

STUDENT/PARENT HANDBOOK 2013 – 2014

The rules/guidelines included in the handbook are specific to Lyman Moore Middle School students and are only a portion of the rules/guidelines that all Portland Public School students must follow. Portland Public Schools Student/Parent Handbook will be distributed at the start of the school year. It is the responsibility of students and parents/guardians to be familiar with this handbook. The complete PPS policies are available at <http://www2.portlandschools.org> This handbook has been developed within the framework of Portland Public Schools' policies. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school administration reserves the unlimited right to make changes in the handbook at any time without prior notice. The handbook is provided solely for the convenience of students, parents and staff, and the Portland Public Schools, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

WELCOME

Welcome to Lyman Moore Middle School. We hope you find your middle school years to be challenging, successful, and fun. Your development during your years here will support you in becoming a lifelong learner and a contributing member of society.

This handbook will provide you with basic information about your school. We welcome your questions! We challenge each of you to strive to reach your full potential. Below are the mission and belief statements developed and agreed to by the Lyman Moore staff, with input from parents. These statements guide us as we provide education to you and all students at Lyman Moore.

The mission of Lyman Moore Middle School is to develop life-long learners who are responsible, contributing members of a democratic society.

The following are the LMMS belief statements:

1. All students can learn.
2. High standards and recognition of effort and excellence will create a positive learning climate.
3. The learning environment includes integrated units of study.
4. Learning requires the cooperative effort and investment of students, parents, staff, and the wider community.
5. Learning how to learn is an essential skill.
6. Students learn when they are actively engaged in their learning.
7. Learning focuses on knowledge, skills, and positive attitudes.
8. Students and teachers are aware of and utilize different teaching and learning styles.
9. The school community stresses cooperation and respect in promoting a safe and orderly environment.

Absences and Promotion

Students who are absent for more than 20 days endanger their promotion to the next grade level. Attendance requirements may be waived following administrative review in cases of accident, long-term illness, or other unusual circumstances.

Attendance/ Tardiness to School

Regular and punctual school and class attendance is essential to a student's educational success. Students are expected to attend school every day unless they have an excused absence. The following outlines the LMMS policies for attendance and tardiness to school.

Attendance

Maine State Law and the Portland School Board of Education define excused absence as:

- personal illness
- appointment with a health professional that must be made during school hours.
- observance of a religious holiday
- family emergency
- planned absence for personal or educational purpose which has been pre-approved by the principal/assistant principal
- educational disruption as defined in Maine Law

Tardy to School

Students who arrive to school after 8:20AM are considered tardy and must report to the main office with a signed note from a parent/guardian explaining why the student is tardy. **Parents/guardians are expected to notify the school office before 9:00AM if their child will be absent or tardy. Parents may call 874-8150 or email frankm@portlandschools.org to report absences and tardies.** We also have an answering machine for messages. Tardiness to school is excused for the same reasons listed for excused absences.

All unexcused absences and unexcused tardies may result in disciplinary consequences as defined in the LMMS rubric for student behavior. There will be one office detention assigned for every three unexcused tardies.

Please see school board policy for student absences, attendance, truancy, and student dismissal precautions at <http://www2.portlandschools.org/school-board>

Backpacks and Other Large Bags

For safety reasons backpacks are not allowed in the hallways during the school day. This also includes large purses and athletic bags. Students will be asked to carry only needed textbooks and supplies to each class. Backpacks and purses are not allowed at dances.

Bicycles, Scooters and Skateboards

Students who utilize bicycles, scooters or skateboards to travel to school **must dismount and walk them once on school grounds.** Students who ride bicycles to school must park and lock them in the racks provided. Students who ride scooters and/or skateboards to school must store them upon entering school in the morning. The school is not responsible if a bicycle, scooter or skateboard is lost, stolen, or damaged.

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Bomb Threats

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

Please see school board policy at <http://www2.portlandschools.org/healthy-school-climate-policies>

Books

The cost of books has risen dramatically over the past few years; most textbooks cost approximately \$75.00. Students are required to pay for lost, stolen or damaged books including electronic textbooks. We also require that all textbooks be covered.

Bullying / Harassment and Complaint Procedure

Bullying is any hurtful or aggressive act toward a person or group of people. Bullying behaviors include, but are not limited to insults, threats, name-calling, put-downs, spreading rumors, making fun of people, hitting and kicking to name a few. Any member of the school community should report bullying without fear of retaliation for reporting. Students who bully can expect inevitable and escalating consequences. The Board has adopted a policy prohibiting bullying/harassment of students as well as a complaint procedure.

Please see school board policy, for bullying/harassment at <http://www2.portlandschools.org/healthy-school-climate-policies>

Bus Transportation

Bus transportation is provided for middle school students who live two miles or more from school. Special education students or students with medical issues who do not meet the distance requirement may be allowed to ride the bus under some circumstances. **Riding the bus is a privilege not a right. Any student who does not follow the student bus conduct code may be disciplined and/or lose his or her privilege to ride the bus, including the late bus.** If this occurs, parents/guardians will be responsible for transporting the student to and from school.

Late Bus

Late bus service is provided Monday, Tuesday, Thursday and Friday for students who qualify for bus service and stay after school for extra help, detention, make-up work, practices, and other school-related reasons. Students need a signed pass to ride the late bus. The teacher who kept the student will issue a late bus pass. **The late bus leaves between 3:35 – 3:45PM**

Please see school board policy for student bus conduct at <http://www.portlandschools.org/school-board>

Cell Phone/Electronic Use

Students are strongly discouraged from bringing electronic devices, such as cell phones, iPods, MP3 players, CD players, Game Boys, PlayStations, etc. to school. All personal electronic devices must be turned off and put away, and **students are not allowed to use these devices during the school day 8:20AM -2:30PM** without

the permission of a staff member. Students who do not cooperate when asked to turn off and put away electronic devices risk disciplinary consequences, including confiscation of their electronic items. If this happens, a parent/guardian will need to pick up the item at the main office. For safety reasons, students are not allowed to possess laser pointers at school and they will be confiscated. Additionally, we do not have the resources to find, repair or replace any item that is lost, stolen or damaged. **The best practice is to leave these items at home!**

Computer/Internet Use

Use of Portland Public Schools computer network and the Internet is a privilege, not a right. Misuse of computers and/or Internet privileges, resulting in a violation of school board policy and/or school rules, will result in loss of computer/Internet privileges and disciplinary action as determined by district policy, school rules and building administration. The Board has adopted a comprehensive policy and rules concerning the use of school computers and the Internet. Students are required to follow the policy and rules at all times and have no expectations of privacy in their use of school computers.

Please see school board policy for laptop/computer/internet use at <http://www2.portlandschools.org/healthy-school-climate-policies>

Emergency Management Plans

The Portland Public School district takes the issue of student and staff safety very seriously. Many preventive and crisis response measures are in place to provide for the safety of our students and staff. School board policy requires each school to have an emergency management plan in place that is very specific and thorough. The plans follow guidelines established through a joint effort of the Portland School Department and the Portland Police Department. Each school is also required to conduct practice drills to make sure that staff is familiar with the crisis plan. More information about the school's emergency management plan is available in the school office.

Dances

Being allowed to attend a school dance is a privilege. At the start of the school year parents/guardians must have completed a dance permission form. This permission form and the following list have details and expectations for student participation in LMMS dances.

- School dances are held from 7:00-9:00PM
- Students need to sign up and pay \$5.00 in their homerooms by **Thursday the week of the dance.**
- No student will be permitted to pay at the door the night of the dance.
- School dress code applies.
- Students enter through assigned doors.
- Students are to be in the cafeteria or gym (unless using the restroom).
- No bags or purses are allowed in the gym or cafeteria areas.
- Shoes and jackets are to be left in a separate locked area. Students may not access them until the end of the dance.

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- Food and drink are allowed in the cafeteria only.
- Dances continued...**
- Gum and lollipops are not allowed.
 - No public displays of affection and/or inappropriate physical contact.
 - Running, pushing or showing are not allowed.
 - No mouth glow sticks.
 - Students are to be picked up at 9:00PM. There is no early dismissal from the dance unless he/she is picked up by a parent and it is pre-arranged before the dance.

Students may not attend the dance if they have any overdue library books, three or more office detentions, or a ½ or more days suspension from one dance to another. Students who fail to adhere to any of the rules outlined in the dance expectations permission form will be sent home immediately. It may also impact their eligibility to attend future dances.

Detention

Students who are assigned detention are given one hour of quiet study after school in a designated room supervised by a staff member. A student will be given an opportunity to contact his/her parents. Students assigned to detention must bring homework or other academic work with them to perform during the allotted time. A student who fails to serve detention or who disrupts a detention session may be subject to suspension and will need to successfully complete the detention on the next afternoon.

Dress Code

Students are expected to be appropriately dressed for a school setting at all times. Dressing in a manner that causes a disruption of the educational process or poses a health or safety risk is not allowed. This dress code applies to all functions within the building.

The following are some examples, but **not** all, of inappropriate school clothing:

- Hats, bandanas, hoods or headdresses unless worn for a specific religious or health related purpose
- Midriiffs, halter-tops, backless or strapless shirts or shirts with a shoulder strap less than two inches
- Shirts that are cut low in the front
- Clothing that exposes undergarments
- Pants hanging below the waist
- Shorts/skirts/skorts/dresses that are shorter than 3" from your knee. Leggings and spandex are not considered shorts and are not included in the length requirement. The 3" is based on the outer most layer of clothing
- Clothing with statements/graphics that violate others' civil rights or reference violence, drugs, sex, alcohol or tobacco
- Clothing that poses health or safety risks
- Clothing that interferes with the teaching and learning process
- Footwear that is not designed for outdoor use

Emergency Information Forms

It is very important that parents/guardians promptly return the emergency information forms so that school and staff

are aware of your child's medical information and know how to reach you during the school day. **Individuals not listed on this form will not be permitted to pick up the student from school.** Please let us know as soon as possible whenever you have a change in address, telephone number, place of employment or emergency contact person.

Equal Educational Opportunities

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, religion, disability, or sexual orientation. Students or parents/guardians should direct any questions or concerns to Human Resources, Portland Public Schools, 196 Allen Ave., Portland, ME 04103. Telephone: 874-8100.

Extracurricular Activities

As a middle school student at Lyman Moore, there are many activities, clubs, and sports for you to join. Be part of LMMS by getting involved!

Extracurricular Activities

Baseball (8th grade)
Basketball Boys' (7th & 8th grade)
Basketball Girls' (7th & 8th grade)
Extramural Basketball (6th grade)
Cross Country Boys' & Girls' (all grades)
Indoor Track Boys' & Girls' (all grades)
Outdoor Track- Boys' & Girls' (all grades)
Soccer Boys' (7th & 8th grade)
Soccer Girls' (7th & 8th grade)
Softball (8th grade)
Swim Team Boys' (all grades - one team for all three middle schools)
Swim Team Girls' (all grades - one team for all three middle schools)
Tennis Boys' & Girls' (all grades)
Wrestling (all grades - one team for all three middle schools)

Intramural Sports may include the following:

Floor Hockey	Basketball	Soccer
Softball	Fitness Factory	Volleyball

Clubs and Activities:

Intramural and Co-Curricular may change from year to year, but here are some examples:

Civil Rights Team	Drama Productions	Garden Club
Library Helpers	Math Team-	Newspaper
Peer Mediators	School Store	Student Council
Year Book	Art Club	Invisible Children

Please remember that you will not be allowed to attend or participate in any co-curricular activity under these conditions:

1. If you missed a practice or rehearsal performance the day before the event.
2. If you were absent, tardy or dismissed on the day of the event.
3. If you have been assigned a suspension on that day.
4. Students participating in sports must have a current physical form on file at the school signed by their doctor.

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Extra Help

Students may always seek extra help from teachers when they do not understand an assignment, they need extra help or if they have missed assignments and/or class discussions. A teacher may request or require a meeting with a student as well. Extra help may be arranged before or after school or at a convenient time during the school day.

Falcon Pass

To recognize the positive effort and conduct of our Lyman Moore students a **Falcon Pass** will be issued to all students who receive all ones (1s) in effort and conduct on their report cards and no disciplinary referrals by the end of the trimester. The benefits of earning a Falcon Pass will include (but may not be limited to) lunch seating privileges, dance and school store discounts, raffles, a no homework pass (one per class per trimester), library pass.

To be fair and consistent, teachers will use the scoring guide for effort and conduct found on page 9 of this handbook.

Fire/Emergency Drills/911 Calls

State Law requires fire drills. Upon the first alarm, all students and staff must vacate the building immediately in a quiet and orderly manner. All alarms should be assumed to signal an emergency. No one should re-enter the building until an administrator directs him or her to do so, usually by a signal of two bells. Directions for evacuation are posted in each room and office. Setting off false fire alarms is illegal and endangers the safety of everyone in the building. The Portland police and fire department will investigate false fire alarms, and any student involved in setting off a fire alarm will also be subject to school discipline. Dialing 911 from a school phone when there is no emergency may result in disciplinary action by the school and the police department.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have an authorized pass. Additionally, students will need to sign out of their classrooms with first and last names plus their destination, and time in and out.

Health Screenings and Physicals

Students must have a physical examination every two years in order to participate in all athletic programs. There are no exceptions to this policy. A health care provider must sign evidence of a physical exam. The date of the exam must be present on the exam form and given to school staff before a student will be allowed to participate. Vision screening is conducted in grade 7. Spinal screening is conducted for girls in grades 6 and 8 and for boys in grade 8. Vision, hearing, or spinal screening may be conducted upon staff, student, or parent/guardian request.

Homework

Meaningful homework helps students to succeed in school and learn good study habits. Homework gives students a chance to practice what they have learned in school and to deepen their understanding of what is taught. Homework also provides an opportunity for students to share what they

are learning with their parents/guardians. In general, students should average the following amount of time on homework:

6th grade - 1 hour, four times per week

7th grade - 1 hour and 15 minutes, four times per week

8th grade - 1-1/2 hours, four times per week

Long-term assignments such as book reports, research papers, special projects, and electives may add to these amounts. Students are expected to record all daily assignments in their agenda book. Agenda books can be purchased through the school for \$5.00 each.

Honor Roll

Honor rolls are determined and published each trimester. The honor roll includes all students who earn grades of B or higher in all courses for a trimester. To achieve high honors, a student must earn an A in all courses.

House Plan

Lyman Moore is divided into six smaller schools called houses; Acadia 6, 7, 8 and Baxter 6, 7, 8. Each student is assigned to a House. All students in your house will have the same teachers for language arts/english, math, social studies and science. The house system allows teachers to know you better and for you to know them better. Students in grade 6 will loop with their teachers to grade 7.

Illnesses and Injuries at School

The health services at Lyman Moore consist of the services of one full-time registered nurse (shared with Lyseth) and two full-time health assistants (also shared with Lyseth). The nurse's office is located in the 6th grade wing near the main lobby. If the nurse or health assistant is not in the nurse's office, students should go to the main office and the nurse will be called. If there is a need to go home, the nurse/health assistant or secretary will inform your parent/guardian and the student dismissal procedures will be followed.

Laptop Policy

Lyman Moore Middle School has established a laptop policy. Please refer to the policy that is distributed to all students at the beginning of each school year.

Please see school board laptop policy at <http://www.portlandschools.org/school-board>

Library/Media Center

The library is open daily from 8:15AM – 3:00PM. Students are encouraged to use the library throughout the day and must have a pass from their teacher. Books and other library materials are checked out for three weeks. Students need to return or renew all overdue items before additional materials can be checked out. Students are expected to pay for any lost books. Audiovisual equipment and computers are available for student use in the library. The library sells basic school supplies throughout the day.

Locks

Only school issued locks may be used on school lockers. Locks are issued each year to students. In the event that a lock is lost or stolen, students will be responsible for paying the cost of the replacement lock. Replacement locks are \$5.00 and can be purchased from the main office.

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- Upon arriving, they are to wait outside their assigned entrance.
- Upon entering the building, they will go to their lockers and then report to homeroom.

Searches

Lockers, desks and other school storage facilities are school property, and remain under the control, custody, and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Only locks provided by the school may be used on lockers and all other locks will be removed. School officials may also search students' wallets, purses, backpacks, pockets, 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 board 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 will be forwarded to law enforcement officials, even if the search was initiated for school purposes. **Students in possession of any of the above items are subject to immediate suspension and possible expulsion.**

For the full text of the Portland Public Schools Policies go to <http://www.portlandschools.org/healthy-school-climate-policies>

Special Education Policies

The Portland School Board has adopted a complete set of policies related to special education services. If you need more information, please contact the principal, case manager, counselor 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 the puzzle. Scores are indicators of performance but they are only one method teachers use to assess your child. Your child's teachers can provide you with complete information about your child's performance.

All students in the 6th, 7th and 8th grades will participate in the NWEA (Northwest Educational Assessment) and the NECAP (New England Common Assessment Program). 8th grade students will also participate in the MEA (Maine Educational Assessment) in science.

Safety-Related Policies and Student Code of Conduct

The Portland schools take the issue of student and staff safety very seriously. In order to maintain a safe, respectful, and orderly school environment, it is very important for students to read and follow all policies and rules governing student conduct.

The school board has adopted several policies on student conduct that are contained in this handbook. They include: bomb threats; co-curricular code of conduct; harassment;

student bus conduct code; student conduct; tobacco; drug and alcohol use; weapons, violence and school safety.

For the full text of the Portland Public Schools Policies go to www.portlandschools.org/healthy-school-climate-policies

In addition to the behavior prohibited by school board policies, the following student behaviors are prohibited by school rules on school property, in attendance at school or at any school-sponsored activity, or at any time or place that directly interferes with the operations, discipline or general welfare of the school.

- Any behavior that is determined to be dangerous or disruptive to the school, classroom or educational process.
- Cheating, plagiarism, or assisting another student to cheat or plagiarize.
- Leaving school without permission.
- Damaging or failing to return school property assigned to the student, such as textbooks, uniforms, and library books. (Students, parents/guardians may be liable for damages).
- Defying the authority of teachers, coaches, administrators, bus drivers, or any other school staff.
- Disorderly behavior such as shouting, pushing, fighting, throwing food, littering, etc.
- Dressing in a manner that poses health or safety risks, or causes substantial disruption of the educational process, including gang-related attire.
- Forging or altering school documents, records, or passes.
- Stealing school property or the property of others.
- Lying and/or providing false information to school staff, including forging notes from home.

Safety-Related Policies and Student Code of Conduct Continued....

- Using cellular phones, personal music devices, laser pens, or electronic games, or any other item that disrupts the school.
- Unexcused tardiness to school or classes.
- Vandalizing, damaging, or tampering with school property or the property of others.
- Violating any law.

Consequences for these behaviors are noted in the LMMS Rubric for Student Behavior

Tobacco, Alcohol or Other Drug Abuse

Students are prohibited from selling, possessing, giving, attempting to sell, or receiving any illegal substance, look-alike drug, or drug paraphernalia. Students violating this will be subject to immediate suspension from school and school activities after due process. **It may also result in a referral for expulsion.** This will also result in referral to a law enforcement officer.

Other Substances Not Allowed In School

Any substance containing alcohol or that poses a health risk to students is prohibited from school grounds, at school events, or in school vehicles. Any prescription drug, medicine, or other chemical including but not limited to

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pain relievers, diet pills, no-doze pills, depressants, and sleeping pills not taken in accordance with authorized use are not to be in school. Authorized use of prescription drugs will consist of the school nurse (or a designee) administering the medicine or drug to the student in accord with a parent's/ guardian's written request and physician's authorization. Students exhibiting behaviors, that may indicate drug or alcohol possession or use, will be reported to the principal and excluded from class, instructional areas, or programs in progress. The student's parent/guardian will be notified immediately. Should the student need medical attention, MEDCU will be notified. If the student appears to be dangerous to others, police department assistance may be requested. Should the student not need medical attention and not present an imminent danger to him/herself or others, the student will be released from school in the custody of his/her parent/guardian.

Please see school board policy for Tobacco, Alcohol or Other Drug Abuse/Substances
<http://www2.portlandschools.org/healthy-school-climate-policies>

Suspensions

The following procedure applies to suspensions:

- Prior to suspension, the principal, assistant principal, or administrative designee will inform the student, either orally or in writing of the charge and the basis of the charge (names of witnesses or informers need not be revealed at this time).
- If the student denies the charge, the principal/assistant principal will provide the student an opportunity to tell the student's side of the story.
- If the presence of the student in school poses a continuing danger to persons or property, or a continued threat of disrupting the academic process, the principal or designee may immediately suspend the student and comply with the foregoing procedure in the immediate future.
- The principal/assistant principal will notify the superintendent and the student's parent/guardian of the suspension.
- The superintendent will report long term suspensions to the Portland School Board.

Suspension may be out of school or in-school.

In-School Suspension

In addition to the traditional school suspension process, students may be assigned to in-school suspension. Should you demonstrate behavior that continually disrupts your learning or the learning of other students; you may be assigned to in-school suspension. You will meet with the principal, assistant principal, or designee to determine the length of your in-school assignment. Your parents will be notified when you are placed in the in-school suspension room. **If you are placed in in-school suspension, you will stay in this room until 3:35PM.** Abuse of in-school suspension rules will result in additional time assigned to in-school or suspension out of school. You will be expected to complete schoolwork while in the in-school suspension room.

Please see school board policy for suspensions
<http://www2.portlandschools.org/healthy-school-climate-policies>

General Behavior Guidelines

In addition to any specific consequences listed above, students who violate school committee policies and/or school rules are subject to discipline as noted in the LMMS rubric for student behavior or by district policy. These consequences may range from consequences determined by classroom teachers, detention, suspension, to expulsion from school. Violations of laws will be referred to law enforcement authorities for investigation and possible prosecution.

Student Dismissal

No student is permitted to leave school during the school day without the permission of the principal or assistant principal and the student's parent/guardian. Parents should send a note to school on the morning when their child must leave early whenever possible. Students should take their parent's/guardian's request for dismissal to the main office for approval before school begins in the morning. To ensure the safety of students, we require that the parent/guardian or other authorized adult sign the student out at the office. It is a policy of the Portland Public Schools (Policy JLIB) that only the parent/guardian or a person listed on the emergency release form be allowed to dismiss a student. We ask that the adult sign our dismissal log. (Under extenuating circumstances, the principal or assistant principal and the parent may decide to dismiss the child with verbal consent). The principal has the authority to deny release of students to unknown or unauthorized persons.

Student/Family Services

Counselor and social worker services are available to you. You can request assistance for educational planning and course selection, counseling, career planning, study tips, home/school relations, social concerns, or any specific personal issue you would like to discuss. In general, you may see a counselor and/or a social worker when a need arises. Just schedule an appointment at the guidance office.

Student Fundraising

Students may not sell products of any kind on school grounds or school transportation. The only exceptions are products that are part of a school-sponsored fundraising project, but such activities must be limited to times that do not interfere with the instructional program.

Student Records

The Portland Public Schools comply 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 or your child's counselor.

Student Use of Bulletin Boards

Students must obtain approval from the school office before posting items on school bulletin boards. The principal will make the final decision about what items may be posted. Items should be removed after the event or

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activity within a reasonable amount of time. Students may not attach posters or other materials to other surfaces in the school.

Student Visits to Portland High Schools

Eighth grade students who wish to visit Portland, Deering and/or Casco Bay High Schools prior to making an enrollment decision must meet with their guidance counselor first to schedule an appointment.

Telephone

The main office telephones are reserved for the use of school staff and for students with permission. Students, with the teachers' permission, may use the classroom phones, with the teacher present.

Students Transferring Out of Portland or to Another Portland School

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

Visitors

In order to ensure the safety of our students and staff, visitors to the school must report directly to the main office upon arrival at the school. You will be asked to sign in and you will be issued a visitor's badge. Visitors who are not wearing a badge can expect to be approached by staff members and escorted to the office. Your cooperation is appreciated. Student visitors are not allowed, except as part of an educational experience designed by a staff member.

Weapons Violence and School Safety

Using or possessing any weapon, fireworks, explosive, or any article that might be injurious to person or property or that might constitute as a look-alike article or weapon is strictly prohibited. Students using or possessing weapons will be immediately suspended and referred to the police department. The School Board, who may recommend expulsion, will submit a report to the superintendent of schools for review.

For the full text of the Portland Public Schools Policies go to Weapons Violence and School Safety at <http://www2.portlandschools.org/healthy-school-climate-policies>

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Lyman Moore Student Rights and Responsibilities

In order to provide a safe and orderly environment in which learning can occur, the Portland secondary schools have established the following student rights and responsibilities.

The right to have individual belongings protected. Freedom to have property respected. It is not acceptable to deface or vandalize school property or someone else’s property.

The right to have ideas and feelings respected. Freedom from language that hurts others, some examples are teasing, gossiping, and spreading rumors, verbal aggression, exclusion, or language that is threatening to others.

The right to personal safety. Freedom from physical aggression.

The right to a quiet, orderly place in which to learn. Freedom to learn without disruption from others. Shouting, arguing, fooling around, and not following directions are all examples of actions that disrupt the learning environment.

Each student shall have the responsibility to:

- | | |
|--|---|
| <ul style="list-style-type: none"> ➤ use courtesy in speech and actions ➤ respect other people’s space ➤ follow school rules ➤ act in a manner to promote everyone’s learning ➤ be prepared for class and contribute to class | <ul style="list-style-type: none"> ➤ take an active role in learning ➤ arrive on time and attend school regularly ➤ respect school property ➤ actively keep Lyman Moore a safe place ➤ resolve conflicts in a non-violent manner |
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	Effort		Conduct
1	<ul style="list-style-type: none"> • Always tries to get the highest rubric scores • Best of ability evident in all/most tasks • No more than one unexcused late assignment per trimester • Always is prepared with all materials for class • Usually seeks feedback while working • Overcomes difficulties with a good attitude • Always prepares for quizzes and tests • Participates in discussions, activities and group work 	1	<ul style="list-style-type: none"> • Keeps focused on task • Does not distract others and is not easily distracted by others • Always shows respect toward others • Always respects school and class rules • Always maintains a positive attitude • No incidences of disciplinary intervention
2	<ul style="list-style-type: none"> • Often tries to attain high levels on rubric • Best ability evident in many tasks • No more than three (3) unexcused late assignments per trimester • Often is prepared with all materials for class • May redo/improve work for a better score • May seek feedback while working • Often overcomes difficulties that arise • Often prepared for quizzes and tests • Usually participates in discussions, activities and group work 	2	<ul style="list-style-type: none"> • Usually focused on task • Rarely distracts others and is not easily distracted by others • Usually show respect towards others • Usually respects school and class rules • Usually maintains a positive attitude • Few incidences of disciplinary intervention
3	<ul style="list-style-type: none"> • Few or no attempts to attain high levels on rubric • Best of ability evident in few tasks • More than three (3) unexcused late assignments per trimester. • Frequently lacks materials for class. • Rarely or never redoes/improve work for a better score • Rarely or never seeks feedback while working • Rarely or never works to overcome difficulties • Rarely or never prepares for quizzes and tests • Little participation in discussions, activities and group work 	3	<ul style="list-style-type: none"> • Focus often not on task • Often distracts others and is easily distracted by others • Respect for others needs improvement • Respect for school and class rules needs improvement • Attitude not always neutral or positive • Many incidences of disciplinary intervention • Difficulty working and cooperating with others

