

Office Phone:
906-214-4695 ext. 320

Forest Park Elementary Handbook

Office Personnel:

- Christy Larson, Superintendent
- Jackie Giuliani, K-12 Principal
- Teresa Kudwa, Administrative Assistant

Elementary Staff:

Bobbie Jo Anderson
Ashley Bortolini
Lisa Cousineau
Samantha Dalton
Claire Davis
Ian Hansen
Jean Hietala
Megan Miatech
Desiree Nordstrand
Kim Nurmi
Lauri Patterson
Lisa Santi
Chelsea Skogman
Allison Soderberg
Janice Stacy
Chandra Ziegler

Pre-Kindergarten Staff

Kayla Peterson
Deborah Bendick

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Forest Park School District
801 Forest Parkway
Crystal Falls, MI 49920

Elementary Discipline Policy

We believe that learning is a continuous process and while learning is not confined to a school building, it is the primary function of the school. The school must evolve a certain set of rules and regulations to guide its participants for learning to take place. These rules should reflect a balance between the rights and responsibilities of the student, and the rights and responsibilities of the group. They must promote an environment conducive to

effective and efficient learning, mutual respect, and cooperation between and among all segments of the school community. The Elementary discipline policy found at the back of this handbook will focus on the development of self-discipline that will express itself in responsible and appropriate behavior. The implementation of the policy will be fair, firm, and consistent, and all students and guardians

will be made aware of the consequences of irresponsible and inappropriate behavior. The Forest Park staff believes self-discipline is a learned behavior and needs to be taught at home, school, and within the community. The child learns through experience and imitation of those around him. It is our responsibility as a team to encourage and support this behavior.

Please see the attached discipline guidelines

Arrival and Departure Times

Kindergarten – 5th grade ENTER through DOOR

#1. All students are expected to arrive at school **no earlier** than **8:00 a.m.** Breakfast begins in the classroom at 8:00 a.m. and is free to all students. **Breakfast is not available after 8:15 a.m.** The official school day for grades K-5 begins at **8:20 a.m.** and ends at **3:10 p.m.**

Departure Protocol

When picking your child up after school, parents will need to meet their child **outside**, not inside

on the ramp. It is your responsibility as a parent to **communicate this protocol information with grandparents or other caregivers** that pick your child up from school. Please make sure you have set a specific pickup point with your child, and that you meet him/her there consistently. If you would like to talk with the classroom teacher, please check in the office for teacher availability. You may need to schedule a conference time.

Mid-day Departures

If you need to pick your child up for an appointment or for illness reasons, please call the office and your child will be brought out to Door #1.

If you bring your child to school later than the scheduled time, you must “buzz” in on the intercom and we will come and get your child at Door #1.

Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers.

TITLE IX OFFICERS

Christy Larson, Superintendent
Jackie Giuliani, K-12 Principal
Harold Payne, Guidance Counselor
Lisa Olson, Athletic Director

District 504 Officer

Jackie Giuliani, K-12 Principal

Forest Park Schools,
801 Forest Parkway
Crystal Falls, MI 49920

Attendance

Regular attendance is expected of all students. Parents are expected to call the school if their child is absent by 9:00 a.m. If phone contact is not made, please send a signed and dated excuse.

*****Do not text your child's absence to school personnel.*****

Absence for reasons such as vacations or other non-school activities should be prearranged with the

office and teachers. Whenever possible, make dental and medical appointments outside school hours. Excessive absences will be reported to the proper authorities.

Excessive absences will follow the policy found on the last page of this handbook.

School Delays & Cancellations

School closings and delays are announced on TV-6 and

radio station WIKB-FM (99.1) The

Forest Park Power Announcement program will also give parents the option of being notified by voicemail, text, and e-mail. Parents are reminded to update contact information in Power School.

It is also important to instruct your student as to what to do if school must be dismissed early. Please do not ask him/her to call you from school, as we are unable to accommodate such requests.

Special Services

Speech/Language Therapy- This is provided to children with needs in the following areas: articulation and fluency which make actual speaking difficult; language problems involving vocabulary, grammar and auditory skills; and phonological awareness disorders which make it difficult to read. With these services an Individualized Plan is developed and conferences are held.

Title I-This is a school wide program which offers students extra help in the core subject areas. Several criteria, such as low state testing scores, STAR and/or DIBELS testing results, parent input, poor grades, and teacher referrals are used to determine which students are eligible for help. Any student throughout the year may receive some kind of assistance from the Title I personnel.

Special Ed/Learning Disabilities- Students are referred for special education services. If testing shows that services are needed, an Individual Education Plan is created with the parents, student, teacher, ISD staff, and school administration. Students who qualify for special education will attend a resource room for assistance or receive assistance within the classroom.

Athletic Contests

Any Forest Park elementary student attending athletic or extra-curricular contests or events after school hours *****MUST BE ACCOMPANIED BY AN ADULT.*****

If found in the building

after school hours or unsupervised at an athletic event, the student will be told to leave the building immediately. Repeated offenses will result in permanent removal from all after school non-academic

activities held within the school building. It is the parent's responsibility to transport their child to an activity when it is being held later than 3:15 p.m. A child will not be permitted to wait in the building for an activity to begin.



Accident/Illness Medication Procedures

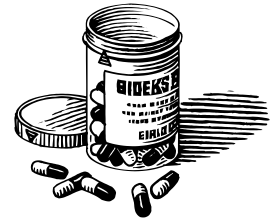
In the event that a student is injured or becomes ill while at school, he/she is taken to the school office, and information from their emergency card is used to contact parent/guardians or authorized individuals. In cases of extreme emergency, students will be taken to the hospital emergency room and parent/guardian will be contacted. The hospital will determine how treatment will proceed. **It is imperative to have reliable phone numbers on file.**

MEDICATIONS

Taking medication during school hours or during school-related activities is prohibited unless a student's licensed health care provider and a parent/guardian believe that it is necessary for the student's health and well-being. The parent/guardian must request that the school dispense the medication to the child by completing a Medication Authorization Form. No school district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed form is submitted by the student's

parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medicine on school grounds or at a school-related function other than as provided for in this procedure. The medication will be dispensed as prescribed by the health care provider.

A student may possess an epinephrine auto-injector and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided that the parent or guardian has completed the medical authorization form.



Breakfast/Lunch Program

Forest Park offers free breakfast to any student from **8:00 a.m. until 8:15 a.m.** All students stay at school for lunch. The lunch program provides students a hot meal and milk. Lunch money is due on a weekly basis. However, parents should prepay for meal purchases for up to a month or longer. Please do not treat your child's lunch card as a credit card. A family should always have money in the account so your child is not charging lunches. When a family's balance of **-\$25.00** is incurred, the student will be served an alternative reimbursable

meal until the account is brought up to date. **All parents are encouraged to take advantage of the free and reduced price meal programs if there is any possibility that they may qualify.**

Application forms to determine eligibility for free or reduced meal prices are available in the elementary office. These forms are accepted throughout the school year. All information is kept confidential. Forms are mailed home to every household at the beginning of each school year. An online payment system called RevTrak is available to pay lunch bills

with a credit or debit card with no fee.

Daily Lunch Rate

Elementary Students

\$2.60

Middle & High School Students

\$3.10

Extra milk **\$.40**

Extra entrée **\$1.45**



"To eat is a necessity, but to eat intelligently is an art."

La Rochefoucauld

Rules for Students Riding Buses

Students will be provided a safe journey to and from school. In order that a condition of safety and reasonable comfort might be provided, all students will abide by the following rules. If a student breaks these rules, the school will discontinue transportation and not be held responsible for transporting the student to

school.

1. Only students officially authorized on a bus may ride.
2. Students must be at or near their pick-up point on time.
3. Use of profanity, fighting, or disrespectful behavior toward the driver or other students will cause suspension of riding privileges.

4. Recognize that the bus driver is the authority on the bus and is responsible for enforcing the expectations for behavior.
5. Recognize that cooperation will promote a safe and pleasant bus ride to and from school.

Telephone

The school office telephone is to be used by the student only in case of an emergency.

***Any after-school activity should be prearranged before the school hours. ***

Parent/guardians are asked to restrict phone messages for their children to emergencies only.

Please see the attached transportation guidelines

Bus Guidelines

Parents and students please note that only students who are designated bus passengers may ride on the school buses. **Also, a student may ride only on his/her assigned bus.** Exceptions will be made only in emergency situations when accompanied by a phone call or note from a parent asking for a special bus pass.

We will not accommodate requests for birthday parties, sleepovers, visits, etc.

Requests to Change Bus Delivery Point

We have experienced an increasing problem with last minute parental requests to deliver students to grandparents, aunts, neighbors, etc., when a parent finds it inconvenient to be at home for his/her return.

This leads to a great deal of confusion at dismissal time and the safe delivery of your child becomes a real concern. Contact the office if your child is going to a sitter on a regular schedule. If that sitter is on a regular bus route, we will do whatever we can to accommodate you. Unless we hear from you, we will plan to deliver your child to his/her home address every day. Smaller busses may not allow us to honor any special transportation requests.

Dress Code

Students are encouraged to observe good health and grooming habits and be neatly dressed. Shorts can be worn in good taste with appropriate weather. Students are not allowed to wear clothing or hats that advertise alcohol, tobacco, or any other illegal substances, or have

questionable printing on them. Bare midriffs are not permitted at any time. No hats are to be worn within the school building. Inappropriate tank tops, spaghetti straps, and muscle shirts are not permitted. Children should come to school appropriately dressed for

the weather. Conditions in this area can change rapidly even during the school day, and parents should dress their children accordingly. **Boots, snow pants, hats, and mittens are required for outdoor winter play.** Students need to stay dry during the winter season and no phone calls are made for wet clothing due to lack of proper attire.

*"Shoot for the moon.
Even if you miss, you'll
land among the stars."*

Les Brown

Community Schools

GSRP Pre-Kindergarten-

This program is designed for children who are four years old by September 1. The class meets four half-days a week, Tuesday through Friday. Various units of interest are examined through multi-sensory activities emphasizing perceptions, small and large motor skills, communication, social and emotional areas, and self-help in preparation for kindergarten.

The morning Pre-Kindergarten students can ride the school bus to school. Parents are required to arrange for pick up of their child at school after class. Afternoon Pre-Kindergarten students are offered transportation home with bus departure at 3:25. All students can enjoy a school lunch daily from 11:20-11:40. We encourage all parents to fill out the free and reduced meal application. You may qualify for reduced meal pricing.

Activities- Community schools offer a variety of activities for students, including the following: Saturday buckets, winter games, spelling bee, and the summer recreation program.

Our students have:

Pride
Organization
Winning Attitude
Effort
Respect



School/Playground Rule
Keep your hands, feet, and mouth to yourself.

Treat others as you would like to be treated.

Parties/Special Occasions/Electronic Devices

Teachers may hold classroom parties for special occasions. Please consider sending healthy snacks and treats for those times. We try to promote healthy eating throughout the school. **Birthday Parties:** If you are having a party for your child at home, you need to mail the invitations or phone parents, unless you are inviting the entire class.

We have hurt feelings if invitations are passed out at school and some children are excluded. **Please do not** ask our teachers/staff to provide class lists, addresses, and phone numbers of students in the class. **NOTE:** Celebration gift items (party balloons, flower bouquets, etc.) will not be delivered to students during the school day.

In the event of such deliveries, the items will be kept in the office until the conclusion of the day.

Electronic Devices

Cell phones and other electronic devices are not permitted for use during the school day. **The school is not responsible for any lost devices.**

Students are allowed to possess electronic devices under the following guidelines.

1. Devices are not to be used during the school day. This includes the lunch period. **When you choose to enter the building in the morning, you choose to start your day. Put your device away immediately upon entering the building.**
2. Devices need to be kept in school lockers / backpacks at all times.
3. During the school day all devices will be turned off.
4. **Devices will not be used in the bathrooms at any time.**
5. **Devices will not be used in the locker room at any time.**

Violations as outlined:

- a. **First violation—cell phone or electronic device taken away and given to Principal for student recovery after school.**
- b. **Second Violation—cell phone or electronic device will be taken away and parent/guardian must recover the device from the Principal.**
- c. **Third violation—cell phone or electronic device will be taken away and recovered in one week by the parent/guardian.**
- d. **Subsequent violations will result in following the insubordination portion of the discipline code.**

Pets At School

Student health issues due to allergies are becoming an increasing concern. Pets will not be permitted in the school building. Much of the animal dander remains in the room/hall long after the animal is gone. If parents have made prior arrangements with the classroom teacher, setting a specific date and time, pets may be used **for show and tell purposes outside of the school building in the designated area set by the classroom teacher.**

Student Evaluations

Parent conferences are held in the fall and spring for all students. This includes a portfolio assessment for grades K-2. Because there is not a written report card for grades K-2, all conferences are mandatory. Parent contact will be made if you are unable to attend. Grades K-2 will receive a written report card in January and June. Grades 3-5 will receive written report cards quarterly. Forest Park uses a standards based report card with grades beginning at the third grade level.

TRUANCY POLICY

The School will implement the following policy if a student incurs either excused absences or unexcused absences as follows

EXCUSED ABSENCES

3 absences in any given class period per semester: School will send warning letter A.

6 absences in any given class period per semester: School will send warning letter B via certified mail or hand delivery and will schedule meeting to sign truancy intervention plan.

10 absences in any given class period per semester: School will contact law enforcement and provide truancy referral form with documentation to law enforcement. School has discretion to waive the policy in extenuating circumstances.

UNEXCUSED ABSENCES

3 absences in any given class period per school year: School will send warning letter A.

5 absences in any given class period per school year: School will send warning letter B via certified mail or hand delivery and will schedule meeting to sign truancy intervention plan.

6 absences in any given class period per school year: School will contact law enforcement and provide truancy referral form with documentation to law enforcement.

**School has discretion to waive the policy in extenuating circumstances.

Parent Involvement

Forest Park welcomes parent volunteers every year. Volunteers must first fill out a release form which gives the school district permission to perform a background check. Please contact your child's teacher if you would like to volunteer in the classroom. If you would like to volunteer in the library or school in general, please contact the elementary office for more information. We are always looking for volunteers to read with children on a weekly/daily basis, as well as, assemble bulletin boards, weed flower beds, assemble mailings, etc.

Visitors

Visitors, particularly parents/guardians, are welcome at Forest Park. In order to properly monitor the safety of students and staff, each visitor is required to report to the school office when they first enter the building and obtain a visitor nametag. Any visitor found in the building without a nametag will be reported to the Principal and escorted to the office. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School. Visitors are not to enter any classroom without first gaining permission from the building Principal. **Parents/guardians are considered a "visitor."**

Student visitors will be allowed for academic purposes only, and must be arranged by a parent, guardian. Such visits must be arranged with the Principal at least two days in advance. Multiple visits by the same visitor will be at the sole discretion of the building Principal. All visitors **MUST** have their nametag in plain view at all times while visiting the school.

Forest Park Elementary Discipline Policy Consequences

Offense	1st Violation	2nd Violation	3rd Violation	4th Violation
CLASS ONE				
1. Unexcused tardy to school/classes (per quarter) Parent's fault.	Record	Record	1. Warning letter sent to parents and the truancy officer at the courthouse.	Step 2 of the truancy process with letter sent to Parent and truancy officer at courthouse.
2. Tardies due to student's fault.	Record	Record	Loss of privileges for one day.	Student will lose privileges for 2 days.
CLASS TWO				
Classroom, library, or lunchroom disruption; Inappropriate dress; Noncompliance with playground rules; Nuisance items used or brought to school; cheating; Inappropriate messages, letterings, graffiti.	Student conference with school administrator; Loss of privileges (up to 1 day), parent contact. Cheating may result in loss or reduction of credit.	Student conference; parent contact; Loss of privileges (up to 2 days).	ISS (1/2-3 days); parent contact; behavior plan may be written; Counselor referral when appropriate.	ISS (1-3 days); parent conference with Forest Park Step-Up Team; behavior plan implemented.
Excessive Absenteeism (10 days); skipping class.	Parent contact; possible make up of time missed in detention.	Parent conference; Student attends after school detention two hours.	ISS (up to 3 days); A conference with parent, Step Up Team and a representative from law enforcement is held to develop a plan.	Juvenile Court Services are notified.
CLASS THREE				
Verbal aggression toward students; Insubordination; Forgery; Inappropriate language or gestures; Indecent exposure of self/others; Harrassment; Bullying; Disruption of the educational process.	Student conference; parent notification; loss of privileges (up to 1 day).	Loss of privileges (2 days); Parent notification by student under administrator's supervision. Counselor referral when appropriate.	ISS (1/2 - 3 days), Student, parent and Forest Park Step-Up Team conference is held. Counselor referral.	OSS (1-3 days); Parent conference; Progressive OSS implemented; Behavior Plan necessary upon reentry into building. Alternative placement considered.

Forest Park Elementary Discipline Policy Consequences

Disrespectful/obscene language directed toward someone-Physical aggression	Student conference, parent notification; loss of privileges up to 1 day or 1/2-1 day ISS.	Parent notification, Counselor referral, FP Step Up Team develops a behavior contract, and loss of privileges up to 1-2 days or 1-2 days of ISS.	ISS (1-3 days); student & parent conference with FP team; behavior contract addressed; Counselor referral mandated.	OSS (3-5 days) with progressive OSS implemented; Parent conference held with FP team; Behavior contract modified.
CLASS FOUR				
Use of or possession of a tobacco product; Stealing; Vandalism; Dispensing over -the-counter medication; Intimidation; Gang related activities.	1-2 days loss of privileges or 1-2 days ISS; Parent conference; Restitution; Counselor referral and law enforcement referral when appropriate.	2 days OSS; parent conference; Restitution; FP Team and law enforcement referral and meeting with parents and child.	Up to 3 days OSS; Parent conference; Behavior contract is developed; Restitutuion; FP Team and law enforcement referral when appropriate.	OSS (5-10 days); Parent conference; Consider alternative educational setting and/or behavioral therapy recommendation.
Violence; Fighting; Physical/verbal aggression toward staff.	OSS and 1-2 days loss of privileges; Parent conference; FP team referral and law enforcement referral when appropriate.	OSS up to 3 days and loss of privileges for extended length of time. Parent conference; Behavior contract is develeoped; FP Team and law enforcement referral when appropriate.	Up to 5 days OSS; Parent conference; Behavior contract addressed; FP Team and law enforcement referral when appropriate.	OSS (7-10 days); Parent conference; Consider alternative educational setting and/or behavioral therapy. Possible expulsion.
When deemed necessary by Administrator and teacher, parents may be required to accompany their child during school sponsored activities or special events when <u>uncontrollable behaviors</u> have been exhibited by their child.				
ISS stands for In-School-Suspension; OSS stands for Out-of-School-Suspension. Detention will occur on the day of the incident from 3:10-4:10.				
Discipline guidelines may be modified by Forest Park Administration and Team as deemed necessary.				
Students with Excessive Absenteeism (10 days) may not be allowed to attend overnight field trips.				

Transportation Discipline Guidelines

<u>Class One</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>	<u>4th Violation</u>
Violation of Safety Procedures Excessive Mischief Unacceptable Language Rude/Discourteous/Annoying Eating/Drinking/Littering	Student Conference with School Administrator	Student Conference with School Administrator, Bus Driver, and Student, with Parent Notification.	Recommended meeting with School Administrator, Transportation Director, Bus Driver, Student, and Parent. 8:00 a.m. or 3:00 p.m. meeting	1-3 day transportation suspension
<u>Class Two</u> Destruction of Property Excessive Mischief beyond class one Unacceptable language beyond class one Rude/Discourteous/Annoying beyond class one Eating/drinking/littering beyond class one	Student conference with School Administrator, bus driver, and student with parent notification.	Recommended meeting with School Administrator, Transportation Director, bus driver, student and parent. 8:00 a.m. or 3:00 p.m. meeting.	1-3 days transportation suspension	3-5 day transportation suspension
<u>Class Three</u> Use of Tobacco Products Bullying Fighting Any continued or excess issues from class one or two	Recommended meeting with School Administrator, Transportation Director, Bus Driver, student and Parent. Possible law enforcement notification. 8:00 a.m. or 3:00 p.m. Minimum 3 day transportation suspension	Meeting with Parents along with Counselor, Administrator, Transportation Director, and bus driver. Possible law enforcement notification. 8:00 a.m. or 3:00 p.m. meeting Minimum 10 day transportation suspension	Minimum 30 day transportation suspension Law enforcement notification.	Immediately contact Law Enforcement. Bus privileges suspended for the year.

Forest Park Technology Plan Appendix B

District Policy

Acceptable Use of Networked Resources

(1) Introduction:

(1.1) Filtered Internet access is available to students and staff in the Forest Park School District. We are very pleased to bring this access to Forest Park and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing internet and network access is to promote educational excellence in schools, innovation, and communication. All activity over the network or using district technologies may be monitored and retained.

(2) Philosophy:

(2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Forest Park) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protections Act (CIPA).

(3) Acceptable Use:

(3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that go along with the use of equipment and resources at Forest Park. In general this requires efficient, ethical, and legal utilization of the network resources. If a Forest Park student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.

(3.2) ***The use of the Internet must be in support of education and research and consistent with the educational objectives of Forest Park School District.*** Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material,

threatening or obscene material, or material protected by trade secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

(4) Privileges:

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to Forest Park's educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the network/Internet at any time as required. The administration, faculty, and staff of Forest Park may request teachers to deny, revoke, or suspend a specific student's privilege to access the network/Internet.

(5) Network Etiquette:

(5.1) You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal any personal information (phone number, social security number, birth date, address, etc...) or any personal information of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- You are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Do not plagiarize content including words or images from the internet. Research conducted from the internet should be appropriately cited, giving credit to the original author.
- Cyber bullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Activities are monitored and retained. Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying is a crime and will be reported to the proper authorities.

(6) Warranty:

(6.1) Forest Park School District and its Internet provider make no warranties of any kind, whether expressed or implied, for the service it is providing. Forest Park School District will not be responsible for any damages you incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions

caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Forest Park specifically denies any responsibility for the accuracy or quality of information obtained through its services. Forest Park will not be responsible for damage or harm to persons, files, data, or hardware. While Forest Park employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Forest Park will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

(7) Security:

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(7.2) Defeating the network security and filter systems will result in a loss of network/Internet and/or computer privileges. This includes the use of unauthorized proxy servers, hacking utilities, and web page proxies.

(7.3) Users of the district network or other technologies are expected to alert IT staff and/or administration immediately of any concerns for safety or security. If a student believes a computer or mobile device may be infected with a virus, alert IT staff and administration. Do not attempt to remove the virus or download any programs to help remove the virus.

(7.4) Users should not download or attempt to download or run .exe programs over the school network or onto school resources with express permission from IT staff.

(8) Vandalism:

(8.1) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses, hacking or changing network settings, modifying other users' files without permission, and unplugging or tampering with the computer hardware without permission.

(9) Restrictions:

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or administration and report the incident. If the accidental incident is reported immediately, the incident will not be considered a violation and no disciplinary action will be taken.

(9.2) E-mail is only allowed under direct teacher approval and supervision. Forest Park may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or administration. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should only communicate with other people as allowed by the district policy or the teacher. Email usage may be monitored and archived.

(9.3) Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or administration.

(9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited. Posts, chats, sharing, and messaging may be monitored. Users should not share personally-identifying information online.

(9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content and if the student has permission from the teacher or lab coordinator.

(9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, and video files are prohibited. These files may be saved in a shared space with prior teacher approval for assignments/class projects, but they must be deleted after the assignment/class project is completed. Unauthorized files will be deleted from home drives. A first offense will result in a warning and parent notification; a second offense will result in loss of computer privileges.

(10) Personally Owned Devices:

(10.1) Students should follow district policy on personally-owned devices (including laptops, tablets, smart phones, and cell phones). All personally owned devices should be turned off and put away during school hours-unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security, personally owned mobile devices should not be used over the school network without express permission from IT staff or administration.

COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Accessing the network of Internet without a parent-signed Acceptable Use Policy.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Illegal access to restricted areas with deliberate modification or damage to files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Transmitting unreleased stories, pictures, or confidential information reports (i.e., someone's address or phone number without permission).	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Vandalism of equipment. Unauthorized tampering with equipment.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Allowing illegal access to the network or Internet by letting someone use your log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network or Internet using someone else's log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of account or illegal access to restricted areas.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Bypassing filter system/network restrictions.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unsupervised use of computers or computer lab. Written permission required.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Unauthorized e-mail or chatting.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Transmitting inappropriate or offensive language, slander or gossip.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Downloading of programs or games.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A

Saving pictures, sound clips, etc. without staff/teacher approval.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Ripping or downloading music to home drive without staff approval.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Saving of wallpaper, screen saver, icons, etc. to local workstation or changes to system settings.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Creating/saving inappropriate files or documents and/or non school related materials to a work- station or network/home drive. Ex. Music files, game files, video files.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized playing games of a non-educational nature.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Cyber-bullying or harassment of other students or other individuals.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of personal computing devices and wireless systems. Ex. Ipods, cell phones, laptops, flash drives, external hard drives, etc.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A