

Ashford School
Parent/Guardian Consolidated Permission and Agreement Form 04-05

Please read the details on the following pages before completing this form. **Please initial each item that you are supplying permission for, sign the full signature area and have your child complete the final portion.**

Student's Name _____ Grade _____

Parents' Section:

Initial each item for which you grant permission.

- 1.) _____ Directory Information: The school may publicly release the following information **except** any items crossed out in the list below:

| | |
|-------------------------|--|
| <i>name</i> | <i>awards received at school</i> |
| <i>address</i> | <i>membership on activities or teams</i> |
| <i>telephone number</i> | |
- 2.) _____ The Ashford School has my permission to photograph or videotape my child for the purpose of instruction. There are times when children may be filmed when the focus is on a teacher's work or when the class is creating a class project.
- 3.) _____ The Ashford School has my permission to photograph or videotape my child for the purpose of publicity. Furthermore, it is understood that my child may be included in programs or news stories that are released to the local media. The school will contact parents prior to its release of pictures to the media.
- 4.) _____ The Ashford School has my permission to publish photographs of my child or their work in the school newspaper.
- 5.) _____ The Ashford School has my permission to publish documents created by my child or use certain restricted types of photographs on the World Wide Web as described on the next pages including the following: (Cross out any items you **DO NOT** want the school to publish.)

| | |
|---------------------------------------|----------------------------------|
| <i>Student work</i> | <i>Unidentifiable Photograph</i> |
| <i>Student Name (first name only)</i> | <i>Other (explain) _____</i> |
| <i>Group Photograph</i> | |
- 6.) _____ As the parent/legal guardian of the student signing below, I grant permission for my child to access the computer service networks such as e-mail and the Internet. I have read and agree to the rules and regulations. (Not applicable in grades PK-2).
- 7.) _____ My signature indicates that I have received a copy of the 2004-2005 Ashford Student-Parent Handbook and am aware of the responsibilities outlined in the Student Code of Conduct.

Parent/ Guardian Full Signature: _____ Date _____

Student's Section: Grades 4 - 8 only

As a student at the Ashford School, I have read and agree to comply with the outlined rules and regulations contained in the 2004-2005 Ashford School Student-Parent Handbook and in the Technology Acceptable Use Policy.

Student Signature: _____ Date: _____
(Grades 4 - 8 only)

Note: Please complete and return to school within 10 days.

Permission Form Information

Dear Parent/ Guardian:

Each year the student handbook is reviewed and edited so that it accurately reflects current practices, policies, and services. It is important that you review the handbook with your child, helping him or her to have a good start to the school year.

Please sign, remove, and return the signature page (placed in front for your convenience) within the first ten (10) days of school, acknowledging receipt of the Student Code of Conduct and awareness of the consequences to students who violate district disciplinary policy. Additionally, we request that you indicate if you have objections to the release of directory information about your child, that you initial the appropriate lines regarding the documentation of your child in pictures or videotape during the course of the year and publishing their documents and projects on the World Wide Web. The final signatures of both you and your child provide permission for your child to use the Internet as per the Acceptable Use Policy.

Thank you!

Details/Directions and Additional Information

Student Code of Conduct:

I understand and consent to the responsibilities outlined in the Ashford School Student Code of Conduct. I also understand and agree that my child shall be held accountable for his/her behavior and receive the consequences outlined in the Student Code of Conduct at school and/or at school-sponsored and school-related activities, including school sponsored travel, and for any other school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including expulsion and/or referral for criminal prosecution for violations of law.

Directory Information:

In regard to student records, I understand that certain information about my child is considered "directory information." Directory information includes: a student's name, address, telephone number, participation in officially recognized activities and sports, and awards received in school. Directory information may be released by the district to anyone who requests it unless I object to the release of any or all of this information within ten (10) school days of the time this handbook was issued to my child. Please mark through those types of directory information described above and listed on the previous page that you wish the District to withhold.

Photography and Videotaping:

There are cases when photography or videotaping may occur in the classroom and would be typically shown within the educational setting. The yearbook, of course, has a wider circulation. Naturally, the Ashford School cooperates with universities and other educational organizations to improve our school program and to prepare and train new teachers. In fact, an integral part of teacher preparation programs, new teacher evaluations, and other teacher improvement initiatives is the videotaping of a lesson. Actually, second year teachers are required to send a videotape to the Department of Education as part of the certification process. The intent of the video is to record the actions of the teacher; however, it is likely that students will be included in some of the taping. These videotapes are used solely for the analysis of teaching techniques.

Furthermore, classrooms may produce videotapes as part of a lesson. Students may produce a video for a class on a particular topic and show it to other students. Students or staff may also videotape a special event that is happening in a certain grade or in the school. These videotapes would be shown in the classrooms or assemblies within the Ashford School.

Finally, on rare occasions the media take pictures of a special event or activity for newspapers etc. This can not always be controlled by the school due to the public nature of some assemblies and events.

Publishing on the Web:

As part of your son's/daughter's educational program, (s)he may have the opportunity to publish documents and projects on the World Wide Web. These documents might include participation in a school web page, or the sharing of school work with other students locally or internationally.

These guidelines will be followed:

- Published documents may not include a child's last name, phone number, street address or box number, or names of other family members;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to School Board policies and established school guidelines.
- Documents must be edited and approved by a referring teacher and/or the web master for the school, Mrs. Roy.

Technology Acceptable Use Policy:

Local network and Internet access is available to students at the Ashford School. Our goal in providing this service is to promote educational excellence by facilitating research, resource sharing, innovation, and communication.

The following regulations for acceptable use of the network and Internet were designed to make students aware of the responsibilities required to use this technology. Violation of any of these rules and regulations will result in a loss of access and may result in other disciplinary or legal actions.

- Obtain staff permission and follow instructions carefully prior to accessing the Internet each time.
- Be sure that use of the Internet and E-mail is in support of education and research consistent with the goals and objectives of the Ashford School. All Internet use is for school assignments only.
- Be polite and use appropriate language. Do not swear, use vulgarities, or any other inappropriate or abusive language.
- Do not reveal personal information about yourself or others including, but not limited to, address, passwords, telephone, social security or credit card numbers.
- Recognize that electronic mail is not private and may be monitored. Do not access personal e-mail accounts from school (i.e. Hotmail, etc.)
- Do not interfere with others' work or with the performance of the network by others. Do not share your passwords or try to obtain or use others'.
- Do not download applications, games, MP3's or other memory intensive files from the Internet.
- Do not modify computer settings without specific teacher approval.
- Report any observed misuse to the administration.
- Do not establish an official representation of the school (i.e. Internet home page) without obtaining prior approval of the school administration.
- Do not send or receive any material in violation of U.S. or State regulations including copyrighted, harassing, threatening, or obscene material.
- Do not use for commercial activities, political lobbying, illegal activities, or product promotion.