

2015 - 2016

STUDENT/ PARENT HANDBOOK

JAMES E. LANIGAN SCHOOL

59 Bakeman Street

Fulton, New York 13069

(315) 593-5470 (Phone)

(315) 593-5599 (Fax)

Mr. Jeffrey B. Hendrickson
Principal



LANIGAN ELEMENTARY SCHOOL

Dear Parents/Guardians,

Welcome to the 2014-2015 school year at Lanigan Elementary School! I am looking forward to a year full of excitement, achievement, and success for everyone at Lanigan. A new year brings new faces and new adventures for everyone. We welcome some new teachers in our building: Miss Lockwood is teaching Kindergarten, Mrs. Brassard is teaching first grade, Mrs. Stoddard and Mr. DePoint are teaching in sixth grade, and Mrs. Cook-Lynch and Miss Pasik are Special Education Teachers. Mrs. White has also joined us as a part time reading teacher.

Many of the programs and procedures that were in place here at Lanigan will remain the same. We will continue to follow the philosophy of Positive Behavior Interventions and Supports (PBIS). You will see posters of the four school wide expectations throughout the school. They are: **Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver.** The children learn what these expectations mean for them as students here at Lanigan as well as how these four expectations will serve them for a lifetime.

The building goals for staff this year focus on academic achievement, promoting positive behavior and following expectations, and continuing to make positive connections with parents to promote student learning. There are a variety of opportunities for everyone to be involved in our children’s education. Please consider how you can take more of an active role at school; chaperone a field trip, volunteer in the classroom, attend parent teacher meetings, help with the book fair, or even work that can be done from home. You, as parents, play a huge role in the educational success of your children. All of these things, along with a positive attitude about school, help your child be even more successful in school.

As always, our staff will work hard to provide your children with an education that includes both a focus on academics as well as character building and social education that help to ensure success for a lifetime. I know that the high expectations for Lanigan are well-deserved and will continue to produce great results for all students! Have a great year!

Sincerely,

Jeffrey Hendrickson
Principal
Lanigan Elementary School

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



I have read and understand the contents of this handbook.

Parent Signature and Date

Student Name(s)

Teacher(s) and Grade Level(s)

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BOARD OF EDUCATION

Mr. David Cordone	President
Mr. Dan Pawlewicz	Vice President
Mrs. Barbara Hubbard	Clerk
Mrs. Christine Plath	Member
Mr. David Carvey	Member
Mr. Tim Crandell	Member
Mr. Robert Briggs	Member

The regular monthly meetings of the Board of Education are held the second and fourth Tuesday of each month at 7:30 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. Stephanie Maturo	Director of Technology	593-5582
Mr. Thomas Greer	Director of Personnel	593-5538
Mr. Christopher Ells	Director of Health, Physical Ed., & Athletics	593-5525
Mr. Jerry Seguin	Director of Facilities, Operations & Transp.	593-5514
Mrs. Katherine Adams	Director of Special Instructional Programs	593-5522
Mrs. Geri Geitner	Director of Student Support Programs	593-5547
Mr. Daniel Carroll	Director of Instructional Support Services	593-5545
Mrs. Terry Warwick	Director of School Nutrition	593-5516

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

The mission of James E. Lanigan School is to provide a supportive environment which will empower all students to invest in their learning and be motivated to acquire and develop 21st Century skills in order to be successful citizens of our home and school communities.

Our Beliefs:

- ◆ We believe all students can learn and grow. Student learning is the collective responsibility of students, staff and families.
- ◆ We believe that individual student needs are valued and supported through differentiated instruction and interventions.
- ◆ We believe students are safe and supported in their learning by the collaborative efforts of staff, other students, administrators, families, and the surrounding Lanigan community.
- ◆ We believe data are used to guide the learning experiences for each student with appropriate support and services.

Our Lanigan Pledge:

I came to school today to learn. My goal is to be respectful, responsible, a problem solver and safe. I will use my common sense to make good decisions and have a successful day.

PBIS

PBIS (Positive Behavioral interventions and Supports) 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 traits such as:

- Respect
- Honesty
- Empathy
- Responsibility
- Self-Control

Please watch for information that will come home related to our character traits. 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.

Fulton City School District 2015-2016 Instructional Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th colspan="7">September 2015</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p>Sept 2-Teacher Orientation Day Sept 3-Staff Development Day Sept 7-Labor Day Sept 8-Classes Begin Sept 30-Collaboration Day-early release</p>	September 2015							Su	M	Tu	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th colspan="7">October 2015</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>Oct 12-Columbus Day Holiday Oct 30-Collaboration Day-early release</p>	October 2015							Su	M	Tu	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th colspan="7">November 2015</th> </tr> <tr> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Nov 3-Staff Development Day Nov 11-Veterans' Day Holiday Nov 20-Elem Conferences-No School Elem Nov 26-27-Thanksgiving Recess</p>	November 2015							Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
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Revised: August 11, 2015
Approved: August 25, 2015

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 8:50 AM are also 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 and television stations:

Radio Stations:

- 570 AM WSYR
- Y94 FM
- 107.9/B104.7
- 105.5/100.9

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

Television Stations:

WSTM - TV 3 WIXT - TV 9
WTVH - TV 5 YNN - TV 10

Oswego County Today - Dave Bullard

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 or 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.

PARENTS ARE REQUESTED TO CALL THE SCHOOL AND REPORT ANY STUDENT ABSENCE. WE ARE CONCERNED ABOUT THE SAFETY OF YOUR 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 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* is the student has had no more than one absence or has missed only a portion of a day.

The criteria 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. a close friend, grandparent, aunt or uncle, etc. accompany the child on field trips 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 a 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 8:40 AM - 3:20 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 8:30 AM.** Students will not be allowed in the school until 8:40 AM unless they are having breakfast at school. Bus students will enter school upon arrival. Breakfast will begin at 8:15 AM.

LUNCH SCHEDULE

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

CAFETERIA

Breakfast and lunches are available to all FCSD students. Student lunches (Grades K-8) costs \$2.25, breakfast (Grades K-8) costs \$1.50. A carton of milk only is \$.60 cents and available in skim fat-free white or skim fat-free chocolate. The cost of an adult and non-district student lunch is \$4.00. For more information, please call the district school lunch office at 593-5516.

FREE AND REDUCED LUNCHES

At the beginning of the school year, *Free and Reduced Price School Meal* 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.

TELEPHONE

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

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.

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 when they are in need of school supplies.

LIBRARY BOOKS

J. E. Lanigan Elementary is fortunate to have an excellent 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 7:15 AM until the last activity of the evening. All visitors must use the intercom/camera system to state the purpose of their visit prior to being allowed into the school. After entrance into school, please sign in and receive a visitor's tag. The tag allows the visitor to go only to the designated area within the school after first obtaining permission from the main office.

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 / ELECTRONIC ITEMS TO SCHOOL

The school does not encourage students to bring personal items from home. Communication tools and electronic devices, including cell phones, iPods, and hand held video gaming devices, etc. must be turned off and put away during the school day.

The school will not be held responsible for loss or damage. If a student does not comply with these rules or with other directions given by a staff member regarding these items, the item will be taken for the day. If a student does not comply after the first offense, the item will be held in the office until a parent or guardian can pick it up. Please do not send valuables to school unless the teacher is aware and has given permission.

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 students 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 Wednesday following the close of the ten-week period. Parent/Teacher Conferences will be held following the first and third reporting periods.

STUDENT RECOGNITION

Student recognition is important and we like to recognize our Lanigan students for their various accomplishments; such as their academic achievement, good attendance, and positive behaviors. Recognition of their accomplishments is often rewarded within the classroom, our school community and our through our PBIS program.

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 through various volunteering opportunities.

PARENT INVOLVEMENT

The active involvement of parents/guardians is an important part of the educational process. Opportunities to become involved at Lanigan Elementary School include:

- Attending parent group meetings
- Attending orientation meetings (Kindergarten and UPK)
- Chaperoning field trips
- Participating in parent-teacher conferences
- Volunteering in the classroom

A full copy of the Fulton City School District's Parent Involvement Policy may be found on the district's web site.

SITE BASE PLANNING COMMITTEE

The Lanigan Site Based Committee is a collaborative planning group made up of teachers, administrators, parents, and community members who work cooperatively to improve programs at Lanigan

School. Site Based meetings take place on the third Thursday of each month from 4:00pm to 5:00pm in the Lanigan Media Center. 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.

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.
 - f. no horseplay

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 student 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.
20. follow all district policies regarding personal conduct and safety.

Board Policy: 5320.0R

Replaced: 8414.3R1 (01/24/2012)

Approved: August 28, 2001

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.

BEHAVIOR INFRACTION REFERRALS

When students do not meet our building's behavioral expectations, a Behavior Infraction Referral may be used by staff members. Referrals are used to document behavior and to communicate between school and home. Behavioral infractions are divided into two sections: "Minors" and "Majors". Minor infractions are low-level behaviors that might disrupt the learning of others but are dealt with by the staff member. These behaviors are documented but the student is not sent to the office.

Major infractions are those that cannot be managed within the classroom and require administrative intervention. These would result in the student being sent to the office.

The data gathered by our referrals help staff identify students needing support and re-teaching of our behavioral expectations. Re-teaching occurs regularly throughout the year during our PBIS celebrations and during booster sessions within the classroom.

INFRACTION CONSEQUENCES

In accordance with our District's Code of Conduct, the following will be considered when determining appropriate disciplinary consequences:

1. The student's age/grade
2. The nature of the offense and the circumstances that 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

Consequences may include:

1. Verbal warning
2. Written warning
3. Loss of privileges (i.e. lunch/recess/free time restriction)
4. Written notification to parent
5. Suspension from transportation
6. In school suspension
7. Out of school suspension
8. Superintendent's hearing

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.

NON - SMOKING POLICY

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

Lanigan Elementary Behavior Matrix

	Be Respectful	Be Responsible	Be A Problem Solver	Be Safe
Lanigan Building	<ul style="list-style-type: none"> Follow adult direction Use kind words Use appropriate language Observe voice levels Take care of school property 	<ul style="list-style-type: none"> Tell an adult when you have a problem Follow adult directions 	<ul style="list-style-type: none"> Use "Stop Walk Talk" to solve a problem before going to an adult Seek help from an adult for problems you can't solve Seek immediate help from an adult help for safety concerns Think before you act 	<ul style="list-style-type: none"> Keep hands and feet to self Use property/materials as directed Report incidents of bullying/harassment to an adult
Classroom Special Areas Therapy Services	<ul style="list-style-type: none"> Be a good listener Ask to use materials of others Wait your turn to speak Understand and accept individual differences Respect school property Raise hand before speaking Observe "Voice Levels" 	<ul style="list-style-type: none"> Be prepared Arrive on time Participate Do your best Use classroom materials appropriately Accept consequences of behavior 	<ul style="list-style-type: none"> Follow classroom procedures and expectations Stop rumors 	<ul style="list-style-type: none"> Walk in school Keep your materials in your own area Use classroom materials appropriately Keep all chair legs on the floor Follow emergency procedures
Hallway/ Common Areas Including: Lockers Lunch Line	<ul style="list-style-type: none"> Respect others' space Close lockers quietly Move in a timely fashion to where you are going Voice Level = 1 	<ul style="list-style-type: none"> Take care of your belongings Go directly to where you are supposed to be. 	<ul style="list-style-type: none"> Seek out adults if problems arise 	<ul style="list-style-type: none"> Walk to the right Maintain personal space
Restroom	<ul style="list-style-type: none"> Knock on stall door Give privacy to others Respect school property Voice level = 1 	<ul style="list-style-type: none"> Flush toilet Exhibit good hygiene Keep visit short Go directly to and from your destination 	<ul style="list-style-type: none"> Report any problems to an adult 	<ul style="list-style-type: none"> Wash hands with soap Keep water in sink Put towels in garbage Keep bathroom clean
Cafeteria	<ul style="list-style-type: none"> Use appropriate language when talking to peers and adults Say "please" and "thank you" Voice level = 2 	<ul style="list-style-type: none"> Stay in line Clean your space and take care of your possessions Raise hand for help Throw trash away 	<ul style="list-style-type: none"> Stop rumors Make good choices about who you sit with 	<ul style="list-style-type: none"> Walk and move carefully Sit in seat until dismissed Food stays in cafeteria Keep food to self Report spills to an adult

	Be Respectful	Be Responsible	Be A Problem Solver	Be Safe
Bus Room	<ul style="list-style-type: none"> Voice level = 1 	<ul style="list-style-type: none"> Listen for your bus to be called Keep your belongings in your space 		<ul style="list-style-type: none"> Stay in your bus line Walk to bus
Bus	<ul style="list-style-type: none"> Keep bus clean Respect property Voice level = 1 	<ul style="list-style-type: none"> Be polite to driver and others Get off bus at correct stop 	<ul style="list-style-type: none"> Report problems to the bus driver Take care of yourself 	<ul style="list-style-type: none"> Remain seated Hands and feet to self Go directly to seat Keep aisles clear
Special Events/Assemblies	<ul style="list-style-type: none"> Listen Applaud when appropriate Sit on bottom so those behind you can see Help those around you to stay quiet Voice level = 0 	<ul style="list-style-type: none"> Be a good participant Follow adult direction 	<ul style="list-style-type: none"> Report safety problems immediately 	<ul style="list-style-type: none"> Sit in your assigned area Walk to and from your seating area When carrying chairs held by seat
Emergency Situations	<ul style="list-style-type: none"> Remain silent Voice level = 0 	<ul style="list-style-type: none"> Follow directions on the first request Listen for direction 	<ul style="list-style-type: none"> Remain calm 	<ul style="list-style-type: none"> Follow directions of adult
Playground/ Recess	<ul style="list-style-type: none"> Display good sportsmanship Include everyone Listen to the person in charge Walk back into the building quietly Voice level = 2/3 	<ul style="list-style-type: none"> Stay in designated areas Take care of your belongings Line up to come in on the first request 	<ul style="list-style-type: none"> Play fairly Follow game rules 	<ul style="list-style-type: none"> What is on the ground stays on the ground Use equipment properly Be aware of activities and games around you

BEHAVIOR INCIDENT DOCUMENTATION

Student Name: _____ Grade/Classroom Teacher: _____

Person Making Referral: _____ Date of Incident: _____ Time: _____

Location (check one): Classroom Hallway Playground Assembly/Field Trip Cafeteria Bus
 Bus Loading Zone Gym Art Music Library Computer Lab Office Bathroom

Others Involved (check one): None Peers Teacher Staff Substitute Unknown

**MAJOR BEHAVIOR
INFRACTION**

(Administrative Review Required)

CHECK ONLY ONE:

- Abusive Language
- Physical Aggression
- Overt Defiance
- Disrespect
- Lying/Cheating
- Fighting
- Harassment
- Bullying/Cyberbullying
- Major Disruption
- Property Damage/Vandalism
- Forgery/Theft
- Acceptable Use/
Technology Violation
- Out of Assigned Area
- Use/Possession of:
 - Drugs
 - Weapon
 - Tobacco
 - Alcohol

**MINOR BEHAVIOR
INFRACTION**

(Addressed by supervising adult)

CHECK ONLY ONE:

- Inappropriate Language
- Physical Contact
- Non-Compliance
- Disrespect
- Minor Disruption
- Property Misuse
- Dress Code Violation
- Electronics/
Technology Violation

PERCEIVED MOTIVATION

(Complete for Majors and Minors)

CHECK ONLY ONE:

- Obtain Peer Attention
- Obtain Adult Attention
- Obtain Items/Activities
- Avoid Tasks/Activities
- Avoid Peer(s)
- Avoid Adult(s)

This is the 3rd minor behavior
infraction in one week.

REFERRING STAFF ACTION AND INTERVENTIONS		
<i>(Check all that apply to this incident)</i>		
	ACTION	Date(s)
<input type="checkbox"/>	Student Conference	
<input type="checkbox"/>	Parent Contact	
<input type="checkbox"/>	Re-teaching	
<input type="checkbox"/>	Mediation	
<input type="checkbox"/>	Loss of Privilege	
<input type="checkbox"/>	In class "Cool Down"	
<input type="checkbox"/>	Consultation with other staff/principal	
<input type="checkbox"/>	Behavior Contract	
<input type="checkbox"/>	Intervention Team Referral	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>		
<input type="checkbox"/>		

INCIDENT DESCRIPTION: _____

Administrative action taken: Student Conference Time in Office

Loss of Privileges: _____ Detention/Restriction: _____

Parent Contact Date/Time: _____ Bus Suspension Date(s): _____

ISS Date(s): _____ OSS Date(s): _____

ADMINISTRATOR'S COMMENTS: _____

Administrator's Signature: _____ Date: _____

Revised August 2014

VADIR CODE:

2015 - 2016

FULTON CITY SCHOOL DISTRICT

CODE OF CONDUCT

To view the Fulton City School District's Code of Conduct on-line,
please refer to our website at:
www.fulton.cnyric.org/schools/lanigan



Fulton City School District ~ School Parent/Guardian Compact

The school and parents/guardians are committed to working cooperatively to provide for the successful education of our children.

We, the parents/guardians, are committed to:

- Collaborating with constituent groups to build a positive school community for students, parents, and staff.
- Being active in our children's school and being supportive of their learning and development.
- Requesting, as needed, information and support from the school staff and local agencies to support our children's development.
- Supporting our children's education through monitoring and assisting our children in attendance, homework, and school performance.
- Communicating with our children's teachers about their educational needs.
- Participating in school activities and committees to support our children and school.

We, the school district, are committed to:

- Sharing appropriate program information (including Title I) with parents during the school's Open House night and throughout the school year.
- Offering parents opportunity to plan, review, and improve school programs through the site-base committee.
- Providing parents with assessment results for their children.
- Providing high quality curriculum and instruction for our children's educational programs.
- Providing communication between teachers and parents through parent-teacher conferences, frequent reports to parents on their children's progress, access to staff, and opportunities to participate in their children's school activities.
- Assuring that parents may participate in appropriate parent workshops and appropriate educational activities.

August 2011

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 fundamental to preparation of citizens and future employees. The Board of Education 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 City School District will 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 libraries, databases, and electronic bulletin boards; and to locate material to meet their educational information needs.

Students and their parents/guardians will be notified of students' responsibilities when using electronic information resources. The Board of Education requires students and their parents/guardians 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 handled and policies 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: 1420.0, Complaints about Curricula or Instructional Materials
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: May 19, 2010
Approved: June 22, 2010

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/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 (e-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/guardian 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/guardian 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

Rewritten: February 15, 2012

Approved: April 24, 2012

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
11/9/04

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 as soon as possible.

Student Name (Please Print)

Parent Signature

Name of Teacher

Date