

**Chebeague Island School  
Pre-Kindergarten-Fifth Grade**

**Parent-Student Handbook  
2023-2024**



Superintendent/Principal: Ann Kirkpatrick  
Administrative Assistant: Christin Nadeau

14 School House Road  
Chebeague Island, Maine 04017  
Phone: 207-846-4162

Website: <https://chebeagueschool.org>  
School Policies: <https://chebeagueschool.org/policy>

## **CHEBEAGUE ISLAND SCHOOL**

Welcome to the Chebeague Island School and the community of learners that makes this an exciting, safe and fun place to be. This handbook is designed to provide important information to parents and students. Please take a few minutes to read through it and become acquainted with the information. Thank you, and again, welcome to our school and the new school year.

Sincerely,

Ann Kirkpatrick

## **CHEBEAGUE ISLAND SCHOOL MISSION**

The Chebeague Island School has a special commitment to nurturing and respecting each student's individual abilities, while also challenging students to accomplish things they never dreamed they were capable of doing. Through hands-on experiences emphasized by intergenerational relationships from the island community and island resources, the Chebeague Island School will strengthen students' abilities to contribute to a positive and productive attitude, with respect to others and our environment.

## **VISION STATEMENT**

The Chebeague Island School values social learning, responsibility, pride, quality and mutual respect. The Chebeague Island School encompasses an active, independent, community of learners of all ages, providing resources for unlimited opportunities in a safe, comfortable and inclusive environment. All students are encouraged to develop their natural gifts and academic skills to the highest level possible in a supportive atmosphere

that values and respects individuals. To accomplish this mission, the Chebeague Island School community will collaborate to:

- Use effective instructional practices and provide professional development to assure that all students meet or exceed standards,
- Ensure a safe and respectful environment where all feel a sense of belonging,
- Promote parental participation as fundamental to each student's success.

## **EXPECTATIONS**

### ***Students***

- We expect students to come to school ready to learn.
- We expect students to be responsible for their actions.
- We expect students to show respect for themselves and others.
- We expect students to show respect for our school building, materials and grounds.

### ***Parents***

- We expect all parents to play an active and supportive part in their child's learning.
- We expect all parents to be active members of our school community.

### ***Teachers and Staff***

- We expect teachers and staff to do their best to support the learning of all students.
- We expect teachers and staff to know and respect all members of the Chebeague Island School community.

## **CONFIDENTIALITY**

Every member of the school staff understands that being part of our island community has many benefits. One of those is the ability to know and interact with many members of the community on a regular basis. Every member of the school staff recognizes that our students and their families have a right to privacy that is protected by federal law. School personnel will not share any information concerning students and their families during interactions in the larger island community including on the boat.

## **ATTENDANCE/DISMISSAL**

For your child's safety, it is required that they arrive at school no earlier than 8:15 a.m. because supervision is not available before then.

School is in session from 8:30 a.m. to 3:00 p.m. PreK runs 8:30-11:30. Early Release days end at 11:30 a.m. Students are considered tardy if they arrive at school later than 8:30 a.m. We expect that all students will arrive on time and be ready to learn.

If your child is going to be absent, please call the school @ 846-4162 before 9am. Frequent absences disrupt the continuity of the educational process. Poor attendance can impact student achievement and overall engagement.

Students who are to be dismissed early are requested to send in a note or call the school. Please be aware that when students are tardy or are dismissed prior to the end of the school day, they are missing valuable instructional time from the classroom. Phone calls by parents changing their child's afternoon plans must be received prior to 2:00 pm.

**Important Note:** Maine State Laws defines excused absences as:

- Personal illness
- Appointments with health professionals that cannot be made outside of the regular school day
- Observance of recognized religious holidays when the observance is required during a regular school day
- Emergency family situation
- Planned absences for personal or educational purposes that have been pre - approved.
- Educational disruption resulting from homelessness, hospitalizations, etc.

### **Chronic Absenteeism**

If a student is absent 10 or more percent of their total attendance, they are considered chronically absent. This is true even if absences are excused.

When students are absent, even if for legitimate reasons, they do not receive the academic instruction and social-emotional learning experiences that school provides.

### **Truancy**

If a student is at least six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year, that student is considered truant.

## **DELAYS AND CANCELLATIONS**

In case of inclement weather conditions, Chebeague Island School will have two traditional “snow days.” An announcement will be communicated electronically from the school (ie e-mail and/or via Remind). If possible, an announcement will also be posted on the Chebeague Island School website. After two traditional snow days, CIS will hold remote learning days

as possible.

## **HOMEWORK**

The Chebeague Island School recognizes the value of homework in cultivating academic achievement and good study habits. **Reading at home by your child, to your child and with your child is encouraged at all grade levels.** Children in all grades may be given homework.

Homework assignments provide opportunities for our students to:

- Develop good study habits
- Develop a sense of responsibility for task completion
- Learn time management
- Reinforce skills
- Extend or enrich their classroom experiences

## **HEALTH AND SAFETY**

- No child should be sent to school if there are any symptoms of illness present such as a fever or rash. This is to assure the quick recovery of the sick child and to protect other children.
- A child may be sent home if the school deems the student to be unable to participate in school activities due to the level of sickness.
- The school nurse maintains all health records and conducts routine screenings. In case of a child's illness or an accident at school, the school will contact the parent. If a student needs to be sent home due to illness, a staff member will stay with the student in a quiet place until the parent or approved guardian is able to come and pick the student up.
- Please be sure to include emergency numbers to call when you complete the Student Information Form; additional persons to whom

your child may be released would be helpful. Please notify the school office of any changes to those contacts during the school year. If your child is involved in an accident that, in the judgment of the school personnel, requires medical attention, you will be contacted using the information supplied by you on the Student Information Form.

- If students are well enough to attend school, it is expected that they are well enough to go outside for recess. Please make sure that they come to school with appropriate attire for outdoor recess.
- As per Maine State regulations, all students are required to have the mandatory vaccinations to attend school, or have a yearly waiver completed and on file at school.
- If your child is to be excused for medical reasons from any class or activity, including P.E., the school requires a written statement from a doctor or nurse.
- We encourage good nutrition in snacks and lunches.
- Regular fire drills and lockdowns will be conducted.
- Please make sure your children do not bring valuables to school.

## **MEDICATION**

It is preferred that parents administer any medication to their child at home. However, in the event that this is not possible, it is the practice of the Chebeague Island School that medication may be administered by school personnel with prior written permission by a parent/guardian. The medication must come to school in its original container which includes the student's name and dosage amount.

## **CIS ACADEMICS**

The school is organized into age appropriate classrooms. CIS has had as many as three classrooms and as few as 2 classrooms. The different staff configurations are based on the number of students and the needs of the students. There is an Educational Technician who works as needed between classrooms.

As part of their regular school program all students will be provided with the opportunity to meet School Department standards in reading, writing, mathematics, science and social studies. In addition, students participate weekly in art, music, technology, Spanish, P.E., guidance, and library. When needed CIS may employ an Occupational, Physical, or Speech Therapist and/or Social Worker.

## **RESPONSE TO INTERVENTION (RTI)**

Students are assessed against national standards for math, reading comprehension and reading fluency. The staff provides short-term interventions and collaboratively monitors student progress with parents and when appropriate with the students.

## **PROGRESS REPORTS AND P/T CONFERENCES**

Students are issued progress reports twice a year in all academic areas. Other areas of your child's experience, such as work habits and social growth are also noted on the progress report.

Feedback on student progress is done through regular classroom newsletters, progress reports in January and June and parent teacher conferences in November and April. Please feel free to contact your child's



teacher at any time if you have questions regarding your child's progress.

Conferences between you and your child's teacher provide an excellent opportunity to discuss details about your child's experiences. Formal Parent-Teacher conferences are held in November and April. Regular contact between home and school helps children to see that both parents and teachers care about their progress and have confidence in them. If you have any questions regarding a student report or concerns about your child's progress, please contact the teacher.

## **TRANSPORTATION**

### **Bus**

The driver of our school bus is charged with a heavy responsibility for the safety of the children in their care. The right of students to ride on the school bus is dependent upon their behavior and observance of rules pertaining to proper conduct. The driver and any substitute drivers are authorized to enforce these rules and to make suggestions in line with good citizenship. The driver may assign seats on the bus.

### **Meeting the Bus:**

- All students must be on time to their bus stop.
- Students walking on a roadway to a bus stop should always walk on the left shoulder facing traffic.
- Students should walk when crossing the road.
- Students should not run alongside the bus when it is moving.
- Students should stand well away from the shoulder of the road in an orderly group while waiting for the bus.

## **Bus Rules PreK -12**

- The rights of students to ride the bus is conditional on their behavior and observance of rules and regulations.
- All students shall report on time to their designated “School Bus Stop”. Due to set schedules, the bus will not wait for tardy students.
- The driver is in full charge of the bus and the students. Students will follow the directions of the driver.
- If the driver wishes, they may assign seats.
- All students shall be treated with respect and shall show respect for each other, the driver and others who may be on the bus.
- When the bus is in motion, students are expected to stay seated with their hands to themselves.
- Nothing shall be thrown from or within the bus.
- Any deliberate damage done to any part of the bus shall be paid for by the student(s) and/or parent(s)/guardian(s) of the student(s) involved.
- Students are allowed to talk on the bus provided the conversation is appropriate and the driver’s instructions can be heard. If the conversation is not appropriate or the noise level becomes excessive, the driver may require silence.
- Students may use music players with headphones. However, music should not be so loud that it’s audible to other riders, and speakers are not permitted.
- PreK -5 students must have a note of permission from a parent or guardian to be allowed to get off at an alternative location. If the student does not have permission and parental contact cannot be made, the student will be brought back to the school.

## **FIELD TRIPS**

The Chebeague Island School provides properly supervised field trips for educational purposes. Private vehicles approved by the Superintendent generally provide transportation for off-island field trips.

Due to the unique nature of our island school, some field trips may require alternative school day start and end time. School personnel will arrange transportation with the CTC and will notify parents of any changes. All field trips are chaperoned by staff and parents.

The School Department feels a heavy responsibility for the safety and well-being of students involved in trips of this nature. For this reason, students are expected to observe the following guidelines.

- Students will respond to the direct supervision of the teacher and are expected to behave appropriately at all times.
- Following an activity, everyone is expected to return with the school group unless a parent gives written permission to the teacher and obtains permission to take their child(ren) from the site of the activity.
- Students are expected to stay with their group at all times as instructed by the teacher in charge.
- All bus regulations outlined in the transportation section are in effect.

## **SCHOOL SAFETY**

The Chebeague Island School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behaviors. Students are expected to conduct themselves with respect for others and in accordance with School

Committee Policies, school rules, applicable state and federal laws and reasonable unwritten expectations; fair, honest, kind, respectful and responsible behaviors.

## **SCHOOL LUNCH**

Students may bring lunch or select from the meal choices at school. Hot lunches and milk are available through the school's Lunch Program. CIS offers breakfast @ 10:15 and lunch @12:15 each day at no charge. Menus are shared with students each month and are also posted on the website.

## **VOLUNTEERS**

Parent and community involvement are part of the school's mission. We welcome the time and resources that parents and community members bring to our school. The teachers find volunteer assistance in their classroom invaluable. If you have time, special talents, or interesting experiences to share, please contact the classroom teacher or the school office. Volunteers are required to sign a confidentiality waiver at the school to protect the students.

Volunteers at CIS help teachers and students in many ways, including:

- Assisting with the math instruction,
- Reading with and to students,
- Accompanying students on field trips,
- Sharing expertise that supplements the curriculum,
- Assisting in projects.

## **PLAYGROUND GUIDELINES**

To encourage a respectful and safe atmosphere on the school grounds, our playground rules are centered around fair, honest, kind, respectful and responsible to yourself, to others on the playground, the equipment and the words and actions we choose on the playground.

- Be a good school friend and include everyone in your play,
- Be respectful of the equipment and leave the playground better than the way you found it,
- Be kind to all people on the playground get the adult on duty if there is a problem or you need help,
- Be responsible to the equipment that you take outside to play, put it away, and pick up equipment and toys that are left behind,
- Be inclusive, share and cooperate together in all play at recess to demonstrate fairness.

## **CLOTHING GUIDELINES**

Students have physical education once a week and recess twice a day. We encourage them to wear clothing that allows them to participate in these opportunities to run and play freely, unencumbered by inappropriate clothing and/or shoes. In the colder months, they should have warm outerwear, hats and mittens for outside recess. We encourage students to wear clothing that covers their midriffs. Clothing that advertises tobacco, alcohol, drugs, sex or any other prohibited or discriminatory behavior is not allowed.

Students need to bring a pair of shoes to leave at the school for indoor

wear. They will change back to their outdoor shoes for recess and to go home.

## **Harassment and Sexual Harassment**

Harassment of students because of race, color, sex, religion, ancestry, national origin or disability is prohibited. Such conduct is a violation of School Committee policy and may constitute illegal discrimination under state and federal laws. See school policy

### **Harassment**

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry, national origin or disability. Acts of harassment based upon race, color, sex, religion, age, national origin, or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws.

Examples of Prohibited Harassment:

- unwelcome sexual advances, gestures, comments, or contact
- threats
- offensive jokes, ridicule, slurs, derogatory action or remarks regarding race, color, gender, sexual orientation, religion, age, national origin or disability
- basing academic decisions or practices on submission to harassment.

## **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, students, volunteers and visitors to the school and any other person with whom students may interact, in order to pursue school activities, are required to refrain from such conduct.

Harassment or sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The school administration will investigate complaints of harassment in accordance with the Harassment Complaint Procedure.

## **AFFIRMATIVE ACTION PLAN & TITLE IX PROVISIONS**

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance, with certain exceptions. Title IX applies to discrimination based on sex, is limited to education programs and activities and includes employment."

In accordance with Title IX of the Education Amendments of 1972, Public Law 92-138, and amendments thereto Public Law 93-563 and of the codes of federal regulations, Title 45, Part 86, which implements those laws, it is hereby declared formally that it is the policy of the Chebeague Island

School Department, and those of its employees, that there shall be no discrimination of any education program or activity at the Chebeague Island School Department. Inquiries, complaints and other communications relative to this policy and to Title IX of the Education Amendments of 1972 and other public laws and federal regulation concerned with non-discrimination on the basis of sex shall be addressed to:

Christin Nadeau, *Administrative Assistant*  
Chebeague Island School  
14 School House Rd.  
Chebeague Island, ME 04017

The above named person has been designated by the School Committee to coordinate the Department's efforts to comply with Title IX. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the following procedure:

### **COMPLAINT AND GRIEVANCE PROCEDURE**

- Any complaint from, or on behalf of any person employed by or served by the school department shall be communicated to the designated person.
- The designated person shall investigate the complaint and attempt to resolve the issue.
- If the issue is not resolved, the complaint shall be reduced to writing and submitted to the Superintendent who will consider the evidence provided by the aggrieved and/or their designee and rule on any corrective action to be taken.
- Any appeal from the decision of the Superintendent may be taken to the School Committee within ten days and the School Committee will



render a decision within sixty days of the appeal after hearing evidence in the case.

- Appeal of the School Committee's decision may be brought within ten days to the Federal Office of Civil Rights, and appeal from its decision may be brought in Federal Courts, whose decision shall be final.

## **STUDENT CONDUCT**

The Chebeague Island School Committee requires the development of policies and procedures that ensure that our students experience a safe and secure learning environment. In addition, the School Committee requires the development of policies and operating procedures that encourage students to report all incidents of bullying, teasing, hazing, name calling and harassment. The purposeful intent to intimidate, exploit or hurt will not be tolerated under any circumstances. Any report of an incident will be fully investigated. Please review the [Student Code of Conduct](#) and [Bullying](#) policy.

## **ANNUAL NOTIFICATIONS**

### **ASBESTOS NOTIFICATION**

The Chebeague Island School has been inspected for the presence of Asbestos Containing Building Materials (ACBMs). A written plan for the management of these materials has been developed. This plan notes the type and location of ACBMs within the school. The management plan is an outline of operational procedures designed for the proper maintenance and safety of all people who work, study or are otherwise present in the building

to minimize the exposure to asbestos hazards. A copy of this plan is available for inspection at the Chebeague Island School Office.

The condition of all Asbestos Containing Building Materials will be semi-annually subject to surveillance. All contractors working within the Chebeague Island School shall be informed of the location and condition of all ACBMs.

### **ANNUAL PESTICIDE NOTIFICATION**

Because pesticides pose risks, the Chebeague Island School uses an alternative approach to merely applying pesticides. Control of insects and weeds at our school focuses on making the school and grounds an unfavorable environment for pests. Through routine maintenance, proper food storage and sanitation, we will reduce or eliminate available food and water sources for pests. We will routinely monitor the school and school grounds for the presence of pests. Sometimes, however, pesticides may be necessary to control a pest problem. If that becomes necessary, the school will use the lowest risk products available. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to students or staff. If higher risk pesticides must be used, notice will be given to students, staff and parents/guardians at least two days before any planned pesticide application. Pesticide application notices will also be posted in or on school grounds.

The school keeps records of pesticide applications and information about any pesticides used. You may review these records, as well as obtain a complete copy of the Pesticide in Schools regulation (CMR 01-026, Chapter 27) by contacting the Principal at 846-4162.

For further information about pests, pesticides and your right to know, you may contact the Board of Pesticide Control at 207-287-2731.

## **FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. Those rights are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal or designated official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Chebeague Island School Department to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the records that they want changed and specify why it is misleading or inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures

will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Department as an administrator, supervisor, or instructor or support staff member (including health and medical staff and law enforcement personnel); a person serving on the School Committee; a person or company with whom the Department has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent of a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Department discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, D.C. 20202-5920

## **TOBACCO FREE SCHOOLS**

Smoking and use of all tobacco products is prohibited within the Chebeague Island School or on any school property. Possession of any tobacco or vaping products by students is prohibited at all times within the Chebeague Island School and on all school property. Students found smoking or vaping, using tobacco products or in possession of any tobacco products on the school grounds, will be subject to disciplinary consequences up to and including the possibility of suspension.

## **TECHNOLOGY-COMPUTERS**

Students and teachers at Chebeague Island School use technology as a tool for essential learning in all subject areas. Activities include math practice and conceptual understanding, reading and writing and research. All students have access to IPADS and computers. The students are instructed on proper use and care of the instrument.

## **TECHNOLOGY USE**

The Chebeague Island School computers, network, and Internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. See School Policy IJNDB-R and IJNDB for all rules and regulations.

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations

may also result in disciplinary action, referral to law enforcement, and/or legal action.

Chebeague Island School computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether used on school property or elsewhere.

### **CYBER SAFETY**

The Chebeague Island School utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. The District takes precautions to supervise student use of the Internet, but parents should be aware that the District couldn't reasonably prevent all instances of inappropriate computer use by students in violation of School Committee policies and rules, including access to objectionable materials and communication with persons outside of the school. The Chebeague Island School is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety ("cyber safety"), The Chebeague Island School also educates students and parents about online behavior, including interacting on social networking sites and chat rooms, the dangers of hacking, and issues surrounding "sexting" and cyberbullying awareness and response. The Superintendent shall be responsible for integrating cyber safety training and "digital citizenship" into the curriculum and for documenting Internet safety training.

The Superintendent shall be responsible for implementing this policy and the accompanying acceptable use rules. The Superintendent/designee may implement additional administrative procedures or school rules consistent with School Committee policy to govern the day-to-day management and operations of the school unit's computer system.

#### **A. Acceptable Use**

The school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Committee policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

#### **B. Consequences for Violation of Computer Use Policy and Rules**

Compliance with the school unit's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The Superintendent/Principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

### **C. Prohibited Uses**

Examples of unacceptable uses of school unit computers that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
2. **Illegal Activities** – Using the school unit's computers, networks, and Internet services for any illegal activity or in violation of any School Committee policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Committee policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the authorization of the Superintendent/Principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit



assumes no responsibility for illegal software copying by students;

5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Non-School-Related Uses** – Using the school unit’s computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
9. **Unauthorized Access to Blogs/Chat Rooms** – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

#### **D. No Expectation of Privacy**

Chebeague Island School computers remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and Internet access logs.

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

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Committee policies and rules while the student is using school unit computers, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

#### **F. Student Security**

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

#### **G. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action, in addition to having his/her computer privileges limited, suspended, or revoked.

#### **H. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.

2. Before a laptop is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a laptop will be issued to their child.
3. Students are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. The CISD **may** offer an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. If a laptop is lost or stolen, this must be reported to Superintendent/Principal immediately and, if stolen, to the local law enforcement authority as well.
5. The School Committee's policy and rules concerning computer and Internet use apply to the use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. Without teacher permission, the laptop may only be used by the

student to whom it is assigned.

9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

## **SPECIAL EDUCATION**

Special education is governed by the Individuals with Disabilities Education Act (IDEA) and is defined as “specially designed instruction, at no cost to parents, to meet the unique needs of a child with a disability.”

In Maine, the rule chapter that is specific to the education of children with disabilities is Maine Department of Education Regulations, Chapter 101, Maine Unified Special Education Regulation Birth to Age Twenty. If you would like to learn more about special education services, please call the school, 846-4162.

## **CHILD FIND**

The Chebeague Island School Department has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or Section 504 accommodations and services. Children eligible for Special Education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay and who, because of such impairment, need special education services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child's teacher, or call Ms. Ann C. Kirkpatrick, Principal at the school, 846-4162.

### **RESTRAINT AND SECLUSION**

In accordance with Chapter 33, the Chebeague Island School will annually provide an overview and updated awareness information to all staff, including contracted providers, regarding the content of this rule along with any local policies or procedures related to the use of physical restraint and seclusion. If any parent would like more information on this topic, please contact Ms. Ann C. Kirkpatrick, Principal, at the school, 846-4162.