

GARDEN CITY PUBLIC
SCHOOLS

Elementary
Handbook

Mr. Derek Fisher, Superintendent

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DIRECTORY

LATHERS EARLY CHILDHOOD & KINDERGARTEN CENTER.....	762-8490
28351 Marquette	
MEMORIAL ELEMENTARY 1-2 Campus.....	762-8480
30001 Marquette	
DOUGLAS ELEMENTARY 3-4 Campus.....	762-8450
6400 Hartel	
FARMINGTON ELEMENTARY 5-6 Campus.....	762-8460
33411 Marquette	

IMPORTANT PHONE NUMBERS

Administrative Service Center	762-8300
Dr. Stanley Szczotka, Director of Student Services	762-6342
Mrs. Sharon Dusney, Director, Special Services.....	762-6373
Mr. Alex McNeece, Director, Curriculum & Instruction	762-6352
Preschool	762-8550
Cambridge High School	762-8430
Childcare & Latchkey	762-8440
Early Intervention Program.....	762-8499

DISTRICT MISSION STATEMENT

The mission of the Garden City Public Schools is to be a learning community that ensures a safe, caring, quality education for students of all ages to prepare for the possibilities of tomorrow.

FAMILY RIGHTS AND PRIVACY ACT

Educational records of Garden City students are protected under FERPA, 1974. These records are those official school records concerning a student and maintained for other school personnel to see. GCPS maintains the students' main record file, either a CA-39 or CA-60, student disciplinary files, Special Education files, Section 504 files and student portfolios. Parents and students may access these files until the student graduates.

Parents who are divorced or separated may access their child's records unless specifically prohibited by a court order on file in the school office.

If you wish to access a file, contact the school principal and make an appointment. School personnel have access to student files in their normal course of duties. Information from the files will be given to others if:

- parent provides written request
- school regulations allow release to courts or certain state or federal agencies
- the safety of others is affected
- the student enrolls in another school

Federal guidelines allow a school district to publish certain information without obtaining authorization each time, if families are informed in advance that this information will be released. If a family does not want this made public, the principal should be contacted and this information will be withheld. In Garden City Schools, that information includes student name, address, phone number, grade level, awards, participation in activities, and field of study.

A 1992 amendment to this law exempted from its coverage, *"records maintained by a law enforcement agency or institution that were created by that law enforcement unit for the purpose of law enforcement."* This permits school officials to make criminal investigation reports available to the press and law enforcement agencies and their personnel.

If parents or students believe that an educational record is inaccurate, misleading or violates the student's rights, they may request in writing that the record be amended or destroyed. If the request is refused, the parent or age of majority student may request an appeal with:

Dr. Stanley Szczotka
 Director of Student Services
 1333 Radcliff, Garden City, MI 48135
 734-762-6342

Parents, or age of majority students, have the right to file a complaint.

DISCRIMINATION/SEXUAL HARASSMENT

Garden City Public Schools has a policy that bans bullying, harassment and sexual discrimination.

Garden City Public Schools will not tolerate discrimination by or against students because of race, color, creed, religion, height, weight, age, marital status, veteran status, citizenship, national origin, sex, handicap or disability. This includes sexual harassment as well as harassment based on other unlawful factors. Persons found, after investigation to have violated this policy, are subject to sanctions for their conduct.

Sexual harassment is unwelcomed conduct of a sexual nature. It can be verbal or physical. While this policy applies to any form of unlawful discrimination or harassment, some of the following examples may constitute sexual harassment:

- kissing, touching, grabbing someone
- unwelcome sexual drawings
- whistling at someone
- pulling clothes off or down
- comments about an individual's body
- blocking someone's path
- saying things such as, "looking good; you know what I want; hey doll; baby; honey; hunk, etc."

In contrast, examples of conduct which ordinarily would not constitute sexual harassment include occasional use of swear words or obscenities, requests to go out on a date or lighthearted, inoffensive flirtation.

Students who experience sexual or other harassment should first make it clear to the offender that the behavior is offensive. If that is not possible, bring the matter to the attention of the building principal or other administrator.

Students charging indiscretions have the responsibility to follow the complaint procedures within 20 days of the alleged conduct. It is preferable the complaint be in writing.

- The complaint will be investigated promptly. The investigation may involve interviews with the alleged offender, witnesses, and the complaining student. To the extent possible, confidentiality will be maintained.
- The complaining student and the alleged offender will be informed of the outcome of the investigation and of corrective action to be taken, if any.
- If either the complaining student or the alleged offender is dissatisfied with the resolution, he/she may appeal to the Director of Student Services, within one week.
- If either party remains dissatisfied with the resolution an appeal may be made to the Board of Education, through the Board's secretary. The Board will respond within 30 days of its receipt of the appeal. The decision of the Board is final and binding on all parties.

COMMUNICABLE DISEASES

Common diseases of childhood can be transmitted through a classroom. It is very important that parents notify the school as soon as a doctor has diagnosed their child with a communicable disease. The schools are under an obligation to report all known communicable diseases to the Wayne County Health Department.

Please consult the **Communicable Disease Reference Chart** on page 17 of this handbook for a listing of those diseases that may appear in an elementary classroom.

MEDICATIONS IN SCHOOL

Ideally, all medications should be taken at home. Children should not be in possession of any medication to be taken independently. State law prohibits the office personnel from distributing, without physician directive, aspirin, cough syrup, etc. Special arrangements must be made with the building administrator for children who must receive prescription medication while at school. See the **Medication Procedure** on page 11 of this handbook.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds without the principal's permission, except in the case of walkers returning home for lunch.

If you wish to have your child excused early or wish to change his/her normal departure procedure from school please send a note. (Phone calls will be accepted only in an emergency.) It is important your child knows and understands the change before reaching school. If someone other than a member of your immediate family is picking up your child please indicate that in the note.

We will not dismiss any child to a person whose identity is in question, whose name is not on the emergency card, or if a note has not been received from the parent.

Parents or other adults picking up a student must report to the office, present identification and sign out their child. This provides us with a written record of the change in your child's dismissal procedure.

STUDENT DRESS

Student appearance affects conduct, safety and the educational process.

- Students should avoid disruptive extremes; dress in good taste and in a manner that will do honor to Garden City Schools and themselves.
- Students' dress should be clean, safe and not disruptive to the educational process.
- Parents should see that their children are properly dressed for the forecasted weather.
- For safety reasons, students should not wear sandals or open toe shoes on the playgrounds.
- Review the Student Code of Conduct for further details.

STUDENT SUPPLIES

Although the school will provide basic school supplies, e.g., paper and pencils, students may be provided a list of optional supplemental materials to bring to school.

HOMEWORK

Because students complete work assignments at different rates, depending on their ability and study habits, there can be no set rule regarding homework. Classroom teachers provide study time during the day; however, children may have an assignment to complete at home. If you have questions please call the teacher.

TRANSPORTATION POLICY

This policy is sent home each fall with bussed students.

VISITORS

Parents are encouraged to visit the classroom and school building. We request that you make arrangements ahead of time with teachers. **Parents are to report to the office before going to any classrooms.**

PLAYGROUND RULES

Elementary playground rules are necessary to ensure that all students can exercise their right to enjoy outside activities in a safe manner. While each elementary school may have a few additional rules, the following general rules apply throughout the school district:

1. Play safely on or with equipment.
 - a. Seats on equipment are for **sitting** only.
 - b. Only one student in a swing seat. No standing, jumping, twisting or swinging sideways.
 - c. Go up the slide using steps only; go down, one person at a time, sitting face forward. Be sure landing area is clear before going down.
2. Play in assigned areas away from the building in open view of the teachers or supervisors on duty.
 - a. Games of softball, touch football, soccer and tag games are played on open playing fields away from equipment and other students.
 - b. Tackle football and hard balls (including rubber-coated hardballs) are **not** allowed.
 - c. Students may not leave the school grounds for any reason without permission from the principal.
3. Sharp toys, sticks and toy guns are not allowed.
4. No eating on the playground.
5. Always respect the rights of others. Never pull or grab others clothing. "Keep away", tackle football, riding piggyback and "chicken" are not allowed on the playground. Playing in the street is prohibited. Keep the playground clean by picking up trash.
6. Snowballs are not permitted anywhere on the school grounds or to and from school.
7. Students may re-enter the building during recess or lunchtime only with the permission of a teacher or supervisor.
8. Students are to line up at their assigned entrance as soon as the bell rings.
9. Students are not to be on the roof at any time. If a ball goes on the rooftop notify the custodian.

RECESS

Children are expected to play outside at each recess break unless they have a signed note from their doctor. Children need daily periods of outdoor recreation when weather permits. However, teachers determine if and when recess will be held.

CONFERENCES

Parents are encouraged to consult with teachers or the principal regarding to any phase of the learning process. Please call the school office to arrange an appointment.

Parent/Teacher Conferences: Once a year, teachers are available for regularly scheduled parent conferences. Specific dates are listed in the monthly calendar. The following information is designed to help parents prepare for visiting with their child's teacher about his/her progress in school:

Before the Conference

- Talk with your child about any concerns he/she may have about school.
- Write down things to tell the teacher about your child.
- Write down questions to ask the teacher.

At the Conference

- Make sure you review and understand your child's progress.
- Find out what is being done to help your child learn.
- Find out what you can do at home.
- Make arrangements for a follow-up conference if necessary.

After the Conference

- Talk with your child about the conference. Be supportive and proud of your child's learning.
- Remember to follow through on decisions made at the conference.
- Keep in contact with your child's teacher.

SCHOOL CLOSINGS AND EMERGENCY EARLY DISMISSALS

Parents must update an emergency card each year. This information provides the necessary data to protect the health and safety of your child. Please **review/complete, sign and return it** to the teacher **as soon as possible**. Full information is necessary in case of emergency.

1. Severe Weather Before Students Arrive at School

School closings will be announced on the following radio stations: WJR, WWJ, WXYT, and WJBK. *For immediate information, turn to **Cable TV: Comcast, Channel 22; Ameritech, Channel 10**; or television channels 2, 4, and 7.*

2. Emergency Early Dismissals (weather, building malfunction, fire, etc.)

Every attempt will be made to keep school in session; however, if a situation arises **requiring the school be closed**, to protect children's health or safety, all students will be dismissed. Community notification will be on Cable TV: **Comcast, Channel 22; Ameritech, Channel 10**.

All students should have an alternative residence to go to in the event parents are not home. This is of utmost importance and should be discussed with your child. Bus service will be provided for regularly bused students.

PARENT TEACHER ASSOCIATION (PTA)

We invite you to join PTA. PTA allows you to be more involved in your child's education and allows you to become much better acquainted with your school.

PTA is involved in many activities, however these activities are not possible without parent volunteers. Your help with only one activity would be most helpful. Every volunteer counts. We need you.

Listed below are some of the activities/programs in which your PTA is involved in:

Membership: When you join PTA you become part of America's largest child advocacy group. We welcome parents, grandparents, aunts, uncles, etc. to join PTA.

Reflections: This is a national competition for elementary students in the creative areas of art, photography, poetry and short story writing. Please contact your local PTA to find out this year's theme.

Legislative Action: PTA is very involved in what's going on in Lansing. You need to be also. School finance and other educational laws directly affect our children. You can make a difference through PTA.

Drug & Alcohol Awareness Week (March): PTA manages many activities during this week to educate our children about drugs and alcohol.

Teacher Appreciation Week (May): During this week we show thanks to our staff for all they do for our children.

Michigan Community Child Watch: This is a safety program to protect our children and the community. It runs seven days a week, 365 days a year. Call your local PTA to find out how to get involved in this important program.

We have an active PTA in each of our schools. We want and need new members. You will receive information about joining PTA and the many activities and projects your PTA is involved in during the first month of school. Your PTA is interested in hearing from you. Please come and see what we're about.

ELEMENTARY ATTENDANCE POLICY

Attendance Philosophy

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Garden City Board of Education believes that students must be in class in order to fully maximize their educational opportunities.

Students are expected to be on time for school and in class every day. Students and parents should be fully aware that, in most cases, what goes on in the classroom (daily teaching, interactions of students with teachers and with other students, discussions, lectures, audio-visuals, reports, etc.) cannot be replicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily academic activities in class. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and consistent school attendance helps develop responsibility and self-discipline. Tardiness can cause as much of a disruption to classroom work as absences.

Student attendance will be reviewed regularly. Social workers and building administrators will intervene with parents regarding students who have excessive absences.

Policy

The purpose of the Attendance Policy is to encourage regular and consistent attendance and punctuality at school by all students. Disciplinary consequences for attendance related offenses, in most cases, would avoid removing the student from class.

Student grades will be solely based upon the quality of work submitted and the quality of class participation.

Garden City Public Schools have attendance offices and/or administrative assistants to account for each student's attendance on a daily basis. It is the parent's responsibility to report every absence. If parents do not report the absence, an attempt will be made to contact the home.

Attendance in Elementary School is extremely important. It is the parent's responsibility to see that students attend school daily, but we share the responsibility to account for the whereabouts of each of our students every school day. As educators, we know that absences and tardiness greatly affect student learning. It is most important for parents to see that their child is in school every day. The cooperation of parents, students and school personnel is essential to student success.

Procedure

It is important that parents inform the school when their child is unable to be in attendance. The procedure is outlined below:

1. Absences: It is the parent's responsibility to report every absence. Please call the school attendance number, before 8:30 am, and provide the student's name and grade level; whether the absence is for a full or partial day; if a partial day, the time the absence will begin and end; your telephone number and your name. Your call will be recorded on an answering machine (24 hours a day) or handled directly by an administrative assistant. A parent's phone call in advance will excuse a student's absence. The lack of such a call will result in the absence being considered unexcused. **If a student is taken to the doctor for illness please request a note from your doctor for the student's attendance file.** An attempt will be made by the attendance administrative assistant to contact the parent each time that an unexcused absence occurs.
2. Excessive Absences: Student attendance reports will be reviewed by school administrators. The following steps will be taken based on the total number of absences:
 - a. Five (5) absences: Parents will be notified of days absent and reminded of the need for regular attendance by letter or telephone.
 - b. Eight (8) absences: Parents will be notified, in writing, of absences and of the need for medical or legal verification for all additional absences.
 - c. Ten (10) absences: A mandatory meeting with both parents and the building principal and/or social worker will be held to develop an intervention plan regarding attendance. The intervention plan will be problem solving in nature. Failure to attend the meeting will result in a mandatory meeting to be held the day following receipt of notification. The Director of Student Services will be contacted.
 - d. If parents/guardians fail to comply with the formal notice, the Prosecutor's Office will be contacted.

- e. If these steps do not rectify the issue, a warrant will be issued by the Prosecuting Attorney, charging educational neglect. If parents/guardians fail to appear, law enforcement will make an arrest.
3. **Planned Absences:** Absences for reasons other than illness or death in the family are strongly discouraged. If your child must be absent for an extended period of time or for an emergency, notify the school that your child will be absent. If time allows, your child will receive a form to take to his/her teachers notifying them of the expected absence and requesting homework assignments.
 4. **Early dismissals:** Parents are requested to schedule appointments after the end of the school day to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or other unavoidable emergencies, the following procedure should be followed:
 - a. Parent/Guardian will send a handwritten note to school (or call the attendance phone number) that states the student's first and last name, date and time of release and the reason for the early dismissal. The student is to bring this note to the office before school begins, and then go to class.
 - b. All students must be signed out by a parent/guardian (or someone designated by the parent/guardian on the emergency card) in the office before leaving the building. A student must also report to the office to check in, when returning from an early dismissal.
 - c. Identification will be required from anyone picking up a student. If someone not listed on the emergency card will be picking up your student this information should be included in the handwritten note.

Make-up Work

The student who has been absent has the responsibility for securing and completing make-up assignments. The time allowed for make-up work shall not exceed twice the number of days absent. The teacher has the responsibility, when requested, to develop and assist in giving make-up assignments, quizzes and tests.

Tardy Philosophy

Being on time is a life skill important to each student's future, and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin instruction on time for everyone.

Policy

Students are required to be in class on time. Tardiness to class is defined as not being physically in the room when the bell stops ringing. If for some reason the bells are inoperative, the teacher's discretion will be used.

Procedure

Parents should have their child at school on time. The teacher will contact the parent regarding a child who is habitually late. Tardies will be handled in the same format as absences when necessary.

ACCEPTABLE USE PROCEDURE FOR TECHNOLOGY

Procedures for Students

Garden City Public Schools (GCPS) provides computer equipment, software, related materials, services and Internet access to students only for use in performing their obligations as a student in the District. This right of use is subject to strict adherence to the following policies and laws and may not be transferred to any third party. Use in violation of any policy herein may result in disciplinary action. GCPS does not monitor or control all activity on GCPS networks but reserves the right to do so and further reserves the right to cooperate with law enforcement agencies in any investigation relating to the GCPS System, Network or Internet. GCPS further reserves the right to change any policies or rights to use hereunder any publication on the GCPS Network. In any case of an inconsistency between the terms of this procedure and the applicable law, the law shall govern.

1. Compliance with Laws: User agrees to comply with all applicable local, state, federal and international laws and regulations (including, without limitation, the U.S. Export Administration Act) relating to transmission and use of content on the GCPS Network and the Internet.
2. Intellectual Property: User agrees to not violate any use or other rights in computer software, any trade secret, copyright, moral, mask work, patent, privacy or other protectable proprietary or intellectual property rights of GCPS or any third party. Users may download copyrighted works for user's own use. Any required permission must be obtained from the owner of the applicable rights in writing, electronically on the GCPS Network, or by such permission being displayed on any work distributed.
3. Offensive Materials/Activities: User agrees to not submit, publish, copy or display any defamatory, libelous, slanderous, intentionally inaccurate, abusive, profane, obscene, sexually oriented, sexually explicit, threatening, harassing, embarrassing, harmful, hateful, racially or ethnically offensive or other similarly offensive or illegal material.
4. Controlled Substances: User agrees to not make available or encourage the use, sale or other distribution of controlled substances.
5. Commercial Use: User agrees to not distribute unsolicited advertising promotional material or other forms of solicitation except with permission of GCPS. User agrees to not co-produce, redistribute, retransmit, publish, or otherwise distribute, or commercially exploit, any software, information or other content received using the GCPS System, Network or Internet. User agrees to refrain from conducting any non-GCPS business on the GCPS System, Network or Internet.
6. Impersonation: User agrees to not impersonate any person or entity or communicate under a false name or a name the User is not entitled or authorized to use.

7. Confidential Information: User agrees to not disclose or otherwise distribute to any third party any information not intended for general consumption including without limitation electronic mail (E-Mail), GCPS personnel, financial, strategic, or other business information which by its nature is not appropriate for public distribution. User agrees that User will not have any right to privacy in any communication using the GCPS System, Network or Internet.
8. Unauthorized Access: User agrees to not access GCPS or any third party computer systems, databases, networks or any other third party information without proper authorization. User agrees to not improperly restrict or inhibit access to the GCPS Network or resources by authorized personnel, or otherwise interfere with the normal operation of GCPS or any third party computer system or connecting network.
9. User Passwords: Users are responsible for maintaining the confidentiality of any password or access code permitting access to the GCPS System, Network and/or Internet and are liable for any harm resulting from disclosing, allowing disclosure, or from use by any unauthorized person using User's password or access code.
10. Liability: User assumes the risk of any liability relating to User's personal actions using the GCPS System. GCPS will not be liable to User or any third parties for any direct, indirect, consequential, special or punitive damages or losses User may incur in connection with the GCPS System, the use thereof (including payment for orders placed with User's password) violation of copyright rules; inappropriate use of copy machines/fax, or any of the data, content or other materials transmitted by User.

Adopted 7/9/96
Revised 10/18/96

MEDICATION PROCEDURE

Garden City Public Schools

Definition: Medications are both doctor-ordered and over-the-counter and are administered orally, by inhaler, by injection (including Epi-pens), in drop form or applied to the skin.

In-service: This will be provided for all staff who administers medication. This will include, but not be limited to, how to develop a plan for emergency treatment and how to administer medicine, including the Epi-pen. Documentation of in-service training must be maintained in the school office for at least five years.

Notification to parents: This will be done annually through the District newsletter in June and August, principals' newsletter, and the Garden City Board of Education Student Code of Conduct.

1. The student's parent/legal guardian must provide the school with written permission and request to administer medication, in addition to the Physician's Order to administer. (All on same form).
2. Medications are to be in a prescription container. All medications to be used while under jurisdiction must be registered with the school office in advance.

3. Written instructions that include name of student, name of medication, dosage, and approximate time to be administered, must be submitted to the school. (The school maintains the right to arrange times so that all or most students receive their medications at the same time, unless the doctor can validate that a specific other time is imperative.)
4. One staff member in the presence of another adult must administer medication, with both individuals being designated by the school administrator. (In situations in which, by the administrator's assessment, there is an emergency which is life threatening for the student, the observing adult need not be present.)
5. Medication should be brought to the school by the parent/guardian, unless other safe arrangements can be made with the principal's approval.
6. Medication should be stored in a locked location with limited access. All medication will be in one safe location.
7. All medications need to be logged. Where the District has to verify the amounts of medication (i.e. Ritalin or other controlled substance), the amount of the drug should be counted on a monthly or bi-weekly basis and the amount recorded and reconciled with the prior amount in a medical administration log/record; the student's individual log is the best place.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.

8. A log of medication administration by individual student should be kept. The log should contain the name of student, name of medication, prescribed dosage and general time to be given. The person giving the medication should record the date and time of administration of the medication and affix signature; the witness shall affix identifiable initials. If an error is made in recording, the person who administers should line-out, initial the error, and make the correction in the log. The individual log should be kept until one year after the student's graduation from high school.

When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity; the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

9. If the person administering the medication errs in the administering of the medication, he or she should report it to the building administrator immediately. The building administrator or his designee should report the error to the parent/guardian and should suggest consultation with the physician. A report of the error must be made and filed. An adverse reaction to the medication should also be reported to the parent/guardian.

Identifiable errors: wrong medication, wrong dosage, and medication not given.
Acceptable: medication given approximately within one-half hour either way unless specifically stated otherwise by the physician.

Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.

The building administrator will designate an individual(s) responsible for administering medications to pupils at that school.

10. Only the physician can determine the amount of medication. The prescription and physicians instruction must be renewed annually.
11. Prescription and medication supply renewal is the responsibility of the parent/guardian. One month's supply is requested.
12. Medication left over at the end of the school year or medication for a student who has left the District must be picked up by the parent/guardian. If medication cannot be picked up, the school will appropriately dispose of the medication and record this disposal on the medication log; disposal should be witnessed by an adult. (If not picked up, pills will be destroyed by the end of the week after the students are out of school in June).

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan shall be included under the policy and procedures that govern the administration of Medications. Note: The policy and procedures should not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

This is a procedure for all schools which do not have a nurse dispensing medication.

Garden City Public Schools
Student Contract for Use of Technology Based Information Systems

In exchange for the use of the Garden City Public Schools technology hardware, networks and Internet connection,

I _____, Grade _____, understand and agree to the following:
Print Name and Date of Birth

1. That the use of the Garden City Public Schools technology equipment, software, networks and Internet connection is a privilege which may be revoked by the administrators of the system at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system and the use of obscene, abusive or otherwise objectionable language in either public or, upon registration of complaint, private messages or other systems that are accessed through the Garden City Public Schools Internet connection. The system administrator(s) of the Garden City Public Schools will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.
2. That the use of the Garden City Public Schools Internet connection is a privilege which may be revoked by the system administrator(s) at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of the Garden City Public Schools and its faculty and staff, or any organizations, groups and institutions with which the Garden City Public Schools is affiliated. The systems administrator(s) will be the sole arbiter of what constitutes this unacceptable behavior.
3. That the Garden City Public Schools system administrator(s) reserves the right to review any material stored in files, to which all users have access, and will edit or remove any material which the administrator(s), having sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
4. That all information services and features contained on the Garden City Public Schools networks and/or associated equipment are intended for the educational use of its patrons. Any commercial or unauthorized use of those materials or services, in any form, is expressly forbidden.
5. To abide by such rules and regulations of system usage as may be promulgated from time to time.
6. In consideration for the privilege of using the Garden City Public Schools networks, equipment and software and in consideration for having access to the information obtained through them, I hereby release the Garden City Public Schools and its operators and sponsors, Garden City Public Schools and its faculty and staff, and all organizations, groups and institutions with which the Garden City Public Schools is affiliated, for any and all claims of any nature arising from my use, or inability to use, the aforementioned networks, etc.
7. I understand that intentional damage, misuse, destruction of, or disabling of equipment, networks, software or other components, is cause for revocation of my privilege to use the above; and may subject me to further disciplinary measures.
8. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
9. Plagiarism, i.e., the use of another's material as one's own, without crediting the original author, is unethical and may be illegal. Users may be required to substantiate and document sources of any and all work. The inability to do so may result in loss of credit and/or other disciplinary measures.
10. My access to and use of the Garden City Public Schools networks, etc. is subject to such limitations as may be established by the system administrator(s) and may be changed from time to time.

Signature of Parent or Guardian

Signature of Student

Date

COMMUNICABLE DISEASE REFERENCE CHART

The following are general recommendations involving uncomplicated cases. Principals may exclude and readmit children on these recommendations. Contacts without symptoms need not be excluded. "Exclude until" is a *minimum* amount of time and covers the communicability period. A child may need a longer convalescent period because of his/her physical disability. It should be noted these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, direct transfer or unsanitary conditions. Books, papers and other school equipment do not act as vehicles for transmission of diseases. Convalescent cases of diphtheria, polio, smallpox, tuberculosis and other dangerous communicable diseases will be admitted on recommendation of the Health Department on an individual basis. Contacts of these communicable diseases are investigated by the Health Department. Contacts may remain in school unless advised otherwise by the Wayne County Health Department.

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>PERIOD OF COMMUNICABILITY</u>	<u>EXCLUDE UNTIL</u>
CHICKEN POX	2-3 weeks; commonly 13-17 days	One day before rash to time of complete drying of lesions (5-6 days)	All lesions have crusted. (5-6 days average time for lesions to crust.
INFECTIOUS HEPATITIS	10-50 days, average 25 days	2 weeks before onset of jaundice to 3 weeks after	3 weeks after onset of symptoms
IMPETIGO	2-5 days	While sores are draining	Under medical care and lesions healing and no new lesions appear
MEASLES (hard) or (Seven Day)	8-13 days; 10 days average	Beginning of cold symptoms until 4 days after appearance of rash	5th day after onset of rash
INFECTIOUS MONONUCLEOSIS	Not definitely known; probably 2-4 weeks	Not definitely known; probably only during acute illness	Under medical care and physician has given OK to return
MUMPS	14-21 days; average 18 days	2 days before swelling appears; until swelling is gone	Swelling has subsided or other manifestations have disappeared
EYE INFECTIONS CONJUNCTIVITIS	Variable dependent upon infecting agent	During course of active infection	Under medical care and drainage from eyes has cleared
RINGWORM	10-14 days	As long as lesions are present	Under medical care
RUBELLA (German or 3 day measles)	14-21 days, usually 18 days	One week before and four days after onset of rash	4th day after onset of rash
PEDICULOSIS (head lice)	Several days or weeks. Eggs hatch in one week. Maturity is reached in two weeks	Until lice and viable eggs are destroyed	First treatment completed and child is nit free.
SCABIES	Several days or weeks. Eggs hatch in one week.	Until mites and eggs are destroyed	First 24 hour treatment completed. Re-exclude if 2nd treatment not done in one week
SCARLET FEVER	2-5 days	Greatest during acute state of illness; 2-4 days after rash appears	Under treatment and until fever is gone for 24 hours
WHOOPING COUGH	5-21 days; average within 10 days	One week before to 4 weeks after onset of cough	4 weeks from onset of disease.

