



FULTON INDEPENDENT  
SCHOOL DISTRICT  
DREAM IT. BELIEVE IT. ACHIEVE IT.

# Faculty Handbook 2024-2025

[www.fultonind.kyschools.us](http://www.fultonind.kyschools.us)

FULTON INDEPENDENT SCHOOL DISTRICT

**BOARD OF EDUCATION**

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**CARR ELEMENTARY**

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**FULTON INDEPENDENT PRESCHOOL HEAD START**

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**FAMILY RESOURCE AND YOUTH SERVICES CENTER**

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# WELCOME!



elcome to the 2024-2025 school year!. This handbook is provided to the P-12 faculty and staff as a resource and reminder of your responsibilities and the need for concerted effort to see that each responsibility is met in a timely and professional manner. To gain and maintain the support of students, parents, and community, each and every P-12, employees must commit to putting the needs of our students' first, making learning a lifelong goal, and recognizing each student for his/her accomplishments.

## **FISD Motto**

Dream It! Believe It! Achieve It!

## **FISD Mission Statement**

At Fulton Independent School District, we guide students to success by providing rigorous learning experiences in a safe school climate supported by a partnership of students, parents, community members, staff and administrators.

## **SCHOOL BUILDING HOURS**

Board of Education: 8:00 – 4:00

Pre-School: 7:30 – 3:30

Carr Elementary: 6:45 – 3:15

Fulton High School: 7:20 – 3:15

## **Board of Education Members**

**Debbie Vaughn, Chairman**

**Carol Bransford, Vice Chairman**

**Dr. Austin Ferrell**

**Christy Pettigrew**

**Rea Jones**

## **Administration**

Terry Sullivan, Superintendent

Amanda LeClere, DPP/Facilities Director/Transportation Director

Heath Cartwright, Interim Principal

Sarah Townsend, Director of Special Education/Pre-School Director

Matthew Moxley, Carr Dean of Students

Prophet Giles, MS/HS Dean of Students

Summer Ellegood, Guidance Counselor

## **Administrative Staff**

Chris Morris, Chief Financial Officer

Betty Bartimus, Director, HR/Administrative Assistant to Superintendent

Victoria Zalucki, Central Office Administrative Assistant

Diana Penney, Fulton High School Secretary

Candace Govern, Carr Elementary Secretary

# EXPECTATIONS

All faculty and staff are expected to maintain professionalism in appearance, attitude, attendance and punctuality at all times. Faculty and staff are to follow the rules of confidentiality both in school and out in the community. It is important for all faculty and staff members to be supportive and helpful to fellow co-workers to maintain a positive educational atmosphere for all students. Basic expectations are as follows:

Arrive to school on time, perform early morning & dismissal duty as designated by the administrator

Supervise students at all times. Students are not to ever be left unsupervised.

Volunteer and assist in the supervision of extra-curricular activities.

Read and follow the procedures & expectations within the Faculty & Staff Handbook.

Read and enforce the rules from the Student Handbook..

Be familiar with the Emergency Procedure Plans and rehearse with students in each class.

Maintain cleanliness of classrooms & share the responsibility of keeping the lounge clean.

Maintain building security and follow all safety protocols..

Complete and use proper forms when applicable.

Implement activities to meet the CDIP Goals for 2023-2024

# RESPONSIBILITIES

It is the responsibility of all certified employees to keep accurate and up to date information on and for each student. Parents have the capability to check on their child's grades through Infinite Campus. It is very important that you keep accurate and up to date grades on each student. A minimum of two grades per week must be entered into IC by each Friday. It is also the responsibility of the certified employee to check their school email account daily for information, to maintain up to date lesson plans, to submit reports to the office

as requested, and to follow rules and regulations for faculty, staff, and students.

## **Absences/Attendance**

We encourage all teachers to have good attendance. Teachers are responsible for getting their own subs when they need to be absent. The district will provide a list of approved subs. Each teacher will provide a completed sub folder to the front office with 3 days worth of emergency lesson plans. Additionally, teachers may email the school secretary with lesson plans or send them with someone else. Each teacher is expected to have usable and productive lesson plans in the event of an absence. Make sure that the students have something constructive to do. If you do not get a sub, please contact your building administrator as soon as possible so we know there is no sub available. Sub folders should be placed on the teacher's desk with emergency sub plans and current rosters at all times.

Upon return to school, teachers should complete a "Teacher Absent Report" card on the day you return from your absence. Cards will be in your mailbox or will be located with the building secretary.

Instructional Assistants should notify the building administrator as soon as they know an absence is necessary.

**Personal Days** – Certified employees receive three (3) personal days per year. Classified employees receive two (2) personal days per year. All personal days must be scheduled in advance since they are subject to approval, based upon the availability of substitutes. School administrators grant personal days. The superintendent must approve requests for personal days:

- During the first two weeks or the last two weeks of the school year
- On the days prior to or immediately following a holiday or a scheduled break in the employee's work calendar
- During state testing
- On any day which could cause a disruption in the educational program

All unused personal days will roll over as sick days at the end of the school year.

**Sick Days** – Certified and classified employees receive ten (10) sick days per year. All sick days not used will roll over to the next school year. Any employee using all of their accumulated sick days will be required to submit a doctor's excuse for their absence.

## Accident Reporting

Each teacher responsible for a student involved in an accident must file an Accident Report in the office for each accident occurring during the school day.

## Activity Sponsors

All activity sponsors are responsible for each activity group. It is the responsibility of the sponsor to schedule meetings, advise officers, handle finances, etc. Each activity group should keep minutes of each meeting for an audit by the building administrator. (See Activity Sponsor chart in Section 5)

## After School Events

- All school policies are in effect during after school events.
- All off-limit areas are still off limits to students.
- Students are to be in the gym during basketball games; students are not to be loitering in the halls.
- Students are to sit in the bleachers during basketball games, and not on the stage or in the commons area.
- There should be no running or playing in the gym or on the gym floor at any time before, during, or after a game.

## Alternative Classroom

The alternative classroom is for the student whose behavior is disrupting the learning of others and is creating problems in the classroom. The alternative classroom should be used as a last resort after all other measures and interventions have failed. **Only administrators/designees may assign students to the alternative classroom.** Teachers are to complete a discipline referral and send it to the office.

It is the responsibility of the classroom teacher to prepare assignments for students placed in the alternative classroom. It is also expected for all teachers to check on their students in the alternative classroom during their planning to assist with any need the student has for that particular class. A sign-in/sign-out sheet will be available for documentation. Although lunch detention may be assigned daily by teachers, once a student has served three consecutive lunch detentions an office referral may be written. (Please refer to the Student Code of Conduct in the Student Handbook.)

## Assemblies

All students and teachers are required to attend assemblies and pep rallies. Teachers are to sit with their class and among the students to help control the crowd.

## Assigned Duties

Teachers have assigned duties other than supervision of students in the classroom. It is each teacher's responsibility to see that these duties are carried out at the proper time and place. Should there be disorder occurring during these scheduled times, the assigned teacher will be held accountable.

**Elementary Early Morning Duty:** follow schedule (Section 5) for early morning assignment. Teachers are to be in designated locations for early morning duty at 7:05 a.m.

**Elementary Afternoon Dismissal:** follow dismissal schedule; escort students outside for dismissal; monitor students until they are picked up. Follow severe weather pick up plan when announced by the office.

**MS/HS Early Morning Duty:** follow schedule (Section 5) for early morning assignment. Teachers are to be in designated locations for duty at 7:05 a.m.

**MS/HS Afternoon Dismissal: ALL TEACHERS** are to monitor hallways until all students have left the building. Those assigned to late duty areas are to report to designated areas immediately upon dismissal. (See duty chart in Section 5.)

## Building/Campus Safety & Appearance

The safety and appearance of the school buildings and campus are the responsibility of every student and employee. Never ignore anything that would distract from the safety or aesthetic value of the school building or its campus. Report any safety concerns or maintenance issues to the building administrator.

## Cell Phone Use

DO NOT use cell phones during class time for calling or texting. ABSOLUTELY NO CELL PHONES ON THE PLAYGROUND. Radios from the office should be taken outside for recess. In emergency radio the office for assistance. Limit the use of the school phone for calls other than school business.

## Child Abuse

According to BoE Policy 09.227, any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen is dependent, abused or neglected shall immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030 and to the building principal and Superintendent.



## Class Records

Attendance must be taken each morning and entered in Infinite Campus. Grades should be entered into Infinite Campus daily with a minimum of two grades per week and updated each Friday afternoon. Parents are able to log into the Parent Portal of Infinite Campus to check their child's grades. Please make sure all grades are up to date at all times.

3-12 Grades should be calculated as follows:

- Bellringers.....10%
- Homework.....20%
- Quizzes.....30%
- Tests.....40%

Grading Scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## Classroom Care

Visual orderliness in the classroom teaches just as your voice does. Please help your students get into the habit of orderliness by reminding them about writing on desks, sticking gum under desks, moving desks without your permission, and dropping paper on the floor. The custodian should be able to dust mop without collecting too much dirt and litter. **Teachers, please be a good example!** Keep stacks neat and boxed material up off the floor as much as possible. Teachers should keep classrooms clean and orderly free of clutter.

## Collecting Money in the Classroom

1. When collecting money from students for any reason, the student, if possible, needs to sign the receipt log form along with the amount of money turning in.
2. If at any time you collect over \$50 at one time, the money must be counted and reconciled with the receipt log sheet.
3. The teacher must sign and date the bottom of the form and forward it to the central office for deposit.
4. At NO point and time should money be put in any unsecured area.
5. If at all possible the money should be turned into the office to be placed in the vault until the next available time to be forwarded to the board office for deposit.
6. Any amount of collection reaching \$50 or larger must be forwarded to and deposited by the central office within 24 hours of collection. Once received and deposited by the board office, a receipt will be returned to you for your record.

## Creating an Absence

Each year certified staff will receive 10 sick and 3 personal days, classified will receive 10 sick days and 2 personal days. Any absences should be pre-approved by the Principal if at all possible due to making arrangements to cover your absence. However, if you need to request to be off during the first two weeks of school, before a break or within the last two weeks of school, the request must be sent to the superintendent for approval. Lists of substitute teachers will be sent out by the personnel director each year for faculty and staff to secure a substitute teacher. Classroom teachers must have a substitute folder available with rosters and

assignments for the substitute teacher.

1. Upon your return, you will fill out an absence card. This card must be filled out completely. It should have your name, the full date, which type of absence you incurred, and how many days and the full date of your absence(s). If you are off for a family illness, then the relationship of the family member must be filled out on the card. If you are out due to school business, then you must identify specifically the school business in which you were absent for.
2. Return the card to the secretary.

## Curriculum Maps

All teachers are responsible for learning, monitoring, and adjusting curriculum maps in coordination with instructional coaches for core academic instruction. All district curriculum maps will be stored on the district drive under Instructional Planning. Each nine weeks, curriculum maps will be reviewed by individual teachers, PLC members, building administrators, and the Supervisor of Instruction to ensure vertical and horizontal alignment as well as alignment with the FIS mission and vision for student success.

## Daily Attendance Report

All enrollment and daily attendance records must be kept up to date and accurate. State law requires each teacher to document (post) attendance in Infinite Campus every class period for high school and once daily for elementary (by 8:15 a.m.). Enter attendance even if no one is absent or tardy. All teachers will check the absentee list from the day before and require an admittance slip from any person that was absent from the previous day. Return any admittance slips and parent notes that you have received to the office by the end of the day.

## Discipline

Each teacher is expected to follow the discipline guidelines outlined in the FULTON INDEPENDENT SCHOOL'S STUDENT HANDBOOK. Please take time to familiarize yourself with the student handbook. You are encouraged to take as much time as needed to discuss your expectations with each group of students you instruct. You are also expected to make every effort to administer discipline consistently and in a non-discriminatory manner. If you have to refer a student to the office of the principal or guidance counselor, please refer to the major vs. minor chart and ensure you have followed the proper procedures to correct the behavior within your classroom. If you have documented those steps and the problem has not been corrected or it is a major offense, fill out a discipline form and send the referral through Infinite Campus. Even if it is necessary to diffuse a volatile situation by immediately removing the student, a discipline form is still required as soon as possible, and no longer than 24 hours from the time of incidence.

Student discipline measures should not be administered in a manner that is humiliating, degrading, or unduly severe, or in a manner that would cause the pupil to lose stature before his/her peer group. *Sarcasm should not be used as a discipline strategy.* Teachers should guard against making remarks to other pupils concerning a student's shortcomings. (Treatment of Pupils, Policy 09.34) It is the intent of the administration of Fulton Independent School District to support the faculty and staff in every way possible as long as BoE Policy 09.34

is followed. Failure to follow policy 09.34 can result in employee disciplinary actions.

The following disciplinary actions are not approved as valid disciplinary actions and should not be administered without first consulting your principal:

- **Group punishment.**
- **Removal to the hallway, without supervision.**
- **Taking away Health/PE time or using physical activity as punishment**
- **Assigned write-offs.**

If you are unsure of a disciplinary action, consult your Student Handbook and/or the Principal/Assistant Principal prior to administering disciplinary measures.

## **Dress Code**

Fulton Independent School faculty and staff are expected to dress appropriately and professionally in a manner appropriate to their assignments. The Professional dress code will be observed ***Monday through Thursday*** when students are in school. STAFF ID cards must be visible at all times. If wearing Bulldog spirit wear, jeans may also be worn on Fridays, unless administration requires professional attire on a specific Friday. More information below.

Dress for females on professional days can include business suits, dresses (of permitted length), and slacks (including Capri pants, but excluding sweatpants, yoga pants, nylon jogging suits and shorts). Capri style pants should be calf length and loose fitting. Shirts should provide **full** coverage with ***no visible cleavage*** showing. Spaghetti strap blouses are not appropriate and should not be worn. Sleeveless may be worn in a professional manner. Leggings may not be worn as stand-alone pants.

Dress for males can include dress or casual slacks, shirts with collars, or turtlenecks. Suits, sport coats, and ties are appropriate and encouraged at any time. Shorts, sweatpants, nylon jogging pants, and t-shirts should not be worn.

Attire not permissible M-Th: denim jeans of any color, screen printed T-shirts, low neck blouses showing cleavage, spaghetti straps, skirts and dresses more than 3 inches above the knee, midribs, hats, or clothing too tight. Foot apparel not permissible: house slippers and rubber flip flops. No apparel, tattoos, or accessory may be worn which contains logos, pictures, or writings that:

1. Promote alcohol, tobacco, drugs, violence, or illegal behaviors
2. Depict vulgar, obscene, sexual, or racial images
3. Contain religious harassment, derogatory language, inappropriate innuendo, or profanity
4. Include any writing, symbol, illustration, name or sign of gang names or graffiti

Friday will be Bulldog Pride day. Appropriate attire will include: denim jeans, slacks, or capris, Bulldog t-shirt, polo, sweatshirt, or pullover with Bulldog logo. Bulldog attire may also consist of Royal blue sweater, blouse or

button up shirt. No other shade of blue will be accepted.

**Exceptions:** Physical Education teachers and coaches may wear coaching uniforms during coaching activities. They must change out of athletic clothing while teaching academic classes. Employees are not permitted to wear shorts (exception in the gym during P.E.class).

There may be cases within the school year where specific clothing will be permissible for special occasions. Faculty and staff will be notified of these special days. The administration reserves the right to deem any attire inappropriate. If you are unsure about any article of clothing, inquire before you wear it. A good rule of thumb is: if you question it, don't wear it.

## Due Process

Each student is entitled to due process prior to being suspended for violation of school regulations. These include: an oral or written notice of the charge(s) against them; an opportunity to give an explanation of the evidence of the charge(s) against him/her if he/she denies the charge; and an opportunity to present his/her own version of the facts concerning the charge(s). In cases which involve students with disabilities, procedures mandated by federal and state law shall be followed.

## Email

It is the responsibility of each faculty/staff member to check email three times daily (before school, during lunch/planning, at the end of the school day). It is also the responsibility of the faculty/staff member to use school email in a professional manner.

## Emergency Drills

It is the responsibility of each faculty/staff member to review emergency drill procedures with each class the first days of school and to follow procedures during drills. **All faculty and staff are required to participate in each drill as are students.** When leaving the building for drills, faculty members **MUST** take with them the roll/record book and the red emergency backpack located in each room. This backpack should contain a copy of each class roll and any emergency equipment available.

When gathering your class outside for drills, it is important for the administration and any emergency personnel to know whether any student is missing from your group. To notify administration that all students are accounted for, faculty/staff are to hold up their record book so that only 'red' can be seen. If a student is missing from the group, the record book is to be opened and held up so that white/light green is seen. Someone will then come to you and get the name(s) of missing students. **ALL** students are to participate in all drills. Discipline measures will be taken with anyone who refuses to comply.

## **Emergency Procedure Plan**

All faculty and staff members should be familiar with the Fulton Independent School District Emergency Plan and should follow all rules and instructions given on emergency and exposure control procedures. Each staff member is responsible to cover this information with each class and document review of disaster preparedness with each class. Each staff member should keep the Emergency Procedure Plan flip chart available for quick and easy access. Please consult the Safe Schools Director if you have any concerns or questions.

## **Equipment**

Contact the school secretary when there is a problem with any equipment. **DO NOT TRY TO FIX IT YOURSELF.** Do not remove furniture from any classrooms. Relocation of property must go through administration.

## **Evaluations**

Teachers are to work with principals to schedule your evaluations:

- a. Teacher interns will be evaluated according to the New Teacher process.
- b. All non-tenured teachers will be observed annually through on-going formal and informal observations of performance, conferencing, the development of an individual professional growth plan and a summative assessment. Instruments approved by the board and the Kentucky Department of Education will be utilized.
- c. Tenured teachers will be observed annually through on-going observations of performance and conferencing and the development of an individual professional growth plan. Formative and summative observations will be completed a minimum of every three years.
- d. Teachers being formally observed will receive a memo, notifying them of the timetable for the Evaluation Process and the date and time of the orientation meeting.

## **Extra-curricular Events**

It is requested for faculty and staff to attend at least one extracurricular event per season to help show support for our school and student body. All scheduled workers for any sports event should report one hour prior to the game. If you are unable to work your scheduled game, it is your responsibility to secure another faculty/staff member to work for you. Upon any change of work schedule, please notify the Athletic Director, Principal or Assistant Principal as soon as possible.

Coaches of any competitive activity are expected to post rules for student participation and behavior. Students are to be given a copy of these rules and shall be required to return a statement of agreement to abide by the rules with signatures of the student and parents before the student may participate in said activity. The Principal and/or Athletic Director will file a copy for documentation purposes.

## **Faculty Meetings**

District faculty meetings will be held at a minimum of once per month, beginning at 3pm. The first Thursday of each month will be a district-wide faculty meeting. The September meeting will be at FHS, alternating between the schools. Building administrators will conduct a minimum of one other faculty meeting at their building. See the Bulldog Calendar for dates. Carr Elementary will have Weekly Instructional Network (WIN) meetings every Wednesday.

All teachers are required to be prompt to all meetings and remain until all business is conducted. Special meetings may be called and regular meetings are subject to change if a need arises. An attempt will always be made to give advance notice of meeting time changes. Please do not schedule personal appointments or athletic practices on scheduled faculty meeting days. Practices may be held following staff meetings but students CANNOT remain on school grounds unattended while teachers are in faculty meetings (See Faculty Meeting Dates chart in Section 5.)

## **Faculty School Day**

The high school faculty school day is from 7:15 – 3:15. Please make all appointments after 3:15. This is part of your work day. Faculty who serve early morning duty are required to be in their designated area no later than 7:05 FHS. Students enter the building at 7:20.

Carr elementary faculty school day is from 7:15 – 3:15. Please note time until 3:15 is part of the school day. Make all appointments after this time. Faculty who serve early morning duty are required to be in their designated area no later than 7:05. All teachers should report to the cafeteria to pick up their class from breakfast promptly at 7:40.

All faculty/staff MUST sign in by 7:15 in the front office and MUST sign out if leaving the building during school hours. Faculty/staff are not required to sign out at the end of the day. Do not have others sign in or out for you.

## **Fall Festival**

All teachers are required to set up and/or work a booth for the Fall Festival sponsored by the PTO. A meeting will be held with information and sign up prior to the festival for ample planning time. Fall Festival will be Saturday, October 28, 2023. Time to be determined.

## **Forms**

There are several specific forms that will need to be used throughout the school year. All copies of necessary

forms can be found in the teacher workroom/lounge. Please make copies as needed.

There are three (3) district forms for three different functions that are required to be filed at the superintendent's office **prior** to the event. These events are:

- a. Employee Travel Authorization (FCBOE 101) for out-of-district travel. (Two weeks prior)
- b. Activity Bus Trip Request (FCBOE 201) to request use of the district bus. (Two weeks Prior)
- c. FundRaiser Request (FCBOE 301) to request to conduct a fundraising activity based on board policy 09.33. (One week prior to board meeting for approval)

The use of any of these forms requires the form to be filed in the school administrator's office in advance of the activity for action and forwarding the form to the superintendent for action. If requiring board action, request must be turned in to the Board of Education on the Wednesday prior to the next board meeting. Board meetings are the second Tuesday of every month.

All forms needed can be obtained from the faculty workroom, lounge and/or online at the school website. Please be sure to use the correct form necessary. Should there be only one form left, it is your duty to make 10 more copies to assure availability to all faculties. Forms include but are not limited to:

Academic and Athletic Field Trip Request  
Accident Report  
Activity Account Deposit Form Alternative  
Classroom Assignment Sheet Classified  
Employee Time Record  
Disaster Preparedness Documentation Sheet  
Fundraiser Request  
Incident Report (inappropriate behavior toward employees by visitor)  
Multiple Receipt Form  
Purchase Order Requisition  
Room Reservation/Conference Registration Request  
Standard Invoice  
Travel Voucher  
Purchasing Procedure Travel  
Procedure  
Hotel Reservation Procedure Field  
Trip Procedure  
Overnight Travel with Students Procedure  
Fundraiser Request Procedure

## **Fundraisers**

1. If you wish to conduct a fundraiser, fill out the fundraiser request form and forward to the Principal.

2. The Principal will then approve/reject, code or forward to the Program Coordinator.
3. ALL fundraisers conducted off school grounds require Board approval. The Board of Education meets the second Tuesday each month. The Principal has to have the form approved and sent to the Board Office by the 1<sup>st</sup> of each month in order to be on the Board agenda for consideration. If not received in the Board office by the 1<sup>st</sup> day of the board meeting month with the Principal's approval, it will be added on the next month's agenda and therefore the fundraiser will not be able to be conducted.
4. The only raffles that can be conducted are ones that "items" are to be given. Absolutely NO cash raffles may be conducted.

## **Gymnasium/Stage**

Anyone wishing to use the gym or stage must receive permission from the Building Principal. Students must keep off the stage unless supervised by a faculty/staff member.

Gym Rules:

1. No hard soled shoes are allowed on the floor; tennis shoes only.
2. When entering the gym at the high school, use only the south doors closest to the bleachers.
3. When entering the gym at the elementary school, use the north doors closest to the bleachers. This is to prevent walking across the floor with hard soled shoes.
4. Absolutely no food, drinks, candy, or gum is allowed in the gym.
5. No one will be permitted to cut through the high school gym between classes. Students who enter the gym during class time and who are not in that class will be disciplined.
6. Students should not be allowed to play on the stage.

## **Homebound Students**

Teachers are responsible for working with the homebound teacher when students are placed on homebound status. Teachers are responsible for providing the homebound teacher with assignments missed by the student and for grading work turned in by the homebound teacher. The homebound teacher is responsible for helping the student complete the work and for transporting the work back and forth to the classroom teachers. The DPP supervises and administers the program. Questions about the homebound program should be directed to the DPP.

## **Homeroom Sponsors**

Carr Elementary:

1. Sit with students during assemblies and make sure all students behave properly.
2. Walk students to lunch and specials; pick up students from lunch and specials on time.
3. Use the multiple receipt form when collecting money in the classroom from students. (Form FA8) All monies must be deposited within 24 hours of collection. All students' grades 3 and up who turn in



money to any teacher/staff member MUST sign the Multiple Receipt form.

4. Complete specified form before sending any student to the nurse.
5. Keep documentation of daily Health and PE activities.
6. Furnish specials teachers with grade sheets one week prior to the cut off date for report cards.
7. Complete progress reports for students making a D or F every 4 ½ weeks.
8. Enter semester grades on students' permanent folder at the end of the school year. (Permanent records will be taken to the library for this purpose on closing day. Permanent records **ARE NOT** to be removed from the library and taken anywhere else to work on.)

#### Middle School/High School:

1. Distribute Student Handbooks. Teachers will go over the handbook with all students. The building administrator will schedule the procedure to cover the handbook. Homeroom teachers will collect signed student and parent receipt form for handbook; collect parent/student compact form. This form will be turned into the office.
2. Distribute Free/Reduced Lunch application. (Although FISSD participates in a universal food program in which no student will pay for lunch, the form is needed to send to the state department.) Turn the completed forms into the office as soon as received. Make sure you turn in any forms for new students who come into school during the school year.
3. Post grades before the given deadline for report card printing.
4. Meet with homerooms every 4 ½ weeks to hand out progress reports and report cards; meet with homerooms any other times deemed necessary by the administration.
5. It is the responsibility of the junior and senior sponsors to conduct senior activities, prom, graduation ceremony and practice, etc.
6. It is the responsibility of all homeroom sponsors to work with class officers and conduct fund raising activities.

## Keys

Each teacher will have a key card to enter the front or back entrance so that he/she may work in the classroom when school is not in session. This privilege can be removed if abused. Lost or misplaced cards need to be immediately reported to the Principal or Assistant Principal, to ensure the safety of the building. Obtain new keys from the Buildings & Grounds Director.

Reminders for your personal safety:

- Use your key card to enter the building. Do not prop doors.
- Lock yourself in so that no one can slip in and hide.
- Turn on no more lights than necessary and turn them off when leaving.
- Make certain that the outside door is locked when you leave.
- If anyone comes in with you, make sure he/she remains under your supervision and leaves with you.

## Lounge

The lounge is for use by faculty and staff ONLY. **Please maintain cleanliness of the lounge.** This includes but is not limited to removing old food from the refrigerator, cleaning the microwave when necessary, and not leaving dirty dishes in the sink. In addition, keep papers and other materials neatly organized. Please share the responsibility of keeping it clean and presentable.

Students ARE NOT allowed in the lounge. Do not send students there to check mailboxes, purchase snacks, use the copier machine, etc.

## **Lesson Plans**

Lesson plans are due to the building administrator as directed on a weekly basis. Lesson plans are to include the core content/core standards, learning targets; research based instructional strategies, and formative/summative assessments. Lesson plans should be completed and entered into Planbook.com by Monday morning of each week.

“Three Day Emergency Lesson Plans” are due and to be put into a specific binder/sub folder no later than the end of the first week of school. You should plan for three days worth of substantial core content material to be covered. Also included should be class rolls, daily schedule and routine, worksheets, assignments, etc. These plans should be updated each semester or after the use of each plan. Please make sure that any and all information for a substitute is included in these plans. These plans will be used only in the event of an emergency or in the event that a teacher is unable to send lesson plans in the event of an absence and housed in the front office.

## **Parent/Teacher Conferences and Contacts**

Keep parents informed in a timely manner regarding any obvious change in a student’s behavior or academic progress. Teachers are to make at least three positive parent contacts per month. (document in IC).

Parent/Teacher conferences will be held two (2) times per year. Teachers are required to be in attendance to conferences with parents as needed. If you see a negative situation developing or if one has occurred that day, try to contact the parent before the student gets home. Documentation of parent contacts is necessary. Please document in IC under PLP.

## **PLC Meeting Dates**

All instructional personnel are required to attend Professional Learning Community (PLC) meetings.

Elementary PLC Meetings: PLC meetings will take place twice per month after school at Carr in the data room, unless stated otherwise. PLC meetings will take the place of WIN meetings.

Middle School/High School: PLC meetings will take place twice monthly during departmental planning time.

Special Education: The Director of Special Education will schedule and lead (or designate a lead) Special Education PLC meetings.

## Purchases

**Board Expense**—you must obtain a purchase order requisition form prior to any purchases made that are the responsibility of the school district. Fill it out and give it to the school administrator. The Purchase Order will then be approved/disapproved, coded, and sent to the central office for issuance of the purchase order. (See Section 6 for form.)

The process of getting a Purchase Order:

1. Fill out the purchase order request. Include all information
2. The shipping address is either Carr (400 West State Line, Fulton, KY 42041) or the high school (700 Stephen Beale Drive, Fulton, KY 42041).
3. The billing address is Fulton Independent Board of Education, 304 West State Line, Fulton, KY 42041.
4. Send the P.O. to your building administrator for approval and signature through interoffice mail.
5. Your building administrator will code and return to you. You will then need to forward the P.O. to the BoE office if approved. If the purchase is not approved, you will be notified.
6. Office personnel at the Board of Education will order materials if all information is provided and the purchase is approved.
7. Once the order arrives, check all merchandise with the packing slip. Sign and date the packing slip and send it to the Board of Education office through interoffice mail.

**Activity Account**—you must prepare a purchase order requisition to be approved by the sponsor and school administrator before the payment is obligated. Shipping tickets for merchandise ordered shall be compared to the purchase request, initial, and dated by the receiver. All bills will be sent to the board office for payment. Any unauthorized purchases (without following these procedures) will be the responsibility of the person making the order.

## Purchasing Procedure

1. Fill out a purchase order request form.
  - a. Be sure to put all information for company (name, address, telephone, fax)
  - b. Be sure to detail each item individually you wish to order
  - c. A completed company order form will be accepted attached to a PO request
2. Forward to the Principal or Coordinator of the Program for approval.
3. The Principal or Coordinator of Program will approve/reject. If approved, the Principal or Coordinator of Program will forward to Kim Farmer at the Board Office to issue a purchase order.

Kim Farmer will then place the order.

4. When you receive your order, on the packing slip you will check each item to make sure your order is complete and correct. On the packing slip you will need to identify that the items have been received and the date. Sign your name and forward the signed packing slip to Laurie Thorpe at the Board Office.
5. Internet purchasing is **EXTREMELY** discouraged unless a purchase order is accepted or a check can be sent along with the order.
6. Personal purchasing is **EXTREMELY** discouraged. The steps listed above are the procedures that should be followed. If personal purchasing is as a last resort then you will fill out a standard invoice and attach the itemized receipt. The Principal or Program Coordinator will approve and code the standard invoice and forward to the BOE for reimbursement. Reimbursement checks are distributed after the Board of Education meets the second Tuesday of each month.

## **Student Fees**

No student fees will be collected at this time. If teachers do accept fees, this is the procedure: All checks should be made payable to Fulton Independent School. Use the manila envelope provided in your homeroom box to receive student fees. Use the multiple receipt form provided to you to record all fees received. Students should write their own name and amount of money given. This form is to be turned in everyday. There should be no money stored in your classroom overnight.

Student Parking fee—There is a one-time parking fee of \$5.00 required. All students who park a car in the Fulton High School parking lot are required to pay this parking fee. They will receive a parking tag. If students do not have a tag, their vehicle is subject to being towed. There is a \$5.00 replacement fee if the tag is lost. The parking tag is purchased through the office. The principal can waive parking fees.

## **Student Information Cards**

Every student, P-12, must fill out an information card to be filed in the school office. The cards are to be filled out by all students or parents/guardians and for new and/or late registering students. If student information such as addresses/phone numbers change during the year, the student and/or parent is responsible for updating the student information card.

## **Student Supervision**

Based on KRS 161.170, teachers shall enforce the course of study and the rules and regulations prescribed for the school. Therefore, proper student supervision must be maintained to ensure said enforcement.

***NO STUDENT SHALL BE LEFT UNSUPERVISED DURING THE SCHOOL DAY OR SCHOOL SPONSORED EVENT.*** Whether in the regular classroom, halls, art, music, PE, library, gym, special education, band, stage, or any other part of the campus, including assemblies and/or special events, the teacher to whom the student is assigned shall be held totally responsible for the student's safety and

instruction, including passing time. All teachers are responsible for seeing that all students are supervised at all times.

The teacher's tasks of student supervision shall include, but are not limited to, the following responsibilities:

- a. Each teacher, not otherwise assigned, shall be outside the classroom in the hall between classes and after school monitoring student behavior.
- b. Students shall not be dismissed from the classroom unless the teacher deems it absolutely necessary.
- c. A staff member must escort elementary students from each class when moving as a class to another area. Do not leave students unsupervised in the hallway.
- d. Teachers are to sit with their classes in assemblies, special programs, pep rallies, etc.
- e. Teachers are not to leave the classroom when a non-staff resource person or guest is invited into or is visiting the classroom.
- f. Teachers are to supervise restroom breaks and visit restrooms periodically to make teacher presence known (especially during class changes).
- g. Teachers **NEVER** leave a class or student unsupervised. If a valid need arises, notify the office via the telephone for help in monitoring the students during the absence.
- h. No student should be out of class to run a non-academic errand. Example: students should not be out of class to get drinks or food for themselves, faculty, or staff members.
- i. Teachers are not to have students run errands outside of the school building for any reason.
- j. Teachers are not to be on their cell phones or become distracted when supervising students.
- k. Teachers are NOT to sit down during recess. Teachers must be up supervising and moving around monitoring students at all times.

## Student Transportation

Students shall be transported by board provided bus on school trips requiring student transportation. No students shall be allowed to drive on school activities or use their vehicle to run errands during the school day. **Teachers or coaches are not to transport students in their own vehicles.** The bus is the preferred mode of travel when transporting students as it is considered the safest form of travel for students.

## Social Media

**No staff member is to be friends with a student on social media or post pictures of students on personal social media.** Staff should remember that your actions, including on social media, are a reflection of Fulton Independent School. Please refrain from posting, sharing, or commenting on any social media post that has any negativity towards our school, other staff or students. Any questions or concerns should immediately be reported to Administration.

## Social Networking "Dos" and "Do Nots" for Professional Educators

Reprinted from KEA News, February 2010

facebook

Ning



myspace

LinkedIn

### DO

- Remember always that there really is no such thing as "online privacy." When it comes to the Internet, there are only varying degrees of "public."
- Remember that your online presence is like your "brand": When you put yourself online, you are "advertising" the kind of person you are.
- For the greatest possible security, make sure only your friends can view your search listing and profile. Review your "privacy settings" and chose the "Only Friends" options.
- If possible, prevent your students from knowing you're on Facebook at all by removing yourself from Google search listings. Your Facebook profile will show up in Google search results unless you go to "Privacy" and alter the "Search Result Content" to limit the information people can see about you.
- Be vigilant about what others post about you. Review all photos of yourself online and check often for new ones. Remove "tags" in photos of yourself that you don't want students or parents to see—or, better yet, simply ask the person who posted the picture to take it down.
- Before YOU post something, ask yourself, "Would I want my [principal/students/parents/student teaching supervisor] to see this?"
- Be careful about linking your Facebook with

KEA leaders and staff believe in the power of social networking. There are several KEA and KEA-related Facebook pages. But social networking has its dark and dangerous aspects as well.

KEA UniServ staff report that more and more members are having problems with school and school district personnel over things they have posted online—or over things others have posted about them.

KEA UniServ Director Susan Herron said none of the members in her service area have gotten into trouble yet over Facebook or MySpace. "I've had more issues with 'texting' and forwarding stupid emails, but I recommend to my members that they not post pictures of themselves drinking or even looking like they're drinking," Herron added. "As a rule, I advise my members to hide their personal information and not to 'friend' students."

A KEA UD in another part of the state saw a well-liked new teacher who had gotten good evaluations lose her job because a school administrator found a picture of her online in which she was holding a drink. Another told **KEA News**

about a principal in his service area who regularly monitors the Facebook and MySpace pages of her teachers—and found one who had been posting "crude and unprofessional photos."

All the KEA UDs who spoke to **KEA News** for this feature said professionalism is the most important consideration for any school employee with a presence on any social networking sites. It's up to you to carefully manage your presence on the Web so that it does not derail your career.

Rosalind Bryant, a UD who works out of KEA's Lexington office, said she has not yet handled any cases involving social networking but, "I think the main concerns are around being professional with information and pictures." Bryant said, "Just because you do it on your personal time, does not mean you can post it on the Internet!"

In the interest of helping school employees and pre-service teachers protect their careers, KEA has compiled this list of "Social Networking Dos and Do Nots."

Facebook where others might see it.

- Monitor what is being published about you. If you're concerned that old friends or contacts could include you in online postings without your knowledge, try setting up a Google alert with your name, just to be safe. A Google alert will send you an email anytime you are published. Visit: <http://www.google.com/alerts> and enter your name to be searched, how often you want to receive the reports and your email address.
- Sort your friends by lists. If you're friends with your fellow educators and principals, you may want to add them to a school list with restricted viewing abilities. Once you've created your list, go to "Settings," and navigate to the Profile section. From there, you can select "Edit Custom Settings," which will open a field for "Except These People."

### DO NOT

- Do not accept "friend requests" from current or potential students or their family members.
- Do not accept a "friend request" from anyone whom you do not know personally. Just like email, information and photos from sites like Facebook are not fully protected.
- Do not join groups that may be considered unprofessional or inappropriate, and remove yourself from any such group of which you may already be a member.
- Do not post vulgar or obscene language, materials, photos or links that may be considered inappropriate or unprofessional. If you don't want to see it on the front page of the local newspaper, don't post it.
- Do not EVER post negative information or comments about—or unflattering images of—your students, co-workers or school administrators.

## Teacher Accountability

Teachers shall be held accountable for knowing and adhering to the rules of the student and faculty handbooks, the Fulton Independent Board of Education policies, Kentucky state law, and the teacher code of ethics.

### EPSB Code of Ethics for Teachers

**KRS 161.028** requires that the Education Professional Standards Board develop a professional code of ethics.

The Professional Code of Ethics for Kentucky Certified Personnel is codified in **16 KAR 1:020**, establishes the

**ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher or administrator certification.**

**Certified Personnel in the Commonwealth**

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all;
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

**To students**

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

**To parents**

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

### **To the education profession**

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

## **Textbooks**

Text books are to be assigned to each student, unless the online text will be used on the student Chromebook, in that case, assign Chromebooks to students. A complete text book form should be completed for each class in which you assign textbooks. You should keep a copy of this form and turn in the original form to the building administrator. At the end of the year, this form will be used to check in all textbooks. (Form can be found in Section 6.)

## **Travel Procedures**

### Reimbursement for Travel:

1. If you need to travel out of the district, two weeks prior to your travel, fill out the left hand side of the travel request form.
2. You will then give it to the Principal for approval of the absence. If the absence is approved, the Principal will code or send it to the Coordinator of Program to sign and code. Then the form will be forwarded to the Superintendent for approval and returned to you. You will then hold onto that form until your travel has been completed.
3. After your travel is complete, you will then fill out the right side of the travel request form and forward to the Board Office for Payment. Please make sure this part is filled out completely and signed.
4. Meals are only reimbursed if an overnight stay is required.
5. An itemized slip must be attached to your travel request form in order to be reimbursed meals for overnight travel. Checks are distributed after the Board meets on the second Tuesday of each month.

### Hotel Reservation:

1. If your travel requires an overnight hotel stay, fill out the hotel reservation form. You will then forward to the Principal for approval for the absence.
2. The Principal will code or send it to the Program Coordinator to code.
3. The request will be forwarded to Kim Farmer who will make reservations for you.
4. Reservations are to only be made by Kim Farmer. No room service, alcohol or valet parking will be paid or reimbursed by the district.



### Field Trips:

1. A field trip/bus request form is required to be filled out for each requested field trip and forwarded to the Principal for approval two weeks prior to the trip.
2. Once the Principal has approved/rejected the trip request, the form will be returned to you.
3. There are several required steps on this revised form. A list of students must be attached to the field trip/bus request through the entire travel time of the form. This list will serve as your roll call for the specified trip on the request. The form must be signed by each party required. A copy of the completed form will then be returned to the Principal and final arrangements can be made.
4. For ALL field trips, a letter outlining the trip's location, date, leave/return times and chaperones must be signed by the parent of the student traveling.

### Overnight Travel with Students:

1. If an overnight school trip with students is needed, you will put your request in writing and forward to the Principal along with a Field Trip/Bus Request form. The Principal will approve/reject.
2. If the Principal approves the overnight student school trip, the request will be forwarded to the Board Office to the Superintendent to be put on the Board agenda at the next monthly Board meeting. Please keep in mind the Board of Education meets the second Tuesday of each month. The Principal will need to have this request sent to the Board Office by the 1<sup>st</sup> of the month.
3. Your request will need to be as detailed as possible. The purpose of the trip, dates, location, list of students and chaperones.
4. The Principal will notify you if the overnight student school trip was approved and you may proceed with finalizing the trip.
5. You will then follow the hotel reservations procedure.
6. A signed letter outlining the trip, as you did for the Board, by the parent will serve as the permission form the student to attend the overnight event.

## Visitors at School

For the safety and protection of all students, all visitors to the school must report to the office before transacting any business at school. All visitors must wear a visitors' badge. School is not the place for loitering. Students are not to bring visitors to school at any time unless permission has been granted by the principal/designee. Parents are not to interrupt classroom instruction to discuss the problems of their children. If a parent appears at your door, please direct them to the office to schedule an appointment.

If they are upset, close your door and contact the office immediately. If possible, teachers should arrange for parents to come to school during their planning time or before or after school for teacher/parent conferences. A teacher may request an administrator to be present for a parent/teacher conference.

## INSTRUCTIONAL ASSISTANTS

# T

Title I is a federally funded program designed to help students who are in need of academic assistance.

These students were typically identified in the past by low performance on standardized tests. Today, however, students are identified as **at risk of academic failure** by looking at factors that research recognizes as indicators of poor performance in school. Fulton Independent School uses the percentage of students who qualify for free or reduced-price lunches as the indicator to determine our number of **at risk** students. Fulton Independent School's percentage is high enough to qualify as a **school-wide Title I program**, as are many other West Kentucky schools. Fulton Independent School's school-wide program allows us to use our Title I funds to provide personnel services such as instructional assistants to **all** students at Fulton Independent School, rather than the **at-risk students**, exclusively. Title I also provides dollars to Fulton Independent School teachers to purchase classroom teaching tools which help to improve student performance and raise test scores.

Whenever approached and asked about Title I on your roll as a **Title I teaching assistant**, you should now be able to discuss the program and refer to the following as your job responsibilities:

- **Your first responsibility is to the student.** Your goal is to raise the student's performance both in the classroom and on the state administered tests.
- **You are an instructional assistant, not a clerical assistant.** You may not perform clerical duties (i.e. cutouts, run-offs, bulletin boards, grading papers). You must work with the students.
- **You should follow the chain of command, in the event of a problem:** classroom teacher; school administrator; Title I Coordinator; Superintendent/Designee.
- **You should attend Title I sponsored events, as a show of support for the program.** There are usually two (2) Title I sponsored evening programs for Fulton Independent School parents during the school year to offer information and/or ideas on strategies to use at home to improve student performance.
- **You should avoid discussing any child's performance with a parent.** Encourage parents to contact the child's teacher when they desire specific information regarding their child's performance.
- **You should always speak positively about Fulton Independent School and the Title I program.** Because you are an employee, you, along with your comments and your actions, are viewed by the public as a representative of Fulton Independent School. Please help maintain the pride that past faculties and students have earned for this school and district.

All instructional assistants are to submit monthly timesheets by the 5<sup>th</sup> of each month. These sheets are to be completed by listing all hours worked including breaks; all weeks are to be tallied and a total made in the appropriate box. The sheet must be signed by the assistant and the principal. The time sheet is to then be submitted to Becky Fisetite at the Board of Education office. All instructional assistants are to contact the school secretaries if an absence is necessary.

# DUTY SCHEDULES AND CHARTS

Staff with CPI Certification

FISD Calendar

Homeroom/Advisor Assignments

Morning Duty Schedule

Afternoon Duty Schedule

Parking Assignments

Progress Report and Report Card Dates

## **STAFF WITH CPI TRAINING**

Note: STAFF SHOULD NOT PLACE THEIR HANDS ON STUDENTS EXCEPT IN CASES OF EMERGENCY. IN THE EVENT THAT A CHILD IS ATTEMPTING TO HARM HIMSELF OR SOMEONE ELSE PLEASE CALL FOR ASSISTANCE. The following staff has been trained in Nonviolent Crisis Prevention Training.

### MS/HS

Sarah Townsend  
Prophet Giles  
Brad Rozzell  
Tammy Crumble  
Lisa Kerney

### Elementary

Jean Little  
Cayce Batts  
Christi Cavness  
Kristina Bohanon  
Matt Moxley

## **2023-2024 School Calendar**

**August 3, 7 2023 .....Teacher Professional Development (No Students)**  
**August 8, 2023.. .....Opening Day for All Staff (No Students)**  
**August 9, 2023 .....First Day for Students**  
**September 4, 2023 ..... Labor Day (No School)**  
**October 2 - 6, 2023.....Fall Break**  
**October 19, 2022 .....Parent Teacher Conferences**  
**November 7, 2023 .....Teacher Professional Development (No Students)**  
**November 22-24, 2023.....Thanksgiving Break**  
**December 18 - January 1, 2023 .....Winter Break (No School)**  
**January 2, 2024 .....First Day Back to School**  
**January 15, 2024 .....MLK Day (No School)**  
**February 16, 2024 .....Teacher Professional Development (No Students)**  
**February 19, 2024 .....Snow Make Up Day**  
**March 14, 2024 .....Parent Teacher Conferences**  
**March 17, 2024 .....Snow Make Up Day**  
**April 1-5, 2024 .....Spring Break**  
**May 23, 2024 .....Last Day for Students**  
**May 24, 2024 .....Closing Day for Staff & Graduation**  
**May 27, 2024 ..... Memorial Day**

## Carr Elementary Homeroom Assignments

Kindergarten	Brittany Moxely
1 <sup>st</sup> Grade	Tiffanie Fields
2 <sup>nd</sup> Grade	Taylor Rivera/ Charity Holliman
3rd Grade	Kristin Cunningham
4th grade	Morgan Whitworth/Danielle Lopez
5th grade	Summer Frields

## MS/HS Advisor Assignments

6 <sup>th</sup> Grade	Bethany Carter
7 <sup>th</sup> Grade	Katie Lane
8 <sup>th</sup> Grade	Melissa Martin
9th Grade:	Lisa Kerney/Kathy Thweatt
10th Grade:	Sherri Langford/Jessica Free
11th Grade:	Mark Paitsel/Larry Walker
12th Grade:	Rebecca Copeland/Justin Lane

## Carr Elementary Morning Tutoring Schedules 6:45

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning Tutoring</b>	Danielle Lopez Jen Caldwell	Danielle Lopez Jen Caldwell	Tiffanie Fields Danielle Lopez	Tiffanie Fields Jen Caldwell	Tiffanie Fields Jen Caldwell

## Carr Elementary Morning Duty Schedules 7:05

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Pearl St Sidewalk</b>	Whitworth Lane	Fields Holliman	Rivera Cunningham	Cavness Lopez	B. Moxley Fields
<b>Pearl St. Hallway</b>	Bryan Fredrick	Bryan Fredrick	Bryan Fredrick	Bryan Fredrick	Bryan Fredrick

(greeting & watch restroom area)					
SPED Check in	Paitsel	Paitsel	Paitsel	Paitsel	Paitsel
Breakfast/ Cafeteria Duty	M.Moxley D. Farmer	M.Moxley D. Farmer	M.Moxley D. Farmer	M.Moxley D. Farmer	M.Moxley D. Farmer

If you have morning duty, please be in your assigned place by 7:05am. If you are NOT going to be at school on your day, it is YOUR responsibility to find someone to cover your duty. This can be another teacher or your sub. Make sure that your sub plans include your duty responsibilities.

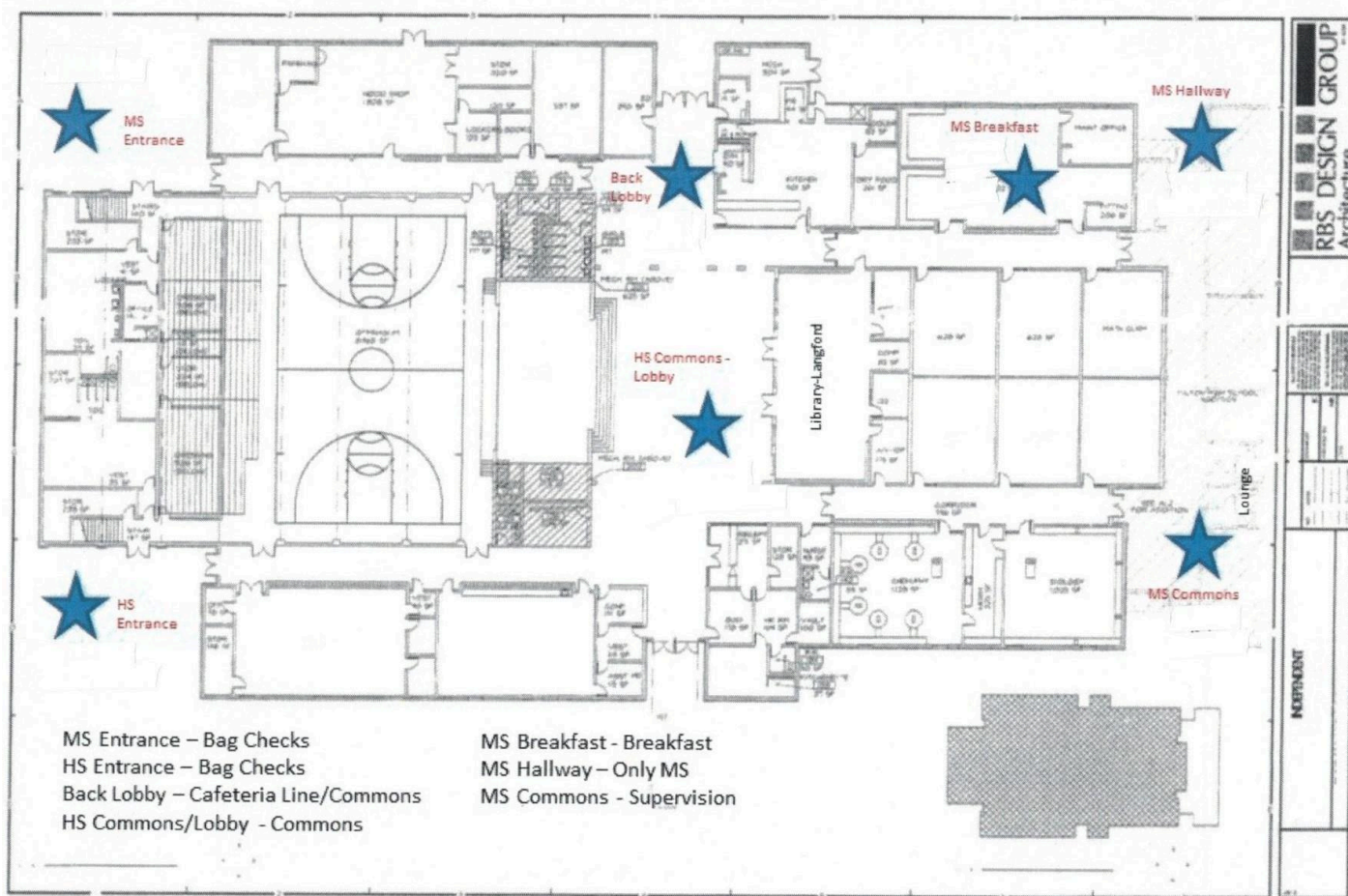
## **Carr Elementary Afternoon Dismissal Schedule**

	WALKERS	CAR RIDERS	K DISMISSAL	TRANSIT/ BUS Riders
<b>MONDAY</b>	Cavness Fredrick Bryan	M. Moxley Fields Rivera Holliman Caldwell (door) Pryor (hallway)	B. Moxley (bus) Bannister (car)	Lopez Whitworth Fields Cunningham Farmer Little
<b>TUESDAY</b>	Cavnes Fredrick Bryan	M. Moxley Fields Rivera Holliman Caldwell (door) Pryor (hallway)	B. Moxley (bus)) Bannister (car)	Lopez Whitworth Fields Cunningham Farmer Little
<b>WEDNESDAY</b>	Cavness Fredrick Bryan	M.Moxley Costello Rivera Holliman Caldwell (door) Pryor (hallway)	B. Moxley (bus)) Bannister (car)	Lopez Whitworth Fields Cunningham Farmer Little
<b>THURSDAY</b>	Cavness Fredrick Bryan	M.Moxley Costello Rivera Holliman Caldwell (door) Pryor (hallway)	B. Moxley (bus)) Bannister (car)	Lopez Whitworth Fields Cunningham Farmer Little
<b>FRIDAY</b>	Cavness Fredrick Bryan	M.Moxley Fields Rivera	B. Moxley (bus) Bannister (car)	Lopez Whitworth Fields

		Holliman Caldwell (door) Pryor (hallway)	Cunningham Farmer Little
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## Middle School/High School Duty Schedule

Duty assignments are made by location and two-teacher team. Assignments may be split however the teacher team would like but each location must be covered every morning and afternoon.



Morning and Afternoon Duty Assignments

Location	HS Bag Check	MS Bag Check	Back Entrance	Commons	MS Breakfast	MS Hallway	MS Commons
----------	--------------	--------------	---------------	---------	--------------	------------	------------

<b>Staff</b>	Love Giles	Poole Holloway	Martin Paitsel	Langford Thweatt	Kerney Walker	Montney Free	Rozzell Bynum
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Principal - Townsend will greet students at the student entrance then monitor high school.

Counselor - Ellegood will greet students at the student entrance then monitor middle school.

Breakfast - 6-8th Grades will eat in the Art Room.

9-12th Grades will eat in the High School Commons..

Lunch - 6-8th Grades will eat 1st lunch in the High School Commons (plus 4RCA)

9-12th Grades will eat 2nd lunch in the High School Commons.

Dismissal - Teachers remain in areas until students have cleared. Middle School Students exit through front doors of Middle School High School Students exit through front doors of high school. All staff remain until 3:10PM

### **Carr Elementary Parking Assignments**

Bus			1 AmeriCorp
Bus			2 AmeriCorp
49 L. Walker	29 K. Paitsel	28 D. Fredrick	3 AmeriCorp
48 S. Langford	30 K. Swift	27 A. Leab	4 AmeriCorp
47 T. Pulley	31 C. Holliman	26 M. Whitworth	5 AmeriCorp
46 Skyler Little	32 T. Rivera	25 A. Bannister	6 AmeriCorp
45 Jimmie Smith	33 K.Cunningham	24 K. Bohannon	7 AmeriCorp
44 Pete Zalucki	34.T. Fields	23 A. Pryor	8 K. Moran
43 A. Teasley	35 D. Lopez	22 C. Batts	9 P. Pryor
42 Cafeteria Van	36 C. Cavness	21 S. Frieids	10 K. Lane
	37 M. Moxley	20 T. Bryan	11 D. Gordon
	38 L. Crocker	19 B. Moxley	12 M. Barnett
	Nurse: Kendall	18 D. Farmer	13 Visitor



	Secretary: Govern	17 J. Caldwell	14 Visitor
	Principal: Little	Handicap	15 Visitor

### **MS/HS Parking Assignments**

MS/HS Parking is first come, first serve. The first 3 parking spots in front of the building are reserved for principal, secretary, and nurse. The first parking spot adjacent to the building is reserved for the SRO.

### **23-24 GRADING PERIODS**

**1<sup>ST</sup> 9 Weeks: August 9th - October 13th**

**Fall Semester Parent Teacher Conferences: October 19th**

**2<sup>nd</sup> 9 Weeks: October 16th - January 2nd**

**3<sup>rd</sup> 9 Weeks: January 3rd - March 5th**

**Spring Semester Parent Teacher Conferences: March 14th**

**4<sup>th</sup> 9 Weeks: March 6th - May 17th**

*The final report card will be printed and distributed after all final tests have been graded and semester grades are tabulated.*

# **ACCESS TO ELECTRONIC MEDIA & INTERNET SAFETY**

## **FULTON INDEPENDENT SCHOOL**



# Access to Electronic Media & Internet Safety

## Procedures & Guidelines

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### **Access to Electronic Media**

The Board supports reasonable access to various information formats for students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner.

### **SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including “hacking” and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minor’s access to materials harmful to them.

The District shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its Internet safety measures.

Specific expectations for appropriate Internet use shall be reflected in the District’s code of acceptable behavior and discipline including appropriate orientation for staff and students.

#### **PERMISSION/AGREEMENT FORM**

A written parental request shall be required prior to the student being granted independent access to electronic media involving District technological resources.

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the

CURRICULUM AND INSTRUCTION

A08.2323

(CONTINUED)

#### **Access to Electronic Media**

parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind this agreement, the student’s parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

#### **EMPLOYEE USE**

Employees shall use electronic mail only for purposes directly related to work-related activities.

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one’s duties.) Each employee is responsible for the security of his/her own password.

#### **COMMUNITY USE**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Principal/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

#### **DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District.

#### **RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District

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(CONTINUED)

#### **Access to Electronic Media**

web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

#### **RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

#### **AUDIT OF USE**

Users with network access shall not utilize District resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the District's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;

2. Maintaining and securing a usage log: and
3. Monitoring online activities of minors.

#### REFERENCES:

KRS 156.675; 47.U.S.C. § 254; 701 KAR 5:120  
Public Law 110-385, Broadband Data Improvement Act/ Protecting Children in the 21<sup>st</sup>  
Century Act  
Kentucky Education Technology System (KETS)

#### RELATED POLICIES:

03.1325/03.2325

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### Procedures & Guidelines

#### *Introduction*

The Internet and other information technologies have fundamentally shifted the ways that information is accessed, communicated and transferred by members of our society. Such changes have also altered instruction and student learning. The Board of Education of the Fulton Independent School generally supports access by students and staff to information resources along with the development of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

The Internet and other information technologies significantly alter the information available to schools by opening classrooms to an array of resources that are global in scope. In the past, instructional and library media materials could usually be screened, prior to use, by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Access to the Internet, because it may lead to any publicly available file server in the world, opens classrooms to electronic information resources that have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Students are responsible for their personal good behavior on school electronic information resources just as they are in a classroom or a school hallway. Communications on a network are public in nature. Computer networks and other electronic information resources are provided for students to conduct research and communicate with others. Access to electronic information resources may be provided to students who agree to act in a considerate and responsible manner. **Access is a privilege, not a right.**

Teachers and other staff who utilize electronic information resources will model the same responsible use of those resources that we expect of students. Additionally, teachers, and others whose duties include classroom management and/or student supervision have a responsibility for exercising supervision of student access to the Internet and other information technologies. Teachers shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System standard email system, nor shall they use such systems themselves.

Independent student use of the Internet and other information technologies will be permitted upon submission of permission

forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. The Board believes that the benefits to students from access to electronic information resources and opportunities for collaboration exceed any disadvantages. **Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Fulton Independent School support and respect each family's right to decide whether or not to apply for independent access.**

### ***Program & Curriculum Development***

To match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer "home pages" and menus of materials that comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district electronic information resources will be designed in ways that point students to those that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with

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guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms.

**Permission is not transferable and may not be shared.**

### ***Age & Grade Level Issues***

In the same way that a teacher or library media specialist provides various levels of guidance to students visiting a library, schools may want to structure various levels of Internet access depending upon age, grade level, or student performance. For instance:

- Very young children should not be provided with unsupervised access to the network. At the lower grade levels (grades K to 6), an Internet or e-mail session may be best conducted with small groups and always supervised by a teacher or someone the teacher has designated. Due to the very young age of students in grades K to 6, social networking and chat rooms will not be used unless under the strict supervision of the teacher.
- Children in middle school (grades 7 to 8) who are familiar with the network and generally demonstrate good conduct might be provided with limited independent access in a location where the session can be monitored. Social networking and chat rooms will only be used under the strict supervision of the teacher.
- In the upper grades (grades 9 to 12), those students with good standing who have proven their ability to be responsible network users might be provided with independent access for research purposes. Social networking and chat rooms will be allowed under the strict supervision of the teacher.

### ***Privacy***

District staff have the right to view information stored in any user directory, on the current user screen, or in electronic mail. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Users shall not expect that files stored on district servers or other electronic storage systems will always be private.**

### ***Ethical Use***

Use of electronic information resources must comply with the rules appropriate for those resources. Transmission of any material in violation of any US or state law or regulation or Board policy is prohibited. This includes, but is not limited to: copyrighted

material, threatening or obscene material, or material protected by trade secrets. Electronic information resources are to be used only for educational and other work related purposes. Use for product advertisement or political lobbying is not consistent with the purposes of district electronic information resources and is inappropriate. Illegal activities are strictly prohibited.

***Misuse of Information Technologies and the Law***

Kentucky statutes identify criminal penalties for:

**Unlawful Access To A Computer, Class C Felony, Kentucky Criminal Statute, KRS 434.840- 434.860:** A felony may be committed when an individual goes beyond assigned duties to: knowingly and willingly, directly or indirectly, access, cause to be accessed, or attempt to access a computer system, data stored in a computer, or a network for the purpose of altering, damaging, or destroying data or technology.

**Criminal Damage to Property, Class D Felony, Kentucky Criminal Statute, KRS 512.020:** A person is guilty of criminal mischief when, having no right to do so or any reasonable ground to believe that they have such a right, they intentionally or unintentionally deface, destroy, or damage any public agency data or technology property (data, computer programs, computer systems, computer networks, computers, etc.).

In simpler terms, these laws prohibit activities such as:

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Using technology deliberately to gain access to electronic information resources for which one is not authorized or to evade security procedures.

Deliberately vandalizing systems by altering or destroying data or damaging hardware, software, or network components. Vandalism also includes deliberate attempts to restrict or degrade the access of others to data and technology.

### **Rules & Regulations**

Electronic information resources are provided for staff and students to conduct research and communicate with others in support of the educational goals and objectives of Fulton Independent School. Access to electronic information resources is given to staff and students who agree to act in a considerate and responsible manner and who sign a user agreement. Parent permission is required for student access.

**Access is a privilege - not a right. Access entails responsibility.**

*The Outlook Live e-mail solution is provided to your child by the district as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live email service, and other Live@edu services as the Kentucky Department of Education may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@edu services, including the Outlook Live e-mail service, are managed by the district pursuant to policy 08.2323 and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage and instant messaging. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the Windows Live Service Agreement and, in certain cases, obtain your consent.*

All individual users of the district's electronic information resources are responsible for their behavior and communications over those resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond ensuring compliance with such standards, the district will not unreasonably monitor or control the communications of individuals utilizing the electronic resources.

The district will be responsible for supervising and monitoring access to the extent outlined in these procedures and in the user agreements and parent permission forms. The district will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users (staff and students) are expected to observe and comply with the following rules.

### **General Technology Rules**

- District computers are the property of the Fulton Independent School and any information stored on them is the property of the Fulton Independent School.
- Users will not engage in any illegal or unethical activity, including copyright infringement, vandalism, harassment, or discrimination, such as; copying licensed software, downloading MP3's, downloading hacking software, installing malicious code, etc.
- Users will be financially responsible for any malicious damage or vandalism that they cause. Vandalism is defined as any attempt to harm or destroy the physical computer, to harm or destroy the data stored on any computer system, to deliberately upload or transmit any virus, or to cause any other damage to the Fulton Independent School network or

any file server or other network connected to the KETS Internet backbone.

- Users will acknowledge in their writing and their research, through footnotes, bibliographies, etc., the authorship and/or publishers of information in electronic form.
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- **Users will not alter the setup of any school computers or load programs or services without the express permission of the district technology coordinator or principal.**
- District technology resources should not be used for private business or personal gain.
- Users will not intentionally waste limited technology resources.
- District staff has the right to access any information stored in any user directory, in any computer email account, or on the current screen.
- **Users will not connect any personal electronic devices (cell phones, MP3 players, cameras etc.) to a school computer without the permission of the teacher/principal.**
- **Users will not attempt to access the network with other user accounts or give their account information to another user. Doing so will result in the immediate loss of the user account.**

### Internet Rules

- All Internet traffic sites visited and the duration of each visit will be logged.
- **Users will not knowingly download or upload inappropriate graphics or text from the Internet or via email.**
- Accessing audio or video services via the Internet, i.e. Real Audio or Real Video without the permission of the District Technology Coordinator is strictly prohibited.
- Users will not access non-educational newsgroups, chat rooms, instant messaging services, interactive Internet games, gambling sites or similar sites.
- Users will not access non-educational blogs or other on-line journal sites such as myspace.com, facebook.com, etc.
- Users will not access or use anonymous proxy sites, i.e. gobyproxy.com, freeproxy.com, etc.
- Users will not display images considered to be offensive or inappropriate.
- Users will not display or transmit information about illegal substances or violent themes.
- **Internet access is a privilege – not a right.**
- Violations of these rules may result in loss of access as well as other disciplinary or legal actions. (Board Policy 09.438)

### Electronic Mail Rules

- The use of school email is for educational purposes only and that the content of mail may be randomly checked. Messages relating to or in support of illegal activities may be reported to the authorities.
- Users will not open, forward, or create chain letters, joke of the day, other mass mailings, or any other form of non-educational email.
- Users will not access, copy, or transmit another's messages without permission.
- **All third party email accounts (i.e. Hotmail, Yahoo mail, Gmail etc.) are expressly prohibited.**
- Users will not send or attach abusive, pornographic, obscene, or sexually explicit messages or pictures.
- Users will not harass, insult or attack others.
- Student users shall not reveal their name or any personal information to anyone.
- Student users shall not establish communications with "strangers" on the network, unless a parent or teacher has coordinated the communication.
- Users shall not access, copy, or transmit another's messages without permission.

### *Auditing, Monitoring, and Filtering Procedures*

In compliance with Kentucky SB 230, 701 KAR 5:120, and the Federal Children's Internet Protection Act, Fulton Independent

School has implemented proxy server software and hardware and Internet content filtering software, I-Prism, throughout the district. Proxy server and I-Prism will be maintained on a twenty-four hour, seven day a week basis. Logs of Internet activity will be examined periodically to detect access to sexually explicit or other objectionable material. Log maintenance, examination, security, and retention will be the responsibility of the District Technology Coordinator. Electronic mail will be monitored periodically to ensure that students, faculty, or staff are not using non-compliant email systems.

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Every Internet user, staff or student, will be required to individually log into I-Prism, the Internet content filtering software being used by the district, before being able to access the Internet. I-Prism uses categories of sites to determine which sites will be blocked from access. It will be the responsibility of the District Technology Coordinator to make determinations of which categories of sites are allowed and which are blocked.

Because there may be times when, for valid instructional reasons, a class needs access to a group of sites that is blocked, a staff member can request that a category of sites be unblocked for a particular list of users. The staff member will write or email the district technology coordinator requesting unblocking of sites. The request will describe the reason for the request and the time period covered. If the district technology coordinator approves the request, then he/she will grant access to the categories requested.

In accordance with Board policy 08.2322, *Review of Instructional Materials*, any citizen or staff member may request a review of a site that is blocked by the district's Internet filtering software that the requestor feels should not be blocked or a site that isn't blocked which the requestor feels should be. To request such a review, the requestor should write to the district technology coordinator.

Regardless of the type of product, content filtering software cannot be 100% effective. The determined individual with enough computer savvy can find ways to reach objectionable sites. Although Fulton Independent School is using filtering software that we believe is effective in preventing access to inappropriate material, we cannot guarantee that inappropriate access will never occur.

Similar to Internet access, email can be a source of inappropriate material. We will also periodically check student email accounts at random to check for inappropriate use of email accounts.

### ***Disciplinary Actions & Other Consequences***

Violations of rules and procedures are dealt with according to the procedures detailed in the district's Code of Conduct. Violation of the rules and procedures discussed above may result in any or all of the following:

- A loss of access to electronic information resources
- School and district disciplinary action
- Legal action

### ***Strategies For Encouraging Compliance***

In addition to the board policy, computer labs and libraries will have posters listing the rules, announcements to cover a rule a day, and scripted instruction for the faculty to share with students.

### ***Preparation of Educators***

Teachers and others whose duties include classroom management and/or student supervision will be provided with guidance on detecting, deterring, and documenting inappropriate use, on safe-guarding personal privacy, and on dealing with unsolicited online contact as a school safety issue.

### **Information about the Value of the Network**

Providing parents and the community with accurate and timely information about how electronic information resources are being used in the schools to support student achievement is very important. The Technology Committee is an appropriate entity to lead this education effort in the school community with district guidance and assistance.

Familiarity with the Internet and other network services will allow the school to make more informed judgments about the use of technology throughout the curriculum. Such education efforts will also help parents to make more informed judgments about media stories or second-hand information about potential risks associated with the Internet which might otherwise cause undue concern. Their appreciation of the instructional value of these resources will engage them more proactively in guiding appropriate use at home and working with the school to ensure that access continues to be available.

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### **Downloading to a Local Server and Using Bookmarks**

One of the most successful and resource-efficient ways to use the Internet in a classroom is to select and download material to a local device before the class begins. This not only allows the teacher to scan and select the best material from a variety of sources, but also ensures that the materials are available when needed. Downloading does involve pre-screening of material but does not preclude the teacher from leading an on-line search during the same session.

Teachers and students can also set "bookmarks" on the Internet tagged to pre-selected sites. This enables a teacher to lead on-line sessions but provides student with parameters outside which they should not venture.

### **Deterrents**

To manage the student who is determined or occasionally tempted to violate acceptable use policies, certain deterrents can be put in place:

- The amount of time during which individuals have unmonitored access to the network should be minimized. For students, this means that long, individual sessions in a lab setting may not be advisable. Classroom group work generally discourages inappropriate use.
  - With implementation of proxy and filtering services, schools should familiarize parents, students, faculty, and staff with the information contained in proxy logs. The fact that these logs contain detailed information about each Internet access, which can be traced to the individual user, usually serves as a powerful deterrent.
-