

**PARENT NEWSLETTER & STUDENT HANDBOOK  
VEAZIE COMMUNITY SCHOOL  
2023-2024**

Dear Parents and Students,

The 2023-2024 school year begins for Veazie children in Pre-kindergarten through grade 8 on Wednesday, August 30th. Parents with children new to our community are encouraged to register their children at the Veazie Community School office *before* the first day of school. Questions concerning registration may be addressed by contacting the school office at 947-6573 or Principal and Superintendent, Timothy Tweedie at [ttweedie@veaziecs.org](mailto:ttweedie@veaziecs.org)

**FACULTY LIST**

**Superintendent & Principal** Timothy Tweedie  
**Business Manager** Lisa Swift  
**Administrative Assistant** Tiffani Lindsey  
**School Counselor** Lexi Dineen  
**Nurse** Jessica Girsra

**Primary:** Loyann Worster (PreK)  
Jillian Chandler (K)  
Laurie Kimball (1)  
Ashley Allen (2)  
Chloe Bilodeau (2)

**Intermediate:** Holly Humphrey (3)  
Melissa Hileman (4)

**Middle (5-8):** Michael Arell  
Tara Frazier  
Brian Gonyar  
Jessica Hanscom  
Martha Shannon  
Nicole Spinney

**Special Education Director** Debrajean Scheibel  
**Special Education:** Jessica Murphy  
Tara Frazier  
Danelle Farrell

**Physical Education** Abigail Dorrity  
**Library Media** Martha Shannon  
**Art** Eric Kelley  
**Music/Chorus/Band** Michael Arell  
**Title I/Ci3t Interventionist** Leigh-Anna Sirois  
**Chapter 104** Nicole Spinney

**Education Technicians:** Gail Carter  
Jessica Freeman  
Greg Hileman  
Justin Morin  
Nicole Richard  
Cassie Schissel-Barber  
Craig Thompson

**Custodians** 3 Point Cleaning:  
Raymond Smith  
Mike Pete

**Food Service Director** Jessica Girsra  
**Food Service** Sue Thibeault  
Joanne Twaddell

**VEAZIE SCHOOL COMMITTEE:** Current School Committee members are Valli Vel (Chair), William Reed (Vice-Chair), Kristen Bagley, Wilhelm (Alex) Friess, and Bethany Tocci. Our Superintendent of Schools is Timothy Tweedie who can be reached at 947-6573. The Veazie School Committee meets on the first Monday of each month at 6:00 p.m. in the school library. Parents and community members are welcome at all Veazie School Committee meetings.

**MORNING ARRIVAL AND AFTERNOON PICK UP TIMES:** In the morning, walkers and those students dropped off by parents should arrive at school between 7:45 a.m. and 8:00 a.m. The school is locked and there will be no adult supervision before school until 7:45 a.m. Grades K - 8 are dismissed to the bus at 2:30, and walkers/pickups are dismissed from the main entrance after buses have left. Pre-K pickups are dismissed from the main entrance at 2:15. The school does not provide playground supervision for students after 2:35 p.m.

**SCHOOL SECURITY:** The Veazie Community School is a secure building with a single point of entry "buzz in" system--the main entrance adjacent to the visitor parking lot. All doors are monitored/locked at all times during regular school hours. Your cooperation and understanding during the day is appreciated. Please sign in to the main office and receive an ID badge to wear while visiting our building.

**VIDEO SURVEILLANCE:** The Veazie Community School utilizes video surveillance cameras on designated school buses, school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, playgrounds, school entrances, hallways, cafeterias, libraries and gymnasiums. (Policy EEAFA and EEAFA-R).

**SCHOOL WEBSITE:** The Veazie Community School Website ([www.veaziecs.org](http://www.veaziecs.org)) serves as a launch pad for our calendar of events, teacher blogs, Web2School, IXL, Google logins, lunch and athletic schedules, policy, School Committee information and a link to our Facebook Page. Our calendar is a Google Calendar that can easily be synced up to your own personal calendars. Be sure to LIKE US on Facebook! You can also download our school app from Google Play and the app store.

**APPTGY:** VCS currently uses Apptegy as our mass-communication provider. Upon registering your child at VCS, you will be asked to provide a current phone number and email address. These contacts will be used to communicate information by automated phone calls for school cancellations and other urgent messages. The principal and athletic director also uses this system as a way to communicate school-related events. It is important that the school always has a current email address and cell phone number on file - please call the school anytime your contact information changes.

**BREAKFAST/LUNCH PRICES:** The Veazie Community School offers a bag breakfast in the classroom, and a hot lunch served in our cafeteria each day. ***Student meals during the 2023-2024 school year will be FREE thanks to pandemic relief efforts.*** Adults may purchase meals at a cost of \$5.50 per meal, and anyone not taking a meal may purchase a milk for 50 cents. We are still required to collect free/reduced lunch qualification forms for state and federal funding formulas.

**SICKNESS AND INJURIES:** What do we need for your child to return to school after an illness? Health Services follow specific guidelines related to reportable and/or communicable diseases, including COVID-19. If the nurse or designee determines that a student is unable to remain in school, a parent/guardian will be contacted to arrange for dismissal. In general, students should be fever free for 24 hours, without medication, before returning to school. Students should be 24 hours without vomiting or diarrhea and able to hold down food and fluids before returning to school (more specific regulations apply to COVID-19). If your child has sustained an injury, is recovering from surgery, has a prolonged illness, has a cast or splint, is on crutches, or has activity restrictions, please obtain a written note from the doctor with back to school instructions/activity restrictions. As they recover from their injury/illness/surgery and as activity restrictions are liberalized, please obtain updated written instructions for school as needed.

**VEAZIE COMMUNITY SCHOOL PTO:** The VCS PTO is a diverse group with a common goal - we want our kids to get the most out of their school experience. We sponsor activities that enrich our kids, inform parents, and support teachers. PTO meeting dates and times will be posted on both the VCS app and the PTO Facebook page. New parents are always welcome!

**VCS MIDDLE SCHOOL ATHLETICS:** All students in grades five through eight are allowed to participate. Please remember that in order to participate, a student must first bring in our athletic permission form which requires both a signature from a physician and information regarding insurance coverage. ***No student will be allowed to participate without permission from a doctor and adequate insurance.*** Athletic permission forms are available in the school office. On the first day of school, we will be sending home a flyer from First Agency as an easy and affordable way to acquire a K-12 Student Accident Insurance Plan (this only applies to students and families who do not already have insurance coverage.)

**PICTURES & VIDEOS ON THE INTERNET:** In order to provide a safe school environment and to respect the privacy of others we ask that all pictures and videos taken at school, or at school-sponsored events, be limited to private use only. Please do not place pictures or videos on the Internet without explicit permission from the parents of those students photographed. Thank you for your cooperation.

**NEWS COVERAGE:** From time to time one of the local television stations or newspapers will take video or photographs of our children involved in a school activity. We think it is great to share good news of what is happening in our school. The kids love to see themselves on TV, and parents and relatives enjoy this also. If,

however, you do not want your child to appear on television or in a newspaper photo should that opportunity arise during the year, please inform your child's teacher and the office. A quick note or phone call early in the school year can help us arrange media coverage to everyone's satisfaction.

**SCHOOL PICTURE DAY:** School pictures will be taken at VCS on 9/29/23 by Lifetouch, with a retake date 11/2/23. Forms to purchase school photos will be sent home prior to school picture day and must be given to the Lifetouch representative on the day pictures are taken.

**NEW STUDENTS:** If you know of parents with children new to our school this fall, please encourage them to register their children for school as soon as possible. This will be very helpful in our efforts to plan appropriately for the new school year.

**PESTICIDES:** Veazie Community School avoids, whenever possible, the use of pesticides. When it does become necessary to use pesticides on school grounds applications are done by professionals who follow strict safety guidelines. A record of pesticide use is kept in the school office. If you would like to be notified in advance of the use of a pesticide here at school please call Timothy Tweedie, Principal/Superintendent (947-6573).

**VISION AND HEARING SCREENING:** Vision and hearing screenings are done annually on students in accordance with State guidelines; preschool, kindergarten, grades 1, 3 and 5. A teacher or a parent may make a screening request at any grade level. Parents/guardians will receive information from the nurse if the results of their child's screening indicate a need for further follow up. It is the responsibility of the parent/guardian to follow up with their doctor as recommended.

## **VEAZIE SCHOOL DEPARTMENT POLICIES**

The Veazie School Committee meets regularly to review, replace and add policy as needed. **The entire policy book can be found on our school website at [www.veaziecs.org](http://www.veaziecs.org)** Some particularly important policies impacting our school community follow:

### **ADMINISTRATION OF MEDICATIONS TO STUDENTS—POLICY JLCD**

All prescription meds require a form filled out and signed by a family physician. Over the counter medications (tylenol, ibuprofen, and benadryl) can be given with parental permission according to the standing orders signed by the school physician. School policy requires that medication be in original prescription containers and accompanied by written instructions, and the school forms signed by the family physician. Students are not allowed to carry and self-administer prescription or nonprescription medication except under special circumstances. Administration of Medication Forms are available at the VCS school office.

### **STUDENT CODE OF CONDUCT—POLICY JIC**

The Veazie School Committee is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens. Based on the school community's core values (Respect, Trust, Caring, Responsibility, Courage), the Student Code of Conduct articulates the School Committee's expectations for student conduct. All students are expected to comply with the Student 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, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school. Policy JIC, available on the school website, explains expectations that include: General Behavior, Violence/Threats, Weapons, Bullying, Hazing, Discrimination and Harassment/Sexual Harassment, Drug/Alcohol Use, Tobacco Use and "Vaping", Conduct on School Buses, Computer/Internet Use, Athletic/Extracurricular Activities. Policy JIC also outlines the Removal of Disruptive/Violent/Threatening Students, Special Services and Referrals to Law Enforcement Authorities. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that violates the law may be referred to law enforcement authorities.

### **DRUG AND ALCOHOL USE BY STUDENTS—POLICY JICH**

The School Committee and staff of the Veazie Community School support a safe and healthy learning environment for students that are free of the detrimental effects of drugs and alcohol. The School Committee endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline.

### **STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES—POLICY JICJ**

The School Committee recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates School Committee

policies or school rules. The Veazie School Department shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation. A list of specific provisions pertaining to this policy can be found on the school website—these provisions include: Students are prohibited from using privately-owned electronic devices including but not limited to cell phones during the school day or while participating in school-sponsored extracurricular activities except when the teacher, coach/activity advisor or building principal authorizes use for a specific educational, health or safety purpose. Cell phone use in locker rooms, bathrooms and other places where privacy is generally expected is prohibited. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation. Students who violate School Committee policy or school rules while using their cell phone will be subject to disciplinary consequences which may include confiscation of the device until the end of the day/activity, exclusion of the device from school for an extended period of time. More severe cases could result in suspension, expulsion or referral to law enforcement (depending on the nature and circumstances of the violation and the student's prior disciplinary record).

#### **BULLYING—POLICY JICK**

The School Committee believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the school. Bullying affects not only students who are targets but also those who participate in and witness such behavior. All reports of bullying should be made to the school principal and school counselor. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion.

#### **QUESTIONING AND SEARCHES OF STUDENTS—POLICY JIH**

The School Committee seeks to maintain a safe and orderly environment for students at Veazie Community School. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure (JIH-R).

#### **School Nutrition Program:**

School-based nutrition programs play an important role in promoting lifelong, healthy eating. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and wellbeing. The Veazie School Lunch Program shall offer varied and nutritious food choices that help students establish and maintain lifelong, healthy eating patterns. In order to financially support the program, it is important for parents to cooperate by paying for school meals in advance or on the day requested. The school will assist families who qualify for free and reduced meals. Please contact the office to receive information regarding free and reduced meals.

#### **VISITORS TO THE SCHOOL—POLICY KI**

We encourage parents and friends to stop in and visit the Veazie Community School. Visitors are required to use the main office entrance at all times to enter and exit. All visitors must sign our guest book upon entering, obtain and wear a visitor ID badge, and check out when leaving. We do ask that classroom visits be pre-arranged with teachers in order to minimize teaching and learning disruption. Thank you for your cooperation.

#### **BOMB THREATS—POLICY EBCC**

Whether real or intended as a prank, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat.

#### **STUDENT DRESS CODE—POLICY JICA**

The responsibility for dress and appearance rests primarily with students and their parents/guardians. In order to avoid a disruptive influence on the school program, a serious distraction to the learning environment, or risk to the health and safety of students, certain restrictions are in place. Examples of prohibited items include:

- Clothing which promotes the use of alcohol, drugs, or illegal activity.
- Clothing with displays that are sexual, indecent, or insulting.
- Clothing which is worn in such a manner to reveal undergarments or bare skin between the upper chest and mid thigh.
- Hats, bandanas, and sunglasses.
- Disruptive or inappropriate use of cell phones, headsets, games, or other electronic devices.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming.

**HAZING—POLICY ACAD** Injurious hazing is defined as any action which recklessly or intentionally endangers the mental or physical health of a student. Hazing activities of any type by any students, staff member, or organization affiliated with the Veazie Community School are inconsistent with the educational process and shall be prohibited at all times. Any individuals who fail to abide by this policy may be subject to disciplinary actions which may include suspension or expulsion. In the case of an organization which authorizes hazing, penalties may include a withdrawal of permission to operate on school property or be affiliated with our school. Persons not associated with our school who fail to abide by this policy may be subject to ejection from school property and/or other measures which may be available under law.

**STUDENT CONDUCT ON BUSES—POLICY JICC**

The Veazie School Department will provide transportation only for students living beyond a 1/2 mile (one half mile) of the school. Parents and guardians have the responsibility of supervision for their children before the child boards the bus in the morning and after the child leaves the bus at the end of the school day. In view of the fact that a bus is an extension of the classroom, students are expected to conduct themselves on the bus in a manner consistent with established standards of school behavior. This applies to all occasions when students are using school sponsored transportation including extra curricular activities and field trips. Disciplinary situations will be handled by the transportation provider and/or the building principal. Students who become a serious disciplinary problem may have their riding privileges suspended.

**VEAZIE COMMUNITY SCHOOL BUS ROUTES 2023-24**

**White Bus - Morning Run**

7:20 AM Thompson Rd.  
7:22 AM Birch St. and Randolph Dr.  
7:23 AM Prouty Dr. and School St.  
7:24 AM Oak Grove S. area  
7:25 AM Olive St. area  
7:26 AM Main St. to State St. by Silvers  
7:28 AM State St. from Orono Townline to Highview Terraces  
7:30 AM Highview Terraces  
7:32 AM Ridgeview Dr.  
7:35 AM Greystone Park (Mutton Lane & Coal St. Bus Stop)  
7:36 AM State St. to May St.  
7:40 AM On May St.  
7:43 AM On Hobson Ave.  
7:45 AM On Arbor Dr.  
7:50 AM Veazie Community School

**Red Bus - Morning Run**

7:20 AM Chase Rd.  
7:20 AM E. Sunset Dr. and Chickadee Dr.  
7:24 AM Continue on Chase Rd.  
7:25 AM Silvers Trailer Park  
7:30 AM Continue on Chase Rd.  
7:30 AM Silver Ridge Area and Hillside Dr.  
7:30 AM Jackson Dr. and Buck Hill  
7:33 AM Left on Chase Road  
7:35 AM Corner of Chase & Mountain View Dr.  
7:40 AM Long Meadow Dr.  
7:43 AM Sunset Drive  
7:45 AM Veazie Community School

**White Bus - Afternoon Run**

2:30 PM Departure from Veazie Community School  
2:40 PM Greystone Park (Mutton Lane & Coal St. Bus Stop)  
2:42 PM Ridgeview Dr.  
2:45 PM Highview Terraces  
2:45 PM State St. from Highview Terraces to Orono Townline  
2:46 PM Main St. from State St. by Silvers to Olive St.  
2:50 PM Olive St. area  
2:53 PM Olive St. to Oak Grove St. area  
2:55 PM Thompson Rd.  
2:57 PM Birch St. and Randolph Dr.  
3:00 PM Prouty Dr. back to Thompson DR to a right onto

**Red Bus - Afternoon Run**

2:30 PM Departure from Veazie Community School  
2:40 PM Chase Road  
2:40 PM Chickadee Dr. and Sunset Dr.  
2:45 PM Chase Road  
2:46 PM Silvers Trailer Park  
2:48 PM Silver Ridge Area and Hillside Dr.  
2:55 PM Jackson Drive  
2:58 PM Buck Hill area  
3:03 PM Corner of Chase Rd. & Mountain View Dr.  
3:04 PM Long Meadow Dr.  
3:07 PM Right onto Chase Rd. to Sunset Dr.

School ST  
3:05 PM State ST to May St.  
3:08 PM On May St.  
3:10 PM On Hobson Ave  
3:15 PM On Arbor Dr.

## **PUBLIC NOTICES**

### **SPECIAL EDUCATION NOTICE**

The Veazie school Department is in compliance with federal and state regulations regarding the delivery of services to all children with special needs. Federal statute (P.L. 94-142) requires that we "identify, locate, and evaluate all handicapped children, aged 3-22," within the Town of Veazie. Veazie residents who believe that their child is in need of special education services, whether attending public or private school, should address their concern to Debrajeane Scheibel, Director of Special Education, 1040 School Street, Veazie, ME 04401 (947-6573).

### **VEAZIE SCHOOL DEPARTMENT ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

#### **A. Inspection of Records**

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.25 per page plus postage.

#### **B. Amendment of Records**

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

#### **C. Disclosure of Records**

The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below:

##### **1. Directory Information**

The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, grade level, parent address, telephone listing, and email address of parents, photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet) dates of attendance in the school unit, and honors and awards received. The Veazie School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information. Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

##### **2. Military Recruiters/Institutions of Higher Education**

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

### 3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

### 4. Health or Safety Emergencies

In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

### 5. Other School Units

As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

### 6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

### 7. Complaints Regarding School Department Compliance with FERPA

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

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

## **ANNUAL NOTICE TO PARENTS OF STUDENT SURVEYS AND MARKETING INFORMATION**

The Federal Protection of Pupil Rights Act provides certain rights to parents and eligible students (18 years of age or older) with respect to disclosure of information obtained through student surveys and the release of personally identifiable information.

### Parental Consent to Surveys

Point One - No student shall be required to participate in a survey receiving funding under the U. S. Department of Education that reveals the following information without prior notice to parents and the written consent of parents/guardians:

- \*Political affiliations or beliefs of the student or the student's parent;
- \*Mental or psychological problems of the student or the student's family;
- \*Sexual behavior or attitudes;
- \*Illegal, anti-social, self-incriminating, or demeaning behavior;
- \*Critical appraisals of other individuals with whom respondents have close family relationships;
- \*Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- \*Religious practices, affiliations or beliefs of the student or the student's parent; or
- \*Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Point Two - For surveys not funded under the U. S. Department of Education, parents/guardians will receive prior notice of the survey. Written permission for participation is not required. Parents and eligible students have the right to refuse participation in surveys where funding is not under the United States Department of Education. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the Superintendent within ten (10) days of receiving the notice.

#### Procedure for Inspection of Surveys/Instructional Materials

Parents/guardians have the right to inspect any survey created by a third party before it is distributed or administered to students. Parents may also inspect instructional materials, including teacher's manuals, films, tapes, or other supplementary material that will be used in connection with any survey.

Parents/guardians may request to inspect surveys or related instructional materials by submitting a request in writing to the Superintendent within ten (10) days of receiving notice that a survey is to be administered. The Superintendent shall make arrangements for the parent/guardian to inspect the survey and/or materials within a reasonable time prior to the scheduled date for the survey.

#### Use of Student Personal Information for Marketing Purposes

This policy does not prevent the collection, use or dissemination of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions (including but not limited to tests and assessments, sale by students of products or services to raise funds for school-related purposes, student recognition programs and book clubs or magazines).

#### Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:

Family Policy Compliance Office  
Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

Legal Reference: 20 U.S.C. §6361 (No Child Left Behind Act)

20 U.S.C. §1232h; 34 C.F.R. Part 98 (Protection of Pupil Rights Amendment)

20 U.S.C. §1232g; 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross Reference: JRA - Student Education Records and Information

#### **ESSA**

As required by the Every Student Succeeds Act (ESSA)—formerly known as NCLB, a summary of student achievement on the Maine Educational Assessment (MEA) will be available on the Veazie Community School website ([www.veaziecs.org](http://www.veaziecs.org)). The data summarizes achievement by state, school, and grade level for Reading, Math, Science, and Writing in grades 3-8. ESSA information can be viewed at the ESSA Dashboard here: <https://www.maine.gov/doe/dashboard>

#### **PARENTS' RIGHT TO REQUEST INFORMATION**

Federal legislation, referred to as the Every Student Succeeds Act (ESSA), provides parents the right to request information regarding the professional qualifications of their student's classroom teachers, including at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

#### **TITLE VI, TITLE IX AND SECTION 504 NOTICE**

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 34 CFR, 106.8(b), and section 504 of the Rehabilitation Act of 1973, 34 CFR, 104.7(a) require that an annual notice be given to all citizens that the Veazie School Department provides public educational services through a comprehensive program of educational and co-curricular activities for pupils in grades PreK-12 that are open to all eligible citizens of the Town of Veazie.

The Veazie School Department does not discriminate on the basis of race, color, national origin, marital status, religion, sex, age or handicap in employment, educational offerings and programs, or co-curricular programs.

The Veazie School Department does not provide any course or otherwise carry out any of its educational activities separately on the basis of color, sex, creed, handicap, marital status, national origin or socioeconomic status. No student is denied a course offering on the basis of her/his career or educational goals.

Parents, pupils and employees are advised that a grievance procedure has been established to provide for a prompt and equitable resolution of complaints alleging discrimination. Inquiries and/or grievances can be made to the,



Affirmative Action Coordinator, Debrajean Scheibel, 1 (207-947-6573), or to the Director, Office of Civil Rights, Department of Education, Washington, D.C.

#### **NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin or disability are prohibited.

The School Committee directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students, and individuals with disabilities having access rights to school premises and activities. The Veazie Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements and Veazie ordinances relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Veazie School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school to subscribe to all applicable federal and state laws pertaining to contract compliance.

#### **AMERICANS WITH DISABILITIES ACT**

The Veazie School Department ensures that individuals with disabilities are not excluded from services, programs, or activities simply because that person has a disability.

A. Program Access: All programs in Veazie facility are barrier-free or will be made accessible through alternative methods.

B. Communications: Communications with individuals with hearing, vision, or speech impairments will be as effective as communication with others through the use of appropriate auxiliary aids.

C. Complaints: Any disabled individual who believes he/she is a victim of discrimination prohibited by the ADA requirements may file a complaint. Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name and address and describe the School Department's alleged discriminatory action.

Complaints may be sent to:

Superintendent of Schools  
1040 School Street  
Veazie, ME 04401  
(207)947-6573

or

ADA Coordination & Review Sec.  
Civil Rights Division  
U.S. Department of Justice  
Post Office Box 66118  
Washington, D.C. 20035-6118