

**2008 – 2009**

**STUDENT/ PARENT HANDBOOK**

**JAMES E. LANIGAN SCHOOL**

**59 Bakeman Street**

**Fulton, New York 13069**

**(315) 593-5470**

**Mr. Daniel C. Johnson**  
**Principal**

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## **BOARD OF EDUCATION**

Mr. Robert Ireland	President
Mr. Matthew Geitner	Vice President
Mr. Daniel Pawlewicz	Clerk
Mr. Brian Hotaling	Member
Mr. Robert Somers	Member
Mrs. Rae Howard	Member
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The regular monthly meetings of the Board of Education are held the second and fourth Tuesday of each month at 7:00 PM in the Fulton Education Center. Special Board meetings or a change in the regular meeting schedule are announced in local papers. All School Board meetings are open to the public.

The Board of Education is the legislative body responsible for policies and regulation governing public education within schools. It delegates the overall management of these policies to the Superintendent of Schools as it's Chief Executive Officer.

## **CENTRAL ADMINISTRATIVE STAFF**

Mr. William R. Lynch	Superintendent of Schools	593-5510
Mrs. Elizabeth Conners	Executive Director of Instruction & Assess-	593-5509
Mrs. Kathy Nichols	Business Administrator	593-5505
Mrs. Cindy Garrett	Director of Curriculum and Technology	593-5518
Mrs. Terry Warwick	School Lunch Manager	593-5516
Mrs. Katherine O'Brien	Director of Special Instructional Programs	593-5522
Mr. Thomas Greer	Director of Personnel	593-5538
Mr. Ken Avery	Director of Health, Physical Ed., & Athletics	593-5525
Mr. Jerry Seguin	Director of Safety & Transportation	593-5514
Mr. Bill Price	Manager Bldg., Grounds, and Security	593-5526
Mrs. MaryAnn DeMar	Director of Literacy/Universal Pre-K	593-5782
Mrs. Pamela Dowse	Data Management Administrator	593-5512

## FULTON SCHOOL DISTRICT MISSION STATEMENT

The mission of the Fulton School District, in cooperation with students, parents and entire community, is to enable students to develop the knowledge and skills needed for relevant, life-long learning and to become responsible, resourceful, respectful and productive citizens.

## LANIGAN MISSION STATEMENT

To empower all students with a love of learning that motivates them to acquire knowledge and develop skills to reach their utmost individual potential. Caring individuals will create a safe and healthy learning community by collaborating to:

- Provide a nurturing and supportive environment.
- Inspire all learners to be self-motivated.
- Create responsible and respectful young citizens.

These actions will support the student's need for academic, emotional, physical, and social growth from early childhood through young adulthood.

## PBIS

Lanigan Elementary School recently implemented Positive Behavioral Interventions and supports (PBIS). PBIS is a system wide approach to teaching and supervising positive behaviors and meeting the needs of all students in a school building. It focuses on building a school environment in which all students can learn and achieve their personal best. The foundation of PBIS at Lanigan School is the four building wide expectations. Our expectations are:

- **Be Respectful**
- **Be Responsible**
- **Be a Problem Solver**
- **Be Safe**

### EVERY STUDENT IS EXPECTED TO:

1. Protect the rights of everyone in the school.
2. Engage in behavior that will maximize teaching and learning.
3. Arrive at school on time.
4. Go directly to his/her assigned room when entering the building in the morning, after lunch or after any other school designated activity.
5. Travel in the building quietly and orderly.

6. Treat all students and adults with consideration and respect.
7. Respect school and personal property.
8. Be responsible for own actions and set a positive example for others.

## RESPECTING THE RIGHTS OF EVERYONE IN THE SCHOOL

is the most important of all the student expectations. Therefore, no child may threaten to hurt another person, verbally abuse or deliberately and maliciously engage in pushing, hitting, kicking or any physical aggression directed towards students, teachers or any school personnel or property. Such behavior will not be tolerated under any circumstances and students will be subject to disciplinary actions which may include: a.) removal from the classroom for a specified period of time and informing the student's parent: and/or b.) suspension from school for a specified period of time up to five (5) days. If a child is suspended from school, his/her parent or guardian will be required to accompany the student upon his/her return to school.

At this time, a conference will be arranged between the student, parent, principal and the classroom teacher to discuss a plan of action to address the student's behavior management needs.

## CHARACTER EDUCATION

Lanigan Elementary School works in partnership with parents to maintain a learning and working environment that supports positive student attitudes and the character development of its students. Character development will reflect and reinforce character and civic values such as

- Fairness
- Respect
- Trustworthiness
- Responsibility
- Cooperation
- Caring

Please watch for information that will come home related to our Lanigan Building Blocks of character. Parents, students, and the Lanigan School Community will work together to teach, promote, and model ethical behavior.

A positive attitude is one of the most important attributes a child can bring to class each day. Students with positive attitudes will find school to be exciting, challenging, and rewarding.

## LANIGAN SCHOOL STAFF

Mr. Daniel C. Johnson	Principal	Mr. Carlo Cuccaro	Psychologist
Ms. Nancy Sullivan	Secretary	Mrs. Tammy Sheldon	School/Home Liaison
Mrs. Sandra Patane	K	Mrs. Kathy Auyer	School Nurse
Miss Karrie Schremp	K	Mrs. Tamara Rogers	Speech
Mrs. Dianne Sestak	K	Mrs. Lisa Duell	Speech
Mrs. Molly Galini	K Consultant Teacher	Mrs. Joanne Sherwood	Band
Mrs. Donna Lamb	K Teacher Assistant	Ms. Anna Santy	Orchestra
Mrs. Susan Patrick	1	Mrs. Wendy Johnson	Teacher Ass't/Computer
Mrs. Patricia Roy	1	Mrs. Nora Shymkiw	Library Aide
Mrs. Susan Shaw	1	Mrs. Michele Zarichny	Office Aide
Mrs. Tracy Waldron	1 & 2 Consultant Teacher	Mr. Terry Richardson	Head Custodian
Mrs. Joyce Garrett	1 & 2 Teacher Assistant	Ms. Sabbatha Borden	Night Custodian
Mrs. Frances Bennett	2	Mr. Chris Porter	Cleaner
Mrs. Joyce Horbas	2	Mr. Mikhail Savich	Cleaner
Ms. Terry Merritt	2	Mrs. Kathy Savich	Cleaner
Miss Prairie Arnold	3	Mrs. Joyce Richardson	Cafeteria
Mrs. Margaret Catanzaro	3	Mrs. Barbara Bennett	Cafeteria
Mrs. Rebecca Wicks	3	Mrs. Jeanne Barr	Cafeteria
Mrs. Jennifer Brooks	3 & 4 Consultant Teacher	Miss Zana Allen	Aide
Mrs. Michele Wild	3 & 4 Teacher Assistant	Mrs. June Barton	Aide
Mrs. Cathy Cardinali	4	Mrs. Bonnie Bowering	Aide
Mrs. Kathy Kinney	4	Mrs. Connie Burke	Aide
Mrs. Sara Morrice	4	Mrs. Deb Cummins	Aide
Mrs. Marie Mathes	5	Mrs. Kim Eckhard	Aide
Mrs. Michelle Briggs	5	Mrs. Mary Goutermout	Aide
Mrs. Krista LaDue	5	Mrs. Valerie Hudson	Aide
Miss Colleen Crook	5 & 6 Consultant Teacher	Mrs. Melissa Hughes	Aide
Mrs. Sharon Jackson	5 & 6 Teacher Assistant	Mrs. Lisa Mahar	Aide
Mr. Jerry Losurdo	6	Mrs. Lori Moon	Aide
Mr. Harry Meeker	6	Mrs. Terry Perkins	Aide
Mrs. Peggy Spadafora	6	Mrs. Diana Rathbun	Aide
Miss Lauren Spacone	K-1 ~ 6:1:1	Mrs. Denise Rupert	Aide
Miss Lisa Dyson	K-1 Teacher Assistant	Mrs. Tammy Schultz	Aide
Mrs. Marisa Brady	2-3 ~ 12:1:1	Mrs. Loretta Shue	Aide
Mr. David Hibbert	2-3 Teacher Assistant	Mrs. Sara Sliva	Aide
Mrs. Kelly Nelipowitz	4-6 ~ 12:1:1	Mrs. Deborah Stone	Aide
Mrs. Terry Perkins	4-6 Teacher Assistant	Mrs. Sandy Taylor	Aide
Miss Maureen Kasperek	4-6 Teacher Assistant	Mrs. Kathy Vono	Aide
Mr. Kenneth Brenner	Library Media Specialist	Mrs. Norma Conners	Door Greeter
Mrs. Gina Salerno	K-6 AIS Reading	Mrs. Mary Coryer	Door Greeter
Mrs. Carol Raby	K-6 AIS Reading		
Mr. Jeremy Greer	K-6 AIS Reading		
Mr. Aaron Koproski	AIS Math		
Mr. Christopher Harvey	Physical Education		
Mr. Robert Galini	Physical Education		
Mrs. Williams	Art		
Ms. Hope Lawton	Music/Chorus		

## SCHOOL PHONE NUMBERS

Principal	Mr. Daniel C. Johnson	593-5471	
Secretary	Ms. Nancy Sullivan	593-5470	Fax: 593-5599
Nurse	Mrs. Kathy Auyer	593-5473	
Psychologist	Mr. Carlo Cuccaro	593-7676	
School/Home Liaison	Mrs. Tammy Sheldon	593-5783	
Library/Media Center	Mr. Kenneth Brenner	593-5468	
Head Custodian	Mr. Terry Richardson	593-5439	
Cafeteria/School Lunch	Mrs. Joyce Richardson	593-5474	

District Student Calendar inserted here in the  
handbooks sent home with students

## OFFICE HOURS

All offices are open daily throughout the school year from 8:00 AM to 4:00 PM except for legal holidays. During the summer, school buildings are open from 8:00AM to 3:00PM.

## LATE ARRIVING STUDENTS

Parents are encouraged to have their child at school by 8:30 AM. If a student is arriving to school after 8:50 AM, the student must stop at the main office to notify the staff of his/her arrival. Any Student arriving after 8:50 AM will be marked as tardy. Students arriving after 9:00 AM are required to be signed in by an adult in the office.

## PERMISSION TO LEAVE SCHOOL DURING THE DAY

If a student needs to be excused from school during the school day, the following procedure is to be used:

1. A signed request is to be sent to school and given to the child's teacher.
2. The request is then forwarded to the main office.
3. When parents come to school to pick up their child, they are to report to the main office. Parents must sign their child out using the sign out sheet in the office. No child will be released from the classroom.
4. No child is to be released by the classroom teacher without permission from the office. The teacher will send the child to the office to meet their parent.
5. Students will not be released to anyone other than a parent, guardian, or authorized person, delegated with legal authority over the student.
6. Parents who come to school to pick up their child should wait in the main office for their child to meet them. Parents should not proceed to the classroom to meet their child.
7. In an emergency, parents may notify the school by phone to have a student excused and arrangements will be made.

## WEATHER AND EMERGENCY CLOSING OF SCHOOL

Please listen to your radio on snowy or icy mornings in the event of a school closing. School delays and closings are announced on the following radio stations and TV Stations:

### Radio Stations

570 AM      105/7100.9      WROV  
Y94 FM      107.9/B104.7

99/106.5      102/WSCP      WNTQ 93Q  
WFBL      WNDR      WSEN

### Television Stations

WTVH Channel 5      WIXT Channel 9  
WSTM Channel 3      NEWS 10 NOW

## FULTON DAILY NEWS

In the event that school is closed early once the school day has begun, it will be announced on the radio. **Please do not call the school as the school's telephone lines will need to be open in order to receive information from the central office and the bus companies with regard to student dismissal.**

## PARENTS DROPPING OFF OR PICKING UP STUDENTS

All parents/guardians should exercise care and caution when dropping off and picking up students at school. Cars are expected to pick up and drop off students along the sidewalk next to the basketball courts. **Only buses are allowed within the circular drive in front of the building.** Please do not leave students off in the parking lot, it is a very dangerous situation when students are running across the parking lot and cars are pulling in and out. Through all of us working together, we can insure the safety of all of our children. Children are to report directly to the building once they have been dropped off and are NOT to play on the playground. Thank you in advance for your cooperation.

## ATTENDANCE

Success in school is dependent upon regular attendance and arriving at school on time. We would hope that your child is absent only when he/she is ill.

Upon returning to school, the student **must** have a written excuse signed by you which states the reason and date of the absence. If your child is late, we also require a written excuse explaining the tardiness. If the school does not receive a written excuse following a child's absence from school, the absence is considered illegal.

The Education Law of New York State considers the following reasons as being legal absences from school:

Death in the Family      Religious Observation  
Impassable Roads      Quarantine  
Sickness      Attendance at a Medical Clinic

If an excuse does not state the reason for the absence, then it must be considered illegal.

**PARENTS ARE REQUESTED TO CALL THE SCHOOL AND REPORT THE ABSENCE. WE ARE CONCERNED ABOUT THE SAFETY OF YOUR CHILD OR CHILDREN. MESSAGES CAN BE LEFT ON THE ANSWERING MACHINE IN THE NURSE'S OFFICE BY CALLING 593-5473 THE EVENING BEFORE OR PRIOR TO THE OPENING OF SCHOOL IN THE MORNING.**

### **SAFETY CALL PROGRAM**

A Safety Call Program will be initiated each day of school. Parents should notify the school (the nurse's office at 593-5473) in the event that their child will be absent from school. If the child is absent from school and we have not received a phone call from the parent, the school staff will initiate a call to the child's parent either at their home or work number to inform them of their child's absence from school. We believe that this is a very important service to insure the safety and well being of all of our children.

### **CRITERIA FOR ATTENDANCE AWARDS**

The criteria for exemplary attendance are the student has had no more than one absence or has missed only a portion of a day.

The criterion for honor attendance is the student has been absent from school three days or less.

### **HEALTH**

The school nurse's responsibility is to provide emergency care for illness or injury occurring while the student is under the jurisdiction of the school. This is limited to first aid care only. No student who is ill or injured can be sent or taken home unless an adult is there. In the case of both parents working, it necessitates the school having an emergency number so we can contact someone who will be responsible for the child.

It is necessary that the school have a uniform policy regarding student medication in order that we may carry out, to the fullest extent, our responsibility of creating and maintaining a healthful school environment for our children.

It is against the State Law for a school nurse to give medication without a doctor's order. All medications are to be kept in the health office and administered by the nurse. Please read the following guidelines carefully:

#### **School Policy On Any Medication**

1. School must receive written permission from

parent or guardian.

2. School must receive a written note/instructions from child's doctor stating name of medication, amount of dose, time of dose and length of administration.
3. Medication must be in pharmacy labeled, child-proof container.
4. Parent or guardian should bring in the medication to the nurse's office.

"Any medication" refers to all medication, including over-the-counter (OTC) medications such as Aspirin, Tylenol, or various cough syrups.

Medicine should never be sent to school loose in plastic bags or Tupperware-type containers. The nurse cannot give medications safely or legally unless these steps are followed. Your cooperation is appreciated.

### **ILLNESS**

Communicable illness or infections may require your child to be absent from school.

If your child has a cold with copious yellow-green nasal discharge, irritability and fatigue, they should stay at home.

Conjunctivitis or pink eye has symptoms of red-pink eyes, watering, itching or pain and yellow drainage with the eyelashes sometimes crusting over. This needs medical attention with medication for at least 24 hours before returning to school. Strep throat requires medication for at least 24 hours before returning to school.

If your child has vomiting, diarrhea, a fever of 100°F or above, please keep them home until these symptoms have subsided for 24 hours.

Any skin rash that is not known to the nurse needs to be diagnosed by a physician and a note will be required for their return to school.

Health problems should be pointed out to the nurse and classroom teacher as soon as possible to plan ahead for treatment and unforeseen events, bee stings, allergies, etc.

Please note that if your child has a medical concern we ask that you or a person designated by you, i.e. close friend, grandparent or aunt or uncle go on a field trip with your child if possible.

State Education Law states that for any injury requiring your child not to participate in Physical Education requires a note from the doctor for the extent of absence and release to return to normal activity.

If your child needs to use crutches, wheelchair or other accessories, please send in a note from their physician.

Fulton Schools has a no nit policy for head lice, therefore you will be notified promptly to address the problem if nits are found. Our nurse will provide information to help families control the problem.

### SCHOOL HOURS

Grades K-6      8:35 AM-3:35 PM

When students are dismissed at the end of the day, they should leave the building and board their bus as soon as possible. **No children who are walkers or who are dropped off by their parents should arrive at school before 8:20 AM.** Students will not be allowed in the school until 8:35 AM unless they are having breakfast at school. Bus students will enter school upon arrival. Breakfast will begin at 8:15 AM.

### LUNCH HOURS

11:00 - 11:40 AM	Kindergarten
11:20 - 12:00 PM	Grade 1
11:20 - 12:00 PM	Grade 2
12:05 - 12:45 PM	Grade 3
12:05 - 12:45 PM	Grade 4
12:50 - 1:30 PM	Grade 5
12:50 - 1:30 PM	Grade 6

### STUDENT RECORDS

Parental access to their child's records is guaranteed under law. We ask that requests to examine records be made at least 24 hours in advance to allow the complete gathering of all materials. Please call the school office for arrangements to be made.

### CAFETERIA

Breakfast and lunches are available to all students. A student may purchase a complete lunch or a la carte items. Both white and chocolate milk are available. A full lunch costs \$1.75, a full breakfast costs \$1.25. Milk (all varieties) costs \$.55cents. For more information, please call the school lunch office at 593-5515.

### TELEPHONE

The school telephone is to be used for emergency purposes only. Permission must be obtained through the main office.

### FREE AND REDUCED LUNCHES

At the beginning of the school year, Free and Reduced Lunch Applications are sent home with each child. Even though your child may have received free or reduced lunches the previous year, a new application must be filled out each school year. The cost for a reduced breakfast is \$.25 and the cost for a reduced lunch is \$.25.

### SCHOOL SUPPLIES

School supplies such as paper, pens, pencils, crayons, erasers, and so forth, should be provided by the parents. Students should remind their parents, if they are in need of school supplies.

### LIBRARY BOOKS

J. E. Lanigan Elementary is fortunate to have a good library housing hundreds of books, magazines, videos and more. Students using the library and checking books out must:

- Return books and materials on time so other students can enjoy them.
- Take good care of books when they are borrowed.
- Not write on any pages or rip any pages out of the books they borrow.

Students who damage or lose library books will have to pay for them.

### VISITORS TO THE SCHOOL

Parents and volunteers are always welcome at Lanigan Elementary School, however, due to security procedures, all visitors are required to use the main entrance from 7:30 AM until the last activity of the evening. Please sign in and receive a visitor's tag. The tag allows the visitor to go only to the designated area within the school.

### DISTRICT AND SCHOOL SAFETY PLANS

The Fulton City School District has adopted a district-wide school safety plan and building-level emergency response plans for each building in the district.

The plans provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe and secure learning environment for all students.

## HOME BAKED FOOD

Home baked foods and beverages will not be accepted or served at any time to our students. All items must be store bought and packaged. Please consult with your child's teacher for specific information.

## STUDENTS BRINGING PERSONAL PROPERTY TO SCHOOL

Every year students bring baseball cards, radios, tape players, tapes and other valuable items to show friends and play with. There is always someone who ends up having their property damaged, broken or lost. Therefore, students are asked not to bring valuables to school unless the child has permission from their classroom teacher to bring the item to school.

## STUDENTS SELLING IN SCHOOL

Students are asked not to sell items in school. This would include the selling of candy, gum, or personal property and the sale of items for fund-raisers. All fund raising efforts are to be done outside the school and not in the building. This would apply to students selling to students and the students selling to teachers.

## LOST AND FOUND

If a student loses anything, he should report his loss to the main office as soon as possible. Articles which have remained in the lost and found for an extended period of time will be donated to charity.

## STUDENT FIELD TRIPS

J. E. Lanigan School believes field trips are an important part of the educational program. By providing students with hands on experience and exposure to the larger community, field trips can greatly enhance a student's educational experiences.

A signed permission slip from the parent or guardian is required for each child for each field trip. A child who does not provide a signed permission slip will be prohibited from participating and will be given an alternative assignment on the day of the field trip.

The classroom teacher will provide parents with specific instructions for lunch, appropriate dress, and arrival and departure times. All stu-

dents are expected to exhibit proper behavior on fieldtrips. While fieldtrips take place outside of school, school rules will apply.

## CHAPERONES

Parents are invited and encouraged to chaperone selected school field trips. Any parent interested in chaperoning a field trip should contact their child's teacher.

## CHANGE OF PUPIL'S RECORDS

**When a parent needs to be contacted by the school it is essential that we have current information. Please call the school office or send in a note to the classroom teacher if there is a :**

1. **Change of telephone number at work or at home.**
2. **Change of person and/or number to be contacted in an emergency.**
3. **Change of address.**

## FORGOTTEN ITEMS

A parent may drop off items for their child at the main office. The office will notify the teacher who will allow your child to go to the office for the item (lunch, money, homework, etc.)

## REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report Cards are issued four times a year, on the Tuesday following the close of the ten-week period. Parent/Teacher Conferences will be held following the first and third reporting periods.

## LANIGAN STUDENT ACHIEVEMENT AWARDS

During the 2003-2004 marking period we began recognizing students in Grades 2-6 for both their Academic Achievement and Effort within the classroom. The Superintendent's and Principal's Awards are given out each marking period with report cards.

All students who receive all A's and 3's or 4's for effort, will be eligible for the Superintendent's Award. Students should receive an E or S in Special Areas. Weaknesses can be indicated in Academic Areas.

All students who receive all A's and B's and 3's and 4's for effort will be eligible for the Principal's Award. Weaknesses can be indicated in Academic Areas. Students should receive an E or S in Special Areas.

## FOR PARENTS

At Lanigan, we believe that a child best succeeds when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education, and parental responsibility for all aspects of their child's education.

Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic program.
- Discussing with teachers and administrators the options and opportunities available to their child.
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make an extra effort to ensure their child establishes a regular attendance pattern.

Learning does not end when the school day is over. We encourage parents to set aside time for reading, informal learning activities, and assisting their child with homework assignments.

Lanigan Elementary School offers opportunities for parents to become involved on a broader scale by joining one or more of the following:

### Parents At Lanigan School (PALS)

Parents at Lanigan School (PALS). The PALS family was started as a means of providing our school with a volunteer effort to provide extra events and activities for our students. The PALS are responsible for:

- Scholastic Book Fairs
- October Fall Festival
- Holiday Gift Shop
- Monthly Contests
- Family Dance Night
- Read Across America Guest Readers
- And Much, Much, More

PALS also work closely with the school community to facilitate events such as:

- Class Pictures
- Staff/Parent Volleyball Game
- Grandparent Luncheon

Meetings take place once a month from 6:30 pm-7:30 pm. PALS can always use more input and our children benefit from these efforts! Please do not hesitate to join PALS!

### Site Base Planning Committee

The Lanigan Site Base Committee is a collaborative planning group made up of teachers, administrators, parents and community members who work cooperatively to improve programs at Lanigan. Meetings take place on the third Tuesday of each month from 4:15 p.m. to 5:15 pm. in the Library. If you are interested in more information about this committee please call 593-5470.

### **HOMEWORK**

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the student.

Parents and the school share the responsibility for students learning. Parents can assist their children with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night

### **ACADEMIC INTERVENTION SERVICES**

The district shall provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English/language arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or student support services such as guidance, counseling, and study skills.

A student's eligibility for academic intervention services will be determined based on his or her performance on state assessment examinations and/or in accordance with district assessment procedures.

When it has been determined that a student needs academic intervention services, the parents will be notified, in writing, by the Building Principal. The notice will outline the reason the student needs such services, the type of services to be provided and the consequences of not achieving the performance standards. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

## **FIRE DRILLS AND BUILDING EVACUATION**

In the event of a fire emergency or bomb threat the building will be evacuated quickly and orderly.

1. When indicated, all students and teachers are to leave their rooms in an orderly manner.
2. Walk quickly but do not run.
3. Teachers must accompany their classes from the building. Teachers are to take the attendance register for the classroom. Student attendance is to be taken once outside the building.
4. In the event an exit is blocked, students and staff should be familiar with alternate exits and should exit the building through such an exit.
5. Students and staff are to assemble at designated areas outside the school building.
6. Students and staff are to return to their classrooms when given directions from the main office.

## **FAMILY COURT ORDERS**

In the event that a court order has been issued by Family Court affecting your child, it is essential that a copy of the most current court order be on file in the main office at school.

## **EMERGENCY CONTACT NUMBERS**

It is extremely important that the main office have emergency phone numbers of someone who can be contacted in the event that it is necessary for you to be contacted during the school day and you are not available at home or work.

It is also necessary for the school to have the location of an emergency drop off site for your child in the event that you are not home when the bus takes your child home at the end of the school day.

## **BUS CONDUCT**

In order to provide for safe transportation while riding on school buses, the following must be observed by all students.

Each student shall:

1. be on time for the bus but should not arrive at the stop earlier than ten minutes before the time at which the bus usually arrives;
2. not allow younger children who are not yet attending school to accompany them to the bus stop;
3. observe all safety precautions while waiting

for the bus, including:

- a. not playing on the roads;
- b. not crossing streets if possible;
- c. looking both ways before crossing;
- d. not pushing, pulling or chasing other students; and
- e. not trespassing on private property.
4. line up at least six feet off the highway and only approach the bus after it has stopped and the driver has opened the door;
5. get on the bus quickly and be seated at once. If no seats are available, the students shall proceed to the rear of the bus, remain standing in the middle aisle, and grab a seat bar firmly before the bus begins to move;
6. listen carefully and obey any directions issued by the driver;
7. not eat food on the bus;
8. be allowed to carry items which can be held on the student's lap;
9. not extend arms or other parts of body out the windows;
10. not change seats while the bus is moving;
11. not shout or make other excessive noise that may distract the driver;
12. help keep the bus clean and sanitary;
13. be courteous to other students;
14. remain on the bus until arrival at school or home bus stop;
15. not use any tobacco products, drugs and/or alcohol, nor transport the same;
16. not transport animals;
17. not transport weapons of any sort;
18. not throw articles on, at, or near school buses;
19. depart the bus quickly in a courteous manner and, if a street must be crossed, walk in front of the bus at a distance of at least 10 feet from the bus.

Board Policy 8414.3R

Approved: June 15, 1998

Transportation is a service provided by the district and it can be denied a pupil in case of misconduct. In the event that a child misbehaves on the bus, a Misconduct Report will be completed by the driver and forwarded to the building principal. Continued instances of child misconduct will result in parental contact. Should the child continue to behave inappropriately on the school bus, the privilege of riding the school bus may be suspended for several days and in extreme situations, possibly denied for the remainder of the school year.

Questions about the school transportation program should be directed to Mr. Jerry Seguin at 593-5514.

## OFFICE DISCIPLINE REFERRALS

Even with clear expectations, direct teaching of these expectations, reminders and a positive reinforcement system, unfortunately, some children will still misbehave. For those instances, the Lanigan Staff has designed the Office Discipline Referral form. It serves a two fold purpose. First, it is a way of documenting behavior in the school. Secondly, it is a communication tool between teacher and principal, and between principal and parent. The referral contains several sections. The top of the referral is for identifying information. Next, there is a section for "Issue of Concern" which is divided into two sections; MINOR and MAJOR behavioral violations. MAJOR behavior problems are those that cannot be managed in the classroom and require administrative intervention. On the other hand, MINOR behavior problems are low-level behaviors that might disrupt the teaching or the activity but are dealt with by the staff member. Minor behavioral violations would be documented but the child would not be sent to the principal's office whereas Major problem behaviors would result in the student being sent to the office.

## MISCONDUCT CONSEQUENCES

The following consequences will be reinforced if a student does not respect the school rules:

### Level I Misconduct

Behaviors which are disruptive to school environment and are uncooperative or disrespectful to others.

#### *Inappropriate Behaviors:*

- Disturbing class
- Vulgar language toward students
- Inappropriate dress
- Repeated tardiness
- Failure to complete assignments

#### *Consequence*

- Warning
- Counseling
- Parent contact
- Time out from classroom
- Loss of privileges
- Detention

### Level II Misconduct

The repeated occurrence of behaviors that disrupt the school environment.

#### *Inappropriate Behaviors*

- Refusal to comply with reasonable request of an adult
- Abusive language toward others

- Continual disruption of classroom/school
- Harassment or threats towards others
- Stealing
- Throwing of food

#### *Consequences*

- Counseling
- Parent contact and/or conference
- Detention
- Behavior contract
- Suspension (in or out of school)

### Level III Misconduct

Actions that may endanger the health and safety of self or others or school property.

#### *Inappropriate Behaviors*

- Abusive language or threats directed toward staff
- Drug, alcohol, or tobacco use
- Fighting
- Property damage
- Possession of weapon
- Leaving school without permission
- Misuse of fire alarm

#### *Consequences*

- Counseling
- Suspension
- Parent Conference
- Superintendents' hearing
- Notify law enforcement
- Referral to community agency

***All suspensions may require a conference with the parent, student, teacher and principal prior to the student's return to the classroom.***

## USE OF BICYCLES, SKATEBOARDS AND ROLLER BLADES ON SCHOOL PROPERTY

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the appropriate area. The school is not responsible for stolen or damaged bicycles.

Skateboards, roller skates and roller blades are not allowed on school property. If a student brings these items to school, they will be confiscated and held until a parent comes to school and picks them up.

## SMOKING POLICY

**Lanigan School and school grounds are SMOKE FREE and DRUG FREE!**

**LANIGAN ELEMENTARY DISCIPLINE REFERRAL  
And BEHAVIOR MATRIX**

**Copy inserted here in handbooks sent home with students**

# LANIGAN ELEMENTARY SCHOOL

Dear Parents,

On behalf of the staff, I would like to welcome you and your child to Lanigan Elementary School. The school staff invites, encourages and values your active involvement as a partner in your child's education. We seek your support and commitment in helping your child achieve, to the best of his/her capabilities, during the upcoming school year. Please communicate with your child's teachers, the support staff or myself as often as you feel is necessary regarding any questions or concerns which you may have about your child's needs, performance or the school program.

This handbook has been compiled to acquaint you and your child with the procedures, policies and activities of our school. Please take the opportunity to review the handbook with your child and to keep it available throughout the school year for future reference.

If you have any questions concerning our school, or any of the procedures or information contained in this handbook, please do not hesitate to call our school at 593-5470. Through working together, we can make this school year very successful and rewarding for your child.

Sincerely,

Mr. Daniel C. Johnson  
Lanigan School Principal

***Please sign below and return this slip to your child's teacher.***

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**I have read and understand the contents of this handbook.**

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*Parent Signature*

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*Student Signature*

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*Teacher(s) and Grade Level(s)*

**2008 - 2009**

**FULTON CITY SCHOOL DISTRICT  
STUDENT CODE OF CONDUCT**

# Fulton City School District STUDENT CODE OF CONDUCT

## INTRODUCTION

The Board of Education (board) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teacher, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to see to it that discipline when necessary is administered promptly and fairly. To this end, the board adopts this code of conduct (code).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

## DEFINITIONS

For purposes of this code, the following definitions apply.

**Disruptive student** means any student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher=s authority over the classroom.

**Parent** means parent, guardian or person in parental relationship to a student.

**School Property** means in or within any building structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or district owned vehicle.

**School function** means any school-sponsored event or activity.

**Violent student** means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon or commits a violent act.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.

7. Knowingly and intentionally damages or destroys school district property.

**Weapon** means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, King Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school everyday unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.

## **STUDENT DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments including, but not limited to tube tops, tank tops, shirts that cannot be tucked in, bathing suits, halter tops, spaghetti straps, revealing necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Students are prohibited from wearing hats, bandanas and other head coverings inside a school facility during the school day unless for valid religious reasons, specifically permitted school function and/or a medical reason as confirmed in writing by a physician.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, pornographic, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, according to the district's progressive discipline policy

## **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.

The board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for the conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly or disruptive. Examples of disorderly conduct include, but are not limited to:
  - 1. Running in hallways.
  - 2. Making unreasonable noise.
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
  - 4. Obstructing vehicular or pedestrian traffic.
  - 5. Engaging in any willful act which disrupts the normal operation of the school community.
  - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
  - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use or internet use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
  - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
  - 2. Lateness for, missing or leaving school without permission.
  - 3. Skipping detention.
- C. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
  - 1. Committing an act of violence (such as hitting, kicking, punching, throwing projectiles, biting, spiting and scratching) upon a teacher, administrator or other school employee, as well as another student or any other person lawfully on school property or attempting to do so.
  - 2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  - 3. Displaying what appears to be a weapon.
  - 4. Threatening to use any weapon.

5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
  6. Intentionally damaging or destroying school district property.
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:
1. Lying to school personnel, including forgery of attendance notes.
  2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
  3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
  4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
  5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
  6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
  7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
  8. Selling, using or possessing obscene material.
  9. Using vulgar or abusive language, cursing or swearing.
  10. Possession or use of any tobacco products well as paraphernalia.
  11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. Illegal substances include but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, barbiturates, ecstasy, heroin, steroids, look-alike drugs, and any substances commonly referred to as designer drugs.
  12. Inappropriately using or sharing prescription and over-the-counter drugs.
  13. Gambling.
  14. Indecent exposure: defined as exposure to sight of the private parts of the body in a lewd or indecent manner.
  15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- E. Engage in misconduct while on a school bus/district owned vehicles. It is crucial for students to behave appropriately while riding on district buses/vehicles to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Excessive noise, pushing, shoving ,fighting and/or moving about the bus while it is in motion will not be tolerated.

F. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

## **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students= ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age/grade.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student=s first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Verbal warning - any member of the district staff and/or contracted staff
2. Written warning - bus drivers, hall and lunch monitors, coaches, guidance

- counselors, teachers, principal, superintendent
3. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, principals, superintendent
  4. Detention - teachers, principals, superintendent
  5. Suspension from transportation - director of transportation, principal, superintendent.
  6. Suspension from athletic participation - coaches, athletic director, principal, superintendent
  7. Suspension from social or extracurricular activities - activity director, principal, superintendent
  8. Suspension of other privileges - principal, superintendent
  9. In-school suspension - principal, superintendent
  10. Disciplinary removal from classroom by teacher - teachers, principal
  11. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education
  12. Long-term (more than five days) suspension from school - superintendent, Board of Education
  13. Permanent suspension from school - superintendent, Board of Education

## **VISITORS TO THE SCHOOL**

The board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school will be required to sign the visitors register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, may be required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the principal and classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, public shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute, display or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Consume or use any tobacco product or tobacco paraphernalia.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
11. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property, or be on school property without a legitimate purpose.

13. Gamble on school property or at school functions
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

## **Fulton City School District Electronic Information Resources Acceptable Use Policy**

The Fulton School District provides its employees information technology to be used as an instructional and administrative tool in conducting school business. The vast information resources can enhance communication, and help employees stay well informed.

The Board of Education supports access by students to rich information resources. Telecommunications, electronic information sources and networked services open classrooms to a broad array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Information Age. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff shall provide guidance and instruction to students in the appropriate use of such resources. Students in Fulton shall use these resources to participate in learning activities; to ask questions and consult with experts; to communicate with other students and electronic information resource users throughout the world; to explore thousands of libraries, databases, and electronic bulletin boards; and to locate material to meet their educational information needs.

Students and their parents/guardians shall be notified of students' responsibilities when using electronic information resources. The Board of Education advises students and their parents/guardians that they need to be aware of the individual student's responsibility to use electronic information resources in an ethical and educational manner. The Board of Education expects that the students and staff shall hold themselves to the highest standards for conduct when using electronic information resources. The Student Rights and Responsibilities as stated in Board Policy 5311 applies to conduct while accessing electronic information resources.

The Board of Education directs that concerns about electronic information resources shall be handled the same way that concerns about other educational resources are now handled and policies now dealing with other educational resources also pertain to electronic information resources.

Ref: Bellingham School District 501 Student Access To Networked Information Resources      Board  
Policy  
District 77 Internet Guidelines

Cross-ref: 4510.1, Instructional Technology  
4526, Computer-Assisted Instruction  
5311, Student Rights and Responsibilities  
5311.4, Care of School Property by Students  
8650, School District Compliance With Copyright Law

Rewritten: February 13, 2002

Approved: March 12, 2002

Student name \_\_\_\_\_ Teacher name \_\_\_\_\_

## Fulton City School District Elementary School Age Student Acceptable Use Regulation

Fulton City Schools offer a variety of electronic resources for our students. The district provides this service to help you be successful in your education. It is the general policy that all computers on our network will be used in a responsible, efficient, ethical, and legal manner.

**Responsible users may use the Computer Resources to:**

- Access educational software
- Research assigned classroom projects
- Access educational sites

**Responsible users may not use Computer Resources:**

- For any illegal purpose, including copyright violations
- To access images, movies, or sound which contains, pornography, profanity, obscenity, or language that offends or tends to degrade others or is inappropriate in an educational setting

**Responsible users shall:**

- Respect the privacy of others
- Provide no personal information about yourself or others. This includes home telephone numbers, home e-mail addresses, home addresses, pictures with name identifications, or information regarding specific student location at any given time
- Protect their password by not sharing it with others. The user shall use passwords only belonging to them
- Respect the network as a shared resource. The user shall not deliberately attempt to interfere with the work of others
- Observe all laws including copyrights and licensing agreements
- Print only with permission

**Any of the following intervention strategies and disciplinary actions may be used by administrators, and are not limited to:**

**Minimum Action**

- Meeting with the parent, teacher, and/or administrator

**Additional Actions as Deemed Appropriate**

- Required to receive additional assistance in learning proper use before student is allowed to continue the use of computer equipment
- Loss of access to computers and/or technology resources
- Responsible for the cost of damaged equipment
- Possible in-school or out-of-school suspension

**Student:** I have read (or it has been explained to me) and agree to follow the FSCD Acceptable Use Regulation. I understand that any violation of the procedures may result in the loss of technology privileges.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Written: May 25, 2005

## STUDENT DIRECTORY INFORMATION

The term "Student Directory Information" for students in grades pre-kindergarten through twelfth grade includes the following information relating to a student: the student's name, name of the student's parent or guardian, school presently attending, grade in school, participation in officially recognized activities and sports, awards received, a student's works (written or otherwise), photographs including the student, and video and/or audio clips of students. "Student Directory Information" for students in grades nine through twelve includes the following additional information: the student's address, electronic mail address, telephone listing, date and place of birth, major field of study, weight and height of members of athletic teams, dates of attendance, the most recent previous educational institution attended by the student.

The District may disclose Student Directory Information without consent of the parent or eligible student. However, a disclosure of Directory Information in any category shall be made only after public notice has been given that the category of information is considered to be Directory Information, of the right of the parent or eligible student to refuse to permit disclosure of some or all of such information, and of the time limit on such right of refusal. The District shall publish such notice at least once annually. The right of refusal must be exercised in writing, and must be received by the student's Principal not later than 20 days after publication of such notice, although the District may, in its discretion, waive this time limitation in specific cases.

The Board of Education directs the Superintendent of Schools to develop an annual public notice regarding Student Directory Information and a procedure to implement such notification.

Reference: Family Educational Rights of Privacy Act of 1974, 20 U.S.C. §1232g; Regulations of the U.S. Department of Education, 34 CFR, Part 99

Cross-ref: 4526.3, Web Publishing Policy  
5500, Student Records

Written: October 7, 2004

Approved: November 9, 2004

## SAMPLE NOTICE TO PARENTS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Fulton School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Fulton School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Fulton School District to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, colleges and universities, military recruiters, the media, and prospective employers.

The Fulton School District has designated the following information as "Student Directory Information" for students in grades pre-kindergarten through twelfth grade: the student's name, name of the student's parent or guardian, school currently attending, grade in school, participation in officially recognized activities and sports, awards received, a student's works (written or otherwise), photographs including the student, and video and/or audio clips of students. "Student Directory Information" for students in grades nine through twelve includes the following additional information: the student's address, electronic mail address, telephone listing, date and place of birth, major field of study, weight and height of members of athletic teams, dates of attendance, the most recent previous educational institution attended by the student.

Examples of publications that may contain Directory Information include, but are not limited to, the following:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The Fulton School District Web site;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

If you do **not** want the Fulton School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 20 days, i.e., by   [date]  . You may use the attached form to provide such notification.

Written: October 7, 2004

# Fulton City School District

## Important Student Information Notice - Elementary

The Family Educational Rights and Privacy Act (FERPA) requires that the Fulton City School District, with certain exceptions, obtain your written permission prior to the release or sharing of information from your child’s educational records that could identify your child.

Student Directory Information includes:

- the student’s name, - name of the student’s parent or guardian
- school currently attending - grade in school
- awards received - student work
- participation in officially recognized activities and sports, awards
- photographs including the student, and video and/or audio clips of students.

The District may disclose certain directory information without written permission, unless you have advised the District otherwise by following District procedures.

Examples of publications that may contain Directory Information include, but are not limited to, the following:

- A playbill showing, your child’s role in a drama production
- Newspaper articles
- The annual yearbook
- The Fulton City School District Website
- Honor roll or other recognition lists
- Promotion or graduation programs

The school needs to know what information can be published regarding your child. Using the chart below, indicate if the school can publish information on your child in the format listed. For example, if you check “NO” next to yearbook, you are saying you do not wish your child’s picture to be published in the yearbook. If you check “YES” next to it, you are saying your child’s picture can be in the yearbook. Also keep in mind that if you give permission for your child’s picture to be in the newspaper, some papers publish certain pictures on their website.

	YES	NO
A playbill showing, your child’s role in a drama production	_____	_____
Honor roll or other recognition lists	_____	_____
The annual yearbook	_____	_____
Promotion or graduation programs	_____	_____
Newspaper articles	_____	_____
The Fulton City School District Website	_____	_____
Class Picture	_____	_____

If you **do not** want the Fulton School District to disclose directory information from your child’s education records without your prior written consent for any of the items listed above, please check here. \_\_\_\_\_

Please sign and return this form to your child’s school by September 12, 2008.

Student Name (Please Print)	Parent Signature
Name of Teacher	Date

2008—2009