

Acton Elementary School 2025-2026

Student Handbook

700 Milton Mills Road
Acton, ME 04001
Telephone 207-636-2100
Fax 207-636-3045



The Acton Elementary School spans Pre K through Eighth grade and includes children from ages four to fourteen. In order to provide programs tailored to the needs of this wide age range, students are divided into three groups. The Primary Elementary Program includes students from Pre K through second grade, third through fifth grade is elementary, and our Middle School program consists of sixth through eighth graders.

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Signature Form

Acton Elementary School

Students and parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the Acton School Committee Policy Manual. If you have any questions about this handbook, please contact the Principal.

PERMISSIONS: To withhold parental permission for any of the following options, mark the “No” checkbox.

Use of Technology:

Is this student permitted to use school technology?	☒ Yes	☐ No
Is this student permitted to use the internet at school?	☒ Yes	☐ No
Is this student permitted to have a district Google Workspace for Education account?	☒ Yes	☐ No

Publish student content:

Are we permitted to publish this student’s work or likeness on public media?	☒ Yes	☐ No
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I have reviewed a copy of the Student-Parent Handbook and have familiarized myself with the information contained within this document.

Please sign and return to your child’s homeroom teacher. The Student-Parent Handbook can be found at <https://actonelementary.schoolinsites.com/studentinformation> and a printed copy can be requested via the Main Office by calling 636-2100, ext 201.

Homeroom Teacher

Print Student’s Name

Student’s Signature

Print Guardian’s Name

Guardian’s Signature

Date

Letter to Students and Parents/Guardians

Hello from Acton Elementary School!

Acton is a small school, which encourages all staff to focus on the development of the children and to serve in the best interest of the students in their care. We believe that a positive learning experience is essential for all children. A successful beginning in the early years of school leads to lifelong learning. Home and school need to be partners in this amazing journey. We invite parents, grandparents, and guardians to become positive members of their student's educational team.

We hope this handbook will answer any questions you have about Acton Elementary School. We ask that you review it with your student and sign the page stating as such, then return it back to Acton Elementary School. The AES Handbook will be available on the Web page and is a valuable resource with many of the rules, policies, and guidelines for a successful year outlined for you.

We look forward to a great school year!

Sincerely,

Jonathan Ross
Superintendent
jross@actonschool.org

Brandon Ward
Principal
bward@actonschool.org

Disclaimer

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

Contact Information

Administration

Jonathan Ross	Superintendent	jross@actonschool.org
Brandon Ward	Principal	ward@actonschool.org
Sharon Pray	Special Education Director	
Michele Libby	IEP Coordinator	mlibby@actonschool.org
Paula Lantagne	Finance Director	plantagne@actonschool.org
Andrew Brazier	Facilities Director	abrazier@actonschool.org
Matthew Calder	IT Coordinator	mcalder@actonschool.org
David Boger	Nutrition Director	dboger@actonschool.org

Office Personnel

Amanda Cormier	School Secretary	acormier@actonschool.org
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Student Support Services

Carol Wendel	School Nurse	cwendel@actonschool.org
Christie Hall	Social Worker	chall@actonschool.org

School Committee

Judith Shain	Chairperson	jshain@actonschool.org
Jeanette Bearse	Vice Chairperson	jbearse@actonschool.org
Terri Minihan	Member	tminihan@actonschool.org
CJ Gardner	Member	cjgardner@actonschool.org
Amanda Cobb	Member	acobb@actonschool.org

All staff members can be reached by calling the school at 207-636-2100 or by email.

A full list of staff members can also be found on the school website:

<https://actonelementary.schoolinsites.com/staff>

Acton School Department's Mission

Acton School Department's qualified and dedicated staff strives to guide students in a Safe, Respectful and Responsible environment by motivating and encouraging students to reach their full potential. We aspire to create well-rounded students who flourish academically, emotionally, and socially through diversified experiences.

It is our goal to purposefully support and empower our students to develop skills while being imaginative and innovative, and to support them as lifelong learners who serve as confident, resilient, and dedicated members of an ever-changing technologically advanced society.

(Revised 2019)

Acton School Committee

The Acton School Committee meets on the second Thursday of each month at 5:00pm at the school. The public is welcome to attend.

<https://actonelementary.schoolinsites.com/schoolcommittee>

You may review a copy of the policy manual online and in the Central Office.

System-Wide Student Code of Conduct Policy

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

Article 1 - Standards for Ethical and Responsible Behavior

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

- Responsibility
- Respect
- Honesty
- Compassion
- Courage

Reference: [ADAA - Commitment to Standards for Ethical and Responsible Behavior](#)

Article 2 - Code of Conduct

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

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

Reference: [JIC - Code of Conduct](#)

Article 3 - General Behavior Expectations and Discipline Policies

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

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

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

Reference: JG - Student Discipline

Article 4 - Expectations

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

Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes, but is not limited to, fighting, assault and/or battery, taking hostages, threats to

commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

Weapons

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

Reference: [JICI - Weapons in the Schools - Policy](#)

Hazing/Secret Societies

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

Reference: [ACAD - Hazing](#)

Discrimination and Harassment/Sexual Harassment

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

Reference: [ACAA - Student Discrimination and Harassment/Sexual Harassment](#), [ACAA-R - Student Discrimination Harassment/Sexual Complaint Procedure](#)

Drug and Alcohol Use

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

Reference: [JFCI - Student Substance Abuse](#), [JFCI-R - Student Substance Abuse - Procedure](#)

Tobacco Use

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

Reference: [ADC - Smoking on School Premises](#), [ADC-R-Tobacco use and Possession Enforcement Procedures](#)

Conduct on School Buses

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

Computer and Internet Use

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

Reference: [IJNDB - Student Computer and Internet Use Policy](#), [IJNDB-R - Student Computer and Internet Use Rules](#), [IJNDB-E1 - Guidelines for Student on Email, Confidentiality, and Record Retention](#)

Athletics and Extracurricular Activities

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

Reference: [IGDJ - Interscholastic Sports](#), [IGDJ-R - After-School Sports/Activities](#)

Article 5 - Removal of Disruptive/Violent Students

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

If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.

Staff members shall not use force or restraint, except only to a minimum extent necessary to protect a person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.

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

Article 6 - Special Services

Referral

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

Reference: [IHBAA - Referral/Pre-Referral Policy](#), [IHBAA-R - Referral/Pre-Referral Procedures](#)

Review of Individual Educational Plan

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

Homework Expectations

Completing homework results in higher achievement. Homework serves to:

- Reinforce the present day's lesson
- Prepare for next day's lesson
- Reinforce acquired skills and develop study habits
- Help develop a sense of responsibility
- Prepare students to face the demands presented through life
- Teach students independent learning
- Incorporate available materials and media in the home: books, magazines, newspapers, television

An allotted time for home study should be part of a student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying is an integral part of homework.

Students' responsibilities regarding homework:

- Homework is the responsibility of the student.
- Homework assignments should be written in the student's agenda book.
- Students should ensure that required materials are taken home. Completed homework should be returned to the school when due.
- Students should allocate a time and place for homework, free from distractions.
- Homework should be completed by the student within the assigned time frame.
- When a student misses a class, it is his/her responsibility to complete the work assigned.

Report Cards and Progress Reports

Report cards are issued three times a year. Please see the school calendar for the trimester schedule.

Grading

For students in grades PreK-5th grade student progress will be presented via a 1-4 scale based on the academic standards learned in each subject area:

Progress Scale for All Grades	
4	Mastery
3	Near Mastery
2	In progress
1	Beginning

It is important to note that the 1-4 scale is not aligned to a traditional grading scale, meaning, the 1-4 scale represents student progress at a given time on a specific learning standard.

Students in grade 6-8 will be graded on an 0-100 grading scale.

School Wide Local Assessments

iReady

iReady is a commercial standardized diagnostic and progress monitoring tool for Math and Reading that helps teachers individualize instruction and set achievement goals for students. iReady diagnostic testing takes place three times over the course of the year. Additional state testing for various grades will also occur this year.

Activities at Acton Elementary School

We encourage students to get involved in activities and participate in an area of interest. These activities occur primarily after school. If there are any activities you would like to join, please ask your teachers to help you in finding the advisor of the club. Some clubs or activities offered in the past that may be offered again include:

Green Club
Writing Club
Intramurals
Lego Robotics
Odyssey of the Mind
Sports Teams (soccer, basketball, baseball, softball, cheerleading, volleyball, lacrosse)
Student Council
Yearbook
Other offerings TBA

Arrival Time for Students

The school day begins at 8:15am and ends at 2:30pm. Supervision of students begins at 7:45am therefore students are **not to be dropped off** by parents before this time. Students who arrive at school after 8:15am are considered tardy and must check in at the office with the school secretary to be sure that their name is removed from the list of absentees.

Students may be dropped off in the circle. However, you may not park your car in the circle. Please use the parking lots for parking. The circle needs to be clear at all times.

Because the roadways are narrow in Acton, riding bicycles to school is not recommended. Few families live close enough to school for students to reasonably bike to school. For those who do live near enough, we require that parents send a note (to the classroom teacher to be turned into the office) giving permission for their son or daughter to bicycle to and from school. Students who ride bicycles to school should lock their bikes during the time that they are at school. The school has the right to suspend bike privileges.

Students are discouraged from walking to school, but may do so with parental permission. Parents are asked to send a note to the classroom teacher if they wish a student to walk to and/or from school. All students will be required to ride the school bus unless written permission is received.

Dismissal Time for Students

Parents who need to have their children leave school prior to 2:30pm dismissal should send a note to their child's teacher, call the School, or email the School Secretary to update their child's plans. Additionally, we ask that you wait no later than one hour before dismissal to change dismissal plans in order to properly notify your child and their

teacher. Parents arriving after 2:20 pm will be asked to wait for the 2:30 pm dismissal time for their children.

Students who will be leaving the school with individuals other than their parents will be required to furnish written permission (signed by a parent) and proper identification with the dismissing individual. No note, no change in dismissal. In questionable cases, the signature of the parent will be cross checked with school records. The individual taking the student from school will be required to sign the student out in the office. School staff have the right to refuse the release of a student if they are in doubt about the legitimacy of the written permission, and may telephone the parent to double-check. Personnel may notify proper authorities if there are any questions. Your child's safety is of paramount importance to us: our skepticism is for your protection.

Parents meeting students by car at dismissal time are asked to wait in their vehicle in the circular driveway. Students meeting people waiting in cars will be dismissed at 2:30pm.

Please note every Wednesday is an Early Dismissal at Acton Elementary School with students dismissing at 1:30 pm.

Drop off & Pick up Procedures

Safety is a big concern at AES. If you are picking your child(ren) up, we ask for your help by following these guidelines:

- Children must be picked up/dropped off along the curb only, please don't let them cross the driveway
- Children are not allowed to run to a vehicle
- If you have a prolonged need for remaining at the school, please park in a parking space
- If there is a change in who is picking your child(ren) up, please call the office or send a note in to inform us of the change. The person should come into the school to show proper ID before taking the student if we are not familiar with this individual

Attendance

In order to ensure that students have the best opportunity for progress at school, it is expected that they be present each day that school is in session. In fact, Maine statutes require that students attend school unless excused because of illness, religious observances, or for other reasons that may be approved by the principal. The principal may contact proper authorities about any unexcused absences. Students enrolled in public school that are at least 5 years of age through sixth grade who have attained the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year are considered truant. Students in grades

seven and eight who have attained 10 full days of unexcused absences or 7 consecutive unexcused absences during a school year are considered truant.

Absences

Because the safety and security of every student is of the utmost importance, we are requesting that PARENTS CALL THE SCHOOL IF A CHILD IS ABSENT PRIOR TO THE START OF THE SCHOOL DAY. This will assure that we know that every child who set out for school has arrived.

If we do not hear from the parents of an absent child, the absences will be recorded as unexcused.

Excused Absence

A student's absence is excused when the absence is for the following reasons:

- Personal illness
- An appointment with a health professional that must be made during the regular school day
- Observance of a recognized religious holiday when the observance is required during the regular school day
- Family emergency
- A planned absence for a personal or educational purpose that has been approved. See attendance procedure.
- Educational disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendent's student transfer agreement. "Educational disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a hospitalization or recovery.

Examples of excused absences are dismissal by the school nurse, verified medical and dental appointments, death or serious illness in the immediate family, and any absence previously approved by administration.

Unexcused Absence

An unexcused absence is an absence with or without the knowledge and permission of a parent/guardian that is not excused under state law. Examples of unexcused absences include: transportation problems, babysitting, employment, and truancy. Truancy is an absence without the knowledge and permission of a parent or guardian. If students are truant, their parents/guardians will be notified immediately, and the attendance officer will try to locate the students. There will be disciplinary consequences, and the school will talk with the parents/guardians so we can work together to correct the problem. If the problem continues, the truancy will be referred to the superintendent of schools.

Unexcused absences of seven (7) or more full days or five (5) consecutive days for a child 5 years old through grade six students, or ten (10) or more full days of unexcused absences, or seven (7) consecutive days for seventh through eighth graders, will cause school personnel to investigate to see if the student is truant. Parents are responsible by law to see that their children attend school regularly on the days that school is in session.

Reference: [JEE - Attendance and Truancy](#)

Computer Use

In support of the school's mission of teaching, research, and public service, the Acton School Department provides computer, network, and information resources to the community of students, faculty, and staff.

Rights and Responsibilities

Computers and networks can provide access to resources on and off school property, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Existing Legal Context

All existing laws (federal and state) and district regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable department policies, procedures, or collective bargaining agreements. Complaints alleging misuse

of school computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

Receiving Your Device

Students and their parents will be required to abide by the following policies, rules, and regulations Care of Your Device & Accessories

Devices are provided to further enhance academic achievement. Students will use the device responsibly, safely, and respectfully. Students are responsible for the general care of the device and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the device. Never eat or drink while using the device.
- Cords and cables must be inserted carefully into the device to prevent damage.
- You must not write or draw on the device or case.
- If any stickers are added to the device they must be removed at the end of the school year.

Screen Care

- Do not put too much pressure on the screen when opened or closed.
- Be careful when opening or flipping the screen.
- Never close the device with anything on the keyboard, such as pencils or notebooks.
- When cleaning the screen, spray a window cleaner or light disinfectant on a soft cloth and gently wipe the screen with it.

Protecting and Storing Your Device

- When not being used in class the device should be placed in a designated location.
- The device should never be placed under your chair or desk.
- The device should never be placed on the floor of the bus.
- The device must always be transported within the school issued case.
- Protect the device from extreme heat and cold.
- When the device is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, etc.

Forgot or Misplaced Device

If you have forgotten your device at home or misplaced it.

- Notify a staff member and the technology department.
- An attempt to locate the device should begin immediately.
- A loaner can be signed out at the technology department.

Device Repair & Assessed Fees

- If a computer is damaged or malfunctioning, it must be reported immediately so repairs can be made.
- Under no circumstances should anyone else attempt repairs on devices.
- If a device is lost or stolen, it must be reported immediately.
- A “loaner” device may be issued to a student when they leave their device for repair. The student will be expected to return the loaner device at the end of the school day.
- All devices will be inspected for damage.
- As long as a debt to repair the device is unpaid it may not go home.

Using Your Device at Home

Devices may be taken home each day, provided that:

- It is required for academic needs
- Agreement forms have been signed
- Proper use of the computer has been maintained by the student

Students are responsible for their device at all times. Sharing with family members is allowed provided they follow AES policy and procedures. You are responsible for any loss or damage that occurs when someone else is using your assigned device.

Device Loan Agreement

Your child has been loaned a device and carrying case to improve and personalize his/her education this year. It is essential that the Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

In order for your child to use the device in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is a \$20 annual use fee, payable to the Acton School Department. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may use the device only while at school.

In cases of negligence (loss or abuse) by the student, a \$100 maximum charge for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing the device from school property may be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the Acton School Department may elect to waive the charges.

Parent Responsibilities and Terms

As a parent, I will:

- ☒ read the Student Handbook and associated policies and discuss it with my child.
- ☒ supervise my child's use of the device at home.
- ☒ make sure my child charges the device and begins the school day with a fully charged battery.
- ☒ make sure my child brings the device to school each day.
- ☒ discuss appropriate use of the Internet and supervise my child's use of the Internet.
- ☒ not attempt to repair the device.
- ☒ report any problems or damage of the device to the school.
- ☒ report loss/theft of the device to school and proper authorities (police) within 24 hours.
- ☒ not change or attempt to change the configuration of software or hardware.
- ☒ not remove any apps or certificates on the device except for personal apps of my child.
- ☒ ensure that my child only uses accounts assigned by the school.
- ☒ not alter or remove the school device management certificates at any time.
- ☒ agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- ☒ agree to make sure that the device is returned to the school when requested and upon my child's withdrawal from the Acton School Department.

Student Responsibilities and Terms

As a student, I will:

- ☒ read the Student Handbook and associated policies and discuss it with my parents/guardian.
- ☒ adhere to the terms of the Acton School Department policies and guidelines each time the device is used.
- ☒ recharge the device and begin the school day with a fully charged battery.
- ☒ bring the device to school each day and keep it in a safe location when not used.
- ☒ keep the device in its assigned protective case at all times when not being used.
- ☒ make the device available for inspection by an administrator or other staff member upon request.
- ☒ use appropriate language in all communications.
- ☒ abide by copyright laws.
- ☒ not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- ☒ not give out personal information, such as name, address, photo, or other identifying information online.
- ☒ report loss/theft of devices to parents, school and proper authorities (police) within 24 hours.
- ☒ not use the device to record (audio or visual) others without their permission.
- ☒ not change or attempt to change the configuration or settings of management certificates.
- ☒ not attempt to repair, alter or make additions to the device.
- ☒ report all problems and damage immediately.
- ☒ not remove or attempt to remove identification tags on the device or deface.

Device Take Home Expectations

Devices are supplied to students as an educational tool and may be used for purposes specifically authorized by school staff.

1. Students and their families are responsible for the proper care of supplied devices at all times, whether on or off school property, including costs associated with repairing or replacing said device.
2. If the device is lost or stolen, this must be reported to a school staff member immediately.
3. Violation of policies or rules governing the use of technology, or any careless use of technology, may result in a student's device being confiscated and/or a student only being allowed to use the device under direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
4. The supplied device may only be used by the student to whom it is assigned.
5. Parents will be informed of their child's login password.
6. Parents are responsible for supervising their child's use of the device when in use at home.
7. Devices will be used in common family locations under the supervision of an adult.
8. Devices will be kept in a protective case and stored in a safe-dry location when not being used.
9. Devices may not be brought to sport fields, placed in bags, backpacks, near liquids/food, or anywhere possible accidental damage could accrue.
10. While on the bus, devices are to stay in their protective cases and are not to be used.
11. The device must be returned to the school the following in-school day.
12. It is the student's responsibility to maintain an adequate charge of the device upon arrival to school.
13. If the device is to be taken out of state the student is required to request permission from their teacher prior to leaving.
14. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Suspension of Device Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with the policies and procedures, and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences as determined by the Superintendent/Principal.

The following actions are NOT permitted on school issued laptops:

- Attempting to bypass the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.
- Physically altering or disassembling a computer in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use

Any of these violations could lead to any or a combination of the following:

- Removal of take home privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.
- Criminal charges being filed against the student.

Examples of Misuse

Examples of misuse include, but are not limited to, the activities in the following list.

- Placing the device under a desk or chair.
- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Violating terms of applicable software licensing agreements or copyright laws.
- Using electronic mail to harass others.
- Posting materials on electronic bulletin boards that violate existing laws or the District's codes of conduct.
- Intentionally damaging computer or network hardware or software.

Activities will not be considered misuse when authorized by appropriate officials for security or performance testing.

Additional Use Policies

The Computer Use Policy applies to use of all Acton School Department computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the district.

Acton School Department extends to students, faculty, and staff the privilege to use its computers and network. When you are provided access to our school network, you are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic newsgroups, and use Web browsers and other Internet tools to search and find needed information.

Enforcement

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

Infractions by students may result in the temporary or permanent restriction of access privileges, notification of a student's academic advisors and/or referral of the situation to the administrative office. Those by a faculty or staff member may result in referral to the administrative office.

Offenses which are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate administrators and law enforcement authorities.

General Information

For clarification of policies and guidelines applying to the Acton School Department computing and communications resources, including this Computer Use Policy, contact the central office.

Report misuse of campus electronic communication resources to support@actonschool.org.

By signing the Student Handbook you agree to the above policy and grant permission for your child to utilize the Acton School Department's computers and technology.

If you request to relinquish the right for your child to have access to the Acton School Department's computers and technology a written letter must be submitted to the main office explaining the restrictions to be implemented.

Internet Network Access Agreement

The Acton School Department makes no assurances of any kind whether expressed or implied regarding any Internet services provided. The school unit will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the students/users own risk. The school unit specifically denies any responsibility for the accuracy or quality of information or software obtained through its services. Due to the nature of the Internet it is neither practical nor possible for the Acton School Department to enforce compliance with user rules at all times although there are levels of security and filtering in place. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore parents must participate in the decision to allow their children access to the Internet and must communicate and enforce their own expectations to their children regarding its use.

As a parent/guardian of this student, I have read the Student Internet and Appropriate Use Policy and Administrative Procedure and this Internet Network Access Agreement.

- I understand the use of the Internet and access to the Acton School Network is a privilege not a right. Both are used as a primary source of education and are utilized in all curriculums.
- I agree my child will use the Internet and network for appropriate educational purposes and research; to use the Internet and network only with the permission of designated school faculty; to be considerate of other users on the Internet and network; not to intentionally degrade or disrupt Internet and network security, services, or equipment; to immediately report any security, service, or equipment problems to a member of the faculty; to comply with all of the rules with expectation included in the Student Internet Appropriate Use Administrative Procedure and Network Etiquette; and not to divulge personal information such as full name, addresses, and telephone numbers over the Internet.
- I understand that my child has no right to privacy when using the school Internet and network, and I consent to faculty members monitoring my child's communications.
- I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of Internet or network access and possible disciplinary action.
- I understand that Internet access is designed for educational purposes and that the school unit will attempt to filter and discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for Acton School Department to restrict access to all objectionable material, and I will not hold the school unit responsible for materials acquired or contracts made on the Internet.

- I understand that the school has levels of filtering and security to help prevent access to a variety of inappropriate and offensive materials over the Internet but it may be possible for my child to access these materials if he/she chooses to behave irresponsibly.
- I understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications at all times.
- I have determined that the benefits of my child having access to the Internet outweigh potential risks.
- I agree to compensate the school unit for any expenses or costs it incurs as a result of my child's violation of the Internet Policy or Administrative Procedures.
- I have reviewed these responsibilities with my child, and I hereby grant permission to the school unit to provide filtered and secure Internet and network access.

Student Internet Appropriate Use Administrative Procedure and Network Etiquette

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the full name, personal addresses, or telephone numbers of students.
- Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

By signing the Student Handbook you grant permission for your child to have access to the Internet and Acton School Network and to abide by the Acton School Department's Internet Network Access Policy and Procedures.

If you request to relinquish the right for your child to access the Internet or Acton School Network a written letter must be submitted to the main office explaining the restrictions to be implemented.

Google Workspace for Education

Here we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

This notice provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

Any student who does not use their school-provided Google account must understand that many classroom activities, assignments, and communications rely on Google Workspace for Education tools. Opting out may result in the following consequences:

- Inability to complete or submit assignments that require Google tools, potentially leading to incomplete work or reduced grades.
- Exclusion from collaborative projects or group activities hosted on Google platforms, which may impact participation grades.
- Limited access to teacher feedback, announcements, or resources shared via Google Classroom or Gmail.
- Requirement to complete alternative assignments or use alternative methods, as determined by the teacher, which may involve additional effort or resources.
- No Access to School-Provided Devices: Students who opt out of using a school Google account will not be permitted to use school-provided devices (e.g., Chromebooks, tablets, or computers), as these devices are configured to require school Google account authentication for access.

- Potential ineligibility for certain courses or programs that mandate the use of Google Workspace tools.

By signing this handbook you give permission for Acton School Department to create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the notice below.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features/). This list includes but is not limited to:

- Gmail
- Calendar
- Google Classroom
- Contacts
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Drive
- Groups
- Google Meet
- NotebookLM
- Gemini Education

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Restricted YouTube, Google Photos, Google Maps, Google Play.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy/ You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Acton School Department may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Acton School Department. Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.
 - Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice but your child may also be restricted from access to many other school resources.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the Acton School Department. If you wish to stop any further collection or use of your

child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact the IT Coordinator. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://edu.google.com/why-google/privacy-security/>), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy/), and the Google Privacy Policy (at <https://policies.google.com/privacy?hl=en>).

The Core Google Workspace for Education services are provided to us under Google's Apps for Education agreement (at https://workspace.google.com/intl/en/terms/education_terms/).

Agreement to Publish Student Information to Public Media

The Acton School Department maintains an official website along with the Acton Parent Teacher Group. The Town of Acton broadcasts a public television station available to MetroCast customers. Occasionally school events are submitted to local papers.

Acton School: <https://actonelementary.schoolinsites.com/>

Acton School Parent Teacher Group: <https://sites.google.com/actonptg.com/actonmaine/>

Acton Public Access Television: Channel 26

These forms of public media provide a means for general information about the school system as well as information about educational programs, extracurricular activities, school events, student and staff achievements.

Maine law requires public schools to obtain written approval from parents/guardians prior to publishing personal information about students on the Internet or public media.

This form will authorize the School Department to publish the following:

- Full names of students in connection with class rosters, honor rolls, awards received, and team/extracurricular activity participant lists.
- Group and/or individual photographs of students.
- Individual student or class work may be published on the School Department's website from time to time in accordance with established guidelines. Such work may include creative writing, research projects, art work, music, performances, and audiovisual presentations. All student work will include a copyright notice prohibiting the copying of such work without express written permission. Copies of the Board's Website Policy and Guidelines are available at the Superintendent's office, every school office, or on the School Department's Website at <https://actonelementary.schoolinsites.com/>

By signing the Student Handbook you permit the right to post your child's content to available media.

If you request to relinquish the right to submit your child's content to available media a written letter **must be submitted** to the main office explaining what content and media you prohibit.

Reference:

[IJNDB - Student Computer and Internet Use Policy](#)

[IJNDB-R - Student Computer and Internet Use Rules](#)

[IJNDB-E1 - Guidelines for Student on Email, Confidentiality, and Record Retention](#)

[IJND - Acton School Department Website](#)

[IJND-R - Website Guidelines Policy](#)

Safety Drills (fire, evacuations and lockdowns)

Fire drills are important safety precautions conducted periodically. Students must obey directions promptly and clear the building by the correct route as quickly as possible. Students should move from the building and follow the specific instructions of the teachers and emergency personnel. So that everyone can hear instructions, no one may talk while leaving or entering the building, outside while waiting, or in our alternative locations should we be moved to another site. During a lockdown students are trained to be quiet and out of sight. Our Alert Lockdown Inform Counter Evacuate (ALICE) protocols allow individual classroom teachers to make safety decisions on their own. Staff may choose to shelter in place, move to another part of the school or evacuate to a safe, predetermined rally point. Students will be trained on particular ALICE protocols to ensure they know what to do when the classroom teacher asks them to do so.

Student Support

The social worker assists students in facing the challenges of adolescence, learning decision-making skills, and communicating with teachers, parents/guardians, and classmates. Students may arrange to see the social worker by leaving a note or sending a message by a teacher. Matters discussed with the social worker are treated as confidential within the standards of school guidelines. Parents/guardians may arrange meetings by calling the school at 636-2100 ext. 204.

Health Services and Safety

Health and Safety

The school staff makes every attempt to provide students with a comfortable, safe and orderly school environment. Students are supervised in the classroom, on the playground, during lunch and recess breaks, and while waiting for the buses in the afternoons. Despite adult supervision, however, the normal accidents that befall youngsters at home are also encountered at school.

Minor cuts and scrapes are cleansed and adhesive bandages are applied in much the same manner that you would do at home. However, if your child requires more extensive medical attention, we will telephone you to make arrangements for immediate care. In instances where blows to the head, broken bones, or severe cuts are sustained, the staff may first call EMS, depending upon the situation, timing, etc. Please be assured that our students are our number one priority.

Emergencies

There is a real reason for requesting emergency information when school begins each fall. When some accident or condition occurs during the school day, we want to know how to get in touch with you or with someone who can care for your child in your absence. Consequently, it is a good practice to always tell a neighbor, friend, or relative where you'll be.

In emergencies - when time is of the essence - your child may be transported by ambulance to an emergency room at Southern Maine Health Care in Sanford. You will be asked to go directly to the hospital emergency room to meet your child there.

Communicable Diseases

If your child - or anyone in your home - contracts a disease that is known to be communicable or highly contagious (chicken pox, measles, and mumps, to name a few), please keep your child out of school and telephone the school office with the information. Because large numbers of youngsters are together in very close proximity, it is easy to see how quickly a disease could spread through an entire community. Occasionally notices are sent home from school informing parents of certain communicable diseases and indicating that certain students may have been exposed. We ask your help and cooperation in the control of these diseases. A good rule of thumb is, "When in doubt, keep him/her out." After having one of these diseases, the child needs a doctor's note or needs to be seen by the school nurse before returning to school.

Medications

The general rule is that the taking of medications at school is discouraged. We ask parents to assist us by requesting that the physician prescribe medications so that the medication is administered at home. For example, an antibiotic prescribed three times a day should be given at home.

When it is critical that a student take medicine at school, parents should bring the medication to school in the original container, reserving at home an amount necessary for home usage, and sign a permission form.

MEDICATION WILL NOT BE ADMINISTERED AT SCHOOL UNLESS IN THE
ORIGINAL, LABELED CONTAINER.

All medication will be kept in the school nurse's office. When it is time for your child to take the medication, your child must come to the health office and take the medication in the presence of the school nurse or a trained member of the staff.

A Precaution

No student should ever have any sort of medication in his/her possession at any time. This avoids the possibility of a curious friend sampling medication prescribed for another.

All children should be warned never to use or ingest any medication not specifically prescribed or purchased for them. Medications found on a student will be confiscated and turned into the nurse.

Immunizations

Vaccines are deemed a safe way to provide long lasting protection against certain diseases that may be detrimental to your child's health.

Maine State Law requires that all school children in Pre K through the twelfth grade be protected against Polio, Diphtheria, Pertussis (whooping cough), Tetanus (lockjaw), Measles and Rubella (German measles), and Chickenpox. Additionally, all students enrolled in grades 7-12 must be immunized against meningococcal disease. Before registering for school, all children must present an immunization record signed by a physician, nurse or other authorized health care provider who gave the vaccine, unless the child has received an exemption from being immunized. The record must show the date and type of vaccine given.

Parents of those children who have not received the required immunizations may receive a one time 90 day grace period from the date of enrollment or of the child first attending, whichever date is the earliest, with written assurance that the requirements will be met and documentation provided. According to Maine Law no child may be admitted to school without proof of immunization or a medical exemption. Students with an Individualized Education Plan containing a philosophical, religious ,or medical exemption in place prior to Sept 1, 2021 will be honored.

Parents who have questions regarding their child's immunizations or immunization records should telephone the school (636-2100 ext. 208) and speak with the school nurse or leave a message for her to call you.

Sports Physicals For Athletes

When a student enters competitive sports usually in grade 6 or grade 7 the student must complete a physical exam before beginning competition. Once a student athlete has had an initial physical exam, it is only necessary that the student have a physical exam every other year. In the off-season, an athlete's health history, blood pressure, height, and weight will be viewed by the school nurse. If a concern arises from the review of an athlete's health information, the nurse will notify the family of a student and the athletic director so that a decision can be made concerning whether the student needs to have another physical examination before proceeding with the upcoming athletic school year. Athletes who sustained major injuries or have medical illnesses between examinations will be required by the athletic director or nurse to receive a physical examination before entering competitive sports again.

Asbestos Inspection

The Acton School has been inspected for the presence of asbestos-containing materials. A written plan for the management of these materials has been developed. This plan is available for inspection at the central office during regular office hours. Copies may be made on request at a cost of 10 cents per page.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and, as a last resort, pesticides.

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school 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, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school 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 school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, our Superintendent, at 636-2100 ext. 207.

If you have any questions, please contact the Maintenance Director. 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 web site at www.thinkfirstspraylast.org/schoolipm.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory

information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Special Education

Parents/guardians of children who participate in special education classes should feel free to call the special education teacher with any questions or concerns. If they have further questions, they can call our Special Education Coordinator at 636-2100.

Stormy Weather/Emergencies

Each winter we inevitably find it necessary to cancel or delay the start of school one or more days due to snow or sleet and ice storms. Because all of our students are transported to school on buses, the condition of roads is of critical concern in the winter. Decisions to cancel school are made by the superintendent in consultation with the road commissioners, bus company, and weather reports. Ordinarily, those decisions are made between 5am and 5:30am, generally in plenty of time to inform parents and students before the high school buses begin routes. "NO SCHOOL" announcements are made over the following T.V. and radio stations. Messages will be sent to every family via telephone and email using our school website.

Television

WCSH	Channel 6	wcsh6.com
WMTW	Channel 8	wmtw.com
WGME	Channel 13	wgme.com

In rare cases, it may be necessary or prudent to close school after students have been picked up on buses or after school has begun. Although this is not our regular practice, it may happen occasionally, and both parents and students should have discussed what they will do in such emergencies. Examples of emergencies might be an extended power failure, plumbing or heating difficulties, or a major storm which is intensifying during the day. In these instances announcements will be made over the same T.V., radio stations, school based app and websites that are used for cancellations and

sharing important information. Please do not call the school to find out if school has closed as this prevents emergency calls from being sent.

Please take a few minutes to discuss with your child what he/she should do in the event that it is necessary to come home from school early. Many families typically arrange for their children to go to a neighbor's or conceal a key so that the child is not left out-of-doors in inclement weather. All families will be asked to fill out a Family Emergency School Closing Form for their children.

Telephone/Cell phones/Smart Watches -Student Use and Messages to Students

Reference:

[JFCK - Student use of Cell Phones and other Electronic Devices](#)

[JFCK-R School Rules for Student use of Cellular Telephones and other Devices](#)

Students or teachers should not be called from class for telephone calls except in an emergency. Parents should feel comfortable to call the school to leave messages or to ask for information. We believe that positive and regular communication between home and school is essential to a youngster's school success.

Students are not to use their cell phones during the school day without permission from a staff member. Cell phones are to be turned off and stowed away in a backpack. If a student has their cell phone out during school hours, a staff member will instruct them to put it away. If the same situation happens a second time, the cell phone will be given to the staff member and given to the main office. The student may pick it up at the end of the day. Parent(s) will be notified by that staff member. If this situation happens a third time, the cell phone will be given to the staff member who will give it to the principal. The principal will contact the parent(s) and ask them to come to school to get it.

Students staying after school for an activity or practice should be sure to have arranged rides ahead of time. The school office phone is not for general student use. Students and parents/guardians need to make their plans before the student comes to school. While we will certainly deliver messages from parents/guardians in an emergency and allow the student to use the office phone in an emergency, we ask for cooperation from parents/guardians and students with this issue. Cell phones must be turned off while in school during the day. Incoming and outgoing text messages are prohibited during the day.

Visitors

If you plan to visit your child's classroom, please contact the teacher to set up a time and length to visit. When you visit or volunteer, please check in at the visitors' window at the

office to sign in and receive a pass. Please understand that we ask visitors to contact us beforehand for security and safety reasons.

Volunteers

Running a school is a complex activity - even in a small community like Acton. There are plenty of opportunities for willing and interested adults to assist with our growing young people. Whether it is checking or shelving books in the library, assisting a teacher with the preparation of classroom materials, or even helping with a field trip, we can use your help! Some folks have plenty of time and can give a couple of hours on a regular, weekly basis. Others only assist on an infrequent basis. Perhaps you know of older citizens who are at home and could read to children or assist a teacher with a craft project. Everyone's talent can be used to improve the school. We encourage school volunteers!

If you think that you would like to help at school or would like more information, please contact the school office at 636-2100.

Acton School Parent-Teacher Group

The Parent-Teacher Group meets monthly in the school library. They sponsor a wide variety of activities to meet the needs of the school district.

If you would like to help out in any way with any of these events or activities, please attend the Parent-Teacher Group meetings and let them know or contact PTG President at ptg@actonschool.org

Rules of Student Behavior

An Overview

1. It is insisted that, at all times, students conduct themselves in a manner that respects the rights of other students and staff. These include:
 - a. The right to a safe, non-threatening environment
 - b. The right to courtesy at all times
 - c. The right to protection of private property
 - d. The right to have a clean school
 - e. The right to hear only acceptable language
2. Attendance is compulsory at all classes unless one is participating in a school-authorized activity.
3. Students are expected to arrive punctually at school and for all classes.
4. Students arriving late for school in the morning (after 8:10 a.m.) must check in at the office. Students leaving during the day must check out in the office. Notes are required in both instances.
5. The following behaviors will not be tolerated in school:
 - a. Disrespect or defiance to any staff member

- b. Inappropriate language – name calling, vulgar language, pushing, shouting, and taunting are hurtful to others. Harassment of others is illegal and mean-spirited.
- c. Bullying and/or instigating in words and/or actions
- d. Habitual class disturbance
- e. Failure to attend an assigned detention
- f. Leaving school without permission
- g. Stealing; cheating; lying; plagiarism
- h. Vandalism of property
- i. Hitting, pushing, and kicking
- j. Fighting and/or assaulting
- k. Smoking or possession of tobacco products or lighting materials
- l. Possession or use of alcohol, prescription and non-prescription drugs
- m. Sexual acting out or sexual harassment
- n. Dangerous and unsafe behaviors
- o. Other offenses as determined by school administrators to interrupt the good order, climate, or safety of our school.

General Behavior Expectations at Acton Elementary School

Specific classroom grade level discipline plans will be handed out by teachers. While students will experience the consequences if they misbehave, our goal is to help them change their behavior. Our teachers and administrators will work with students, their parents/guardians, and others when appropriate to help students improve their behavior if they have behavior difficulties.

Bullying

Bullying is not acceptable conduct in the Acton School Department and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions as seen fit by the Superintendent/Principal. Bullying is defined as: ***any physical act or gesture, any verbally written or electronically communicated expression deliberately aimed at making someone feel unhappy, afraid or isolated in such a manner that is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment.*** Bullying can also take the form of racist and sexist comments or actions. No student shall discriminate against another student based on ethnic group identification, religion, age, sexual orientation, race, ancestry, national origin, gender, color, physical and mental disability.

Reference: [JICK - Bullying](#)

Dances/Movie Nights

The following rules were developed to assure the safety and security of all those participating in our dances and movie nights. Attending dances and movies are a privilege. Students are expected to act accordingly.

1. Please do not drop students off before the designated start time.
2. The doors will be closed 30 minutes after the start of the event. This allows a sufficient drop off window for parents. Students will not be permitted after the doors are locked.
3. Students must stay until the evening is over. Dances and movies are not “drop-in” events and parents can be assured that their children are at the dance/movie and not at some other unanticipated location.
4. Students must be in school during the day to attend the dance/movie. Parents who need to arrange medical or other appointments for their children on the day of the dance/movie are requested to call us in advance. This is the **ONLY** exception.
5. The dances/movies are for Acton students only. Guests are not allowed.
6. School rules in effect during the day also apply to dances, movies and parties.
7. Backpacks and duffle bags are not allowed at the dance/movie. If a student is staying overnight at a friend’s house, his or her belongings must be delivered before or after.
8. Students are not allowed to bring their own drinks. Drinks are sold at a reasonable price.

These rules have been in effect for a number of years and have assured that our dance and movie nights are safe and orderly. We are proud of the good behavior of our students at these events.

Detention

Detention is a consequence staff may assign to students. Detention commitments are a priority over all co-curricular activities (practices, rehearsals, meetings, etc.). Students will receive a 24-hour notice of detention. If students are unable to attend an assigned detention, they are to see the teacher prior to the time of that detention to see if other arrangements may be made. If they fail to report for an assigned detention, they will be referred to an administrator.

Discipline Referrals

Students will be sent to the office with a discipline referral for severe problems such as fighting, sexual acting out or sexual harassment, repeated misbehavior and disruption, and dangerous or unsafe behaviors that create risk for anyone’s health and safety.

If referred to the office, students will be given the opportunity to state their view of what took place. If consequences are appropriate, the consequence will fit the offense and our school rules. Administrative action may include a conference, detention, contact with parents/guardians, support and transition, or out-of-school suspension. An administrator will determine the pace of a student going to the next level on the discipline rubric.

If students are on suspension, they may not participate in any school-sponsored activities during the period of their suspension. For example, this means they may not go to a game, practice, or dance on the day(s) of suspension. If students are suspended out-of-school, they should not be on Acton School property during the time of their suspension.

Dress Code

Acton Elementary School has developed a dress code so that we may maintain a safe, respectful environment where the focus is learning. The following rules are intended to ensure that one's dress does not disrupt the educational process. Students who are found to be dressed inappropriately will be required to cover up the inappropriate clothing or will be sent home to change such clothing. Students should wear clothing appropriate for school.

Some examples of unacceptable attire are, but are not limited to:

1. Any garment which exposes bare skin around the midriff and/or any tops that are excessively revealing
2. Strapless tops; straps must be at least ½ inch in width (no spaghetti straps)
3. See-through clothing
4. Clothing that exposes bra or underwear
5. Shorts or skirts of inappropriate length or style (revealing slits or extremely short)
6. Garments, hats, or pins with inappropriate messages including but not limited to those which make reference to profanity, drugs, alcohol, sex, weapons or violence
7. Stocking feet or bare feet
8. Hooded garments must have hoods down at all times while in the school building
9. Any garment which presents a safety hazard

Reference: [JFCA - Dress Code Policy](#)

Lunch Procedures

Students may bring lunch or buy lunch. They may buy milk and other beverages in the cafeteria. Students who bring lunch may not bring beverages in breakable containers. Soda and energy drinks are not allowed.

1. Students must travel with their teachers to and from the cafeteria in orderly, quiet lines.
2. Students must show courtesy and respect for others. No line cutting or saving places in line or at tables.
3. Students may be assigned tables or seats by the teachers:
 - a. This may be in an individual case because of inappropriate behavior.
 - b. It may be to rearrange groups in order to improve the cafeteria atmosphere.
 - c. Students will be in their assigned seats until they receive new directions from the teacher.
4. Students may not save seats for others.
5. Students are expected to use good manners.
6. Once students are seated, they may not get up for any reason except to clean their trays unless they have permission from the teacher.
7. Students are expected to be courteous to the cafeteria employees and lunch duty teachers.
8. At the end of lunch, students must stay seated until dismissed by a duty teacher. Then students will line up with their escort teacher.
9. All food and drinks must be consumed in the cafeteria. Food and beverages may not be taken from the cafeteria.

A menu is published and circulated each month, but is subject to change. Prices for student and adult lunches are sent home in the fall. When a student is absent or does not eat hot lunch on a day for which he/she has already paid, a credit will be carried to the next week. Parents are welcome to come to school for lunch, a note or telephone call (636-2100 ext. 211) first thing in the morning is appreciated.

School breakfast and lunches are available and free to all students regardless of income guidelines. Specific questions can be directed to the Food Service Director at 636-2100, or dbogger@actonschool.org.

School Buses

Students can only ride their own buses unless there is an emergency and they have prior approval from their school administrator. Parents need to send in a note requesting this change, and students must bring this note to the office at the beginning of the school day.

Bus Company Rules

Students may receive a bus slip or suspension from the bus driver if they do not follow these bus rules and show respect for the driver:

Meeting the bus:

1. All students must be on time (5 min. before the bus is due) as the bus will not wait or honk.
2. All students should stand on the sidewalk or back away (10 feet) from the road while waiting for the bus. Never enter the “danger zone” around the bus except to load and unload.
3. Students should not approach the bus until it is stopped and the driver signals the student(s) to board. Remember the “Thumbs-up” policy.
4. Students shall not run alongside the bus when it is moving.
5. Absolutely no rollerblades, skateboards, scooters, sleds etc. on the bus.

On the bus:

1. The driver is in charge – obey him/her promptly. Do not question the driver’s authority.
2. Students shall not extend any part of their body out of the windows.
3. The driver can and may assign seats at driver’s discretion. Students shall go to the assigned seats, without crowding or pushing, and remain seated while the bus is in motion. Proper sitting – back to seat and bottom to bottom seat – is required! Your safety depends on it!
4. Students shall refrain from talking with the driver except in an emergency.
5. Students shall not tamper with the emergency door or any other part of the bus equipment.
6. Students shall not mar or deface the bus. Damage done to seats or other equipment (holes, rips, writing etc.) must be paid for by the pupil.
7. Students shall not open windows unless authorized by the driver.
8. Students shall not fight or scuffle in the bus or create any disturbance.
9. Students must not shout or wave to pedestrians or occupants of other vehicles.
10. Students must not throw anything at any time on the bus or out of the bus. Keep the bus clean!
11. Students shall not place lunch boxes or other objects in the aisle of the bus unless authorized by the bus driver. No carry on “items” allowed unless they can be held in your lap. This includes instruments and/or overly large science projects.
12. Students may hold quiet and non-disruptive conversations.
13. Students should always be courteous to the driver and other passengers.
14. Students must wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
15. Students, after exiting from the bus (if they must cross the roadway) shall go to the front of the bus and wait until the bus driver signals them to cross the roadway. “Thumbs-up” and eye contact must be followed.
16. Students shall not exhibit intimidating behavior or use obscene language. Be courteous!

17. There will be NO smoking, eating, chewing or drinking on the bus.
18. No dead or live animals or inappropriate objects such as overly large science projects, skateboards, roller blades, sleds, scooters etc. will be allowed on the bus.
19. Students are expected to ride only their regular scheduled route, and shall get on and off only at their regular bus stops. Any exception to this procedure must be approved, in advance, by the school the student attends. The only way to ride another bus is in an emergency situation and must be approved in advance by the school in question.
20. No spitting on the bus – ever!
21. No weapons allowed on the bus – not even toy guns, knives, etc.
22. Harassment of other students in any form will not be tolerated.

It is our hope that all riders will cooperate with the bus drivers and follow the bus rules. If a student does not follow the rules or does not cooperate in a courteous manner, he/she will receive a warning from the driver or a bus slip that is sent to the principal for action.

Following are the Acton Elementary guidelines for handling bus slips; however, the administrator must determine if the misbehavior requires skipping steps:

Kindergarten-5th Grade:

1. First slip* - a warning
2. Second slip* - a warning
3. Third slip* - loss of bus privileges for one day
4. Fourth slip* - loss of bus privileges for three days
5. Fifth slip* - meeting with student and parents

6th-8th Grade:

1. First slip* - a warning
2. Second slip* - loss of bus privileges for three days
3. Third slip* - loss of bus privileges for fifteen days
4. Fourth slip* - loss of bus privileges for thirty days
5. Fifth slip* - loss of bus privileges for the remainder of the year

***IF MISBEHAVIOR IS SERIOUS OR ABUSIVE, PRIVILEGES MAY BE TERMINATED AT ANY TIME.**

Certainly we hope students can continue to ride the bus all year. However, all bus students and their parents/guardians need to be aware of the consequences of inappropriate behavior. No student will be allowed to behave in a way that endangers others. The driver's attention needs to be on the road and traffic, not on disturbances inside the bus.

Please understand that the school must support the safety effort of our bus company. We cannot allow one or two uncooperative students to endanger a busload of students and a driver. If parents/guardians have any questions regarding our bus discipline procedures, please call us at 636-2100.

Searches

The school administrators have the authority to conduct searches when there is a need to do so. While this is very unpleasant for the student as well as the administrator, there are some instances in which this is necessary to preserve order in the school.

In-School Detention

Students on in-school detention lose the privilege to attend regular classes. A student in in-school detention is constantly supervised and is expected to do his or her work. Time on in-school detention is for a student to complete schoolwork as well as to reflect on his or her behavior and responsibilities. Students will have water, bathroom, and lunch breaks during the day. Students will be given classroom assignments that can be completed for full credit. A student on in-school detention is expected to follow the directions of the supervising staff member. A student who disregards the instructions of the supervising staff member will be sent to the office. If this happens, the student's parents/guardians will be notified to help resolve the problem.

In-school expectations are as follows:

1. Follow all school rules
2. Complete all assigned school work
3. Remain silent
4. Raise hand for permission to leave seat
5. During the time of the in-school detention, a student may not participate in or attend any school activity.

Students who do not meet these expectations will generally have out-of-school suspension.

Out-of-School Suspension

Students on out-of-school suspension (OSS) are removed from the school, all school property, and school activities for the duration of the OSS. We expect that OSS students will complete all missed work. Classroom assignments are given by the teachers and can be picked up at the main office by a parent/guardian. An administrator will inform the student when school assignments can be ready. School work completed during the OSS will receive full credit. During the time of suspension, the student cannot participate in or attend any school activity or be on any school property.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S.

Department of Education.

[For more information.](#)

Policies

[JIC - Code of Conduct](#)

[ADAA - Commitment to Standards for Ethical and Responsible Behavior](#)

[JICI - Weapons in the Schools - Policy](#)

[JICI-R - Weapons in the School - Procedures](#)

[EBCC - Bomb Threats](#)

[ACAD - Hazing](#)

[JICK - Bullying](#)

[JICIA - Weapons, Violence, Bullying, and School Safety](#)

[AC - Non Discrimination/Equal Opportunity and Affirmative Action - Policy](#)

[AC-R - Non Discrimination/Equal Opportunity and Affirmative Action - Procedures](#)

[JFCI - Student Substance Abuse](#)

[JFCI-R - Student Substance Abuse - Procedure](#)

[ACAA - Harassment and Sexual Harassment of Students](#)

[ACAA-R - Student Discrimination/Harassment Complaint Form](#)

[ADC - Smoking on School Premises](#)

[ADC-R-Tobacco use and Possession Enforcement Procedures](#)

[JFABA - School Choice Policy](#)

[JFABA-E - School Choice Policy Form](#)

[JFCC-R - Student Conduct on School Buses](#)

[IJNDB - Student Computer and Internet Use Policy](#)

[IJNDB-R - Student Computer and Internet Use Rules](#)

[IJNDB-E1 - Guidelines for Student on Email, Confidentiality, and Record Retention](#)

[IJND - Acton School Department Website](#)

[IJND-R - Website Guidelines Policy](#)

[IKE - Promotion, Retention & Acceleration](#)

[IGDJ-R - After-School Sports/Activities](#)

[EBCA - Crisis Response Plan](#)

[IHBA - Individualized Education Programs](#)

[IHBAA - Referral/Pre-referral of Students with Disabilities](#)

[IHBAA-R - Referral/Pre-Referral Administrative Procedure](#)

[IHBAC - Child Find](#)

[JFCA - Dress Code Policy](#)

[JKAA - Physical Restraint and Seclusion - Policy](#)

[JKAA-R - Use of Physical Restraint and Seclusion - Procedure](#)

[JEE - Attendance and Truancy](#)