milk:** Sanford has chosen to offer the snack milk program as it feels this program reaches more families. Students may purchase snack milk/juice on a weekly or monthly basis.

**Snack Milk/Juice (K-3)**
- Milk  $.50
- Orange Juice  $.50

*(Snack drink may not be charged)*

**Lunch:** Students may bring their own lunch to school or buy hot lunch. White (low fat) or chocolate milk is served with lunch. Students may purchase hot lunch on a daily or weekly basis. **Lunch envelopes are sent home with each student and need to be returned on Monday if being used.** Lunch envelopes are used for grades K-6. An up to date price list will be sent home in the fall.

**Applications for Free/Reduced Lunch**

Applications for free or reduced lunches are sent home in the fall. After they have been reviewed and acted upon, school officials will notify parents of their eligibility standing. If during the school year family finances change, parents are urged to apply for this program. **All information is confidential.**

**Free & Reduced Meal Parent Letter**
**Free & Reduced Meal Application**

**Fresh Fruit and Vegetable Program**

The Fresh Fruit and Vegetable Program (FFVP) USDA grant was awarded to Carl Lamb School for the 2016-2017 school year. All children in the elementary schools will receive a free fresh fruit or vegetable snack served daily in their classroom. The purpose of the FFVP is to expose children to new, healthier foods and increase their fruit and vegetable consumption, ultimately leading to lifelong dietary habits.

**Treats for Special Occasions**

If parents wish to send in such a birthday/holiday treat for the classroom, they are asked to contact the teacher well in advance due to dietary restrictions. Students, parents, school staff and community members bringing foods and beverages to school for parties and celebrations must provide a healthy option and/or a non-food option.
Party Invitations

Party invitations are not distributed at Carl Lamb School.

Early Release Wednesdays

The Sanford School district holds early release on Wednesdays for staff development. During the school year each Wednesday will be early release for students with dismissal beginning at 2:05 p.m.

Snow Days or Emergency Closings

In the event of school closings the three television stations, Channel 6, 8 & 13 will carry the message. Also, the local radio station will carry these announcements. Parents will also be notified through Instant Alert if registered. At the beginning of each school year a form is sent home asking parents to state alternative plans for students in the event of school closings during the school day. On the next page, parents will find a sample of the emergency information that the school requires for each child. This form is sent home in September.
Wednesday Release and Emergency Closing
Student Transportation

Dear Parents/Guardians,

During the school year students will be dismissed one hour early on Wednesdays for staff professional development. Students in grades K through 6 at CJL are dismissed at 2:05p.m.

There may also be times during the year when our students are sent home early. We call these situations-emergency closings. Emergency closings may be called in the event of inclement weather, problems in the building or other emergency type situations. If an emergency closing does occur, the information would be reported to the local television stations. Parents may also call our office for further information.

It is very important that we collect information from parents/guardians in the event that students are dismissed from school for the above reasons. Please take a few moments to complete the form below and return it to your child’s teacher. As you complete the form, please keep in mind that we are unable to make phone calls as part of your child’s plan.

Once the form is sent back to school, your child’s teacher will keep it on file. If for some reason the arrangements change, please let the teacher know.

Thank you!

----------------------------------------

Student’s Name: Teacher:

On Wednesdays:

☐ My child’s mean of transportation will stay the same.
☐ My child will be picked up at 2:05p.m. By ________________________________

Other Information:

In the event of an emergency closing after my child has arrived at school:

☐ My child’s mean of transportation will stay the same.
☐ My child will be picked up by ________________________________
☐ I have instructed my child to ________________________________

Other Information:

Parent’s Signature: Date:
Transportation

The Ledgemere Company will be transporting all students. This is a contracted service to the Sanford School System. Transportation is provided to all students at Carl J. Lamb School.

Riding the bus is a very important part of a student’s day. It is the beginnings and ending of their day so we want to help make riding the bus a positive experience. In order to do this, the following regulations are in place:

In cases where a student is displaying inappropriate behavior, the driver may issue a warning slip. This warning is given directly to the student and both the school and the bus company keep a copy.

A bus driver may issue a bus slip to any student who continues to show inappropriate behavior on the bus. These bus slips are mailed directly to the parents. Disciplinary action following the issuance of a bus slip includes:

- First & Second Slip- Student meets with the building principal. The slip is mailed home stating what action the principal took.
- Third Slip- Bus transportation privileges may be suspended for up to three days.
- Parents are notified prior to the suspension and the slip is mailed home.
- Parents of students who become a serious disciplinary problem on the bus may be required to meet with the superintendent, principal and/or transportation director.

It is the policy of the bus company that students may not change busses. Most busses are filled to capacity and therefore are unable to take on additional students even for one or two days.

Field Trips

Student trips are permitted which have value in meeting educational objectives. Field trips are carefully planned in advance and relate to the subject matter being studied in class. Permission slips are necessary whenever the excursion or field trip requires the student to leave school grounds. The parent or guardian of each student must sign these. Notification of field trips, dates, and times will be sent home before each trip. Trips usually take place during school hours.

Change in Student Transportation
If a student’s means of transportation changes on a particular day, a note must be sent to school informing the teacher and the office of a change. If an unplanned event occurs that required a change, a phone call must be made to the school.

School Bus Regulation

Waiting At the Bus Stop

Students will:
- Be on time
- Will not run alongside the bus when it is moving
- Should not approach the bus until it is stopped
- Will stand on the sidewalk or away from the road
- Not approach the bus to board until the driver signals for them to do so

Riding the Bus

Students will:
- Not extend any part if their body out the windows
- Refrain from talking with the driver except in an emergency
- Not tamper or damage the emergency door, equipment or seats
- Not open windows unless authorized by the driver
- Not fight, shout, throw items or use inappropriate language
- Not place lunch boxes or other objects in the aisle
- Remain seated until the bus comes to a complete stop
- Be respectful and courteous to the driver

Students may:
- Talk quietly with one another
- Report any unsafe behavior to the bus driver

- Sit where they wish unless so specified by the driver (Drivers have the authority to assign seating if they feel it is beneficial to the safety of their riders.
- Ride the bus without harassment from other students
- Expect their driver to follow good driving and safety rules
- Expect their driver to be courteous, helpful and respectful

Exiting the Bus
Students will:
- Exit the bus in an orderly fashion
- Not push or crowd others when exiting
- Immediately step on to the sidewalk or walkway (away from the curb)
- Go to the front of the bus and wait until the driver directs them to cross the highway

No kindergarten student will be dropped off unless an authorized adult with a photo id is at the stop to meet the child. If an adult is not present or does not have a photo, the child will be returned to the school and parent/guardian will be contacted.

Homework Policy

Kindergarten: 20 minutes
Grades 1-4: 30 minutes in grade 1 to a maximum of 60 in grade 4
Grades 5-6: A maximum of two hours per night for all subjects combined

Homework time can range from 20 to 120 minutes. If a student is spending more than 120 minutes on nightly assignments, parents are asked to call the classroom teacher at school.
Incomplete work is daily work that a student did not finish during the school day. This work may be sent home for completion. The classroom teacher will identify these assignments.
Students may be asked to stay after school to complete missing assignments. (grades 3-6)

Students in grades three through six are expected to record their homework each night in the student planner. Parents should check and sign the planner every night.

Students in all grades are expected to read, or be read to, 20 minutes as part of their nightly homework. Research has shown that children who read daily have an increase in achievement in school.

Report Cards

Report cards are issued three times a year for all students. Progress reports will go home with students at the midpoint of each trimester

Parent Conferences

Parent Conferences are held in November. Information is sent home with the students. If a parent wishes to conference with a teacher at any other time they are urged to call the school. Conferences may be held whenever necessary.

Websites

The Sanford Public Schools maintain a website to increase communication with the public. The website is www.sanford.org.
Library Usage Guidelines

The library is open to all students and staff. It is a place of inquiry and learning that holds a collection suitable for elementary age students. The library is open from 8:05 AM to 2:55 PM.

Students access the library in two ways: individually or with their class. Many times a teacher will bring the entire class to the library for research, Internet use, or simply for a class visit to check out books. Our open door policy allows for frequent visitors.

The following guidelines are in place to ensure proper use of the library. We ask that parents review them with students.

1. All students have access to book selection through Destiny, our online catalog or by browsing the collection. A student simply gives his/her name or student ID number to the librarian and the book is checked out.

2. Kindergarten and first grade students sign out one book at a time. Students in grades 2-6 may check out two books at a time at the discretion of the librarian.

3. Books may be kept for a two-week period. If a student finishes a book before it is due, he/she may return it and choose another.

4. Books may be renewed unless another student has reserved it.

5. Returned books are left at the checkout desk.

6. An overdue notice is given to the student if the materials are not returned on time.

7. A student may not sign out any other materials until the overdue materials are returned or the library has been reimbursed.

8. If the materials have not been returned in one month, a bill for the material is sent to the student’s parents. Parents are expected to reimburse the library for the replacement cost of the materials. If they are unable to reimburse the library for the cost of lost or damaged materials,
the student will be required to work off the cost of the materials during weekly work sessions during lunch recess.

9. If students demonstrate they are not responsible library users, we reserve the right to limit students’ checking out privileges. For example, a student may be allowed to check a book out but not take it home.

10. Parents are asked to call the librarian if they have any questions or concerns regarding the above guidelines.

Visitors Parking at CJL

There are two areas for parking at the school. There are parking spaces available to visitors in the front parking lot. Parking is also available in the top parking lot. The driveway nearest the building is for bus traffic only. **This area is restricted to bus pick up and drop off only.** Visitors are asked not to drive through this area as it is posted and could result in a traffic violation. A staff member is on duty in the morning and afternoon to assist in crossing children to and from the parking area.

School Hours

- Playground supervision and breakfast begins at 8:10.
- The bell rings at 8:25 and students are dismissed from the playground and breakfast to their classroom. Announcements start at 8:30 and instruction begins at 8:30.
- Students arriving after 8:30 will be considered tardy.
- Bus students are dismissed beginning at 3:05. **Parent pick-ups will start at 3:05.**

School Office Hours

The school office is open from 7:45 a.m. to 4:00 p.m. If parents are unable to reach the school they may call the superintendent’s office at 324-2810. The superintendent’s office closes at 4:30 p.m.

School Counselors

Carl Lamb has one school counselor. If you have any questions or concerns regarding your child’s emotional well being please contact Mrs. Scremin.

Parent Teacher Group

Carl Lamb has an active parent teacher group that meets from 6:00 to 7:00pm in the Carl Lamb Library once a month. The goal of the group is to plan activities that promote family time. New parents are welcome at anytime, flyers announcing dates will be sent home with students.

Parent-School Communications
The Sanford School Department makes staff e-mail and voicemail accounts available to parents as a service to enhance good communication between school and home. When contacting teachers or other school staff by e-mail or voice mail, we ask that you observe the following guidelines.

- E-mail and voice mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.

- If an issue is urgent, it is best to contact the office so that it can be addressed quickly.

- Please keep e-mails and voice mails as short as possible and be sure to include your contact information.

- Remember to use a respectful tone when using e-mail or voice mail, as you would expect a staff member to use with you.

- Remember that school staff members have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to e-mails and voice mails within two school days (if they are not absent). Staff may use preparation periods during the day to respond to parent e-mail, voice mail and phone messages.

- If you wish to speak with a staff member during the day, please call the school and leave a message. The staff member will return your call when they are available.

- Please do not contact staff members at home.

**Cell Phones**

Students may bring cell phones to school, but all cell phones need to be off and away at all times. Students needing to call home must have either their classroom teacher or the office staff make the phone call with them using an office phone only. Adults who enter the building are asked to refrain from using cell phones between 8:10 and 3:25. [Cell phone Policy JFCK](#)

**Student Assistance Team**
Carl Lamb has a student assistance team comprised of administrators, counselors, and other school staff that meets weekly to discuss students who have been referred by school staff. Any staff member may refer students who are experiencing difficulties in school for any reason to the team. Once a referral is made the team brainstorms possible school and community resources to support individual students.

Sweetser Counseling Services

In Sanford, Sweetser School-based clinicians are available to see children on an individual basis in the natural setting of the school, as well as in their home, or in an office environment. Referrals can be made through the guidance department and billed through your insurance provider. These clinicians will collaborate with school personnel to assist your children in areas, which limit school success, including emotional, behavioral, or mental health problems. These clinicians are available to see students on a regular basis for more intensive needs than our school counselors are set up to provide. Call Mrs. Scremin, if you have questions or would like to have your child referred for services.