

Dear Parents and Caregivers,

Welcome to our community school! We are eager to begin another academic year and look forward to a collaborative relationship with the families of Appleton.

Enclosed are the various policies, procedures, and available services that help our school operate successfully. The partnership between school and home is key to your child's educational success. Please look over this information now so you will know where to find answers when you need them. Also remember that we are here for your child and welcome your calls and visits.

Sincerely,

Joy Baker, Principal

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Note: Appleton Village School has a board-approved Code of Conduct that has been in effect since April 2005. Any family that does not have a copy should access this information at the school website: <http://www.appleton.u69.k12.me.us> or request a hard copy in the form below.

\_\_\_\_\_ I have previewed the Appleton Village School Student/Parent Handbook with my child(ren).

\_\_\_\_\_ We have previewed the Student Code of Conduct.

\_\_\_\_\_ I am requesting a print copy of the Appleton Village School Code of Conduct.

\_\_\_\_\_ Read and return Internet Use Acknowledgement Form (page 20 in this handbook).

My child is \_\_\_\_\_ in \_\_\_\_\_ (teacher's homeroom).

Parents Signature: \_\_\_\_\_

Comments/Concerns/Questions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Code of Conduct provides guidance for behavior. A healthy school culture will exist if parents, students, and staff, work together. Our students will feel safe and be most successful if:

- They remember that school rules begin the minute they get on the bus and don't end until they return home.
- They are respectful of one another and to adults.
- They try hard in everything they do.
- They play safely.
- They are fair to themselves and to each other. The purpose of our handbook is to provide information to students and parents in regards to school procedures. Please take the time to review the following information with your child.

**APPLETON VILLAGE SCHOOL**  
**737 UNION ROAD**  
**APPLETON, MAINE 04862**  
**TEL: 785-4504      FAX: 785-3036**

SCHOOL COMMITTEE

Katie Butler, <a href="mailto:Kathleen_Butler@fivetowns.net">Kathleen_Butler@fivetowns.net</a>	342-2329
Lisa Sims, <a href="mailto:lsims1973@yahoo.com">lsims1973@yahoo.com</a>	785-5526
John Sommo, <a href="mailto:johnsommo@hotmail.com">johnsommo@hotmail.com</a>	785-4024
Elizabeth Sullivan, <a href="mailto:esully@midcoast.com">esully@midcoast.com</a>	785-6564
Margaret Wilson, <a href="mailto:mwilson@tidewater.net">mwilson@tidewater.net</a>	785-5662

C.S.D. REPRESENTATIVE

Jan Gorton	785-5616
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REGION 8 COOPERATIVE BOARD MEMBERS

Edmund Hartt, Chair	763-3666
Lauren Brampton	785-2102
Paul Sampson	763-4148
David Wiggin	236-1065

ADMINISTRATION

Superintendent's Office: <a href="mailto:deborah_stewart@fivetowns.net">deborah_stewart@fivetowns.net</a>	763-3818
Dr. Deborah Stewart, Superintendent	
Joya Maynard, Bookkeeper	
Sandy Carey, Secretary	

Principal's Office: <a href="mailto:joy_baker@fivetowns.net">joy_baker@fivetowns.net</a>	
Joy Baker, Principal	785-4504
Margaret Christie, Secretary	

CLASSROOM TEACHERS

Brenda Gerry, Kindergarten  
Linda Blackler, First Grade  
Victoria Smith, Second Grade  
Jennifer McFarland, Third Grade  
Buffy Ludwick, Fourth Grade  
John Lucarelli, Fourth Grade (September-December)  
Tamara King, Fifth Grade/Eighth Grade Algebra  
Mary Hyland, Fifth Grade/Gifted & Talented  
Elaine Emerson, Sixth Grade  
Nancy DeRico, Seventh Grade  
Nathaniel Porter, Eighth Grade

SPECIAL SERVICES, TITLE IA, and EDUCATIONAL TECHNICIANS

Robert Williams, Director of Special Services	763-4716
Linda Grace, Special Services Secretary	
Carol Chater, Teacher	
Jan Shandera, Teacher/Literacy Coordinator/Title IA	
Linnette Gushee, Ed. Tech	
Wendy Grindle, Ed. Tech	
Valerie Rose, Ed. Tech	
Lillie Vitelli, Ed. Tech	

ART

FRENCH  
Christine Cook, Teacher  
Elisabeth Goodridge, Teacher

GIFTED AND TALENTED  
Mary Hyland, Coordinator/Teacher

GUIDANCE  
Jenny Roberts, Guidance Counselor

HEALTH AND PHYSICAL EDUCATION  
Jeffrey Payson, Teacher

LIBRARY  
Deb Vendetti, Librarian

LUNCH PROGRAM  
Toni Clark, Food Service Director

MAINTENANCE AND CUSTODIAL  
Chris Caron, Maintenance  
De Pease, Evening Custodian

MUSIC - VOCAL AND INSTRUMENTAL  
Wendy Thatcher-Hall, Teacher

SCHOOL NURSING SERVICES  
Miles Health Care

SPEECH and LANGUAGE  
Jean Moro, Speech Pathologist

TECHNOLOGY  
Carol Waldron, Teacher/Coordinator  
Steve Tricomi, Ed. Tech

TRANSPORTATION  
Wayne Luce, Bus Contractor/Driver 785-4580 and 691-1380

**APPLETON VILLAGE SCHOOL  
DAILY SCHEDULE**

8:20 STUDENTS ENTER THE BUILDING AS THEY ARRIVE. **(NO STUDENTS SHOULD ARRIVE BEFORE 8:20)**

8:25 HOMEROOM  
8:30 CLASSES BEGIN FOR ALL GRADES  
10:30 RECESS GRADES K-5  
10:45 RECESS GRADES 6-8  
11:55 LUNCH GRADES K-4  
12:23 LUNCH GRADES 5-8  
2:50 SCHOOL DISMISSAL

\*STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO SCHOOL OR LEFT AT SCHOOL AFTER DISMISSAL WITHOUT OBTAINING PERMISSION FROM THE PRINCIPAL OR TEACHER. THE DOORS TO THE SCHOOL WILL BE LOCKED AT 3:30 EACH DAY TO INSURE SAFETY FOR STAFF AND STUDENTS.

## **A Vision for Educational Excellence in the Appleton Village School**

As educators, parents, and community members we recognize our responsibility to ensure a promising future through education.

It is our responsibility to provide a learning environment that stresses the importance of school, nurtures self-esteem, and ensures the development of knowledge, skills, attitudes, and values children need to be productive members of our society. We recognize a shared responsibility to promote a school community where people will:

1. Think independently
2. Know how to access information
3. Dare to take risks - the right answer is not as important as the willingness to try
4. Develop organizational skills
5. Be exposed to new ideas and points of view
6. Appreciate reading
7. Use all curriculum areas to enrich their lives
8. Start from the concrete and progress to the abstract in all curriculum areas
9. Be able to respect, support, and befriend others
10. Be able to recognize and deal with feelings
11. Work up to their potential at the appropriate developmental level
12. Recognize and assume good citizenship - learn locally, think globally
13. Learn in an environment where individual success and potential are recognized
14. Develop skills and attitudes necessary for life-long learning.
15. Learn to work with others cooperatively in the pursuit of a common goal

Further, we believe that the process of change must be accompanied by a commitment to provide the teacher training, encourage innovation, and support programs that will promote this vision

The Guiding Principles of the Maine State Learning Results:

Each Maine student must leave school as:

- I. A Clear and Effective Communicator
- II. A Self-Directed and Life-Long Learner
- III. A Creative and Practical Problem Solver
- IV. A Responsible and Involved Citizen
- V. A Collaborative and Quality Worker
- VI. An Integrative and Informed Thinker

In order for the students at the Appleton Village School to reach the goals outlined above, the Home-School Compact was developed. The compact is a voluntary agreement between home, school, and individual students to participate in specific activities that may enhance learning.

Parents, guardians, and caregivers will:

- Read to their child
- Help their child to set and meet academic goals
- Talk with their child about what is going on in school
- Ask about their child's homework
- Provide scheduled time for their child to unwind and do homework
- Be positive about school
- Support school's educational efforts by attending meetings and conferences pertaining to their child
- Respond to progress reports from their child's teacher
- Instill responsibility in their child
- Discuss problems with their child's teacher and the administration

- Encourage their child's attendance in school
- Get their child to school on time, ready to learn
- Be involved in their child's learning
- Interact with their child
- Incorporate academics through the use of games

School and teachers will:

- Set high standards for all students
- Discuss positive aspects of student's progress with student and/or at home
- Frequently contact the home and establish mutually agreeable time for contact
- Communicate classroom and school expectations to student and home
- Collect sample of student's work to show improvement
- Set up schedule for providing progress reports
- Listen to home concerns thoroughly
- Supply materials that are challenging but appropriate for the student

PLEASE NOTE THE FOLLOWING POLICY THAT APPLIES TO ALL VISITORS:

**VISITORS TO THE SCHOOL:** The School Committee encourages the active interest and involvement of parents and citizens in the public school. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent.

A. The term visitor shall apply to any person on school grounds or in school buildings who is not an employee or student of the school.

**B. All visitors shall report to the main office upon arrival at the school and obtain a visitor's pass from office personnel. This shall not apply to parents or citizens who have been invited to the school for an open house, performance, other preplanned school program, or parent waiting in the lobby for student drop-off and pick-up.**

**C. All visitors who wish to visit a classroom, observe aspects of the instructional program, or meet with staff members are expected to schedule such visits in advance.** Teachers and other staff may not use instructional time to discuss individual matters with visitors.

D. Individual School Committee members shall follow the same procedures as other visitors.

E. Visitors shall comply with all applicable Committee policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.

F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the school. This may include, but not be limited to the news media, profit-making businesses, fundraisers, and other organizations seeking access to students and/or staff.

G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.

H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violation of the law by visitors to the schools.

We appreciate the help that parents will give us by stopping by the office and signing in on our visitor's list. If you are available to volunteer your time in any capacity, please let us know. For the safety of all our students, all volunteers are screened per Board policy. Our volunteers are a crucial part of our academic programs and our connection to the community.

**Acceptable Use Policy for Student Computer and Internet Use:**

The last page of this handbook is the policy for student computer and Internet use. Please read this policy carefully with your child, complete the acknowledgment form and return to the school. Thank you for your assistance with this matter.

## FOR YOUR INFORMATION

ATTENDANCE - Students are expected to be in school between 8:20 and 8:30 A.M., and are considered tardy if they are not in their room by 8:30 A.M. Students who walk or are brought to school by their parents should not be dropped off before 8:20 A.M., and must remain in the lobby until the busses arrive. Students are not allowed to remain after school without specific purpose and permission from the Principal or their teacher.

**If your child is absent, please call the school before 9:00** We attempt to contact the parents of any students who are absent and from whom we haven't had a call. This is done out of concern for the welfare of our students. It requires strong parental cooperation in contacting us in case of absence. In cases where a student knows a day or so before that he/she will be absent or excused early, a note should be brought to the homeroom teacher indicating the date and reason for absence, and should be signed by a parent or guardian.

When returning to school after an absence, and no prior contact with the school has been made, the student must bring a note to her/his teacher on the day he/she returns. This note must indicate the date, reason for absence and be signed by a parent or guardian.

Parents must sign children out in the office if they are excused before the end of the day and sign them in if they are late starting school. Parents must also sign children out at the end of the day if they will not be riding the bus home. This procedure is necessary for reasons of safety and attendance record keeping. **Written or verbal parental permission is necessary in order to release your child to someone other than parent or guardian. Please make sure your emergency card is accurate and always contains current emergency numbers.**

Homework requests in case of illness may be made by calling the school office between 7:30-9:00 A.M. Assignments can be picked up in the office between 3:00-3:15 P.M.

**Any student participating in extracurricular activities such as dances, band, chorus, drama, concerts or athletic events, must be in school the day of practice or performance by 12:00 P.M. unless excused in advance.**

BEHAVIOR EXPECTATIONS AND CONSEQUENCES - For a more complete description of behavioral expectations and school climate goals, please see the packet " Student Code of Conduct". This is available online at <http://www.appleton.u69.k12.me.us> or a hard copy may be requested at the school office. The basic school rules are listed here:

***SCHOOL RULES ...for TRYING HARD,  
PLAYING SAFELY,  
and BEING FAIR at AVS!!***

- 1. We will not bully others.***
- 2. We will try to help students who are bullied.***
- 3. We will include students who are easily left out.***
- 4. When we know someone is being bullied, we will tell an adult at school and at home.***
- 5. We will not use hurtful language***

### **DETENTION**

**A. Detention will be held from 7:30 a.m. to 8:20 a.m.**

B. Students will receive a 24-hour notice before being required to serve a detention. However, after such notice, the student must serve the detention on the next day; students cannot choose the day on which they will serve detentions. It is the responsibility of each student to take her/his detention slip home that must be signed by a parent and returned to the Principal.

C. Parents have the responsibility for arranging transportation to the detention.

- D. Detentions may be issued by any Staff Member and will be reviewed by the Principal.
- E. Students who deliberately fail to serve an assigned detention will be subject to further disciplinary action by the Principal (in-school suspension).
- F. Students are expected to serve detention on the date assigned unless a parent or guardian obtains prior approval from the Principal.
- G. Students are expected to arrive at detention prepared to work quietly for the duration. Students should bring all necessary books and materials.
- H. If a parent refuses to allow a student to serve a detention, the student will serve an in-school suspension on the following day.

### **SCHOOL SUSPENSION**

The Principal may suspend a student from school for up to ten days, when the student's behavior is of a severe nature and disruptive to the functioning of the school. Students may be given in-school or out-of-school suspension at the discretion of the Principal. Students who are suspended out of school will not be allowed on school property. Students on suspension must make up any work or exams missed. Students on suspension are not allowed to participate in any extra-curricular activities (sports, dances, etc.) on the day or days during which they are suspended.

**BICYCLES** - Students may not ride around in the parking lot or on the playground before school or until after 3:30 P.M. Bicycles will be stored in the bike rack upon arrival on the school grounds. Students who ride bicycles to school will be dismissed after all busses have left the driveway. Students are reminded to wear their helmets and to practice safe biking skills.

**BULLYING PREVENTION**-Our efforts to assure the emotional and physical safety of all students at Appleton Village School include consistent schoolwide rules and consequences and a comprehensive bullying prevention program. This program is sponsored and supported by an active school/parent/community collaboration. It involves students in monthly theme study of ethical issues: attitudes and behaviors that keep people safe and increase their ability to work and play together toward greater individual and group success. Students have weekly discussions in classrooms and a monthly assembly is held to bring the month's topics before the whole school. The expectations brought out through this process are upheld throughout the year by all staff, students, and volunteers. This not only assures our students a safe climate for learning; it prepares them for life experiences challenging themselves and working effectively with others.

The Olweus Antibullying Committee meets monthly at AVS and new parent and community members are always welcome. Anyone interested should call the school office for the contact info for current officers, check the school website, or watch weekly school newsletters.

**CHILD FIND** - School Union 69 (Hope-Appleton-Lincolnville) seeks to insure that all students within its jurisdiction are identified, located, and evaluated who are between the ages of 3 and 20 and who are in need of special education and related services. These students include state wards, state agency clients, students who have been suspended or expelled, children attending private school and home school, children who have the equivalent of ten (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year, highly mobile children with disabilities, children who are suspected of being disabled and in need of special education even though they are advancing from grade to grade

Child Find is done through a school-wide process, while not a definitive or final judgment of a student's capabilities, is a possible indicator of special education needs. Final identification for students with disabilities and programming for such students occurs only after appropriate evaluation and a determination by the Individual Education Process team (IEP Team)

**CLOTHING** - Each year many articles of clothing are found at school and are not claimed. A lost-and-found area is maintained, and you are invited to browse through it if things do become lost. It is a good idea

to label your child's clothes. An emergency set of clothes/shoes labeled and left at school, for younger children, would be most beneficial and save parents inconvenient trips to school.

COMMUNICATION - Communication between home and school is very important and must be a two way street. The school will do its best to keep you up to date and informed of changes, interesting happenings, and concerns regarding your child. We send our newsletter, *Notes Home*, every Wednesday. It is important that you, as a parent, also share any information, items of interest and concerns that you might have. Often a quick telephone call can help avoid misunderstanding and prevent anxiety for both students and parents. Your child's teacher and school principal want to hear from you. Please also make use of our web site. Our website address is [www.appleton.u69.k12.me.us](http://www.appleton.u69.k12.me.us) which will contain additional information from classroom teachers and the school board. Please feel free to use staff email addresses to communicate with your child's teacher or the administration. Email addresses are [firstname\\_lastname@fivetowns.net](mailto:firstname_lastname@fivetowns.net).

CONFERENCES - Scheduled student, parent, and teacher conferences are conducted in November and April each year. Parents are welcome to schedule a visit to the school whenever they wish. Teachers will be glad to discuss your child's progress at any time during the year.

COURSES - Besides instruction in math, language arts, science and social studies, students will participate in a variety of programs including physical education, foreign language, art, music, health, band, and guidance. A copy of developed course curriculum and the Maine State Learning Results are available in the office.

DRESS CODE - Students should be neat and clean. Generally, dress is left up to the student and his/her parents; however, clothing must meet accepted standards of good taste. Students may not wear clothing or buttons having offensive language or which are vulgar or in poor taste. Hats are not to be worn in the building. Hats, T-shirts and other clothing promoting alcohol, drugs, or tobacco are not allowed. Clothing such as 1/2 shirts, spaghetti strap shirts, strapless tops, etc. are not appropriate for school. Extremely short skirts, dresses or shorts are not acceptable. **Shorts and skirts must come to the end of a student's fingertips when arms are fully extended down at the side. Footwear must have non-marking soles. Parents need to enforce this dress code before students come to school.** If a student is wearing inappropriate clothing they may be taken home or call home for a change of clothes. Parents are asked to remember that this is a K-8 school setting and we would like to promote a positive learning environment.

EMERGENCY DRILLS - Students will periodically practice emergency drills in order to be prepared, should such a need arise.

FIELD TRIPS - Educational field trips are an important part of the school program. Parents will be notified of field trips in advance and must provide written permission.

FIRE DRILLS - The sounding of the fire alarm should lead to a rapidly, but orderly evacuation of the building. Students should learn the proper exits from each room in their daily schedule as well as other parts of the building. General rules are as follows.

1. Follow your teacher's instructions
2. Line up quickly and quietly
3. Leave the building by way of assigned exit in an orderly manner. No pushing or running.
4. Walk to assigned area outside the building
5. Do not reenter the building until your teacher instructs you to do so.

GUESTS AT OTHER SCHOOL ACTIVITIES - In the event that an Appleton Village School student, while attending a school sponsored activity at any School Union 69 or MSAD 28 school as a guest, is involved in an incident that violates school rules, that student shall be subject to the consequences as prescribed by the Appleton Village School administration.

HEALTH PROGRAM - The district encourages all students to have a physical exam before entering Kindergarten. Vision and hearing screening tests occur periodically in grades K-8. Maine law requires the school to have written professional evidence that students in grades K-8 have received immunizations

against polio, diphtheria, pertussis, tetanus, measles, and rubella, chicken pox and mumps except as follows:

Parents provide written assurance that the child shall be immunized within 60 days of the entry to school;

Parents provide a physician's written statement that immunization is medically inadvisable; or

Parents state in writing that immunization is contrary to their religious, moral, philosophical beliefs or other personal reasons.

The principal will communicate first by phone and then by letter to parents of students not in compliance. Following a meeting with the Superintendent and parent, any student not in compliance with this policy will be excluded from school after 60 days following a meeting at the School Committee level.

**HOMEWORK** - Homework refers to daily assignments and will be assigned regularly, Monday through Thursday. Due to varying abilities it is difficult to project how long it will take for individuals to complete assignments, however, on average, these assignments will not exceed the following: Level 3 Up to 30 minutes per night, Level 4-5 up to 45 minutes per night and Level 6-8 up to 90 minutes per night. All students are expected to complete homework assignments on time! Students who do not complete assignments on time are subject to the following consequences: "Homework Café"

**Level 3 - 5: Indoor recess and receive a deduction of 1 letter grade a day until complete. Students will stay in for lunch detention until completion of work.**

**Level 6 - 8: Indoor recess and receive a deduction of 1 letter grade a day until complete. Students will stay in for lunch detention until completion of work.**

**HONOR ROLL** – All courses will count to determine honor roll for grades 3-8 (specials included).

**INSURANCE** - Accident insurance from a private company is made available early in the school year. This is not a school-sponsored program. Parents have the option of coverage during school hours only, year round coverage at home and school, or no coverage at all. Insurance claim forms are available from the school office. **Parents with students participating in any sports program need to provide proof of insurance coverage.**

**LEAVING SCHOOL PROPERTY** - Upon arriving at school, students are not allowed to leave school property without permission from the office. Students are not allowed in the parking lot.

**LIBRARY** - The library is open to all students every day during the school year. A book may be signed out of the library for a two-week period. Students who do not return library materials on time may be prohibited from the privilege of taking more books. Assistance in finding materials is available from the librarian. Library Skills are part of our regular Language Arts Curriculum.

**LUNCH PROGRAM** - A well-balanced noon meal is available to all students at a daily cost of \$1.75. Students may bring their own lunch if they wish. Milk can be purchased for \$.30. It is the responsibility of parents to provide their children with a nutritious lunch each day. There is a lunch form in the Wednesday newsletter. Parents must complete this and return it with payment on Friday for the following week. Credit is not extended. If a child has no lunch s/he will be provided a peanut butter sandwich, fruit and milk for which the parents will be billed the following day.

Forms for participation in the Free/Reduced Breakfast/Lunch Program will be sent home the first day of school and should be returned as soon as possible. It may take several days for applications to be processed. Any students who received free or reduced lunch in June may continue to do so until the new application is processed. If you feel you qualify for free or reduced lunch, we urge you to apply. Your application helps us to receive funds, which support our school programs.

We will continue our breakfast program for all K-8 students. Students will have the option of ordering breakfast for the following day. Cold cereal, fruit and milk will be offered at the cost of sixty cents per day.

**MEDICATION** - The Appleton School Committee acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. The parent/legal guardian may request in writing that medication be administered to the student during the school day. Such written request shall provide for acknowledgment and agreement that unlicensed

personnel may administer the medication as per physician's instructions. Parental requests must be accompanied by a written order from the student's physician/medical practitioner or dentist stating the following information: nature and amount of medication; individual dosage, the frequency and the length of time for which the medication is necessary; possible side effects and medical personnel to notify in the event of questions and/or complications. The student's parents/legal guardian shall transport all medications to the school in its original container.

Children should be kept home if they are too ill to participate in regular school routines.

Please update your child's emergency card with current phone numbers.

PROGRAMS - Students present programs in various areas during the year for parents and community. A variety of programs and assemblies are arranged for students during the year. Several special cultural opportunities are also provided through the Partners for Enrichment program.

PARENT-TEACHER-ORGANIZATION- The PTO group generally meets the first Monday of every month from 7:00-8:00 p.m. in the school library. New members are welcome! Meetings will be posted in the Newsletter.

PLAYGROUND & RECESS - In September 2007, a beautiful new school/community playground opened at AVS. Our staff and students are grateful for this wonderful facility. The play equipment provides ample physical activity, challenge and opportunity for imagination. The parents and staff of AVS have made a commitment to sustain scheduled recesses for students to assure that physical activity is built into their daily routines for lifelong health.

All students are expected to go outside for morning and noon recesses-weather conditions permitting. This requires proper clothing and footwear. Emergency exceptions will be made for health reasons, with a written explanation from the student's doctor.

The new equipment provides loads of fun and also some reasons for caution. Not all sections of it are appropriate for all ages of children. This is a community resource and is open to the public whenever school is not in session. **EVERYONE WHO USES THE PLAYGROUND IS ENCOURAGED TO ENJOY IT FULLY AND WITH CAREFUL ATTENTION TO SAFETY.** Children using the playground after-hours must have adult supervision. Please observe all posted guidelines for playground use and use common sense in limiting the use of equipment to its designed intentions and the age, size, and physical capacity of the children.

ROPES COURSE-In the woods behind our school is the Rob Pfeiffer Ropes Course, recently named in honor of our retiring guidance counselor who contributed greatly to its development and use over the years. AVS continues to have staff specially trained to facilitate the use of this resource to develop student pro-social skills, collaboration, communication, and self-challenge. Students take these experiences, individually and in groups, into their building of school culture and their commitment to achieve high academic goals.

Most ropes course elements are removed for storage when not in use. There should be no one climbing on or trying to use the ropes course without trained facilitators present. We are thankful for Mr. Pfeiffer's long term commitment as evidenced by the many challenging elements and the new storage building for attachments, and plan to use this resource fully for the benefit of current and future AVS students.

RECORDS - Pupil records are collected and maintained to promote the instruction, guidance, and educational progress of the pupil and for legitimate education research.

Parents or eligible students (age 18 years or older) are entitled to certain rights and protection under the Family Educational Rights and Privacy Act. A complete copy of School Union #69's student record policy may be obtained by contacting the school principal. However, the following items outline your rights.

The parent or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's educational records;

3. Consent to disclosure of personally identifiable information contained in the student's education records except to the extent allowed in accordance with 34 CFR, Section 99;
4. File a complaint with the U. S. Department of Education; and
5. Obtain a copy of School Union 69 student records policy by contacting the school principal.

The three types of student records maintained by the school include:

\* Academic information such as grades, progress reports, student work samples, achievement test dates, etc.;

\* Statistical information including aptitude scores, mental ability, permanent school health records, etc.; and

\* Directory information on students, such as names, ages, addresses, telephone number, grade, field of study, participation in officially recognized activities, and sports awards received.

All directory information may be made public without notice, unless the school is notified in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, that such information is to be withheld. Information from academic and statistical records will not be released to persons other than authorized school personnel without prior written consent.

School Union 69 forwards educational records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll.

**REPORTING PUPIL PROGRESS** - Students in Grades K-8 will receive written progress reports four times a year using a combination of letter grades, effort grades and written reports. Interim progress reports are sent during the school year as needed. Parent-Teacher conferences are scheduled in November and April.

**SCHOOL COMMITTEE** - School Committee meetings are held the third Monday evening of the month at 6:00 P.M. There is time scheduled at each meeting for public comment and question. The principal's office maintains a record of agenda and minutes of these meetings, as well as an Administrative Guide containing all policies and curricular approved by the School Committee. Members are elected to two or three-year terms at the annual town meeting. The agenda and minutes are also posted on the community bulletin board in the lobby.

**SCREENING POLICY** - All records of students entering School Union 69 will be reviewed by the Director of Special Education to ensure the provision of a Free Appropriate Public Education (FAPE) to all of its students.

Records will be stamped on the exterior to reflect that they have been screened and will have a notation within the cumulative file to denote that the screening has taken place.

If a student is a transfer student who has been receiving services from the sending school, the current Individualized Education Plan will be accessed immediately and services will be provided in accordance with their current IEP. A PET meeting shall be scheduled for that transfer student to review his or her identification, evaluation, program and placement. Said notification will also be sent to parents in writing.

**SPECIAL EDUCATION** - Their teachers or parents may refer Students for special education services. A Pupil Evaluation Team that includes the student's parents makes all decisions regarding programs for these students. If you have any questions in this area, please call the Special Education Teacher at 785-4504.

### **SPECIAL EDUCATION PUBLIC NOTICES**

#### **Notice of Non Discrimination**

School Union 69 (Hope-Appleton-Lincolnvile) does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The following person has been designated to handle inquiries regarding the non discrimination policies:

Robert J. Williams, Special Education Director  
 Special Education Office  
 P.O. Box 2007  
 Hope, ME 04847  
 (207) 763-4716

Inquiries concerning the application of non discrimination policies may also be referred to the:

Regional Director  
Office for Civil Rights  
U.S. Department of Education  
J. W. McCormack POCH, Room 701  
Boston, MA 02109-4557

### **Annual Notice of Student Education Records and Information Rights**

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

#### Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent of Building Administrator in writing and must identify the record(s) to be inspected. The Superintendent or Building Administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.

#### Amendment of Records

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

#### Disclosure of Records

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

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

B. Military Recruiters/Institutions of Higher Education - Military recruiters and institutions of high education are entitled to receive the names, addresses, and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want the School Department to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

C. School Officials with Legitimate Educational Interests - Education records may be disclosed to school officials with a “legitimate educational interest”. A school official has a legitimate educational interest if he/she needs to review an educational record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students, and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

D. Other School Units - As required by Maine law, School Union 69 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).

E. Other Entities/Individuals - Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or Building Administrator.

Complaints Regarding School Department Compliance with FERPA

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Referral to the Individual Education Team (IEP Team)**

School Union 69 (Hope-Appleton-Lincolntonville) wants to insure that any eligible student who may have a disability and may require special education and related services is referred to the IEP Team. A professional employee of the Union, parents, and individuals or agency representatives with knowledge of a child may make referrals. Non school personnel may refer by contacting the Building Principal or Director of Special Education.

**Homeless Students**

Homeless students are eligible to enroll in school even if unable to provide proof of residency or certain education and immunization records.

Homeless students include students who lack a fixed, regular and adequate nighttime residence and include a child or youth:

- a) Who is sharing the housing of other persons due to loss of housing or economic hardship or a similar reason; is living in a motel, hotel, trailer park or camping ground due to the lack of alternative adequate accommodation; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;
- b) Who is living in a car, park or public space or in an abandoned building, substandard housing, bus or train station or similar setting;
- c) Who has a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or
- d) Who is a migratory child who qualifies as homeless because the child is living in circumstances as describe above.

If you believe that you or your child is homeless, please inform the person registering you or the Homeless Children & Youth Liaison:

Robert J. Williams  
Special Education Director  
Liaison for Homeless Children & Youth  
P.O. Box 2007  
Hope, ME 04847  
(207) 763-4716

Shelley Reed  
Department of Education  
23 State House Station  
Augusta, ME 04333-0023  
(207) 624-6637  
shelley.reed@maine.gov

**Notice of Accessibility to School Events**

Persons with disabilities who wish to attend activities sponsored by the school, including conferences related to their students and public events sponsored by the school, and who need accommodations in order to attend the event(s), must contact the Building Principal well in advance of the date of the event so the school can make arrangements for the accommodations. For more information please contact the Building Principal.

**Use of School Facilities**

Persons and groups using school facilities for public meetings/events, are required to provide necessary accommodations to disabled persons so they can attend and benefit from the meeting/event. It is

the obligation of the sponsors of the meeting/event, not the school, to pay for those accommodations. For more information please contact the Special Education Director at 763-4716.

TITLE I - Title I is a federally funded program. It allows schools to create instructional programs that assist young children who may struggle with early math or reading strategies. It is intended to be short term. Student skills are assessed each fall and children most in need are given more intense and individual instruction. Given the limited number of students that may participate, we focus on the youngest children.

Parent Involvement Policy: The school policy has been developed jointly with (or in consultation with) the parents/guardians of students participating in Title I programs at the Appleton Village School. It includes a "School-Parent Compact" that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building Principal/Designee will be responsible for distributing this policy to parents/guardians of students participating in the school's Title I programs.

Parent Involvement Meetings: The Appleton Village School shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the schools participation under Title I, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school's Title I programs and parent involvement policy.

The school will offer at least one other meeting during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title I programs.

The building Principal/Designee will:

- Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- Introduce the representatives on the Parent Advisory Committee;
- Provide an overview of Title I and the programs the school provides under Title I;
- Explain the rights of parents/guardians to be involved in developing and reviewing the school's parent involvement policy, including the School-Parent Compact;
- Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- Respond to requests from parents/guardians for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- Invite parents/guardians to serve on the Parent Advisory Committee and/or other school Title I committees;
- Invite parents/guardians to participate in the planning, review, and improvement of programs under Title I and the school-parent involvement policy and establish a schedule for this activity;
- With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured; Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title I program;
- Welcome school based parent organizations in outreach to parents/guardians of students participating in Title I; and
- Arrange for childcare so that parents/guardians who would otherwise be unable to attend may do so.

School-Parent Compact: This School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

1. The School is responsible for providing a high quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the State's academic achievement standards.
2. Parents/guardians will be responsible for supporting their children's learning by:
  - Monitoring their children's attendance;
  - Providing assistance and encouraging their children to complete homework assignments;
  - Encourage their children to ask for help from teachers or classroom ed techs, or classroom volunteers when needed;
  - Talking with their children about the school day;
  - Reading to or with their children;
  - Monitoring and limiting their children's television watching;
  - Volunteering in the classroom and for school related activities such as field trips;
  - Participating, as appropriate, in decisions related to the education of their children; and
  - Enrolling their children in extracurricular and age appropriate, community based, after school activities.
3. The school will address the importance of communication between parents and teachers on an ongoing basis by:
  - Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;
  - Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
  - Giving parents the opportunity to observe classroom activities;
  - Welcoming parents as volunteers in the classroom;
  - Providing adequate supervision and feedback for parents/guardians who volunteer; and
  - Providing opportunities to participate in the school environment as best they can.

This compact supports the Maine State Learning Results and Guiding Principles.

Staff Goals:

- Have high expectations for all students

Make decisions collaboratively with the best interest of students in mind

- Celebrate students' successes
- Involve parents in school decisions and encourage parent volunteers
- Provide quality instruction in a supportive and safe learning environment
- Recognize students as individuals with different learning styles and needs
- Give students the time they need in order to learn
- Use the most recent and successful methods of instruction
- Create and maintain a sense of acceptance, inclusion and unity
- Use clear, honest and open communication to solve problems

Parent Goals:

- Stay aware of my child's learning
- Encourage child's literacy
- Support child's consistent school attendance
- Send child to school ready to learn
- Participate in home school reading program

As part of the NCLB Act, schools receiving Federal funds are required to offer home/school compacts. This compact is a partnership to achieve high educational standards. It is a voluntary agreement between parents, his/her child(ren), and the school. District efforts to ensure communication between home and school include newsletters, parent/teacher conferences, parent visits, school web sites, frequent reports to parents and reasonable access to staff. Parents are also encouraged to volunteer and participate in their child(ren)'s school.

SPORTS PROGRAM - Extracurricular interscholastic sports activities are offered as follows: coed soccer, boys and girls cross country, boys and girls basketball, boys baseball, girls softball, and wrestling. We are a participant in the Busline League, and teams may be combined with Hope and Lincolnville as necessary. The sports programs are dependent upon the availability of coaches, student interest and necessary transportation. AVS does not screen out players based upon prior experience or skills. Each sport is offered with priority given to oldest students first. **All students must provide proof of health insurance, and must submit documentation to show that they have passed a physical examination within the previous two years. A physician must sign this. Students will not be allowed to participate in the AVS sports program without these two documents**

SPORTS DONE RIGHT is a commitment AVS has made this year to assure that students have a positive experience participating in school sports. For each sport season, there will be a parent information meeting in which parents and students can learn about the principles and agreements of good sportsmanship. Parents must attend this meeting with their child(ren) or arrange an alternate time to meet with the coach and athletic director (principal), and sign the agreement.

EXTRA-CURRICULAR ACTIVITIES – Extra-curricular activities are those, which ordinarily occur outside the school day, including, but not limited to, athletics, clubs, plays and student leaders. A student who fails any subject during a grading period will be ineligible to participate in extracurricular activities until they, along with their parents, have met with their teacher and the principal to develop an academic plan for improvement.

REFUSAL TO OBEY - All students are expected to obey reasonable requests made by any member of the staff.

STORM DAYS - The weather occasionally forces the cancellation or early closing of our school. Several local radio stations are alerted when these decisions are made, and will repeatedly make announcements on school closings and early dismissals. Parents should make a plan with students regarding what to do if an early release occurs. The stations used by our district are:

WRKD	The Peak	Television Station
14.50 A.M.	102.5 F.M.	Channel 6

Web site: [www.villagesoup.com](http://www.villagesoup.com)                      Television Station - Channel 5

STUDENT PHONE USE – All after school plans should be made at home prior to the start of the school day. All alternate bus plans should be confirmed with a note from parents. Students will be permitted to use the office phone if there is a change of scheduling for a school function.

TESTING - We give school or grade level tests to students in our school for a variety of reasons. Students may be tested individually, with parental permission, if they are referred for Title I or Special Education Programs. Most often, we want to see how our students are doing as a group and individually on achievement tests or on basic skills tests. We expect to give the following tests this year:

NORTHWEST EVALUATION ASSOCIATION (NWEA): This test is given to all of our students in grades 2-8, in the fall and spring. This will test each student's achievement in such areas as reading, language arts, and mathematics. Scores will be reported annually to parents on a timely basis.

MAINE EDUCATIONAL ASSESSMENT: The MEA is administered to all Maine students in grades 3-8 as a requirement of the No Child Left Behind Act. They test student achievement in reading, math, science, etc., and are used to determine how our students are progressing in relation to other Maine students.

MATHEMATICS COMPETENCY AND COMPUTER PROFICIENCY EXAM: These tests are also given to eighth grade students and must be passed before graduation from Camden Hill Regional High School.

TEXTBOOKS: All students are responsible for the textbooks issued to them. Books that are lost or damaged must be paid for at replacement value. Books should be adequately covered to protect them from normal wear.

DANCES: Dances are fundraisers for the eighth grade class. AVS students and approved guests from grades 6-8 are welcome. Dances will be chaperoned by teachers and parents who volunteer their time. Students will not be allowed to leave a dance at any time prior to its conclusion without parental permission. Doors will be locked. In case of emergency call 785-4504.

CONCERNS: Any concerns regarding school practice or policy should be brought to the attention of the school principal first. It will be the responsibility of the principal to direct concerns through the proper chain of command - teacher, principal, superintendent, and school committee.

## **FACULTY & ADMINISTRATION**

Joy Baker, Principal, M.Ed., C.A.S. University of Maine at Orono; (B.S. El. Ed. USM)

Linda Blackler, Grade 1, B.S., University of Southern Maine, Highly Qualified

Carol Chater, Special Ed, B.S., University of Maine at Farmington, Highly Qualified

Christine Cook, Art, B.A., Mercy College, Dobbs Ferry, NY, Highly Qualified

Nancy DeRico, Middle School Language Arts, B.A., Hartwick College; M.A., Elmira College, Highly Qualified

Elaine Emerson, Grade 6, B.S., University of Maine, Highly Qualified

Brenda Gerry, Kindergarten, B.S., University Maine at Machias, Highly Qualified

Elisabeth Goodridge, French, B.A., Wells College, C.P.L.F., D.E.F.: Universite de Paris; M.A. in French, University of Maine at Orono, Highly Qualified

Mary Hyland, Grade 5; Gifted & Talented, B.S., University of Maine at Farmington; M.A., University of Maine at Orono, Highly Qualified

Tamara King, Grade 5, B.S., University of Maine, Highly Qualified

Buffy Ludwick, Grade 4, B.A., Wheelock College, Highly Qualified

Jennifer McFarland, Grade 3, B.A., Vermont College, Montpelier, VT, Highly Qualified

Jean Moro, Speech; B.A., M.A. , City University of New York Lehman College, Highly Qualified

Jeffrey Payson, PE/Health, B.S. in Allied Health Services, Lyndon State College, Lyndonville, VT, Highly Qualified

Nathaniel Porter, Middle School Math/Science, B.S., Mount Alison University; M.A., University of Maine at Orono, Highly Qualified

Jenny Roberts, Guidance Counselor, B.A. in Spanish, University of Colorado at Boulder; M.A. in Counseling Psychology and Counselor Education, University of Colorado at Denver

Jan Shandera, Literacy Coordinator/Special Ed Teacher/Title 1A, B.S., College of Mt. Saint Joseph in Ohio; M.Ed., University of Maine, Highly Qualified

Victoria Smith, Grade 2, B.S., Wake Forest, Highly Qualified

Dr. Deborah Stewart, Superintendent Union #69, B.S. Education, Lesley College, Cambridge, MA; Masters/Education, University of Maine, Orono; Ed.D., Geo. Peabody of Vanderbilt, Nashville, TN

Wendy Thatcher-Hall, Music, Western Connecticut State College, Highly Qualified

Carol Waldron, Technology, B.A., University of Maine at Orono; Masters of Library and Information Science, University of South Carolina, Highly Qualified

Robert Williams, Director of Special Education, B.A., Bates College; M.Ed., West Chester State College; Ph.D., Penn. State University

(Parents may request additional qualifications if desired.)

### **Acceptable Use Policy for Student Computer and Internet Use**

The Union 69 School provides computers, networks and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology. The following procedures and guidelines are used to help ensure appropriate use.

1. Users are to receive instruction in the proper use of computers and the Internet through classroom instruction.
2. Before a student is allowed to use school computers and Internet services, parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the "Computer/Internet Access Acknowledgment" and reading this policy's terms and conditions for use of the Internet. The signed acknowledgment will be retained by the school. Parents also have the option of denying permission for their child to use the Internet.
3. Students, in particular, may then use the Internet in a supervised classroom environment. While reasonable precautions (MSLN filter via UMO) will be taken to supervise student use of the Internet on-site, the Union 69 schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of school, in violation of policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. Parents can reinforce school efforts by encouraging or practicing appropriate use at home.
4. Student use of school computers, network, and Internet services is a privilege not a right. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.
5. Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent.

6. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the School Committee of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the School Committee's policy/rules. The Superintendent may delegate specific responsibilities to Building Principals and others that he/she deems appropriate.

Cross Reference: GCSA - Employee Computer and Internet Use and Rules

### **Expectations for Use of the Internet**

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the Union. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. You should always have a teacher-approved topic related to research for school work before using the Internet. A form to log Internet sites may be required by your teacher. If a form is required, you will write in the pathways you find to track down your information and properly cite it in your research references.
2. Be courteous and respectful in your messages to others. Use appropriate language. Do not swear, tease, use vulgarities, or any other inappropriate language. Illegal activities including harassment are strictly forbidden.
3. Always try to do your best writing and proofread and edit your messages/work. Do not reveal personal information including your home address or phone number, or those of other users. Use school addresses and phone numbers only...even if you think you "know" your correspondent.
4. Students have no expectation of privacy in their use of school computers. All school computers remain under the control, custody, and supervisions of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Each use of personal e-mail accounts at school by students requires teacher permission. All classrooms have classroom e-mail accounts available. Student e-mail projects (pen pals, classroom-based) are carefully planned with the Technology Coordinator and screened by the classroom teacher.
6. Only public domain software, video, text, images, and/or sound can be downloaded from the Internet with permission of the Technology Coordinator and saved to a specified location. Unauthorized downloading of information to student disks will not be tolerated.
7. Do not use the network in such a way that you would disrupt the use of the network by other users. Students need to use their own, individually assigned log-ins, not another student's or a teacher's log-in.

### **Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

Accessing Inappropriate Materials: Accessing, submitting, posting, publishing, forwarding, down-loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

Illegal Activities: Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and/or school rules.

Violating Copyrights: Copying or downloading copyrighted materials including but not limited to music, images, and films without the owner's permission.

Plagiarism: Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.

Copying Software: Copying or downloading software without the express authorization of the system administrator.

Non-School Related Uses: Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation.

Misuse of Passwords/Unauthorized Access-Sharing Passwords: Using other users' passwords without permission and/or accessing other users' accounts.

Malicious Use/Vandalism: Any malicious use, disruption or harm to the school unit's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

Unauthorized Access To Web 2.0 tools/Chat Rooms/News Groups/Social Networking sites: Accessing Web 2.0 tools (including, but not limited to blogs, wikis, etc.) chat rooms or news groups social networking sites (Facebook, MySpace, Meebo, etc.) without specific authorization from the supervising teacher.

### **Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent /guardian shall be responsible for compensating the school unit for any losses, costs of damages incurred by the school unit related to violations of policy IJNDB and/or these results, including investigation of violations.

### **School Unit Assumes No Responsibility for /Unauthorized Charges, Costs of Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by student including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Online Safety Rules for Students**

"I will not give out personal information, such as my address, telephone number, parent's work address or telephone number or the name and location of my school without my parents' and teachers' permission."

"I will tell my parents and teachers right away if I come across any information that makes me feel uncomfortable."

I will never agree to get together with someone I "meet" online (e-mail or chat rooms) without first checking with my parents and teachers. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along."

“I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents and teachers right away so that they can contact the online service.”

(Taken from “Child Safety on the Information Highway” brochure from the National Center for Missing and Exploited Children and the Interactive Services Association)

NEPN/NSBA Code: GCSA

**Policy IJNDB-R**

**Student Computer/Internet Use Acknowledgment Form**

No student shall be allowed to use school computers or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

**Student:**

I have read policy IJNDB - Student Computer/Internet Use and Rules and agree to comply with them.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Parent/Guardian:**

I have read policy IJNDB - Student Computer/Internet Use and Rules and understand that my son/daughter’s use of school computers is subject to compliance with these rules.

I **do/don’t** (circle one) give permission for my son/daughter to work with the Internet.

I **do/don’t** (circle one) give permission for my son/daughter’s work to be published on the Internet.

I **do/don’t** (circle one) give permission for my son/daughter’s name image to be used on the school’s web page.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date