

Parent/Student Handbook
2009-2010
East Rochester Elementary

East Rochester Rules

Be Safe
Be Responsible
Be Respectful



Dr. Harold Leve, Principal
Mr. Chris Bennett, Assistant Principal

*** The East Rochester Union Free School District does not discriminate on the basis of sex, race, color, national origin or handicapping condition in the educational programs or activities, which it operates. Questions about Title IX Compliance should be directed to Christopher Bennett at 248-6387

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MISSION STATEMENT

The East Rochester Union Free School District will help students develop the abilities, attitudes, and values necessary for responsible citizenship.

It is our mission, in partnership with the community, and with respect for tradition and vision, to provide an environment where all students will successfully reach their individual academic, artistic, physical, vocational and social potential as lifelong learners.

Students will be taught using the highest quality instruction, in a developmentally appropriate manner. Instruction will recognize each student's strengths, talents, interests, learning style, and rate of learning.

September 2009

Dear Families,

Welcome to East Rochester Elementary School's 2009-2010 school year. The new school year brings the promise of teaching and learning for everyone.

Throughout the 2009-10 school year, we will work together to ensure that your child's school experiences are positive, productive and appropriate. It is a shared responsibility that requires open communication between school and home. As we continue to become better acquainted with you and your child, we encourage you to familiarize yourself with our school and our programs.

This handbook has been updated to provide you with important information about the programs and practices of our school. Please acquaint yourself with it and share this information, where appropriate, with your child. As always, we are available to answer any questions or discuss any concerns that you might have.

We look forward to working with you this year!

Sincerely,

Harold Leve
PK-6 Principal

Christopher Bennett
PK-8 Assistant Principal

BEFORE SCHOOL PROCEDURE:

Supervision of students is only provided at entry time in the morning. **Children should not use the playground unless accompanied by an adult.** Entry time for K-6 will begin at 8:00 a.m. School officially begins for students at 8:20 a.m. In an effort to maintain safety to all students, we recommend that no students get dropped off any earlier than absolutely necessary. A drop off time from 7:55 to 8:15 a.m. is perfect to allow for breakfast and morning routines.

Adults are reminded that the “loop” in front of the school is for drop-off only. Cars should pull up to the sidewalk, allow the students to exit and **leave** immediately. **Any parent wishing to walk their children to the main entrance, must park in the lower lot.**

AFTER SCHOOL PROCEDURE:

If you wish your child to remain after school (for example, to receive extra help or to participate in an activity), we ask that you give your child permission **by either writing a note, completing a permission slip, or by calling us.**

At dismissal, students are expected to leave the school grounds immediately unless they are involved with an afternoon activity. In that case, the students should proceed directly to the after school event. Adult supervision is provided at dismissal until 2:45 p.m. only. We recommend that all families have an after school plan that is clear to the students. Selecting a meeting place such as a bench or the flagpole are excellent plans to help our students safely leave the school grounds.

Please note: If a student is *not* picked up, after school, the office will attempt to contact all of the emergency contacts provided by the parents. If we are unsuccessful, we will contact the East Rochester Police Department and request their assistance.

ATTENDANCE:

Educational research finds that positive student attendance is imperative to the academic, social, and emotional growth and stability of our students. It is the responsibility of the student and the parent to ensure that an attendance pattern appropriate to meet these needs is established. A positive pattern will result in its own rewards. The following are incentives to positive attendance:

- **Ability to maximize improved academic performance**
- **Eligibility to attend extra curricular activities**
- **Opportunity for socialization with peers**
- **Eligibility for participation in scholastic clubs**
- **Opportunity to develop positive relationships with school personnel**

State law requires that students' attendance records be maintained by all public schools.

In the event of a student's absence, a parent or guardian should call and notify the main office the morning of the absence at 248-6342.

School personnel will notify the parent/guardian by telephone of unexcused student absences.

Upon returning to school, the student must bring in a written excuse within 3 days of the absence. The note should indicate the student's name, the date of the absence, the specific reason for the absence and the parent/guardian's signature.

If a pattern of negative attendance begins to develop, school personnel, including the school nurse, social worker, psychologist, teacher, or administrator will make contact with the parent and/or student to discuss the issue and attempt to help the student be in attendance on a regular basis. If intervention at this level is not successful the following disciplinary sanctions may be applied to students with unexcused absences:

- **Parent contact**
- **Referral to the attendance team**
- **Administrative intervention**
- **A verbal reprimand**
- **Detention**
- **Referral to Child Protective Services for educational neglect**
- **PINS petition**
- **Discussion about retention**

Thank you for your help and support as we work toward improving the instructional program for your child.

BICYCLES, SKATEBOARDS, ROLLER BLADES AND SNEAKER SKATES:

In order to avoid unnecessary accidents, we need all students to walk their bikes and skateboards when on school grounds. Bike racks are provided and all bikes should be locked since the school cannot assume responsibility for them.

Bikes, skateboards, scooters, roller blades and sneaker skates (wheelies) are not to be used on school grounds. If a student uses these items on school property, they will be confiscated and held until a parent comes to school and picks them up.

BOOK DAMAGE:

Fines will be collected for damaged books. The amount of the fine will be determined by the degree of damage. If a book is lost, the school must be reimbursed for the cost of the book.

BIRTHDAY CELEBRATIONS, CLASSROOM PARTIES AND SNACKS:

In an effort to respect dietary restrictions, food allergies and the health concerns of our students, any food that is brought into school for classroom parties or snacks must be:

- Store purchased
- Commercially packaged with the ingredients listed
- Already in individually servings (no cutting needed)

Please consider sending in healthy choices or non-edible items for birthday celebrations. As an alternative to sending in birthday treats, you may choose to donate a favorite book to your child's classroom library in honor of his/her birthday.

Snacks will be available for purchase from our food service manager.

BREAKFAST PROGRAM:

Students in grades K-6 will be able to purchase breakfast at school. The program begins at 7:50 a.m. in the elementary school cafeteria. Students will move directly from the cafeteria to their classrooms at 8:10 a.m. Breakfast prices will be \$1.25 for children and \$1.75 for adults.

CHANGE OF ADDRESS AND TELEPHONE NUMBER:

It is very important that we have your current address and telephone number. These will be our sources to contact you in case of illness or emergency with your child. Please notify Mrs. Jane Slater at 248-6330 of any change that occurs during the school year. PLEASE KEEP THIS INFORMATION UPDATED!

CAFETERIA AND LUNCH PERIODS:

Our cafeteria is available to all students for hot lunches, milk and snack purchases. We encourage parents to pre-pay student breakfast/lunch accounts. Monies paid into a student account can only be used for the purchase of regular meals. All ala cart items must be paid for with cash.

Full Lunch K-4	\$1.75 (Includes milk)
Full Lunch 5-6	\$2.00 (Includes milk)
Reduced Lunch	\$.25 (Includes milk)
Milk	\$.50
Snack/Ice Cream	\$.35 - .75 range
Adult Lunch	\$ 4.00

When sending in money by check or cash, please include the student's name on the check or envelope so it is deposited into the correct account. A student will be allowed to charge only if there is money in his/her account.

A free/reduced lunch program is maintained at school. Applications for free lunches may be obtained at the office. Applications are to be returned to the office and will be forwarded for approval.

If you are concerned about a food allergy that your child has, please notify the cafeteria staff. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

CODE OF CONDUCT SUMMARY:

**The complete Code of Conduct is available upon request.

1. DEFINITIONS
 - a. Disruptive Student—a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
 - b. School Property—property in or within any building, structure, playing field, playground, parking lot or land contained within.
 - c. School Function –any school-sponsored extra-curricular event or activity.
 - d. Violent Student—one who:
 - i. Commits an act of violence upon a school employee or attempts to do so.
 - ii. Commits an act of violence upon another student or any other person lawfully on school property or at function.

- iii. Possesses a weapon.
 - iv. Displays what appears to be a weapon.
 - v. Threatens to use a weapon.
 - vi. 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.
 - vii. Knowingly and intentionally damages or destroys school property.
2. **STUDENT RIGHTS AND RESPONSIBILITIES**
- a. Rights:
 - i. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
 - ii. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.
 - iii. Access school rules and receive an explanation of those rules from school personnel.
 - b. Responsibilities:
 - i. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
 - ii. Be familiar and abide by all district policies, rules, and regulations.
 - iii. Attend school every day, on time, unless legally excused and be prepared to learn.
 - iv. Work to the best of his/her ability.
 - v. React to direction given by school personnel in a positive, respectful manner.
 - vi. Work to develop mechanisms to control their anger.
 - vii. Ask questions when they do not understand.
 - viii. Seek help in solving problems that might lead to discipline.
 - ix. Dress appropriately.
 - x. Accept responsibility for actions.
 - xi. Conduct themselves as representatives of the district.
3. **ESSENTIAL PARTNERS**
- a. Parents
 - b. Teachers
 - c. School Counselors
 - d. Principals
 - e. Superintendent
 - f. Board of Education
4. **PROHIBITED STUDENT CONDUCT**
- Students may be subject to disciplinary action, up to and including suspension from school when they:
- a. Engage in conduct that is disorderly such as:
 - i. Running in the hallways.
 - ii. Making unreasonable noise.
 - iii. Using language or gestures that are profane, lewd, vulgar or abusive.
 - iv. Obstructing vehicular or pedestrian traffic.
 - v. Engaging in any willful act that disrupts vehicular or pedestrian traffic.
 - vi. Engaging in any willful act that disrupts the normal operation of the school.
 - vii. Computer/electronic communications misuse.
 - b. Engage in conduct that is insubordinate.

- c. Engage in conduct that is disruptive
 - d. Engage in conduct that is violent
 - e. Engage in any conduct that endangers the safety, morals, health or welfare of others.
 - f. Engage in misconduct while on a school bus.
 - g. Engage in any form of academic misconduct.
5. **REPORTING VIOLATIONS**
 All District staff that is authorized to impose disciplinary sanctions is expected to do so in a prompt, fair and lawful manner. Any weapon, alcohol or illegal substance found shall be confiscated immediately, followed by notification to the parent of the student involved and the appropriate disciplinary sanction. This may include permanent suspension and referral for prosecution. The building principal or his/her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but no later than the close of day. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.
6. **DISCIPLINARY PENALTIES**
 In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
- a. Student's age
 - b. Nature of the offense and the circumstances
 - c. Student's prior disciplinary record.
 - d. Effectiveness of other forms of discipline.
 - e. Information from parents, teachers and/or others.
 - f. Other extenuating circumstances.
- A student identified as having a disability shall not be disciplined for behavior related to his/her disability.
7. **PENALTIES**
 Students who are found to have violated the district's code of conduct may be subject to these penalties, either alone or in combination:
- a. Oral warning
 - b. Written warning
 - c. Written notification to parent
 - d. Detention
 - e. Suspension from transportation
 - f. Suspension from athletic participation
 - g. Suspension from social or extracurricular activities
 - h. Suspension of other privileges
 - i. In-school suspension
 - j. Removal from classroom by teacher
 - k. Short-term (five days or less) suspension from school
 - l. Long-term (more than five days) suspension from school
 - m. Permanent suspension from school
8. **PROCEDURES**
 The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed.
- a. Detention—This will be imposed as a penalty only after the student's parent has been notified to confirm the penalty and that the student has appropriate transportation home following the detention.
 - b. Suspension from athletic/extra-curricular activities and other privileges—The student and his/her parents will be provided with a reasonable opportunity to conference to discuss the conduct and the penalty involved.

- c. In-School Suspension—While not entitled to a full hearing, the student and his/her parents will be provided with a reasonable opportunity for an informal conference to discuss the conduct and the penalty.
- d. Teacher Disciplinary Removal of Disruptive Students—On occasion, a student's behavior may become disruptive. A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. Parent notification is required and an informal conference will be held.
- e. Suspension from School—Suspension from school is a severe penalty which may be imposed upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. Any staff member may recommend to the superintendent or principal that a student be suspended.

Minimum Periods of Suspension:

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being subjected to long-term suspension, the student will have the opportunity for a hearing. The superintendent has the authority to modify the one-year suspension on a case-by-case basis based on:

- 1. Student's age
- 2. Student's grade
- 3. Prior disciplinary record
- 4. The superintendent's belief that other forms of discipline may be more effective.
- 5. Input from parents/teachers/others
- 6. Other extenuating circumstances.

Students who commit violent acts other than bring a weapon to school. Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. Students who are repeatedly substantially disruptive of the educational process or repeatedly interfere with the teacher's authority over the classroom will be suspended from school for at least five days.

9. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is forbidden.

10. STUDENT SEARCHES AND INTERROGATIONS

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of warning before being questioned by school officials nor are officials required to contact a student's parent before questioning the students. They will, however, tell students why they are being questioned.

CROSSING GUARDS:

Crossing Guards are stationed at strategic intersections for your children's safety in crossing. All inquiries concerning the Crossing Guards should be directed to:

Barbara Montcrieff

E.R. Police Dept.

586-4399

CUSTODIAL CONSIDERATIONS AND COURT ORDERS:

If the case of custodial or guardianship issues, please provide the elementary school main office with a copy of the court documents on file. Please make sure to provide us with new copies any time there is a change of visitation, etc. If a legal document has an expiration date and the current date is beyond that date, the document cannot be honored. A current document must be on file before the direction of the document can be followed.

In the event that there is a custody concern, or an Order of Protection, the office must have a copy on file. Without the paperwork, the office must assume that both parents have equal rights.

DRESS CODE:

The responsibility for appropriate dress and appearance of students rests with the student and his/her parent(s). All attire should comply with requirements for health and safety. Attire that interferes with the educational process or impinges upon the rights of others will not be tolerated. The administration will determine what is or is not appropriate and is authorized to take action in instances where an individual's dress does not meet these stated requirements. To that end, the following clothing will not be permitted:

1. Garments such as tube tops, net tops, halter-tops, spaghetti straps, plunging necklines in front and/or back and see-through garments are not permitted.
2. Revealing underwear is not permitted. Outer clothing should fit appropriately. Bare midriffs are not permitted.
3. Footwear that is a "safety hazard" is not permitted. This includes, but is not limited to slippers and wheelie sneakers.
4. Hats worn during school hours except for medical or religious purposes are not permitted.
5. Clothing containing words or designs that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability is not permitted.
6. Clothing that contains words or designs that promote the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities is not permitted.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts and t-shirts, we do not prescribe specific brands.

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, replace it with an acceptable item.

ELEMENTARY FACULTY/STAFF:

Our staff is accessible through voicemail. Please dial 248-6399 and follow the prompts to reach staff and faculty extensions.

EMERGENCY EVACUATION PLAN:

In the event of a major emergency that would require the evacuation of the entire campus, the following plan will be implemented:

Students in grades PK-6 will accompany school personnel to the locations noted below:

POLICE/AMBULANCE DEPARTMENT	T.L.R. MORGAN AUDITORIUM
<ul style="list-style-type: none">• Students requiring bussing for any medical or special needs.• Preschool students• Kindergarten students	<ul style="list-style-type: none">• First, second, third, fourth, fifth and sixth grade students

In the event that we are unable to use the police/ambulance location, PK and Kindergarten students will go to the Morgan Auditorium.

School personnel will announce the emergency closing on radio and television stations and begin contacting parents using the information provided on the "Emergency Contact Sheets". School staff will remain with students until your arrival. Please note: Students will only be released to people whose names you have provided on the Emergency Contact Sheet.

Should you have any questions, please contact the Elementary Office at 248-6311.

FIELD TRIPS:

During the course of the school year, your child's teacher may decide to take the class on field trips. Specific information about each trip will be sent home, along with a permission slip to participate in the event. If you do **not** grant permission for your child to attend a trip, he/she is still required to come to school. The student will then be provided alternative instruction in for the allotted time.

FIRE DRILLS:

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and as quietly as possible. The teacher in each classroom will give the students instructions.

HEALTH OFFICE INFORMATION:

The school nurse provides professional service, in cooperation with parents, to help establish and maintain the welfare, safety and health of the school child. This is accomplished by bringing to the attention of the parent, or other appropriate person, any child that would benefit from medical attention or other services provided for the welfare of the child.

Keep communication lines open with the school nurse, and other concerned personnel. Our nurse can be contacted at any time by calling 248-6317. You can leave a message on the answering machine and your call will be returned.

It is important that you understand that the nurse can only treat illness and injuries that occur during the school day and is limited to First Aid care only. This is in keeping with

New York State Law. In addition, **New York State Law prohibits the dispensing of any medication, including over-the-counter medicine, without a written statement from the physician, a signed permission from the parent and the original prescription bottle.** These orders must be renewed each school year. **Students are not allowed to transport any medication to school.**

It is not uncommon for elementary schools to have occasional outbreaks of pediculosis (Head Lice). When this occurs, we act on the direction of the school physician and the recommendations of the Monroe County Health Department. East Rochester has a no nit/no lice policy. Students **MUST** be checked by the School Nurse prior to returning to class following an absence due to lice. **It is extremely important that you read the information that has been/will be sent home.**

In order for a child to begin school, immunizations are required for all students as is a physical exam for all new students and students in specific grades designated by New York State Law. **If the record of immunization is not complete or a required physical is not obtained, your child will not be allowed to attend school.** Education Law requires physical examinations for students when they enter the district for the first time, and/or they are in grades K, 2, 4, 7 and 10. This physical must be dated not more than twelve months prior to the commencement of the school year in which the examination is required. (Education Law, Section 903)

HOMWORK:

Homework has value because it: extends learning experiences beyond the classroom and into the home and community; reinforces learning by giving children a chance to practice; teaches children to organize time, work independently and develop good study skills and self-esteem; integrates several skills such as research, writing and oral delivery; and involves parents in their children's education.

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

- ✓ Each day asking your child what he/she did that day in school
- ✓ Each day asking to see your child's papers and notices from school.
- ✓ Having a quiet time and location each day, when your child can sit down and do his/her homework – TV OFF.
- ✓ Making sure that your child gets proper rest so he/she can function at school – a reasonable bedtime.
- ✓ Helping your children with choices about how to spend time after school.
- ✓ Creating a "school spot" at home. Choose one place where you and your children will always know where to look for the lunch box, lunch money, school notices and announcements, school papers, and messages. Whether you choose the top of the TV or the dining table, your "school spot" can become your vital communication center.



Letting your child know that you care about what he/she does in school.

The Elementary School Site-Based Team understands in the importance of the school-to-home connection. The team also recognizes that students should begin the practice of developing good study habits as early as kindergarten. These habits develop as students learn the importance of establishing a daily routine of setting aside a quiet time, at home each day, devoted to learning.

Toward that end, the Elementary School Site-Based Team supports teacher-directed home study experiences that average 10 minutes per grade level (per day):

Kindergarten	10 minutes
First Grade	20 minutes
Second Grade	30 minutes
Third Grade	40 minutes
Fourth Grade	50 minutes
Fifth Grade	60 minutes
Sixth Grade	70 minutes

For the most part, homework is independent in nature. The activities may include academic projects, skill/drill practice, reading or being read to. As parents/guardians it is your responsibility to provide the structure and setting for completion of homework. If there are major problems in completing the homework by the student, then you should contact the teacher the next day for assistance or advice.

In all grades, it is encouraged that children spend time each evening reading independently. When students reading independently they are practicing the skills learned in school. Even just 15 minutes a day can greatly increase student reading fluency and comprehension over time.

RE: STRIVE FOR 25 BOOKS PROGRAM:

All students are encouraged to achieve the recommended New York State goal of reading 25 books during the year. To encourage this, students are rewarded for their level of accomplishment. Students must pass a Reading Counts assessment or alternative assessment, to receive credit for a book. Records are kept electronically and displayed in the classroom.

To facilitate communication of expectations, the students in K-3 will continue to use the “take-home” folders. Students in grades 4-6 will use “agendas”.

INSTRUCTIONAL SUPPORT TEAM:

The East Rochester Elementary School Instructional Support Team is a problem-solving group whose purpose it is to assist teachers and parents with strategies for dealing with students “at risk” academically or behaviorally. This team will promote solution-focused collaboration between home and school. Team members will include general education teachers, reading teachers, special area teachers and administrators who have demonstrated experience and commitment to solving classroom-based problems.

INTERNET INFORMATION:

The United States Department of Education has many excellent, free resources that can assist parents with finding information to assist and support their child's learning. To find help on the Internet try:

www.ed.gov (Home page for United States Department Of Education that lists many resources)

INTERNET ACCEPTABLE USE POLICY

Overview

The Internet has become an integral part of the learning process here in the East Rochester School District. We subscribe to extensive online databases and encyclopedias for research at all grade levels, and teach students how to locate and evaluate other materials on the World Wide Web. We encourage all students to use the resources available over the Internet, but they must do so responsibly.

To protect our students from inappropriate materials on the Web, we have installed filtering software throughout the district. It uses a combination of lists of blocked sites and real-time content checkers to ensure safe, appropriate Internet for all. This does not excuse the student from personal responsibility – no filter is perfect – but it significantly reduces the chance of problems. All student Internet access is in staff-supervised environments. In some locations, student activity may be remotely monitored. Student Internet use is a privilege, not a right.

An Acceptable Use Policy (AUP) is designed to also protect East Rochester School District's employees, students, partners and itself from illegal or damaging actions by individuals, either knowingly or unknowingly.

Effective security is a team effort involving the participation and support of every East Rochester School District employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at East Rochester School District. These rules are in place to protect the employee, the student and East Rochester School District. Inappropriate use exposes East Rochester School District to risks including virus attacks, compromise of network systems and services, as well as legal issues.

Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at East Rochester School District, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by East Rochester School District.

Policy

- While East Rochester School District's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remains the property of East Rochester School District. Because of the need to protect East Rochester School District's network, management cannot guarantee the confidentiality of information stored on any network device belonging to East Rochester School District.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- For security and network maintenance purposes, authorized individuals within East Rochester School District may monitor equipment, systems and network traffic at any time.
- East Rochester School District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. See the East Rochester School District Password Policy for full details.
- All hosts used by the employee that are connected to the East Rochester School District Internet/Intranet/Extranet, whether owned by the employee or East Rochester School District, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, spy ware, or other malicious code.

Unacceptable Use

- The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).
- Under no circumstances is an employee of East Rochester School District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing East Rochester School District-owned resources.
- The lists below are by no means exhaustive, but attempt to provide a framework for activities that fall into the category of unacceptable use.

System and Network Activities

- The following activities are strictly prohibited, with no exceptions:
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by East Rochester School District.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which East Rochester School District or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using an East Rochester School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

Parents/guardians who object to their children having Internet access may write to Principal Harold Leve (K-6), requesting that the student be given alternate assignments and be barred from recreational Internet use.

PASSWORD POLICY

Overview

Passwords play a very important role in computer security. They are the front line of defense for user accounts and a poorly chosen password may result in the compromise of East Rochester School District's entire network. As such, all East Rochester School District students and employees (including contractors and vendors with access to East Rochester School District systems) are responsible for taking the appropriate steps, as detailed below, to select and secure their passwords.

Purpose

The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change of those passwords.

Scope

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any East Rochester School District facility, has access to the East Rochester School District network, or stores any non-public East Rochester School District information. This includes, faculty, staff, teachers, and students.

Policy

Password Requirements

- Applied to Entire East Rochester Schools Domain (Faculty, Staff, Teachers, Students):
 - Maximum Password age: 90 days
 - Minimum Password age: 1 day
 - Minimum Password length: 6 characters
 - Account Lockout duration: 10 minutes
 - Password complexity required: Enabled
 - Account Lockout threshold: 6 invalid logon attempts
 - Reset account lockout counter after: 10 minutes
 - Password History: 2 passwords prior
- Applied to students grade K-4:
 - Maximum Password age: No maximum age
 - Passwords are selected and preset by IT Administrators
- Applied to IT office:
 - Maximum Password age: 90 days
 - Minimum Password age: 4 day

- Minimum Password length: 8 characters
- Password complexity required: Enabled
- Account Lockout duration: 30 minutes
- Account Lockout threshold: 6 invalid logon attempts
- Reset account lockout counter after: 30 minutes
- Password History: 2 passwords prior
- Applied to domain service accounts
 - Minimum Password length: 12 characters
 - Password complexity required: Enabled
 - Account Lockout duration: 30 minutes
 - Account Lockout threshold: 3 invalid logon attempts
 - Reset account lockout counter after: 30 minutes
 - The IT administrator will manually change domain service account passwords yearly.

Guidelines

Password Construction Guidelines

Passwords are used for various purposes at East Rochester School District. Some of the more common uses include: Windows user accounts, web accounts, email accounts, voicemail password, wincap accounts and local router logins. Everyone should be aware of how to select strong passwords.

Poor, weak passwords have the following characteristics:

- The password contains less than 8 characters
- The password is a dictionary word (English or foreign)
- The password is a common word such as:
 - Family name, pets, friends, co-workers, etc.
 - Computer terms and names, hardware, software, commands, sites, companies,
 - The words "East Rochester School District", "schooltool", etc or any derivation.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123456, etc.
 - Any of the above preceded or followed by a digit (i.e., password1, 1password)

Strong passwords have the following characteristics:

- Are "unicase"; meaning they contain both upper and lower case characters (i.e., a-z, A-Z)
- Includes digits and punctuation characters as well as letters i.e., 0-9,!@#\$%^&*()_+|~-=\`{}[]:~<>?.,./)
- Are at least fifteen alphanumeric characters long and is a pass phrase (OhmyL00kAtTh3TIM3!)
- Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or some other variation.

NOTE: Do not use these examples as passwords!

Password Protection Standards

Do not use the same password for East Rochester School District accounts as for other non-East Rochester School District access (i.e., personal ISP account (at home or other), home computer accounts, other personal email accounts, option trading, benefits, etc.). Additionally, where possible don't use the same password for different East Rochester School District access needs.

Do not share East Rochester School District passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential East Rochester School District information.

There may be times where non-critical passwords (such as Schooltool, Windows login, Lotus Notes email) may be requested by the IT staff to assist in the administration of an account. Under these circumstances it is appropriate to share the account password with the IT staff. If the account owner has any questions or concerns about releasing their account password to the IT staff, they are to contact the IT director to verify such actions. Critical passwords, such as those used for Wincap Database access, as well as other highly secure areas are NOT to be shared with anyone including IT staff members.

Here is a list of "don'ts":

- Don't reveal a password over the phone to anyone outside the IT department
- Don't reveal a password in an email message
- Don't reveal a password to a boss
- Don't talk about a password in front of others
- Don't hint at the format of a password (i.e., "my family name")
- Don't reveal a password on questionnaires or security forms
- Don't share a password with family members
- Don't reveal a password to co-workers while on vacation

If someone demands a password, refer them to this document or have them call someone in the Information Technology Department.

Do not use the "Remember Password" feature of applications

Again, do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.

If an account or password is suspected to have been compromised, report the incident to the IT office and change all passwords.

LOST AND FOUND:

Students are discouraged from bringing large amounts of money, valuable jewelry or expensive clothing to school. Bike racks are available and students should bring locks to secure their bikes. While the school takes every measure possible to protect students from the loss of items, it cannot assume any responsibility in the event of a loss. **Please be sure to label all clothing, personal property and lunch boxes. Also, please provide a lock for your child's bicycle.**

PARENT/TEACHER CONFERENCES:

Conferences are designed to let you know how your children are doing. Teachers realize they cannot do the best possible job of educating each child without the help of the parents.

Two-way communication is very valuable. Parents can provide insights that will help the child's learning. Teachers can offer suggestions on how parents can help at home. Often the best way to discuss such matters is during an informal face-to-face meeting. It gives both you and the teacher an opportunity for full exploration of your children's progress at school.

PHOTO RELEASE FORM:

The District has created a Photo Release Form that will be sent home. If you **do not** give permission to use pictures of your child in school-related activities or show your child's work in printed or electronic publications, you will need to complete and return the form. If no form is returned, it will be assumed that we may take pictures and display work for publicity purposes. Should, by some chance, you not receive the form, please contact your child's teacher or the main office.

PLACEMENT PROCESS:

During the month of May, we begin our placement process for the following year. Much time, energy and expertise is expended in the hope that we will be able to find an excellent placement for your child as well as quality classroom compositions.

Parent Input Forms will be included in your student's third quarter report card. **No specific teachers or programs may be requested.**

Notification of class assignment will be mailed to your home in early August. If a parent has a concern about the placement before school begins, those concerns should be expressed **in writing** and sent to the building administrator. Should a placement concern arise after the school year begins, the issue should be addressed with the classroom teacher. If unresolved, a building administrator should be contacted.

PLAYGROUND:

Please be reminded that this is **NOT** a supervised area before and after school. Students wishing to play before or after school need to be accompanied by a parent/child care provider.

PROBLEM SOLVING:

Students succeed best when parents, teachers and principals work together. Because our children learn by our example, we have a special responsibility to demonstrate to them how problems can be constructively resolved. That shouldn't change because of a problem or disagreement at school.

The key to feeling more comfortable is knowing how to approach the problem and knowing where to go for help. In general, most problems can be resolved if people treat each other with dignity and respect.

For problems concerning a specific teacher or a child's performance in a specific grade, follow these steps:

1. Always discuss the issue with your child's teacher first.
2. If the problem is not resolved to your satisfaction, the next step is to contact your school assistant principal or principal.

P.T.A.:

Each year the P.T.A. (Parent/Teacher Association) solicits your membership in its organization. Most of the membership donations are used to maintain membership in

the State organization. P.T.A. is constantly seeking new members and is always happy to have interested parents become members of its committees or to attend the business sessions to provide the P.T.A. with new ideas.

RADIOS, WALKMANS, IPODS, MP3 PLAYERS, CELLPHONES, ETC.:

Electronic equipment may not be used in the elementary school. All equipment should be stored in lockers, book bags or classroom cubbies during the regular school day. Items that interfere with the teaching and learning process will be confiscated. Confiscated items will be returned to the student or a parent at the end of the school day.

TOYS AND OTHER DISTRACTIONS

It is important that students know that school is a place for learning and focus. Toys, stuffed animals, and other distractions are to be left at home or securely stored in book bags for the entirety of the school day. Children who attend before/after school programs for care may bring these items, but they are to be secured for the day in his or her book bag. On special occasions, as noted by the classroom teacher, it may be necessary to bring in these items as part of their educational program. These situations, though rare, are acceptable times to bring these items to school.

RELEASE OF INFORMATION:

Unless the cumulative record contains information to the contrary, it is assumed that separated parents have joint custody. In the event of joint custody and where the information is available concerning addresses, etc. Both parents will be provided copies of all report cards, test notices, etc.

REPORT CARDS:

When your child brings home his/her report card, you are asked to sign and return it. If your child is absent on the day that the cards are distributed, it will be held in the classroom. We respect your child's privacy. Year-end report cards will be issued to students who have completed obligations to the school. This includes returning all library books and settling all debts.

SAFETY:

In an effort to foster a safe learning environment, we will minimize traffic by adults, known or unknown, throughout our building. In order to do this, we are requesting your compliance with the following:

- ◆ When you escort your child to school, please see them safely to the entrance area and allow them to enter on their own.
- ◆ If you need to pick-up your child before school is dismissed, you must come to the Elementary Office. **No student will be dismissed directly from the classroom.**
- ◆ At dismissal time, please meet your child outside.
- ◆ When entering school, for any reason, you must first report to the office and sign in.
- ◆ Please be reminded that we will only release to people who have been given permission by the parent.

It is important that the office, and teacher, be notified as soon as possible of any change in phone number, address, or name. It is also important to notify the school of a change of sitters or an emergency number change.

STUDENTS' ENTRY LOCATIONS:

8:10 A.M. DAILY

KINDERGARTEN:	PRESCHOOL ENTRY
FIRST GRADE:	ELEMENTARY SCHOOL ENTRY SIDEWALK
SECOND GRADE:	ELEMENTARY SCHOOL ENTRY SIDEWALK
THIRD GRADE:	CURRICULUM OFFICE ENTRANCE
FOURTH GRADE:	DOOR BETWEEN ELEMENTARY ENTRANCE AND CURRICULUM OFFICE ENTRANCE
FIFTH GRADE:	SIDEWALK AREA TO THE RIGHT OF THE CURRICULUM OFFICE ENTRY
SIXTH GRADE:	CURRICULUM OFFICE ENTRY

STUDENT RECORDS:

Student records are available for inspection and review to person(s) in legal custody of a student under 18 years of age. Records are classified as confidential and may not be released or made available to persons other than person(s) in legal custody or students 18 years of age or older without written consent of such person(s) or student. Exceptions to this rule are school employees and officials, and certain state and federal officers who have a legitimate educational need for access to such records in the course of their employment.

SUBSTITUTE TEACHERS:

Our schools are fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. Substitute teachers are important members of our school district and should be respected as such. All students are asked to be polite, helpful and considerate to our substitute teachers.

THREATS:

Faculty and staff will undertake the enforcement of the District Code of Conduct. It is important to note that threats are not tolerated. Any threat to "kill", bring a weapon and/or physically harm, etc. will result in a suspension from school.

VISITORS:

All visitors to the school must report to the office and sign in upon arrival at the school. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) so that class disruption is minimal. Teachers are expected NOT to take class time to discuss individual matters with visitors.

YOUTH ACTIVITY CENTER:

The Youth Activity Center's purpose is to provide a facility where teens can gather in a safe environment to socialize with friends and can engage in educational, recreational, and community service activities. The Center is open for students in grades 6-12.

Grade 6-8 Hours:

Monday and Wednesday—3PM-6PM

Friday—6PM-8PM

Saturday—6PM-8PM

IN CLOSING...

Welcome back to school. We are looking forward to an excellent year of teaching and learning together. Please remember to always do your best and take responsibility for your actions and work.

Remember our school rules:

Be Safe

Be Responsible

Be Respectful