Nobel Learning Communities®

Merryhill School Summerlin

K-5th Grade
Parent/Student Handbook
2019-20

Our mission is to provide an educational environment that fosters academic excellence, instills a love of active learning, and provides experiences that enable students to acquire a foundation of skills for lifelong achievement.

2160 Snow Trail Las Vegas, NV 89134
Phone: 702-242-8838
Fax: 702-242-8830

Hours of Operation:	7:00 AM - 6:00 PM
School Hours:	8:05 AM - 2:55 PM

Table of Contents

PERSONNEL 3

SCHOOL ADMINISTRATION 3

STAFF INFORMATION 3

SUPPORT STAFF 3

ADMISSIONS 4

ACCREDITATION 4

GENERAL INFORMATION 4

Hours of Operation: 4

School Hours: 4

Dismissal 4

Lunch: 5

Medication: 5

Pets: 5

Electronic Equipment: 5

Illness/Injury: 5

Telephone Calls: 6

ATTENDANCE GUIDELINES 6

DRESS CODE 6

ACADEMIC ASSESSMENTS 7

AABL/CTP & IReady Assessments 7

EDUCATIONAL PROGRAM 7

Giving Without Walls 8

Customized Education Plans (formerly: Personalized Learning Plan-PLP) 8

EMERGENCY PROCEDURES 9

HOMEWORK GUIDELINES 9

PARENT COMMUNICATION & INVOLVEMENT 9

REFERRAL PLAN 10

POLICIES AND PROCEDURES 11

Grading Scale 11

SCHOOL / EXTRACURRICULAR ACTIVITIES 11

Acceptable Use Policy (AUP) 12

For Pre-school to Grade 2 13

For Grades 3-5 14

Non Discrimination Statement 17

PERSONNEL

SCHOOL ADMINISTRATION

Amanda Arceo, Principal	amanda.arceo@nlcinc.com
Linda Gambon, Director of Admissions	linda.gambon@nlcinc.com

STAFF INFORMATION

Kindergarten
Elizabeth Tomasello-*room 1*
Dawn Vargas-*room 4*
Grade 1
Cynthia Carrick-*room 3*
Grade 2
Michelle Myslinski-*room 12*
Grade 3
Lynda Loos-*room 19*
Grade 4
Maria Delegeane-*room 16*
Grade 5
Matthew Fortuna-*room 17*
Genius Hour & Art
Amber Russell-Hart-*rooms 5 & 11*
Physical Education
Rory Hellickson-*room 18 & the great outdoors*
Music
Dylan Musso-*the room behind the curtain*
Technology
Karl Gustafson-*room 7*
Spanish
Rita Colantropo-*room diez*

SUPPORT STAFF

Shamaila Jalaal	Office Assistant
Yuridia Galvan-Meza	Teaching Assistant
Victoria Roach-Barajas	Teaching Assistant/Extended Care
Ivan Torres	Teaching Assistant/Extended Care
Molly Muse	Academic Support
Tom Grace & Ron Henderson	Maintenance

ADMISSIONS

Parents applying to Merryhill K-5 School of Summerlin will be required to fill out an application and a tuition agreement. Upon receipt of these documents and the necessary payment of fees, we will contact your child's previous school and request their academic records. These records will be reviewed to ensure that this is a good fit school for the student. In particular, we are reviewing the academic and social skills reported from the previous school. In addition, new students who have not previously attended a NLCI school will have to take an admissions test. The admissions test fee is $150 and will be administered at the school with a proctor. *Please note that current students must re-submit tuition agreements and applications for each year of attendance.*

All students must have on file a signed acknowledgement form that the parent handbook has been read. We also need to have a copy of their birth certificate and up-to-date vaccination records on file. Other forms are required and are made available through mail, email, and meet-your-teacher events held before the start of school; the office worker may also hand them to you. All are important and we ask your cooperation in completing them and returning them in a timely manner. If applicable, please provide the office with a copy of any legal documents that may relate to your child (e.g. custody/divorce papers).

Merryhill K-6 School prides itself on a diverse student body and does not discriminate against any child based on race, religion, or gender.

ACCREDITATION

Accreditation is a voluntary method of quality assurance, developed and designed primarily to distinguish schools adhering to a set of educational standards. The accreditation process is also known for its ability to effectively drive student performance and continuous improvement in education. It is important because it is a significant part of ur overall quality assurance program, and it is a measure that is accepted and understood by our parents, students, faculty, and community partners. As an accredited school, our primary goals are to ensure that the school strives every day for continuous improvement of our educational programs which support student learning and overall achievement.

While accreditation is a set of rigorous protocols and research-based processes for evaluating a school's effectiveness, it is far more than just that. Accreditation examines the whole school—the programs, the cultural context, the community of stakeholders—to determine how well the parts work together to meet the needs of students.

GENERAL INFORMATION

Hours of Operation:	7:00 AM - 6:00 PM
School Hours:	8:05 AM - 2:55 PM
Dismissal:	Students needing to leave before school is out (before 2:45PM) must be picked up by a parent from the front office and must be signed out. Students cannot wait "up front" in the lobby for their ride after dismissal ends (3:15 PM). If a

student is on campus, they must be in their after-care area with the proper supervision. If you are picking your child up at dismissal time and choose to stay in your car, you will follow our car line protocol as communicated at the beginning of the year through the Friday Letter and later in this handbook. Parents who are walking into the building to pick their child up will follow the footpath that leads to the front door. For safety's sake, do not cut through car line, whether on foot or in a vehicle.

Lunch:

Please check with your child daily to be sure they have a lunch. We do have a hot-lunch program and menus are available at the office or online at www.mybetterlunch.com, Code: SNOWES. *We are unable to microwave or refrigerate students' lunches.* A few emergency lunches are available at $10 each. **Please note that we are a nut free campus.**

Medication:

All medication must be kept in the office. This includes cough drops, inhalers, and all over-the-counter medications. There is a medication form to be filled out with the dates and times that the medication needs to be administered to your child. Please see the office for more information. If your child has an epi-pen, we must have a doctor's note accompany it.

Pets:

For health and safety reasons, pets are not allowed in the school building without prior approval from administration.

Electronic Equipment:

Cell phones must be turned off and stored in the child's backpack and must not be used during the instructional day. If you need to contact your child, please call the school office and your message will be delivered. If a child needs to call you after school (Extended Care) he/she needs permission from the adult on duty to do so.

Gaming Devices should not be brought to school. Because they are not viewed as a necessity, please be aware that we assume no responsibility or liability for any loss or damage to personal electronic items.

Illness/Injury:

When ill, a student should get permission from his or her teacher prior to going to the main office. A parent/guardian will be contacted if the student needs to go home. All injuries need to be reported to the office. First aid will be administered when necessary and/or parents will be notified. If a head injury is reported, regardless of severity, we will call home to notify parents.

Telephone Calls:	Faculty and students may not be called from their classrooms to the telephone except in the case of extreme emergency. Necessary messages will be taken at the office and delivered at the appropriate time. Student use of the office telephones is for emergencies/illness and the calls are to be made to the parent/guardian only.

ATTENDANCE GUIDELINES

It is our expectation that all students will be in school every day when they are healthy enough to do so. Please call the school to notify us when your child will be absent and for what reason. All absences require a note upon the student's return to school.

Most students do not exceed ten absences per year, or an average of one day per month. Absences affect a student's ability to learn to his/her fullest potential. If your child's absences become excessive, the teacher and principal will request a conference to determine how to remedy the situation. Excessive absences can be reason to not re-enroll a student for the following school year. Please consult with the principal if you have any questions or concerns.

Tardiness to school is sometimes unavoidable. A pattern of repeated tardies, however, can be disruptive for not only the late student, but also for the rest of the class. Please help us preserve the importance of the academic day by helping students arrive on time.

DRESS CODE

Appropriate school clothing should show respect for one's self and be non-distracting in the school environment. Our aim is to provide an atmosphere where learning can flourish and the security and dignity of each person is protected. Therefore, students must adhere to our uniform guidelines at all times. If a student is not in a Merryhill approved uniform, the teacher will send home a Uniform Noncompliance Form.

At Merryhill School your child will be required to wear a school uniform,

(pants, shirt, dress, blouse, shorts, skirt), unless directed otherwise. School uniforms may be purchased from Campus Club School Uniforms (702-360-0555).

Relaxed, free-dress days, or costume dress days will be offered throughout the year and will be communicated through our Monday Folders, student agendas, and on our web page.

Students are expected to adhere to standards of hygienic cleanliness.

Each child must wear an approved, clean and fitting uniform. Each student must have finger length shorts, skirts, and dresses. On a free dress day, a sleeve-less shirt must be at least three fingers wide and appropriate for a school atmosphere. Button blouses must be tucked in with the appropriate bottom uniform. Leggings must be navy blue, white or black in color. All shoes must be closed toe and worn with a navy blue, white or black sock and void of skates or wheels. During Physical Education class, students must wear sneakers or athletic shoes that are safe for athletic participation. Belts are to be worn by boys and tucked into belt loops. Hats, jackets, and non-Merryhill sweatshirts are not to be worn indoors, and may only be worn outdoors during school hours with permission of the instructor/teacher or the principal.

Jewelry is not allowed with the exception of watches, earrings and religious jewelry. Watches are permissible, provided they are not distracting (i.e., making distracting noises or doubling as electronic games, etc.). If your child wears a religious medallion, cross, or other religious symbol, it must be worn underneath his/her clothing at all times. Earrings may be worn if they are studded earring and not dangling from one's ear.

Make-up is not allowed at Merryhill Elementary. A light, neutral shade of nail polish may be worn as long it is not distracting to anyone. The final decision is in the discretion of the teacher and the administrator.

Each student must have a natural colored, non-distracting hair style.

Few exceptions will be made with respect to Merryhill's dress code. Any request for modification to the dress code must be made in writing to the principal and will be subject to review and administrative resolution.

If you are having any problems obtaining a school uniform, you must communicate this to the school office prior to sending your child to school.

Students who arrive at school out of uniform will be kept in our office until proper attire can be arranged.

ACADEMIC ASSESSMENTS

AABL/CTP & IReady Assessments

Assessment is an integral part of instruction, as it helps us analyze the degree to which we are meeting our goals. Assessment inspires us to ask these hard questions: "Are we teaching what we think we are teaching?" "Are students learning what they are supposed to be learning?" "Is there a way to teach the subject better, thereby promoting better learning?"

We monitor every student's progress in reading and mathematics both during the school year and at the end of each school year. To monitor reading and mathematics during the school year, we administer the iReady assessments three to four times per year. To assess each student's progress in reading and mathematics at the end of each school year, we administer the AABL/CTP.

Teachers use the iReady assessment information to customize lessons which insure that every student is receiving the appropriate instruction for his/her reading and math level. Educators refer to this as "assessment for learning" because the results help the teacher learn about each child's needs and can then adjust lesson plans and instruction to meet the needs of each student.

EDUCATIONAL PROGRAM

The core curriculum contains the content of what we teach—the state or national academic standards. In planning instruction and lessons, we weave both 21st century themes and skills into the delivery of the content standards in language arts, mathematics, science, and social studies.

Nobel Learning is an affiliate of the *Partnership for 21st Century Skills*. This organization promotes the teaching of Life and Career Skills, Learning and Innovation Skills, as well as Information, Media, and Technology Skills.

These essential skills are taught in both the regular content delivery in both the grade level classroom and our specialty courses.

Giving Without Walls

The Giving Without Walls projects allow our 1st through 5th grade students to be active participants in service-learning opportunities. Student-led service-learning projects integrate meaningful community service with instruction and reflection to enrich the learning experience, to teach civic responsibility, and to encourage lifelong civic engagement.

The projects are unique in that they are completely led by students. Giving Without Walls projects develop content area skills along with civic literacy and reinforcement of 21st century skills. Our students are an active part of their own learning and the projects assist them in enhancing their connection to their school, community, and world. The projects enable the students to identify a need, to investigate issues, to research and evaluate possible solutions, to develop and implement a plan of action, and to assess and to reflect on the results.

1st Grade

First grade students will evaluate the needs versus wants of their school. Students will identify an area of need within their school and plan and implement a course of action.

2nd Grade

Second grade students will explore animal welfare and systems that are currently in place to protect animals. Students will investigate an area of need for animals within a local system, such as the SPCA or FFA, and develop and implement a service project that will impact that system.

3rd Grade

Third grade students will investigate environmental awareness issues and will explore environmental needs in the world around them. Students will investigate an ecosystem of their choice, and develop and implement a service project that will impact that system.

4th Grade

Fourth grade students will explore health systems and health issues as they relate to their community. Students will determine a health issue within their state and develop and implement a service project that will impact that system, such as a focus on health care, obesity, pollution, or smoking.

5th Grade

Fifth grade students will explore the concept of leadership and research issues facing our veterans. Students will then develop and implement a service project that will address this need faced by military veterans in their community.

Customized Education Plans (formerly: Personalized Learning Plan-PLP)

The Customized Education Plan provides an opportunity for teacher, parent, and student to set goals and to measure progress on school-related learning that is not captured on the traditional report card. The Customized Education Plan has three sections:

Academic Goals: Students, in consultation with the teacher and parents, choose a reading and mathematics goal for the year. Then, all three members of the PLP team together decide what each member will do to meet those goals.

Life and Career Goal: The student, teacher, and parent choose a particular study skill, such as time management or organization, that all three will work on together to assist the student in enhancing academic performance.

Learning Styles: The student, parent, and teacher discuss the results of the learning styles inventory and make adjustments to both classroom and home learning environments and activities.

EMERGENCY PROCEDURES

Safety procedures help keep students and staff alike safe in unpredictable circumstances. Our school has procedures and practice drills for all types of emergencies. The principal reviews these procedures regularly, and students and staff practice a wide variety of drills throughout the school year. Information sheets are posted in each classroom stating directions to follow clearly during fire drills. An announcement will be made or a bell will ring in the event of drills or emergencies. Cooperation and alertness is necessary during all drills. Teachers will give instructions about leaving the building in case of emergencies.

HOMEWORK GUIDELINES

Homework is given on a regular basis to improve skills and to develop responsibility. Teachers often choose to send homework home in packets weekly. This work is intended to reinforce concepts taught during the school day. As homework is sent home in weekly packets, please be aware that some of the homework may be over content taught throughout the week. Most teachers put a daily guideline for completing the homework or will otherwise communicate with you if there are important instructions. Time spent on completing daily homework increases as students mature. A general, but not rigid, guideline for homework time per night is as follows:

Kindergarten-1st grade:	10- 20 minutes/night
Grade 2:	20-30 minutes/night
Grade 3:	30-45 minutes/night
Grades 4-5:	45-60 minutes/night

PARENT COMMUNICATION & INVOLVEMENT

Good communication is the key to a successful partnership, and that is what parents and teachers are – “partners in education.” To create the optimal educational environment, open lines of communication between the school and the parents are a must to allow positive dialogue. It is important for parents and teachers to share the responsibility for creating a working relationship that fosters each student's learning and development. *Students need to know that their teachers and parents have formed an alliance* in order to make sure that their learning experience is positive, supportive, and that the rules and expectations that govern the classroom will also be reinforced at home. The following programs are in place to promote communication between school and home:

Newsletters: School newsletters will be distributed via email/Smore every Friday. They highlight activities, events, curriculum, and student successes.

Student Planner: All students in grades 2 and up will receive a student planner in order to keep track of daily homework assignments. Parents are encouraged to review the planner on a consistent basis.

Parent/Teacher Conferences: Parent-teacher contact is vital to the success of students. Formal parent-teacher conferences will be scheduled by teachers according to dates set on the school calendar. During these conferences, report cards will be discussed and Personal Learning Plans will be updated. Parents may also request additional conferences throughout the year. It is best to schedule an appointment by contacting the teacher through the office. **NOTE:** Progress reports are distributed to all students at the 4th-5th week interval of each quarter. These will be viewable on Alma.

Addressing Concerns: Whenever you have a concern or problem, please let us know so we can discuss it and attempt to come up with a workable solution.

First Step: Please contact the teacher first. The majority of concerns can be immediately addressed and resolved through direct contact with the teacher.

Second Step: If you still have a concern, then you should speak with the Director of Admissions or Principal.

Electronic Communication: The use of technology is a vital component of communication in our world today. It not only helps to improve student learning, but it also enhances the efficiency of school support services. The teachers encourage the use of electronic communication (email and websites) as a major source of information for parents and students. We use technology to provide immediate access to information and documents via our websites and through mass emails. We invite parents and students to email teachers with questions and comments.

PARENT INVOLVEMENT

Through communication, a team is formed and shares in common goals: to encourage good attitudes, high achievement, and a strong commitment to education. Strong links between home and school will help to facilitate these goals. Parent involvement in their child's education is an important factor in school success and achievement. Many school students, however, seem reluctant to even talk about their school work with their parents, let alone involve them in it. Fortunately, parent involvement can take many forms and parents are encouraged to participate in the life of the school. It is important for the parents to stay actively informed and to let their kids know just how important school is through their words and actions.

PARENT/TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) encourages every parent to join them in their mission to support school programs and improve communication between home and school.

REFERRAL PLAN

Parents have the opportunity to share the good news about our school and save on tuition. When you refer a family to our school, you may receive a free week of tuition. Simply call the school office to request a Referral Certificate, provide the Certificate to the family you are referring, and ask the new enrolling family to write your name on the line marked,

"Family at School". The referred family then hands the completed Referral Certificate to the principal during his or her tour.

If you have further questions, you may contact the school principal.

POLICIES AND PROCEDURES

Grading Scale

Kindergarten –Fifth Grade

Effort	**Achievement**
E-Excellent	A-90-100
S-Satisfactory	B-80-89
N-Needs Improvement	C-70-79
	D-60-69
	F-Below 60
	NA-Not Assessed

SCHOOL / EXTRACURRICULAR ACTIVITIES

Merryhill Elementary School offers several extracurricular activities throughout the school year. The students depending on their grade level can take part in athletic teams, academic programs, artistic expressions, and social gatherings. Some of these activities take place during the school day, but most are offered after school.

Sports:

We offer boys, girls, and co-ed sports programs. All programs are made available contingent upon the number of participants interested.

Field Trips:

Merryhill students occasionally leave campus to go on field trips. Field trips do have an associated fee to cover the cost of the event and transportation. No student is required to attend a field trip. Permission slips will always be sent home to be signed prior to the trip. Your child must wear a Merryhill uniform shirt on all field trips, unless otherwise communicated. Students must ride the Merryhill School vans or with their own parent when on field trips. No student is permitted to ride with anyone other than their own parent at any time. *There are no exceptions to this school policy.* Students must understand that field trips are a privilege, not a right.

Class Parties and Celebrations:

From time to time, we will celebrate certain holidays or events. These celebrations tend to be fun in nature, but with a purpose towards cultural and social enrichment. Birthdays may be celebrated in the classroom at the discretion of the teacher. Summer birthdays may be celebrated on a date pre-determined by the teacher. The parents of children to be honored in any particular month must communicate with the teacher to plan birthday celebrations. We ask that you keep this celebration very simple, with no gifts or prizes awarded. Cupcakes, cookies, (limited to one per student) or healthy items such as a fruit tray would be appropriate. Please refrain from sending items that need to be cut. In addition, the items to share MUST NOT HAVE NUTS of any kind.

We know that many of you will have parties held outside school. Please do not give out invitations to these parties on the school premises, unless all members of the class are invited. This will help to eliminate any hurt feelings. Thank you.

Please note that we are a nut free campus.

Science Fair

The science fair is an integral part of the school curriculum. Students receive support in class from all of their teachers, but the projects are mostly completed at home in grades 1-5. Presentation boards for the experiments are displayed and judged. Information about the specific requirements and related deadlines will be provided by the students' teacher.

Winter and Spring Concerts

Two amazing events during the school year are our two seasonal programs. Students become performers as they sing and perform for their families and the community. Our winter program is for students in Kindergarten through second grade. Our spring program is typically a musical and it is for students in grades three through five.

Specialty Programs

Specialty programs are held after school and can be active for 4-10 weeks. We provide several sports and activity programs throughout the year, such as soccer, track, science, dance, and cheerleading. All of our offerings are based on the availability of instructional leaders and require a participation and/or materials fee.

VISITORS AT SCHOOL

Parents are welcomed and encouraged to visit the school. For the safety of our students and to ensure a minimum of classroom interruption, parents and visitors to the school must report to the school office. The safety of our school environment is very important to all. We appreciate your cooperation with this policy.

STUDENT RECORDS/REQUEST

All requests for student records must be submitted in writing to the principal. Such requests may take up to seven school days to process. We appreciate your patience.

WITHDRAWAL/TRANSFER

Withdrawal from the school during the school year requires at least one month's (30 days') advanced notice. You must continue tuition payments for attendance through the date which is one month after our receipt of your withdrawal notice.

Acceptable Use Policy (AUP)

Nobel Learning Communities, Inc.

Policy on Acceptable Use of Information Technology Resources

For Pre-school to Grade 2

For Parents or Guardians:

What are “information technology resources”?

The school’s information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities, Inc. (NLCI) that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by NLCI is to be loaded on or used on school-owned equipment. Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school; and may, if illegal, be reported to law enforcement officials.

What are my responsibilities with regard to information technology resources as a parent or guardian?

Students’ use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent’s responsibility to limit and monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child’s bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology

resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed. Student responsibilities when using school computers are as follows.

For Students:

Knowing how to operate computers is important for doing schoolwork and for getting a job when you grow up. However, computers can also be dangerous because there may be strangers online who could be dangerous. Please follow the rules below when using school computers.

What must I do when using the computers that belong to the school?

1. I must remember that the computers belong to the school and I must treat them carefully.
2. I must keep my password secret, and not share it with anyone, not even my best friend. I must not ask anyone to give me their password.
3. I must not read a message from someone I do not know.
4. I must not copy another's work from the Internet without permission.
5. I must always use words that are kind and respectful. I must not use bad words, even as a joke. If I get an email that makes me feel bad or that frightens me, I need to tell my teacher.
6. If I see anyone using the computer in a careless or wrong way, I must remind the student to be careful and tell the teacher.

Nobel Learning Communities, Inc.

Policy on Acceptable Use of Information Technology Resources

For Grades 3-5

Skillful use of technology is essential in today's world. However, misuse of technology

can lead to negative consequences. Students and caregivers are asked to read the following student responsibilities when using school technology resources, as well as the advice for caregivers, and to signify their intent to comply by signing their names at the end.

What are “information technology resources”?

The school’s information technology resources include all electronic devices and software programs owned or supplied by Nobel Learning Communities (NLCI) that are used, either in school or out of school, for purposes such as the following: to access the Internet for school-related assignments or for entertainment; to communicate in different ways, for example, through email, chat rooms, Social Networking websites, or Instant Messaging; to create electronic journals or other original manuscripts; or to use proprietary software supplied by the school. Only software provided by NLCI is to be loaded on or used on school-owned equipment. Since the information technology resources are the property or responsibility of NLCI, network administrators and authorized employees of NLCI may monitor all communications and use of those resources to protect the safety, security and welfare of students, as well as to protect the equipment. Violations of this Acceptable Use of Technology Policy will result in disciplinary consequences, such as loss of the privilege to use resources or other disciplinary actions prescribed by the school administrator; and may, if illegal, be reported to law enforcement officials.

What are my responsibilities when using the school’s information technology resources?

For Students:

1. Students must remember that the use of the school’s information technology resources is a privilege and they should be used mainly for educational purposes.
2. Students must respect and protect their own privacy and the privacy of others by using only their own assigned accounts, and not accessing, using or copying others’ passwords. Students should not disclose their own passwords to anyone else, and they should not give out personal or private information about themselves or about others.

3. Students must remember that copyright protects Internet materials as it does hard copies of papers, magazines, books, and other materials. Making unauthorized copies of written materials, music, songs, games, or video is a copyright violation punishable by law. The only material that is free to copy is material that specifically says that it may be freely copied, and the source of that material must be clearly cited. Government documents may also be freely copied, with the proper citation. Copying without citation or portraying the work of another as your own is plagiarism.

4. Students must communicate in ways that are kind and respectful. They must not use inappropriate, rude, or offensive language, even as a joke. The school's Code of Conduct or Behavior Policy applies to all electronic communications. Communications that can reasonably be considered pornography, obscenity, sexual harassment, bullying, cyberbullying or threatening messages are forbidden. Students who receive communications that cause them to feel threatened or uncomfortable should report the communications to a teacher or network administrator.

5. Students must treat all school information technology resources with respect and care, to avoid damaging equipment and to safeguard data. Students should report violations to a teacher.

For Parents/Guardians:

Students' use of technology such as computers and other electronic devices carries with it both benefits and drawbacks, and it is a parent or guardian's responsibility to limit and/or monitor their use as you would any other tool or entertainment medium. Parents may wish to consider placing electronic devices that can be used to access the Internet in a central location, rather than in a child's bedroom. Parents may wish to consider also requiring that cell phones be stored overnight outside the bedroom. Excessive use of the Internet and risky online behaviors such as visiting private chat rooms, posting personal information, or communicating with strangers has led to contact with child predators.

Please discuss the responsibilities under this policy with your student(s) to ensure that he or she understands them. This policy applies to use of all school information technology resources, but it provides commonsense advice for use of all technology devices, wherever located or accessed.

Please sign the following page acknowledging that you have read and understand this policy and its responsibilities and return it to the school office. Thank you.

Non Discrimination Statement

Merryhill Elementary School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.