

PROGRAMS FOR STUDENTS WITH LIMITED ENGLISH PROFICIENCY

To ensure equal educational opportunity for all students, Portland Public Schools shall provide appropriate programs for students with limited English proficiency [also known as English language learners (ELLs)] to assist them in attaining English proficiency and meeting state and local academic achievement standards in compliance with applicable federal and state requirements. Portland Public Schools shall also provide opportunities for parent involvement in their children's education, as required by federal law.

To accomplish these goals, Portland Public Schools has developed and implemented a plan to meet the needs of such students. The District's Lau Plan details the procedural requirements and services to be provided to English language learners, including identification, registration, assessment, placement in the English Language Development program, monitoring of student progress, and exit from the program. The Lau Plan also includes a process for evaluating the English Language Development program.

Deleted: language minority
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Deleted: exit from the multilingual program, and
Deleted: in mainstream classrooms

The Superintendent is responsible for ensuring that the District implements the Lau Plan, as well as federal and state regulations and standards regarding the education of English language learners. To this end, the Superintendent delegates specific responsibilities to the Director of the Multilingual and Multicultural Center and to others as deemed appropriate.

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Portland Public Schools' Lau Plan shall be submitted to the Maine Department of Education in accordance with their request.

Legal Reference: Title VI of the 1964 Civil Rights Act
20 U.S.C. §§ 6312; 6801 et seq.
20-A MRSA § 4701
Chap. 127 (Me. Dept. of Ed. Rule)

Deleted: *Lau V. Nichols (1974)]*
Brown v. School Committee of Education (1954)

Adopted: January 24, 1966

Revised: October 28, 1998; May 4, 2005,

**FIELD TRIPS AND EXCURSIONS, INCLUDING
AND NON-SANCTIONED FOREIGN TRAVEL**

The School Committee *recognizes that educational field trips are important authenticated experiences that contribute to a strong program of instruction in many areas of curricula.* The School Committee approves the continuance of field trips and excursions under regulations established by the Superintendent and reported to the School Committee. All field trips shall be approved in advance by the principal. In addition, out-of-state or overnight field trips shall be approved in advance by the Superintendent. ~~Out-of-country field trips require School Committee approval.~~

Field trips shall be coordinated with the goals and objectives of the curriculum, and there shall be appropriate preparation and follow-up activities. Students will be appropriately supervised.

~~The school department assumes no financial responsibility for the trip and strongly encourages parents to purchase trip insurance for their child, where appropriate. No student will be denied participation for not purchasing insurance.~~

Parental permission forms shall be required for school-sponsored and non-school-sponsored educational trips and activities.

~~Educational Trips to Foreign Countries~~

~~The School Committee and Superintendent must approve all educational trips to foreign countries. Requests for foreign educational trips must be submitted to the Superintendent at least four months prior to the proposed trip. A request must include the following information:~~

- ~~A. — Educational objectives and expected learning outcomes;~~
- ~~B. — Learning activities to be undertaken in connection with the trip;~~
- ~~C. — Trip itinerary. No trip will be approved that includes travel to a country that appears on the U.S. Department of State Travel Warning or Public Announcement list. The list will be checked regularly up to the day of departure for the trip;~~
- ~~D. — Confirmation of Portland Public Schools liability insurance coverage for staff members for the trip;~~
- ~~E. — Date(s) of the trip;~~

- F. — ~~Number and grade level(s) of the students;~~
- G. — ~~Total trip cost and cost per student;~~
- H. — ~~Sources of trip funding (including expected student/chaperone contribution, expected school department contribution, fundraising activities, and availability of funding for needy students);~~
- I. — ~~Mode(s) of transportation;~~
- J. — ~~Arrangements for lodging and meals;~~
- K. — ~~Number of and information about chaperones;~~
- L. — ~~Plans for providing trip information to parents and chaperones;~~
- M. — ~~Plans for emergencies;~~
- N. — ~~Any accommodations needed for students with disabilities;~~
- O. — ~~Student behavior expectations/consequences; all School Committee policies and school rules are in effect for the duration of foreign trips) and plans for supervision during the trip;~~
- P. — ~~Plans for making up any missed school work.~~

~~The Superintendent will review the trip request in accordance with established regulations. If the Superintendent recommends approval of the trip, it will be placed on a School Committee business agenda. If the Superintendent does not approve a trip request, the School Committee will be informed of the request and the reason(s) for the Superintendent's decision.~~

~~Parents/guardians are required to complete and sign a Portland Public Schools trip permission and release form in order for their child to participate in any foreign educational trip. (Note: this is addressed in the second paragraph above)~~

~~To minimize the impact on the regular instructional program and operation of the schools, the School Committee encourages organizers to schedule trips during vacation periods whenever possible.~~

~~If travel arrangements result in missed school days, normal absence procedures for staff and students will be followed.~~

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Non-Sanctioned Trips

Foreign travel will be considered a non-sanctioned trip.

All responsibilities for non-sanctioned trips and/or excursions lie with the individual(s) or group(s) sponsoring and organizing such activities.

Furthermore, non-sanctioned trips are trips and/or excursions that act independently of the schools. These trips involve students on a voluntary and self-supporting basis, are not approved by the School Committee, and are not associated with the curricula, co-curricular, and/or extra-curricular activities.

The School Committee recognizes that educational field trips impact other programs, services, and the general operations of the schools. To minimize the impact the School Committee does not approve absences for non-sanctioned trips that require students or staff to miss school and/or work days.

Individuals, including employees, or groups who wish to use the schools for the purpose of publicizing trips, distributing information, recruiting participants, and/or organizing trips must comply with Policy KG – Use of School Facilities.

Recruiting and organizing school trips are prohibited during instructional time and during the employee's workday.

For non-sanctioned trips, use of school equipment, including but not limited to fax machines, photocopiers, telephones, computers, letterhead, and other supplies is prohibited.

Non-sanctioned trips may not be represented as school functions or as related to, or an extension of the school's instructional, co-curricular, and/or extra-curricular activities. To minimize any misrepresentations, school employees or other persons who organize non-sanctioned trips must state the following in organizational meetings and literature:

“This trip is not sponsored or approved by the Portland School Committee and/or Portland Public Schools. Authorized school administrators have not received or sanctioned the trip's itinerary or trip supervision.”

Any Portland Public Schools employee who is contemplating organizing an out-of-country trip must provide a copy of this policy to all interested parents and students.

Adopted: November 28, 1984

Revised: 11/11/86; 8/26/92; 12/19/01; 11/19/03; _____

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ACCREDITATION – RELATIONS WITH ACCREDITING AGENCIES

The School Committee recognizes that Maine law requires all school administrative units (SAU'S) operating a secondary school to undergo the state accreditation process on a 5-year cycle as established by the Commissioner, unless a waiver has been granted by the Commissioner on the basis of extenuating circumstances, (see 20-A M.R.S.A. Sec. 4511) and in accordance with DOE Rule Chapter 138, State Accreditation Standards and Processes. State accreditation does not require outside system review. Portland Public Schools is committed to an outside the system review of high school programming in order to benchmark our system performance against international accepted standards to establish a continuous system of measurable improvement.

An outside the system review of programming is intended to encourage excellence in school programs. The comprehensive quality review requires that the secondary school(s) conduct a self-study and host a visiting team/committee to evaluate the school's performance. Such a review will result in meeting and exceeding those standards set by the State, DOE Rule Chapter 138.

The Superintendent will be responsible for making recommendations to the School Committee for its consideration in regard to the avenues for certification that will meet the DOE's procedural requirements and insure that Portland's high schools continuously improve.

The Superintendent/designee will report to the School Committee regarding the status of the certification process. Evaluation reports will be made available to the School Committee and the public on the Portland Public Schools web site.

*Reference: 20-A M.R.S.A. Sec. 4511
DOE Rule Chapter 138, State Accreditation Standards and Processes*

Adopted: