

Dear Parents/Guardians:

It is very important that you read and discuss the contents of this handbook with your child/children. The rules and policies contained will be used in the day-to-day operation of the school and busses. Once you have finished reading, will you please sign and return the bottom of this page to your child's teacher. If you have any questions or concerns or would like a copy of any of the policies not contained within the handbook, please call my office and we will send you a copy of any or all requested.

Sincerely,

Arlo Smith, Principal

I have read and discussed this handbook with my child/children listed below and understand the rules and policies contained.

Child/Children: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Thank you very much for your cooperation.

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## **Additional Policies;**

Dear Parents/Guardians:

Perry School Committee has adopted a number of policies for governing school operation and student behavior. These policies are too numerous and lengthy to include in the Parent-Student Handbook. A copy of all policies is kept in the office at Perry Elementary School. If you would like a copy of any or all of the listed policies, they will be made available to you by simply calling the school any day between 8:00 am. and 3:00 pm.

The list of policies that follow may not be all inclusive. If you have a question regarding a particular policy, please feel free to contact me at any time.

- A. Weapons in the Schools: Administrative Procedure
- B. Tuitioning of Grades 9-12 Students
- C. Administering Medication to Students
- D. Internet and Appropriate Use
- E. Drug and Alcohol Use By Students
- F. Philosophy of Student Discipline
- G. Section 504 of Rehabilitation Act of 1973
- H. Individuals With Disabilities Act
- I. Student Harassment
- J. Community Use of School Facilities

Sincerely,  
Arlo Smith, Principal

### Message from Principal

Dear Students:

As Principal, I would like to welcome you to Perry Elementary School. It is my hope that you will find this school an enjoyable place to learn and grow. All of the people here will do all they can to help you be successful at whatever you try to do. I urge you to work to your capacity at all times in order to achieve the most from your years at Perry Elementary School. I hope you will participate in our varied activities, for these also help to make your education more complete. Remember that your success in this school will be directly proportional to your efforts. If I can be of any assistance to you, please remember, the door to my office is always open to you. Good luck to all of you, and may your year be a great one.

Arlo I. Smith

Dear Parents:

This handbook is intended to assist you in planning during the school year and to inform you about Perry Elementary School's rules, procedures, policies, and different activities. Monthly newsletters and notices will be sent home during the school year to help keep you informed. It is hoped that you will read and discuss this handbook with your child. Your support and involvement are necessary in order to give your children the best possible education. Please feel free to contact the school at any time, if you have any questions. It is hoped that you will come to school often and involve yourself in your children's education. As Principal of your school, I invite you to visit the school at your convenience. The education of your children is a cooperative adventure and the responsibility of both the home and the school. Together we can make that adventure a successful one.

Arlo I. Smith

### School Mission

The Perry School Department recognizes and is dedicated to the belief that every child is a unique and special individual. It is the goal of this school system to provide an educational experience that will enable every student to realize his/her greatest maximum potential.

In order to achieve this educational commitment, it is necessary to set appropriately high standards and expectations for learning with emphasis on acquisition of basic skills.

It is further essential to provide strong administrative leadership, and a structured, disciplined environment which is conducive to effective teaching and learning.

Clearly defined educational objectives, frequent evaluation of staff and pupil achievement, on-going staff development and parent involvement are all key elements which will be utilized to ensure the success and fulfillment of every student.

Perry Elementary School – Staff Roster 2009-2010

Principal	Arlo Smith
Assistant Principal	Jeanne Schrumpf
Kindergarten 4yr & 5yr	Annalie Greenlaw
Grades 1 & 2	Mary Braginton
Grade 3	Karen Hallowell
Grade 4	Penny Johnson
Grades 5 & 6	Daniel Morang
Grades 7 a.m. /8 p.m.	Joni Kinney
Grade 7 p.m.	Avery Stevens
Grade 8 a.m.	Arlo Smith
Special Education	Jeanne Schrumpf
Physical Education	John Maloney
Art – Part time	Beth Seilonen
Music – part time	Robert Sanchez
Speech Therapist	Julie Hardy
Speech Assistant	Rhonnie Gardner
Title I Teacher	Avery Stevens
Ed. Tech. II	Gail Keezer
Ed. Tech. II	Natalie Lank
Ed. Tech. III	Alesia Kilton
Ed. Tech. III	Sarah Morrison
Ed. Tech. III	Erin Mahar
Ed. Tech. III	Jennifer Herlihy
Secretary	Cindy Ritchie
Special Service Director	Janet Weston
Supt. of Schools	Terry Lux
Bus Drivers	Linda Newcomb
	Kaloua Stanhope
	Carl Marsh
Cook	Roland Botelho
Assistant Cook / Custodian	Kaloua Stanhope
Custodian	Lorraine Kinney
School Committee	Ariane Murray
	Denise Harris
	Traci Jamieson
	Ivy Turner
	Eileen Curry

School Phone: 853-2522  
 Fax Number: 853-4539

School Hours: 4Kindergarten 7:45 am. - 10:15 am.  
 Grades 5K-8 7:45 am. - 2:30 pm.

### Admissions

K4 students must be 4 before October 15 of the year in which they are enrolling. Grade K4 is not mandatory and remains a parental option. New Kindergarten students must be 5 years old before October 15 of the year in which they are enrolling. New first grade students must be 6 years old on or before October 15. Ages must be verified by a birth certificate and immunization records must be complete.

### After School Activities

A variety of after school activities are provided during the school year. Information will be sent home about each activity, and students may register for the one(s) of their choice. Permission slips are required for participation. Parents are responsible for their child's transportation to and from school. Every effort is made to inform parents of times to deliver and pick up their children.

### After School Detention

If a teacher feels a student needs to be kept after school for any reason, the parent will be notified at least 24 hours in advance so transportation can be arranged. It is not the teacher's responsibility to provide transportation for students. Parents should be prompt in picking their child up at the designated time.

### Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school grounds or busses, is strictly forbidden. Violation of this rule will cause immediate suspension and will be reported to appropriate law enforcement agencies. (See enclosed policy JICH on pages 47-48).

### Announcements

A special bulletin board in the front lobby is reserved for school related notices, posters or information. These may be displayed after obtaining permission from the principal.

Announcements are made each day over the intercom at 2:20 pm. If you wish an announcement to be made, please contact school prior to this time.

## Interscholastic Athletic Policy

### Perry School Department

The School Committee believes students will benefit from the experiences in self-discipline, team effort, and good sportsmanship made possible through participation in organized school sports.

The purpose of athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration.

The athletic policy is an integral part of the school program and comes under the authority of the principal to the same degree as all other phases of the program.

Qualified personnel shall be assigned to supervise and coach the individual sports. Staff members will be considered first for coaching assignments.

The following are the objectives of the athletic program:

1. To enhance the educational experience by providing a well structured extra-curricular activity.
2. To meet the competitive needs of those students who demonstrate ability in any one or more sports offered by the Perry School.
3. To help develop leadership qualities for use in school or community.
4. To learn to interact properly with teammates, coaches, opponents and officials.
5. To learn the value of team play and cooperation.
6. To develop good citizens of the school and community.
7. To develop good sportsmanship and high moral standards.
8. To develop an understanding of the rules, techniques and strategies of the sport in which involved.
9. To promote school spirit.
10. To help develop and maintain good physical ability.

## Interscholastic Athletic Policy Regulations

### Perry Elementary School

#### A. General Requirements for Participation

1. Students must be covered by health insurance.
2. Students must have written parental permission to participate.
3. Students must successfully complete a physical examination by a doctor within the previous twelve months.
4. Students must be in proper uniform at all times if available.
5. Students must be in attendance at school for the complete day on the day of the game unless there is an excused absence.

#### B. Academic Requirements for Participation

1. Any student who fails one subject will be put on academic probation for a period of three weeks. If at the end of three weeks that student continues to fail, he/she will be prohibited from participation until the next grading period ends. Reinstatement can be made at that time if grades so warrant. A student on academic probation can maintain eligibility by continuing to pass all classes until the next grading period ends.
2. Any student who fails two or more classes is academically ineligible until the next grading period ends.
3. Each student will be handled on an individual basis, with the final decision with the Principal.

#### C. Discipline

The following may result in temporary or permanent suspension from participation:

1. Willful destruction of school property, either at home or while visiting other schools.
2. Offensive language to coaches, teammates, spectators, or chaperone's, etc.
3. Stealing of personal or school property.
4. Possession of tobacco, alcohol, or illegal drugs.

5. Failure to follow school rules or rules of the Perry Athletic Policy.
6. The length of suspension will be dealt with on an individual basis. The Principal will have the final authority on each suspension.

#### D. Visiting Other Schools

1. At all away games students are expected to be on their best behavior. Rules of behavior at the Perry School are also in effect while visiting other schools.
2. Coaches, advisors, and chaperone's are expected to supervise their groups at all times at home or at visiting schools.
3. At away games players, cheerleaders, coaches, etc. will sit together as a team in an area designated by the coach.
4. Discipline matters at away games should be referred to the Principal as soon as possible.

#### E. Uniforms and Equipment

1. Uniforms and equipment are loaned to players for their use. They are expected to be returned in good condition at the conclusion of the season.
2. Uniforms and accessories must be kept clean and neat at all times.
3. Uniforms are to be worn at games only, unless authorized by coach.

#### F. Transportation

1. Only players, cheerleaders, managers, coaches, assistant coaches and chaperone's are eligible to be transported on school busses to games.
2. Coaches or advisors are expected to ride the bus and supervise their group.

#### G. Attendance at Practices and Games

1. Team members must attend all practices and games unless they have an acceptable excuse. Three unexcused absences will result in a one game suspension. Each unexcused absence after three will result in a one game suspension. After six unexcused absences that student is declared ineligible for the rest of the season.
2. Players will be excused from practice for academic reasons, personal sickness, unexpected emergencies, or other excuses approved by coach or Principal. The final approval of an excuse rests with the Principal.
3. If a player is suspended from a team for disciplinary reasons he/she is expected to attend all practices as a spectator during his/her suspension and to remain on the bench for all games. If

this is not done, that student forfeits his right to return to the game after his/her suspension ends.

### Attendance

A student is expected to be in school every day that school is in session, unless legally excused. The State Department of Education and the local school system considers the following as legal excuses for missing school:

- A. Personal Illness
- B. Appointments with health professionals that cannot be made outside of regular day.
- C. Observance of recognized religious holidays when observed as required during a regular school day.
- D. Emergency family situations.
- E. Planned absences for personal or educational purposes which have been approved in advance.

The Principal may also grant excuses in the case of extenuating circumstances for which an excuse has been requested beforehand. Upon return to school, pupils are required to bring a note from a parent or guardian indicating the reason for their absence or tardiness which must fit into one of the above areas.

### Awards

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are encouraged to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given for academics, sports, attendance, and other related achievements.

### Bicycles, Skateboards, and A.T.V's

Any student who rides a bicycle to school will leave it in a designated parking area until the closing of school. Students riding bicycles will be excused after the school busses have left. Skateboards and all terrain vehicles are prohibited on school property at all times.

### Bus Conduct and Rules

The right of students to ride on the bus is conditioned on their behavior and observance of rules pertaining to proper conduct. Drivers are authorized to enforce all of the following rules and regulations.

### Meeting the Bus

1. All students must be on time at bus stops. Drivers are not obligated to wait for any student.
2. Students shall not run or walk alongside a moving bus.

3. When waiting for a bus, do not stand too close to the edge of the road. If roads are slippery the bus could slide.
4. If houses are close, one stop only may be made. This will be an administrative decision.

### Riding on the Bus

1. The driver is in charge of the bus at all times and must be obeyed.
2. Students shall go to their seats, without crowding or pushing.
3. Once students are seated, they are not allowed at any time to change their seats without permission from the driver.
4. Students may be seated in the bus by the driver in a manner that will produce the best control and discipline.
5. Students must remain seated until the bus comes to a complete stop previous to alighting at their destination.
6. Students, after alighting from the bus, (if they must cross the road) shall go around to the front of the bus and wait for driver to motion for them to cross the highway. Under no circumstances should a student walk toward the back of bus after alighting.
7. While bus is in motion, students shall not talk to bus driver, unless in an emergency.
8. Students shall refrain from loud or profane language.
9. Students shall not tamper with, mar, or deface bus property. Damage done must be paid for by student.
10. Students shall sit in seat, not kneel or lean against windows.
11. Windows shall be opened only with driver's permission.
12. There shall be no fighting or scuffling in the bus or creating any disturbance which might distract the driver.
13. Students shall not shout or wave to pedestrians or occupants of other vehicles, or throw anything out or within the bus.
14. Students shall not extend any part of their body out of the bus.
15. Students shall keep aisles free of all objects.
16. Students shall not eat food or chew gum while riding on the bus.
17. Students shall not be allowed to smoke at any time on the bus.
18. In an emergency, students will, for their safety, remain on the bus unless directed by the driver to do otherwise.

ANY STUDENT WHO DOES NOT RESPOND FAVORABLY TO THE DISCIPLINE OF THE BUS DRIVER MAY BE SUSPENDED FROM RIDING ON THE BUS FOR A PERIOD OF FROM ONE TO FIVE DAYS OR LONGER IF DEEMED NECESSARY.

### Cafeteria Rules

1. Students are to remain quiet in line and keep hands to themselves.
2. Students are not allowed to save places in line or at the tables. Cutting in line is prohibited.
3. Tables and benches are not to be pushed or moved at any time.
4. No throwing or spitting food. This will result in suspension or expulsion from lunch room.
5. No rough play is allowed at any time in the lunch room.
6. If food or paper is dropped on the floor, that person is responsible for cleaning it up.
7. Students will talk in a normal tone. Screaming or yelling will not be tolerated.
8. At the designated time you may empty your tray. If it is not time to leave, students will sit quietly.
9. Before each student leaves the table, he/she should make sure their place is clean.
10. There is to be no running in the lunch room, corridors, or classroom at any time.
11. Grades 5-8 may leave lunch room at 11:45. Grades K-4 may leave at 11:50.
12. Once excused you will proceed in an orderly manner to your room. No loitering in hallways.

ANY VIOLATION OF THESE RULES WILL RESULT IN DETENTION AND/OR  
SUSPENSION/EXPULSION FROM LUNCH ROOM. GOOD BEHAVIOR WILL BE REWARDED.

SCHOOL CALENDAR PAGE

### Cancellations and Early Dismissals

All “No School” announcements will be made over radio station W.Q.D.Y. in Calais and Channel 2 T.V. in Bangor before 6:30 am. Early dismissals will be handled according to directions given by parents on dismissal form or notices from school.

If for any reason a student is to be excused early, a note must accompany any person other than that child's parent or legal guardian before that student will be excused. When there is a planned early dismissal, the school should be notified as early as possible of the time the parent will arrive.

### Change of Address/Telephone

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone during the school year.

### Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered the student's work will be confiscated. A failing grade will be recorded for the work and parents will be notified. A second offense will result in suspension from school and failure of the student in that subject for the ranking period.

### Classroom Parties

The three major classroom parties will be held to celebrate Halloween, Christmas, and Valentine's Day. Through notices, treats may be brought in for special occasions after clearance has been received from classroom teacher. Parents may be asked to volunteer their time to help with these parties.

### Conferences

Parent/Teacher conferences occur after the first and third grading periods. Parents are asked to make specific appointments with the teachers of their children, regardless of the progress of the child. Parents are encouraged to check periodically with the teacher concerning the progress of each child. Our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. These conference times are very valuable to the overall education program of each student.

### Daily Schedule

7:45 am	Busses Arrive
7:45 am – 8:15 am	Breakfast
8:15 am	School Begins and Opening Exercises
10:15 am	Recess – K4 Dismissal
10:30 am	Classes Resume
11:20 am	Lunch Grades 5-8
11:30 am	Lunch Grades K-4
11:45 am	Recess Grades K-8

12:15 pm  
2:30 pm

Classes Resume  
Dismissal Grades K-8

### Dances

From time to time the school will sponsor dances for students in grades 5-8. Dances will be held from 7:00 pm to 9:30 pm. Students will remain in the lobby/gymnasium area and will not be allowed to leave the building. Parents are asked to have transportation available promptly at 9:30 pm for their children. All school rules are in effect the same as they are during the regular school day. The following guidelines will be followed:

1. All dances will be chaperoned by at least 1 teacher and 1 parent.
2. Students who wish to bring non-Perry guests (grades 5-8) must pre-register their guests 24 hours in advance.
3. Students are to conduct themselves in an orderly manner at all times.
4. Students who leave building during the dance will not be allowed back in to the dance.
5. If a student is absent from school on the day of a scheduled dance, he/she may not attend without permission from the Principal.
6. If there are problems with a student, the principal will be notified and the student will not be allowed to attend the next dance.
7. If other schools are invited, it must be cleared through the Principal. All rules apply for those schools invited.

### Discipline

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Teachers have the authority and responsibility to maintain discipline in their classrooms. Rules for each classroom will be discussed and understood by all students. (See policy JK pages 49-50)

The school has a limited number of school rules for all students which are listed below. These types of behavior will result in disciplinary action which may include after school detention, out-of-school suspension, and/or expulsion.

1. Fighting, disruption or interference with curricular or extra-curricular activities.
2. Damage or destruction of school property.
3. Possession or use of narcotics, alcoholic beverages, tobacco, and/or other dangerous drugs while on school premises or in the course of a school related activity.
4. Violation of school bus safety rules.
5. Stealing of school or private property while on school premises or in the course of a school related activity.
6. Violation of attendance rules and regulations.
7. Being insubordinate or disrespectful to a school employee.
8. Inappropriate display of affection while on school premises or in course of a school related activity.
9. Use of any form of profanity, written or verbal. Included are use of obscene gestures, signs, pictures, or publications.
10. Engagement in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator, or member of the school staff by written, verbal, or gestured means.
11. Leaving school grounds during school hours without permission.
12. Repeat violations – Any series of behavioral violations that create a pattern of misconduct.

#### Suspension Policy

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | - 1 to 3 days                                  |
| 2 <sup>nd</sup> Offense | - 3 to 5 days                                  |
| 3 <sup>rd</sup> Offense | - 5 to 10 days                                 |
| 4 <sup>th</sup> Offense | - Referred to School Committee for disposition |

Each classroom will be operated on the School Discipline Policy, a copy of which is included in this handbook.

## PERRY ELEMENTARY SCHOOL

### DISCIPLINE POLICY

#### School Rules

Rules Apply to all school areas and activities.

1. The student will be polite and respect people, property, and privacy.
2. The student will be quiet while working and when requested to do so by staff members.
3. The student will use all work time responsibly.
4. The student will be well prepared and attentive during all instructional time.
5. The student's behavior will in no way jeopardize his/her or anyone else's safety or right to an education.

#### Procedure

1. All detentions will be served after school.
2. Each time a student violates a rule, he/she will receive a 15 minute check.
3. When the student accumulates 4 checks, he/she will receive one after school detention.
4. If a student fails to take his detention slip home, have it signed, and bring it back, he/she will receive an additional one hour of detention.
5. Parents will receive 24 hours notice of their child's detention.
6. A student must serve detention on the assigned day or receive a one day suspension for that day. If absent, student will serve detention on the first day after returning.
7. If the student receives 3 after school detentions in one ranking period, each additional 4 checks will result in a one day suspension from school.
8. After the first suspension in any one quarter, the student and his/her parent/s must meet with the building principal before being readmitted to school.
9. After the second suspension in any one quarter, the student and his or her parent/s must meet with the Superintendent before being readmitted to school.
10. After the third suspension in any one quarter, the student and his/her parent/s must meet with the Perry School Committee before being readmitted to school.
11. Each student receives a clean slate at the beginning of each ranking period.
12. Any student who has after school detention on a particular day is ineligible to participate in any after school activity for that day.
13. Students will receive a zero for work not done on time. If work is passed in late or redone later that day, the paper will be graded, and the student will receive \_ credit.
14. If a student is absent, they will receive 1 week (7 days) to make up missed work. After that time, a zero is recorded in the record book.
15. If a storm day occurs during a suspension, it does not count as a day of the suspension period.
16. If a student is sick or injured and a parent wishes he/she to remain inside, a note should be sent to the classroom teacher. Each request will be handled on an individual basis.

#### Dress Code

Students at Perry Elementary School are expected to be neat and clean and to take pride in their appearance. Any type of dress or grooming which is disruptive will not be permitted. Shorts are allowed only during, May, June, and September except for physical education class. Shirts or hats with inappropriate slogans or advertising are not permitted. Hats are not to be worn while in the school building. All students should be dressed appropriately for the seasonal weather conditions.

### Emergency Information

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone (If available)
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

### Field Trips

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community or state. Parents will receive notices of the field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Sometimes small amounts of money may be requested to defray costs. Parents are encouraged to attend field trip outings with their children.

### Fire Drills

10 Fire drills will be conducted each school year at various times. Directions for leaving the school building are posted in each room. Each student should know the procedure for each room he/she is in at any given time. At the sound of the alarm, all students are to evacuate the building in an orderly manner via the designated exit and remain in pre-designated areas until given permission to return to the building.

### Food

Breakfast and hot lunch are served each day and are available to all students. Lunches may be brought from home by those students not wishing to take advantage of the school's hot lunch program.

### Gum

Chewing gum is not permitted during school hours on school property, including busses, except on special occasions.

## Homework

Homework will be assigned to students at the discretion of the classroom teacher. Homework will be assigned in amounts which are reasonable. Students have the responsibility of completing all homework assignments. Homework is a very important part of the learning process and is a reinforcement and a practice for the day's classwork. Students who do not complete homework will receive a grade of incomplete or zero.

### Honor Roll (Grades 3-8)

The honor roll is a special recognition for academic achievement. A's and B's are honors. All A's are high honors. The honor roll excludes subjects, handwriting and physical education.

### Hours

Office hours -	7:30 am to 3:00 pm
School hours -	7:45 am to 2:30 pm
Kindergarten hours -	7:45 am to 2:30 pm
Lunch hour	11:20 am to 12:15 pm
K4 hours -	7:45 am to 10:15 am

### Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse (if available) or a member of the school staff. School personnel will render first aid treatment only. Parents or emergency number will be contacted as soon as possible. If this cannot be done, the student's family doctor (from school file) will be contacted. Emergency information in the office records for each child is so important at this time.

Because of insurance coverage, students will not be transported in staff vehicles.

Students with a communicable disease will be excluded from school as prescribed by law. A physician's certificate may be required by the Principal before being readmitted to school. All students must by law provide proof of immunization against the following diseases: Polio, diphtheria, whooping cough, tetanus, measles, rubella. Exemption Forms will be provided by the Principal upon request.

A student can receive medication only with specific written permission from parent or guardian. This includes aspirin. Prescription medication must be in the original container, and must be kept by medication administrator.

### Immunizations

State law requires that each student who is admitted to public school must have evidence of immunization for diphtheria, measles, mumps, pertussis, poliomyelitis, rubella, and tetanus.

### Insurance

School insurance will be offered at the beginning of each school year. Acceptance is strictly a parental decision.

### Library

The library is open on a regularly scheduled basis and is supervised by the librarian or volunteers. Students are allowed to use the library to read, check out books, return books, do reference work, or work on special projects. Each student may check out one or two books for a period of up to two weeks. There is no fine for overdue books, but lost or damaged books must be paid for. If a student misbehaves, he/she may lose the privilege of using the library for a period of time.

### Lockers

A locker with a combination lock is issued to each student in grades 5-8 at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. In some situations students may be asked to share a locker. The school cannot be responsible for valuables left in lockers. If you have money or other valuables, leave them with your classroom teacher, coach, or in the office.

### Lost & Found

A lost and found box is maintained in the office at all times. Any child losing or finding an item should report it immediately to the office. It would be especially helpful if all outer clothing was marked with your child's initials. Items that are not claimed by the end of the school year are disposed of.

### Lunch Money

Lunch money is collected each morning before regular classes start. Menus are issued for each two week period in advance. It would be particularly helpful if students would pay for the week on Monday. This cuts down on time used for collecting money and allows the teacher more time for instruction. If students miss a day for which they have paid, the money will be returned to them the next day.

### Make up Work

The school will make every effort to provide make-up work for excused absences. Students are responsible for requesting make-up work immediately upon returning to school. If the dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. A student will receive zeros at the end of each ranking period for make-up work not completed.

### Medication

A student can receive medication only with specific written permission from parents or guardian. This includes aspirin. Prescription medication must be in its original container and have specific

instructions for time and dosage. Prescription drugs should be given to the medication administrator for safe keeping. A medication policy (JLCD) can be obtained from the office.

### Menus

The daily menu for our school is published in two week slots. It will be available by Friday of the previous week.

### Newsletters

Parents will receive written communications on a regular basis concerning upcoming events and items of interest at Perry Elementary School. This is done on menus sent home and through the monthly newsletter.

### Nurse

Although we do not have a full time nurse, we do have access to one when needed. She is responsible for the maintenance of health records, routine health check, parental contact concerning health problems, and vision & hearing screening. Please call the school if your child is absent from school due to a communicable disease. The nurse can then be notified and note made in the student's permanent health record. If your child has any special health problems, please contact the school, so the nurse and staff may be made aware of it. If you need the services of the school nurse, call the school and they can put you in contact with her.

### Parent Volunteers

Perry Elementary School considers parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office if you have the time and skills you can share to make our school a better place for students to learn and grow.

### Pets

No pets, of any kind, are allowed at school without permission of classroom teacher and principal. Special permission may be given to bring pets to school as part of a special display or activity. Permission should be requested from the classroom teacher who will, in return, get permission from the principal. However, under no circumstances is a potentially dangerous pet to be brought to school.

### Physical Education

The Staff of Perry Elementary School believe that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality. Physical Education classes are provided twice each week for all students.

Students that must be excused from Physical Education class must provide a written doctor's note to that effect.

## Pictures

Individual student pictures will be taken in early fall, sports' pictures at the end of the season, and class pictures sometime in early spring. These are available to all students for purchase. Notice will be sent home well in advance of each event.

## Playground Rules

1. Balls must not be bounced against building.
2. Twisting, standing, jumping, or running under swings is prohibited.
3. Only one person at a time is allowed on each swing.
4. Only two people playing tether ball at a time. Once game is completed, rotate to another couple.
5. Students are to refrain from running or walking in shrubbery area next to building.
6. Students are not to be in front of school in areas beyond poles by basketball hoops.
7. Woods bordering playground area are off limits to all students.
8. Wrappers, goods, or containers are not to be taken outside.
9. Students, under no circumstances, are to climb tether ball poles, swing sets, or basketball poles.
10. Students should obtain permission from person on duty before returning inside building once they have gone out.
11. No digging in sand except in sand box.
12. No wrestling, choking, or pulling on another student is permitted.
13. Kicking of all balls must be done on ball diamond.
14. There will be a warning bell two minutes before the end of recess. This is to signal all students on the diamond to start up the hill.

## Playground Supervision

For your child's safety, 3 staff members are on playground duty each recess period. There will be no playground supervision by staff members before 7:45 am and after 2:30 pm. Students are expected to leave for home immediately following dismissal, unless an event has been arranged in advance.

## Promotion, Retention, and Acceleration of Students

It is the intent of the Perry School Committee that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.

As far as possible, retention will be decided through conferences involving the Principal, teachers, and parents. The guidance counselor and school consultant will participate as appropriate. Parents will be notified as early as possible that retention is being considered, and except in very unusual circumstances no later than March 15. The Principal shall be responsible for making the final decision as to retention and assignment. Parents dissatisfied with this decision may appeal to the Superintendent and School Committee. Decisions on special education students will be made through the Pupil Evaluation Team process.

The following criteria shall be utilized in making decisions concerning promotion and retention:

- A. Student achievement;
- B. Academic potential;
- C. Attendance;
- D. Health;
- E. Maturity;
- F. Physical Size;
- G. Age in relation to grade placement;
- H. Student attitude;
- I. Parent concerns;
- J. Out-of-school influences;
- K. Program options.

Any necessary retention should take place as early in a student's educational career as possible. Only in unusual circumstances should a child be retained more than once.

Legal Reference: Ch. 127 §§ 5.03, 6.02 (Me. Dept. of Ed. Rule)

Cross Reference: IK – Academic Achievement

Perry School Committee

First Reading 08/02/04

Adopted 09/08/04

### Radios and CD Players, iPods, etc

Students are allowed to bring radios, CD players, iPod's, or other electronic equipment to school **only** for special activities. The classroom teacher **must** have given permission prior to the activity.

### Recess Policy

Weather permitting students are given 2 recesses each day. Decisions to have outside recess depend on the temperature, wind chill factor, ground conditions, or other weather factors. Sometimes shorter recess times are scheduled because of weather. Students should always dress for outside recess. Only students with special excuses will be allowed to remain in during recess. Students will have supervised free time in the classroom on days when bad weather prevents outside recess. Quiet games, talking with friends, etc. are usually allowed by the teacher in charge.

### Report Cards/Progress Reports

Report cards and progress reports will be issued according to schedule enclosed. Both progress reports and report cards are to be signed by parent/guardian and returned to school. If you have any questions concerning either, please call school and arrange a conference with your child's teacher.

### School Colors and School Mascot

The Perry Elementary School mascot is the Mustang and the school colors are red and white. We encourage out students to identify with these symbols as a representative of our school pride and spirit. T-Shirts, sweatshirts, jogging pants, book bags, and jackets are available for purchase with our mascot and name imprinted on them.

Perry Elementary School  
Progress Report/Report Card Schedule  
2009-2010

First Quarter (10 Weeks) 40 Days

Tuesday, September 1	Classes Begin
Friday, October 2	Progress Reports Issued
Friday, October 30	Grades Close
Friday, November 6	Report Cards Issued

Second Quarter (10 Weeks) 43 Days

Monday, November 2	Second Quarter Begins
Friday, December 4	Progress Reports Issued
Friday, January 15	Grades Close
Friday, January 22	Report Cards Issued

Third Quarter (8 Weeks) 43 Days

Monday, January 18	Third Quarter Begins
Friday, February 26	Progress Reports Issued
Friday, March 26	Grades Close
Friday, April 2	Report Cards Issued

Fourth Quarter (10 Weeks) 49 Days

Monday, March 29	Fourth Quarter Begins
Friday, May 7	Progress Reports Issued
Friday, June 11 (tentative)	Grades Close
Last Day of School	Report Cards Issued

### School Day

The school day begins at 7:45 am and ends at 2:30 pm. Students should not arrive at school until 7:35 am. Duty teachers are not on duty until that time. Students are not allowed on school property after school hours, unless permission has been granted by the Principal and students are supervised by an adult. The Perry School Department will not be responsible for injuries or accidents incurred during activities not sponsored as part of the school program.

### Solicitation

Students are not to be solicited for money unless a project has been approved by the principal. No sale of items is to be conducted by individuals on school property including buses unless permission has been obtained from the principal.

### Speech Therapist

A speech therapist visits school on a regular basis. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher about obtaining an evaluation from the therapist.

### Student Records

Parents and legal guardians, as well as students, 18 years of age or older, are entitled to certain rights and protection under Public Law 93-380. A complete copy of the procedure relating to this law may be obtained by contacting the building Principal. However, the following items outline your rights:

1. Access to student records upon request of the building Principal.
2. The right to an explanation and interpretation of the contents of student records.
3. The right to a copy of student records at reasonable cost.
4. You are entitled to file written complaint concerning alleged failures by the school to comply with the law with:

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OFFICE  
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
330 INDEPENDENCE AVENUE S.W.  
WASHINGTON, D.C. 20201

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

Directory information on students such as names, ages, addresses, and telephone numbers

Academic records such as grades, progress reports, student work samples, achievement test data, etc.

Counseling records such as aptitude scores, mental ability, permanent school health records, etc.

All directory information may be made public without notice unless the school is notified in advance that such information is to be withheld. Other information including grades, and all information maintained under the third item of the previous page will not be released without prior request or permission.

### Substitute Teachers

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

### Suspensions

Suspensions from school are given by the principal for the very worst infraction of school rules and policy. Suspensions are given only as a last resort. Parents will be notified and given the opportunity to meet with the child's teacher and the principal to discuss the reason for the suspension.

### Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives after 8:10 am is considered tardy. After three unexcused tardies in one semester, check will be given and may result in detention for that student.

### Telephone

The telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents are urged to make necessary calls during non-class hours.

### Textbooks

Textbooks and workbooks are furnished to the students in all subjects. Students are responsible for keeping their books in good condition. Grades 3-8 are expected to cover their books with a durable material within a reasonable time after issue. If a book is lost, misused, or damaged beyond reasonable wear the student will be expected to pay to replace the book. All textbooks can be taken home as needed to do homework or study for a test. Students are responsible for the prompt return of textbooks.

### Valuables

Students are advised not to bring large amounts of money or other valuables to school. Parents are urged to see that their child/ren do not carry large amounts of money on their person. The school cannot be responsible for valuables or money lost or stolen. When it is necessary to bring money for

any reason (pictures, book orders, etc.) please leave it with the classroom teacher. Under no circumstances should money or valuables be left in a student's desk.

### Vandalism

Our school and school equipment is public property. Willfully damaging or destroying property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage, they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

### Visitors

Parents and other adults are encouraged and welcome to visit school. However, arrangements should be made through the office prior to the visit. All visitors are expected to report to the office when entering the building. If you come to pick up your child, please go to the office and the child will be brought there. Parents should not go to the classroom to get their child. If the parent has a note or a message for their child, please give it to the office person, and they will see that it gets to your child's teacher. This policy is for the protection of all students and staff at our school and must be followed by all visitors.

### Withdrawals

If a student must withdraw in the middle of a semester, the parent should notify school. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the student's next school of enrollment.

All students must have a pair of sneakers to be used only when playing on the gym floor. These do not have to be an expensive pair. The only important thing to remember is that under no circumstances are they to be worn outside. These can be kept in the student's classroom or in the student's locker.

### Additional Items

1. Chain of Command

Parents are urged to communicate often with their child's teacher. This communication can be initiated by either party. Don't assume as parents that no news is good news. Remember that teacher may be dealing with 30 students or more. Check periodically on child's progress.

If a problem arises, please contact your child's teacher first. If it is not resolved, then contact the Principal, the Superintendent, and the school committee in that order. This will ensure the quickest solution to your concern.

2. Shorts

Wearing shorts is allowed for the months of May, June, and September at the Perry Elementary School. The following conditions, however, must be adhered to:

- a. Length shall be end of fingertips when standing upright with hand at the side;
- b. Shorts must be whole, no holes anywhere;
- c. Cut-off jeans with frayed edges are not allowed, but jeans shorts of proper length are allowed
- d. Spandex, compression, or bicycle shorts are not allowed;
- e. Shorts that are extremely tight are not allowed.

Maine School Union #104  
Perry Elementary School

Student Educational Records Annual Notice

Parents/guardians of student currently attending school, and students attending school who have attained eighteen years of age or are attending an institution of post-secondary education, have a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or their rights;
3. Consent to disclosure of personal identifiable information contained in the student's educational records, except to the extent that federal law authorized disclosure without consent;
4. File with the U.S. Department of Education a complaint under the Family Educational Rights and Privacy Act. 20 U.S.C.A. 1232 (g), concerning alleged failures by the school to comply with the requirements of this law and;
5. Obtain a copy of the institution's educational record policy located at the school.

Crisis Response Plan

The School Committee hereby adopts the Perry School Department Crisis Response Plan. The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis and after each incident when the plan is used. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the School Committee will approve the plan annually. Any substantive changes in

the plan shall be subject to the approval of the School Committee.

Legal Reference: 20-A M.R.S.A. § 1001(16)

Perry School Committee

First Reading 05/03/04

Adopted 06/01/04

### Bomb Threats

The Perry School Committee recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Perry School Committee directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

#### A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

**[ It is also a violation of Perry School Committee policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans. ]**

#### B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or

other destructive device.

3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School Premises” means any school property and any location where any school activities may take place.

#### C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment ( for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety );
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications, contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Perry School Committee. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Perry School Committee's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

#### D. Reporting of Bomb Threats

Student and staff safety are the highest priority. The school Principal will evacuate the school building in a timely manner. He or she will report the incident to the State Police and Superintendent. The police and/or public safety official will determine an “all clear” order. All Perry School Committee members will be initially informed as well as updated on the incident by the Superintendent/designee.

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer, or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as

provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disorderly within the meaning of 20-A M.R.S.A §§ 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Perry School Committee to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A §§ 1001 (9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JFK.

The individual(s) involved in this crime will be prosecuted to the full extent of the law.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with

collective bargaining agreements, other employment agreements, and Perry School Committee policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

The Superintendent and Principal will review the lost instructional time factor of the incident. With time permitting, they will propose solutions for lost instructional time at their regular scheduled Perry School Committee meeting. If time doesn't permit, a Special Perry School Committee meeting will be called.

Legal References:           18 U.S.C. §§ §§ 921;8921  
                                  17-A M.R.S.A §§ 210  
                                  20-A M.R.S.A §§ §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References:        EBCA – Crisis Response Plan  
                                  JKD – Suspension of Students  
                                  JKE – Expulsion of Students  
                                  JKF – Suspension/Expulsion of Student with Disabilities  
                                  JICIA – Weapons, Violence and School Safety  
                                  Student Code of Conduct

Perry School Committee

First Reading           09/09/02

Second Reading       10/07/02

Adopted                 11/04/02

**MAINE SCHOOL UNION 104  
OFFICE OF THE SUPERINTENDENT  
102 HIGH STREET  
EASTPORT, ME 04631  
Phone (207) 853-2567  
Fax (207) 853-6260**

July 23, 2004

Dear Parents/Guardians, or Staff Member:

I am writing about three subjects that can affect children's health in school: pests, pesticides, and your right to know.

#### PEST CONTROL

Because pesticides pose risk, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds in our union focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor school areas to detect pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and, as a last resort, pesticides. This holistic approach is often called Integrated Pest Management (IPM).

#### PESTICIDE USE

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the union will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents/guardians and staff have a right to know.

#### YOUR RIGHT TO KNOW

Parents/guardians and school staff will be notified of specific pesticide applications made at each school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in schools and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The union also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of union's Integrated Pest Management Policy, and the

Pesticides in School regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, Katherine Lawrence, at 853-2567.

If you have any questions, please contact Ms. Lawrence. For further information about pests, pesticides, and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM website at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

Sincerely yours,

Terry Lux  
Superintendent of Schools  
Notification for Specific Pesticide Application

Charlotte Elementary School      Eastport Elementary School      Pembroke Elementary School  
Perry Elementary School      Shead High School

I am a parent, legal guardian, or staff member of this school (circled above) and I want to be notified before specific pesticide applications are made at the school or on the school grounds except the following: 1) non-volatile liquids injected into cracks, crevices, or wall voids; 2) non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students; 3) paints, stains, and wood preservatives, 4) disinfectants used for routine cleaning, 5) non-powered applications of ready-to-use general pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health or safety of a student, staff member or other school occupant, 6) when school is not in session and will not be in session until the re-entry time specified on the pesticide label has elapsed, and 7) indoor applications of a pesticide with no re-entry interval specified on its label but entry to the treated area is restricted for at least 24 hours.

I would prefer to be contacted by (circle one)      U.S. Mail      E-mail      Telephone

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Return this form to:

Katherine Lawrence, IPM Coordinator  
Maine School Union 104  
102 High Street  
Eastport, ME 04631

## Computer and Internet Use Policy

Perry Elementary School provides computers, network, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The Perry Elementary School 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 availability of information and communication on the Internet require that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

All Perry Elementary School computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students.

While reasonable precautions will be taken to supervise student use of Internet, Perry Elementary School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of Perry Elementary School policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy on an annual basis through handbooks and/or other means deemed appropriate by the Perry School Committee.

### Guidelines for Use:

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users.

1. Students will use computers and Internet in an appropriate manner as a means of communicating and/or accessing information and will report any problems immediately to their teacher.
2. Students are not allowed to copy, download, access, post, publish, forward, scan, or display materials that are defamatory, abusive, vulgar, threatening, harassing, discriminating, sexually inappropriate or illegal.
3. Students will not access chat rooms or newsgroups without specific authorization from the teacher.
4. Students will not use the school unit's computers, networks, and Internet services for non-school related purposes such as private financial gain, commercial advertising, or solicitation purposes.
5. Students will not reveal name, address, telephone number or any personal information about themselves or anyone on the Internet without prior permission from a supervising teacher.
6. Students will keep their passwords secret and secure and will not purposely attempt to obtain another student's password or log on as another user.

7. E-mail will be used only under the direct supervision of the classroom teacher, when deemed appropriate for educational purposes.
8. All E-mail's and files are the property of the Perry Elementary School and may be monitored at any time to ensure compliance with school policy guidelines.
9. Students are not allowed to bring in personal software or audio Cd's for use in school computers without teacher permission.
10. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them feel uncomfortable in any way.

Consequences:

Student use of the school unit's computers, networks, and Internet services is a privilege, not a right. Failure to comply with the Perry Elementary School Computer and Internet Use Policy and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

1. The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, or damages incurred by the school unit as a result of any intentional abuse or vandalizing of school equipment.
2. The Perry School Department assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computer such as copyright violations.
3. Any violation of the Perry Elementary School Computer and Internet Use Policy will result in the individual losing Internet privileges for a period of ten school days. Any additional violations could result in a loss of computer and Internet privileges for the remainder of the school year. When applicable, law enforcement agencies may be involved. Any decisions involving violations of this policy will be made solely by the Principal.

Please be sure to read in full and discuss with your child the adopted policy before signing the agreement page. Please complete, sign, and return page 3, Computer and Internet Use Policy Agreement. We recommend you keep the policy (pages 1 and 2) for future references. If you have any questions, please contact the school at any time.

Perry School Committee

First Reading	<u>07/07/97</u>
Adopted	<u>08/04/97</u>
Revised	<u>09/04/03</u>

PERRY ELEMENTARY SCHOOL  
COMPUTER INTERNET USE POLICY  
PARENT/STUDENT/SCHOOL AGREEMENT

User Agreement for Use of Perry Elementary School Computer/Internet Access

As a user of the Perry Elementary School computer and Internet access, I hereby agree to comply with the Computer and Internet Use Policy. I understand that any violation of the Perry Elementary School Computer and Internet Policy may result in loss of privileges for using computers and/or the Internet.

Student Printed Name: \_\_\_\_\_ Age:

Student Signature: \_\_\_\_\_ Date:

Parental Permission for Internet Use:

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the Internet. I have read and understand the Perry Elementary School Computer and Internet Use Policy, and I understand that students may be held liable for violations. I realize that some material on the Internet may be objectionable and that it is impossible for the Perry Elementary School to restrict access to all controversial materials. Therefore, I will not hold the Perry Elementary School or any member of its faculty or staff responsible for materials on the network and/or Internet.

Name of Student:

Parent/Guardian Name Printed:

Parent/Guardian Signature: \_\_\_\_\_ Date:

PLEASE RETURN THIS FORM TO PERRY ELEMENTARY SCHOOL

## HOME LAPTOP USE POLICY

The Maine Learning Technology Initiative (MLTI) was instituted by the State of Maine to improve one-to-one computer access for all seven through twelve grade public school students and teachers in the entire state. The intent of the initiative is to provide access to this technology at home as well as at school. In addition, the focus of MLTI is teaching and learning rather than technology. The laptop is intended to be used as a tool that can take students to a higher level of understanding and creativity.

The Apple MacBook, its carrying case, and its charger are the property of the State of Maine and are registered to the Perry School Department. They are assigned to the student and his/her family and **MUST** be returned undamaged at the end of the school year.

The use of a laptop at home is a privilege, not a right. This privilege can be revoked for inappropriate use, neglectful treatment, or deliberate mistreatment of a laptop and/or charger.

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 this policy. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the Perry School Department Home Laptop usage as long as they are consistent with the School Committee's policy. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

Cross Reference:      GCSA – Employee Computer and Internet Use  
                             IJNDB – Student Computer and Internet Use  
                             IJNDB – E – Student Computer/Internet Use      Acknowledgement Form  
                             IJNDBA – R – Home Laptop Use Procedure Policy

### **Perry School Committee**

Adopted      01/08/07

Revised      10/05/09

**HOME LAPTOP USE PROCEDURE POLICY**

These rules implement Committee policy INJDB-L Home Laptop Use. Each laptop is the property of the Perry School Department. Perry Elementary School reserves the right to demand the immediate return of the laptop at any time. Students who transfer to another school are expected to turn the laptop in immediately to the school from which it was issued. Failure to comply with School Committee Policy IJNDB-L and procedures may result in loss of laptop privileges, disciplinary action and/or legal action.

**PROCEDURES**

1. In order to take a computer home, parents and students must attend a family orientation meeting that is offered by the school.
2. Before a laptop is assigned to a student, the parent/guardian must assume financial responsibility for the laptop, charger, and carrying case by signing the Laptop Agreement Form. Replacement costs and/or repair for damages that occur to the laptop, charger or its carrying case, while assigned to a student are the sole responsibility of the parent/guardian.
3. A completed and signed Laptop Take-Home Permission Form from a parent or guardian must be on file at the school before a laptop may be taken home.
4. The student must check out his/her laptop, charger, and carrying case from the supervising teacher. If this teacher is not available to check out the laptop, arrangements can be made with another classroom teacher or the office.
5. When the laptop is signed out and brought home by the student, it is the expectation that it will always be used in a common family location so that adult supervision can be maintained at all times. Students should not be isolating themselves from others when using their computer.
6. The parent/guardian has the right to their child's login password in order to facilitate in the supervision of the student's computer usage at home.
7. The laptop, charger, and its carrying case must be returned to the school before or during homeroom/first period on the first school day following the day it was signed out. If a student returns to school without the computer that he/she signed out, an immediate phone call will be made to the parent/guardian in order to have the laptop brought to school as soon as possible. Failure to bring the laptop back in a timely manner may result in loss of the privilege of taking the laptop home. It is expected that the laptop will be returned to school with a fully charged battery for use during the school day.
8. If the laptop, charger, or its carrying case is stolen while signed out to a student, the theft should be reported immediately to police and school principal. If it is lost, it must be reported immediately to the school principal.
9. Laptops should not be used while on the bus, while in transit, before/during/after practices or at games, on athletic fields, and at other extracurricular activities.
10. Arrangements with parents/guardians for laptop pickups must be made in advance for students participating in extracurricular activities.
11. Laptops may be available to take home during school vacations for academic projects and assignments using the proper sign-out procedure.
12. Laptops will be subject to random checks by school personnel.
13. Violations of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student being allowed to use the

- laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.
14. The laptop may only be used by the student to whom it is assigned.
  15. The laptop must be returned in acceptable working order at the end of the school year or whenever requested by school personnel.
  16. If the parent/guardian would rather that the laptop **NOT** be brought home, please inform the school of this request immediately.

**Please sign and return the form below if you are in agreement with the guidelines and procedures outlined in the handout.**

**I agree to the guidelines and procedures outlined on this form and agree to take full responsibility (including financial) for the laptop, charger and its carrying case.**

       **I give permission for my child to sign out a laptop for use at home.**

       **I decline to give permission for my child to sign out a laptop for use at home.**

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Cross Reference:     GCSA – Employee Computer and Internet Use  
                           IJNDB – Student Computer and Internet Use  
                           IJNDB – E – Student Computer/Internet Use             Acknowledgement Form  
                           IJNDBA – Home Laptop Use Policy

**Perry School Department**

Adopted     01/08/07                     Revised 10/05/09

