

The principal and staff of Lincoln Elementary School are committed to providing a safe and orderly environment where students may receive and school personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

Lincoln Elementary School 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.

Lincoln Elementary School recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered properly and fairly. To this end, we have developed this code of conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. Additional copies of this code of conduct are available in the school office.

Principal

School Directory

**Lincoln Elementary School
301 Front Street
Jamestown, NY 14701**

Principal:	Mr. Felix Muzza
Secretary:	Mrs. Sue Przybelinski
Attendance Clerk:	Mrs. Marsha Thorpe
Nurse:	Mrs. Carla Stringer
Counselor:	Mrs. Kae Mann

Phone Numbers

School Office:	(716) 483-4412
Attendance Office:	(716) 483-4463
Nurse:	(716) 483-4439
Counselor	(716) 483-4437
Fax:	(716) 483-4435
Website:	www.jamestownpublicschools.org

School Hours

Office:	8:00 a.m. – 4:00 p.m.
Breakfast:	8:15 a.m. – 8:30 a.m.
Doors open for all students:	8:30 a.m.
Late Bell:	8:45 a.m.
Dismissal:	3:00 p.m.

***Teachers may keep students without parental permission until 3:20 p.m.**

Principal's Message

My main objective of education is to provide an environment for each student that will fully challenge his or her cognitive, emotional, physical and social needs. I believe each student should be provided with a safe and secure educational environment. All staff members at Lincoln Elementary School have full ownership for each student. The school staff is totally involved in all aspects of each child's education. I truly believe that all children can learn. Many times the rate of learning differs for students. I believe that we, as educators, need to focus on students' strengths. I feel it is important to identify what each child knows and what skills he or she can demonstrate. Once we have accomplished this, additional growth will be realized.

PTA MESSAGE

Lincoln Elementary School PTA provides many activities and support for the students. You are strongly urged to join PTA and become an active member during your child's Lincoln Elementary School experience.

Mission Statement

The mission of Lincoln Elementary School is to create a lifelong learner who is literate, confident, caring and self-motivated. We will accomplish this mission in collaboration with our parents and community, by providing a competent, enthusiastic staff who presents a challenging curriculum in a safe, nurturing environment.

School Achievement Improvement Process (SAIP)

Lincoln's Shared Decision Making initiatives come under our School Achievement Improvement Process. This SAIP team is made up of parents, support staff, teachers and the principal. The main focus of this committee is to improve student achievement.

ATTENDANCE

The education law of the State of New York permits absence from school for the following reasons:

1. Personal illness
2. Sickness in family or death in family
3. Religious observance
4. Attendance at a clinic or health treatment
5. Quarantine

Please phone the Attendance Clerk the morning of the day that your child will be absent at **483-4463**. **A written excuse is required from you each time your child is absent, tardy or dismissed early.** Excuses for absences are to be brought to the school on the day your child returns to school or the absences will be marked "unexcused." Excuses are also required for tardiness. To release your child for an appointment during school hours, please go to the main office to sign out and pick up your child. Your child must be signed back in upon return.

- **School Hours:**

Doors open for all students: 8:30 a.m.

Late Bell: 8:45 a.m.

Dismissal: 3:00 p.m.

*Teachers may keep students without parental permission until 3:20 pm.

Breakfast students are strongly urged to arrive at school no earlier than 8:15 a.m.

Non-breakfast students are strongly urged to arrive no earlier than 8:30 a.m.

- **Perfect Attendance:**

Occasionally we receive questions as to how we identify students that receive end-of-year recognition regarding perfect attendance. Our consistent procedure among all our elementary schools includes:

- No absences
- No unexcused tardiness

- No out-of-school suspensions
- The school nurse cannot have sent the student home

The following will be permitted which will allow the student to still be recognized as having "perfect attendance."

- Excused tardies for doctor or counselor appointments
- Excused early dismissals for doctor or counselor appointments
- School related educational trips
- Community sponsored educational activities

Health Services

A. Medications:

The regulations regarding the giving of medication during school hours are as follows:

- Before medication (prescription or over-the-counter) can be administered during school hours, permission forms must be obtained from the nurse's office, signed by the parent and the physician and returned with the medication. No medication will be administered until all proper forms have been completed and signed.
- Medication must be in the original container from the pharmacy (or manufacturer) with the doctor's instructions on the label.
- Only medication prescribed by the child's physician will be given.
- Parents must bring medications to the school.

B. Personal Hygiene:

It is our expectation that children will be coming to school clean, with teeth brushed, hair combed, and dressed in appropriate clothing. A good personal appearance promotes good health and a positive self-attitude. When children feel good about themselves, they are better able to learn and achieve. Please take the time to make sure your child is appropriately dressed before they leave home in the morning.

Head Lice:

Each year nearly three million Americans, mostly children, get head lice. Not a pleasant subject to talk about, yet, there are things that can be done to eliminate the problem if children become infected. All students may be checked for head lice. If your child is sent home with head lice, do not panic. Lice can be effectively treated. You can help by periodically inspecting your child's head for head lice. Our procedure for students with head lice is as follows:

- Students found to have head lice will be excluded from the classroom.
- At the discretion of the school nurse, students found to have only nits will either be sent home immediately or at the end of the school day, depending on the severity of the case and past student/family history.

- Students who are sent home with either live lice or nits are to be examined by the school nurse or the health and attendance clerk before returning to the classroom following treatment. A reexamination may be scheduled 7-10 days later.
- Students are to receive treatment and return to school the following day. It is important that all nits be removed to prevent reinfestation.
- The school may examine all siblings and/or household members when a lice infestation is found. The school will inspect classrooms where the infestation may have spread.
- A report of child neglect and/or educational neglect based on poor parental compliance and/or poor attendance due to recurrent head lice may be filed with Child Protective Services.
- In cases of chronic poor parental compliance and treatment, the school nurse and the principal may set a "no nit" standard for that particular family, at that particular time. Prompt treatment is still expected. The school will closely monitor the family to avoid extended absences due to a "no nit" standard.

C. Immunizations:

The following immunization requirements are for New York State attendance for K-12 students.

Diphtheria	3 doses
Polio	3 doses OPV or IPV or any combination of the two
MMR	2 doses Measles, 1 dose Mumps/Rubella
Hepatitis B	Born on or after 1/1/93 - 3 doses 7 th graders entering school on or after 9/1/00 – 3 doses
Varicella	Born on or after 1/1/98 - 1 dose

The following immunization requirements are for New York State attendance for Pre-K students:

Diphtheria	3 doses
Tetanus	3 doses
Pertussis	3 doses
Polio	3 doses OPV or IPV or any combination of the two

MMR	1 dose
Hepatitis B	Born on or after 1/1/95 - 3 doses
HIB	3 doses or 1 dose administered on or after 15 months of age
Varicella	Born on or after 1/1/00 - 1 dose

D. Records:

A cumulative student folder, permanent record card, and health record are prepared for each student upon enrollment in the Jamestown School System and follow the child until graduation from high school or withdrawal.

It is imperative that these records be kept up-to-date at all times and your cooperation is requested by informing the school office of any address or phone changes, changes in family information, health/immunization updates, or any other pertinent information to be added or changed. School records are confidential and will only be released to other out-of-district schools or outside agencies with parental permission.

E. Physical Examinations:

New York State Education law requires a physical examination for all newly enrolled students and for students in Grades 2 and 4. The family physician, school physician, or nurse practitioner may conduct the examination.

F. First Aid/Illness in School:

We attempt to provide a safe environment for your child. If an accident does occur, a member of our staff will:

1. Administer first aid
2. Notify parents, and
3. Make arrangements for taking a student home if it is impossible for parents to provide transportation. We regard first aid as the immediate, temporary treatment given in case of an accident or sudden illness. Treatment beyond first aid will not be given and is the responsibility of the home.

Children should **NOT** attend school if they have:

- Developed a fever
- Vomited during the night or on that morning of school

Colds and flu are very contagious and we try to prevent the spread of these as much as possible. If your child is ill, he/she needs to be at home to receive the proper rest, medication, and care to recover from an illness.

If your child becomes ill, it is your responsibility to make arrangements for your child.

G. Emergency Information Cards:

IT IS EXREMELY IMPORTANT THAT WE HAVE AN EMERGENCY TELEPHONE NUMBER IN CASE WE CANNOT REACH YOU AT HOME. IT IS ALSO IMPORTANT THAT YOU NOTIFY US WHEN YOUR TELEPHONE NUMBER AND/OR ADDRESS CHANGES.

We must have current information on each student. You will be asked to complete an Emergency Information Sheet on EACH OF YOUR CHILDREN. Please complete this sheet and return it to your child's teacher as soon as possible after you receive it.

H. Accident Insurance:

The school district carries accident insurance on students for occasions when the insurance of parents is exhausted for accidents occurring on school grounds. Call the school office for additional information. The school must be notified if a potential claim exists in order to comply with insurance carrier notification requirements.

Parental Responsibilities

Parents are expected to observe the following school policies and procedures:

A. Expected of Parents

- Establish bedtimes for school nights. Well-rested children do better in school.
- Get children in the habit of getting ready for school the night before. Set out clothes, pack lunches, and put backpacks by the door.
- Determine a morning routine allowing enough time for children to be ready to leave on time so that he/she arrives to school on time.
- Make a plan for after-school activities. Schedule adequate time for homework, play, clubs, sports and practice.
- Have a study space for your child. Include all needed supplies.
- Establish a family reading time.
- Collect important phone numbers. Update doctor, work and emergency numbers for the school office, after-school programs and one or two neighbors.
- Have a backup plan. Find another parent who will exchange school pickup favors - in case you get sick or delayed by work or traffic.
- Set up a file for school papers. Place all school notices in it so they don't get misplaced.
- Keep a large calendar to keep track of school holidays, teacher in-service days, and early dismissal days. Note all school activities and PTA meetings on your calendar.
- Determine lunch/snack choices for your child so they have packed lunch or lunch money and snack daily.
- Be sure your child is clean and dressed appropriately for school and for the weather.

Positive parent involvement is essential to student achievement. The involvement can occur both at our school site and at home. All parents are encouraged to be as involved as possible in their children's' education.

B. Visitor Procedure:

Lincoln Elementary School is totally secure at all times. Please utilize front doors only for admittance. Once at the front doors please press buzzer for clearance entry to sign in at the Main Office.

Please keep a lane open for traffic flow in the parking lot to avoid congestion. Check all directions before discharging children. Have children board at a safe point. Always drive counter-clockwise in the parking lot. Do not leave cars unattended if you are blocking someone's car. Car pool whenever possible.

C. Smoking:

Per New York State law no one is permitted to smoke on school property.

D. Parental Custody:

In cases of parental divorce or separation, the school office must be provided with legal documentation regarding custody/visitation arrangements for the child/children involved. This information would be shared with the school nurse, counselor, principal, and teacher(s). A child will not be released to a non-custodial parent or any other unauthorized person without first obtaining written permission from the custodial parent.

E. Parent-Teacher Conference:

An established schedule is provided with dates for parent-teacher conferences. Besides half days for conferencing, teachers are available upon request to meet with parents at a time that is mutually convenient. We strongly encourage your participation in these conferences as a means of having direct input into your child's education.

F. Dress:

It is important for all of us to take pride in our personal appearance. Therefore, we encourage students to dress appropriately for school. The manner in which we dress reflects our conduct and work. We ask that students dress in a manner suitable for school activities.

G. Birthdays and Treats Procedure:

Only store-bought snacks and treats are allowed at school. The liability for you and the school is too great to allow home-baked goods. Classroom parties are also available from Central Kitchen with your choice of cupcakes, cookies, brownies, or ice cream ordered in even dozens. Prices range from \$2.50 - \$3.50 per dozen. Call 483-4431 two (2) weeks in advance. Payment is due with order. Also, one day each month, Birthday Cupcake Day is held. On this day, every child in the school who has a birthday during the month will receive a cupcake.

Student Conduct

A. Behavioral Expectations:

Maintaining a happy, safe and orderly environment is essential in all of our school district's elementary schools. In order to accomplish this, the following "all-school" rules will apply:

- Respect others and their property
- Observe all safety regulations
- Listen to and obey all persons in authority
- Be kind to others. Use common courtesy.
- Attend school regularly. Be on time and ready to learn
- Follow all school rules at all times.

B. Consequences for Misbehavior:

Consequences for inappropriate behavior will vary depending on the age of the child and the specific nature of the offense. Consequences may include verbal reprimands, loss of privileges, time-out, parent notification, and in extreme cases, suspension.

C. Classroom Behavior:

Beyond common school rules and expectations, each teacher will formulate classroom rules and expectations. These will be communicated to students and their parents.

D. Hallway behavior:

- Walk quietly
- Keep your hands to yourself
- Stay to the right
- Remove your hat when you enter the building

E. Harassment:

Threatening/Bullying/Hazing

- Threatening, bullying and hazing will not be accepted
- We will not accept any actions or circumstances that degrade any person

If there are any questions regarding individual circumstances, please feel free to contact our Title IX officer, Karen Peterson at 483-4498 or refer to <http://www.jamestownpublicschools.org>.

F. Zero Tolerance Weapons policy:

- The weapon is confiscated and not returned to the student. Parents who want the weapon will have to pick it up from the police. The police will be called and the weapon will be reported.
- Discipline Guidelines
 - **If there is no intent to harm:**
 - Parent is called
 - Police are called
 - Appropriate disciplinary action
 - **If there is intent to harm, or 2nd incident**
 - Superintendent's Hearing

**In other extenuating circumstances, the principal reserves the authority to impose alternate student conduct penalties.*

G. Field Trips:

Field trips may be planned as part of the school curriculum. Such activities are valuable learning experiences, and we wish for every child to participate. Our school requests that parents do not use school trips and/or functions as discipline procedures for home. However, safety is a paramount concern on all field trips. Appropriate student behavior must be assured. Special arrangements for a student who has exhibited a pattern of uncooperative behavior will be made. In this event, parents may be required to attend the field trip with their child. Parents will be notified when their child's class will be going on a field trip. Necessary permission slips and/or health forms must be returned to school prior to the trip.

H. Free and Reduced Lunch:

All schools have a Breakfast Program. Students wishing to take advantage of this program report no earlier than 8:15 a.m. Doors open for breakfast at 8:15 a.m. The breakfast line closes at 8:30 a.m. If a student qualifies for free or reduced priced lunch, he/she also qualifies for free or reduced priced breakfast. Other students pay \$1.00 cents for breakfast and \$1.50 for lunch.

Applications for "Free and Reduced Priced Lunches and Breakfasts" will be distributed to all students at the opening of school. Until applications are distributed, those who qualified at the end of June will qualify similarly for the beginning days of school. Once the applications are distributed, you have one (1) week to return them. This is to insure that they are the correct status and are not charged improperly for their meals. They are then approved and parents are notified of their child's breakfast and lunch status.

With our computerized cashing system, parents can put money into their child's account for lunch and breakfast. Checks are payable to School Food Services Department. This money in the form of a check should be for breakfast or lunch only, not for book orders, etc. When your child has low funds, we will let your child know when it is time for more money.

Snacks are to be purchased with cash, not money on account for lunches.

Lunchtime Behavior Expectations

- Stay seated - raise your hand for help.
- Use quiet voices
- Follow directions given by the cafeteria staff and lunchtime supervisor
- Use appropriate table manners
- Eat only your own meal; exchanging of food is not permitted
- Clean up your own area after eating

I. Playground:

The use of the playground is also a privilege and continued use is contingent upon acceptable behavior. There must be no act that will endanger the welfare of yourself or others. At all times of instruction, the adult in charge must be followed.

J. Assemblies:

Throughout the school year a variety of assemblies may be held. Students are expected to act appropriately. Behavior that is distracting to those conducting the assembly, or other audience members, will not be tolerated. If such occurs, a student may be removed from the program.

K. Time Out:

A supervised time out room has been designed. This room will be utilized when it is necessary to remove a child from the classroom. A time period to be determined by the teacher will be used, with a maximum of thirty minutes. The teacher and child will remain after school to make up the lesson missed. Parents will be notified by the office or the teacher prior to the student being retained.

L. Telephone:

Students who are staying more than 20 minutes in school beyond dismissal time are to telephone their parents when prior arrangements have not been made. Students may not use the office phone to make arrangements to visit other students after school. In non-emergency situations, with the permission of classroom teachers, our students may use the telephone.

M. Bicycles, Skateboards, Rollerblades and Scooters

NO skateboards, rollerblades or scooters are to be brought to school.

ONLY fourth graders are permitted to ride bicycles to school. A bike rack is provided. Helmets must be worn and use of locks is strongly encouraged.

N. Out of Building Permission:

Pupils involved in out-of-school activities must have a written note of consent to leave the building, signed by a parent or guardian. Parents wishing for their children to go home for lunch must also send a written request. Parents must pick up their child(ren) at the school office, not the classroom.

O. Illegal Substances:

Parents will be notified immediately and appropriate disciplinary action will be taken.

P. Personal Property:

Parents will be notified and appropriate disciplinary action will be taken.

Programs

a. Academic:

Academic Intervention Services (AIS) are available for elementary age students in the areas of language arts and mathematics. These services are most often delivered by remedial and/or consultant teachers during the course of the school day. A few students may also be served during short sessions scheduled just before or just after the school day.

b. Music:

Students in grades Kindergarten through four attend a thirty-eight minute class once a week. An overall goal is to develop a love and understanding of music through a sequential approach. Singing is at the heart of the program. Some material is chosen with consideration of the students' age and ability. Formal and creative movement plays an important part in developing the concepts of beat and rhythm. Pitched and un-pitched instruments are used to augment song material and serve as creative musical tools.

Recorder: Students in grade three attend this additional twenty-minute music time each week. A recorder is a kind of melodic instrument with a flute-like quality. Students learn note fingerings, play given songs, and create original melodies.

Suzuki Violin and Cello Instruction: Students in grades K-4 have the opportunity to begin playing the violin and cello through the Suzuki Method. The Suzuki Method is a way of teaching string instruments, based on imitation and memorization, which makes it possible for ALL students to become successful musicians.

c. Physical Education:

Students in grades Kindergarten through four attend a thirty-eight minute class twice a week.

- On gym day, please remember the following
 - Have children wear or bring gym shoes! (No platform gym shoes.) Have your child dress in appropriate clothing.
 - Avoid dresses or dress-up clothes. Have your child wear a t-shirt under a sweater or sweatshirt just in case he or she becomes overheated during class; the sweater or sweatshirt can be removed.
 - Avoid wearing jewelry and long, dangling earrings. (post earrings are acceptable)
 - Girls with long hair should have it tied back and away from face.
 - If your child has been sick or injured and should not play gym that day, please send in a written excuse. If he or she is excused longer than a day or two, please send in a doctor's excuse.

d. Art:

Students in grades Kindergarten through four attend a thirty-eight minute class once a week. Using a wide variety of materials and techniques, students will develop their art skills using elements such as line, form and texture, and applying such principles as contrast, balance, and pattern. All art students are required to submit two pieces of art into his/her portfolio each year through 12th grade. Student art is displayed at the following locations: 1) Board of Education building 2) The Prendergast Library and 3) City Hall. Please send a large, old shirt for your child to use as smock to protect his/her clothing. Encourage your child to create, paint and view art at every opportunity!

e. Library/Media Center:

Students in grades Kindergarten through four attend a thirty-eight minute class once a week for instruction with the library media specialist. Our main goal is to develop a love of books and a love of reading. We also teach proper book care, how to use a library, and reference and research skills. Videos, filmstrips, and computers are also part of our library media center program. We aim to develop students into good readers and independent library users. Books are signed out for one week.

f. Extra-curricular:

Extra-curricular activities in our elementary schools are often made available through community agencies. Please contact the school office for information regarding the following: Boy Scouts, Girl Scouts, Boys and Girls Club, YMCA, YWCA, Joint Neighborhood Project, Jamestown Community Learning Council, Chautauqua Striders and other agency programming.

g. Extended Year:

Students finishing grades K-4 who have experience any difficulties with language arts or mathematics will be invited to attend the district's five-week elementary summer school program. This daily three-hour program is available one of the district's elementary schools, with busing available from the other five school sites.

If you are interested in this program, please speak to your child's classroom teacher or the principal before the end of May each year.

h. Counseling:

School counselors are a resource for parents to use if their child is experiencing some difficulty with school, home, friends or family. Whether the problem is school related or not, the school counselor is someone who will listen to and work with you and your child to find a solution. You can contact the school counselor directly, or after discussing the matter with your child's teacher.

Qualified elementary school counselors utilize a comprehensive, proactive, developmental counseling program. They work collaboratively as team members with school personnel, parents, and community agencies. They focus their efforts on promoting, caring, and

inviting environments throughout the school. They work to meet the needs of their students through prevention, resources, and education.

i. Testing:

The district has several testing requirements in place for students in the elementary schools. All students unless exempted by an IEP are required to take these assessments.

The No Child Left Behind (NCLB) regulations require all students in Grades 3 and 4 to be tested in English Language Arts and Mathematics. The New York State ELA assessments are administered in January and the Math assessments are administered in March.

The district continually assesses student academic achievement in all subject areas. These assessments assist the teachers as they plan lessons designed to meet the instructional needs of the students.

- Students in kindergarten through Grade 4 are administered the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). The DIBELS is administered in the fall, winter and spring.
- Math Exemplars, which measure the student's ability to problem solve situations that could occur in real life, are administered three times a year to Grades K-2 and twice a year to Grades 3 and 4.
- Grade 4 students will be administered the NYS Science Assessment in May.

If you have any questions regarding the district testing program, please speak with your child's teacher or the principal.

j. Speech & Hearing:

Speech and hearing services are provided for identified students.

Emergency Procedures

To ensure the safety of our students, we will follow a set of steps that include:

- Exiting from the building
- Re-assembling at a safe location
- Taking attendance.

For security reasons, the details of off-site sheltering remain confidential.

a. Emergency Drills:

You child's principal, teachers and administrative staff make every effort to ensure the safety of each child. Due to the confidential nature of emergency evacuation plans, please refer any questions you may have to your child's building principal.

Section 504 Notice (Parents rights under Section 504)

Section 504 of the Rehabilitation Act prohibits discrimination against individuals with a disability. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system

Concerns regarding identification, evaluation and eligibility of individuals for Section 504 consideration may be made directly to the building administrator. If a referral is made to the building Section 504 committee, specific information regarding Section 504 and rights under Section 504 will be included with consent for evaluation.

If there are any questions regarding individual circumstances, parental rights, educational records, or any other issues, please feel free to contact our Section 504 Coordinator, Mrs. Sheryl Johnson at 483-4385. You may also refer to <http://www.jamestownpublicschools.org>

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Students

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES
(ACCEPTABLE USE POLICY)**

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

One purpose of this policy is to provide notice to students and parent/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is inappropriate for students. Furthermore, students may have the ability to access such information from their home

Student access to the DCS will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of the DCS in accordance with law, Commissioner’s Regulations and/or District policies and procedures.

Regulations will be established as necessary to implement the terms of this policy.

NOTE: Refer also to Policy #8311 – The Children’s Internet Protection Act: Internet Content Filtering/Safety Policy

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**JAMESTOWN SCHOOL DISTRICT
NETWORKED INFORMATION RESOURCES
ACCEPTABLE USE REGULATIONS FOR STUDENT USERS**

Parents, please read this document and review the following with your child so that he/she understands and is in agreement with the terms and conditions of this contract. If any user violates these, access to the information service may be denied and your child may be subject to disciplinary and/or legal action.

Terms and Conditions of the Networked Information Resources Acceptable Use Contract

1. Personal Responsibility

I understand and take complete responsibility for using the computer network correctly in accordance with the acceptable use policy. General school rules for behavior and

communications apply. I will report activities on the computer network that I know are wrong or that make me feel uncomfortable to a teacher or librarian.

2. Acceptable Use

I will:

- use all school computers and network access for educational purposes and for completing classroom projects.
- follow copyright laws.
- cite my sources when using material gathered from the network in a project.
- when using other organizations' networks or resources, follow their rules.

I will not:

- share private information about other students or staff.
- access, send or display offensive messages or pictures.
- use obscene language.
- harass, insult or attack others.
- damage or do things that might damage computers, computer systems, computer networks, or data (for example, loading a file that may introduce a virus).
- load or download any software on district computers without the permission of the District Information Services Department.
- post or distribute copyrighted material.
- redistribute material gathered from the network without permission of the author.
- use others' passwords or share my password or any other password.
- trespass in others' folders, work or files.
- attempt unauthorized access to computer systems, networks, or data.
- intentionally waste limited network resources.
- buy, sell or advertise anything on the school network.

I am aware that some inappropriate uses of the network can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

3. Safety

To protect myself and others I will follow the following safety rules:

- I will never give out my or anyone else's last name, address, telephone number, or school name to any online source.
- I will not respond to any messages that make me feel uncomfortable. I will show such messages to a teacher or librarian.

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Safety (continued)

- I will not send my or any other student's photo out online or put my or any other student's photo on a home page. I will get written permission before I put out an adult's photo online or put it on a home page.
- I will use only my first name when posting my work on a home page.

4. Network Etiquette and Privacy

I understand that e-mail and other information accessed or stored on the network are not guaranteed to be private. Network administrators may look at files and e-mail to make sure that the system is working properly and that users are using the system responsibly. In addition, files and e-mail are sometimes sent to the wrong place. Users of the network are part of a global community. I will follow generally accepted rules of network etiquette.

5. Privileges

The use of the network is a privilege, not a right. If I do not use it correctly, I may lose my access to the network. Teachers, librarians, technology support staff, and administrators will decide what is appropriate use of the computer; their decision is final. A teacher, librarian, technology support staff member, or administrator may request that network access be suspended, revoked or denied at any time.

6. Services

The JAMESTOWN School District will not be responsible for any information that may be lost, damaged or unavailable due to technical, or other, difficulties. JAMESTOWN School District assumes no responsibility for the accuracy of information obtained through the network. I will take responsibility for evaluating my sources of information for accuracy and biases.

***ELEMENTARY PARENTS**

PLEASE NOTE: Internet use by elementary students will generally be limited to our older students and will occur in closely supervised settings. That notwithstanding, please discuss the overall content of this "Acceptable Use Contract" with your child.

PARENT RIGHT TO KNOW

September 4, 2007

Dear Parent/Guardian,

As part of the No Child Left Behind legislation, each school that receives Title I funding is required to notify parents of their right to know the professional qualifications of your child's classroom teacher. As a parent, you have the right to request the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade level 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 certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like any of the above information sent to you, please notify me at the building or contact the Human Resources Office.

Sincerely,

Felix Muzza
Principal