WILLLOW FIELD ELEMENTARY SCHOOL

Parent Handbook

Home of the Wildcats
Welcome to Willow Field Elementary School!

The primary purpose of this resource book is to provide all students and parents with a general overview of the programs and procedures that shape the daily operation of our school. By becoming familiar with this information, it is our hope that students and parents will feel comfortable and excited about being a part of the Willow Field educational community.

As the school year progresses, we encourage all parents to take an active part in their child’s education by getting to know our teachers and staff, participating in the many and varied programs and activities offered, and helping students realize a sense of pride and accomplishment as they meet the challenges of today’s educational program.

Best wishes from all of us at Willow Field Elementary School for an exciting and rewarding year. We look forward to meeting and working with you.

The Willow Field Elementary Staff
To the Families of Willow Field Elementary,

Welcome to Willow Field Elementary School! Let me introduce myself to you. I am John Sardella and have a long history of working with children in Liverpool and I am beginning my 8th year as principal at WFE. I arrived after being the principal at Donlin Drive Elementary for 7 years. Before DDE, I was a 3rd, 4th and 5th grade teacher for 14 years at Elmcrest Elementary School and 2 years as the MST Helping Teacher supporting our elementary science program. I look forward to being part of the Willow Field Community and know that we will be great together.

About WFE ...
WFE is a K-6 building with approximately 400 students. We have a great staff of about 70 people who will work hard every day to deliver the best instruction possible for your students. Below is our mission statement, goal and theme. As you can see we work together to have our students achieve success in all areas of learning.

Willow Field Mission Statement
The purpose of the Willow Field Elementary School is to create a place where students, staff, and parents feel a sense of personal worth and are satisfied that their school related social, emotional, physical, and intellectual needs are met.

Goal
Willow Field Elementary School goal is to provide a safe, secure and orderly environment in which all students can succeed in a place that differentiates those needs in the areas of academics, socialization, emotional stability, and behavior management.

As a staff we assist in this endeavor by ...
- Building relationships
- Communication
- Maintaining a positive attitude

I look forward to working with you this school year, as we strive to make this vision a reality.

Regards,

John R. Sardella

"The measure of a life is not what that life accomplishes but rather the impact that life has on others." Author Jackie Robinson
History

When Willow Field Elementary was built in 1989, the members of the Liverpool Board of Education decided to give the new school a name that would help connect it to the history of the community. After several months of searching for the best name, they heard a story about a man who helped build one of the early industries of Liverpool.

In 1852, John Fischer took a day off from his job in the salt industry where he had worked since coming to the United States from Germany. On his way to visit a friend who lived in the small settlement of Euclid, north of the village, he discovered a field of wild willow. The reeds looked like reeds he had used in Germany to weave baskets. Mr. Fischer thought he could use the willow to weave baskets such as those he had crafted back in his native country.

John Fischer cut the willow and took it home. He made the first basket and sold it to a Liverpool woman who paid him 50 cents. Other people wanted baskets too. He decided to send a letter to Germany inviting his family and friends to join him in Liverpool. Thirty families settled here and supported themselves by making and selling willow baskets.

At first the weavers gathered whips, or reeds, wherever they could find them growing wild. After a while, however, the demand for baskets increased so much that they needed a steady supply of raw material. Around 1968 the first field of cultivated willow was harvested on the Andrews farm near Cicero. Willow was harvested in the fall when the whips had grown to about eight feet high. Men cut the clumps at the root, and the roots would continue to produce more willow each year without replanting. Swampy or rocky soil, which would not support other crops, was ideal for willow. Between two and six tons of whips could be gathered from one acre of land.

The baskets were made by entire families working together in shops behind their homes. In early winter, the air around the homes carried a sharp odor of willow bark. Workers steamed the whips, which had been gathered in the fall. Steaming loosens the bark so that the whips can be stripped and readied for weaving. Men, women and children helped run the whips through a tool called a “break” or “bark cracker.” Then, children peeled the remaining bark off the reeds. This job left hands stained and sore. Families often sang and told stories as they worked. Some children watched their parents and learned the craft of basket weaving from them. Women sometimes made the bottoms of baskets, then set them aside to be completed by the men. Working a 10 hour day, a weaver produced about a dozen baskets.

Basket weaving was primarily a “cottage industry,” one that involved small family groups working in their homes. A few ambitious businessmen operated small factories in which they employed up to two dozen non-family workers. Men who worked in the basket shops earned between one and three dollars a day. Women earned only a quarter. The peak production year in the willow industry was 1892 when 360,000 baskets were sold.

From the mid-1800s through the 1920s, Liverpool was known for the production of sturdy, high quality, attractive baskets. The willow industry floundered in the 1930s and competition from Europe and the Far East, where willow and wicker baskets could be produced inexpensively, was too great for local weavers to overcome.

One of the last surviving basket weavers was Frank Selinski who resided in Hamilton, New York. He made a limited number of baskets following the craft he learned as a child. In 1990, Mr. Selinski made a basket especially for the pupils of Willow Field Elementary School. He alone carries on the tradition of the Liverpool basket weavers....A tradition which can be traced to John Fischer who saw possibilities in a willow field in 1852. Our school is named to help us remember the people who worked in the basket industry in Liverpool. The basket is proudly displayed in a glass case near the entrance to the cafeteria.
Information and Procedures

Frequently Called Numbers:
WFE Main Office: 453-1196
LCS Transportation: 453-0287
LCS Food Service: 622-7170

John Sardella - Principal
Danielle Garzone - Secretary
Laurie Kralovic - Cafeteria
Maureen Woods - School Nurse
Mary Kay Spaulding - Psychologist
Laura D’Arcangelis – Transportation Director
Annette Marchbanks - Director of Breakfast and Lunch

Building schedule for 2015/2016

9:00 – 9:15: Students arrive
9:15 -3:20: Instructional day
3:20 – 3:25: Pick-ups called
3:25 – 3:40: Bus dismissal

So that we may provide proper supervision, students should arrive at school no earlier than 9:00 a.m. Students who ride to and from school on district school buses are dropped off at WFE at 9:00 a.m. and are transported home at 3:20 p.m. If students need to be dropped off before 9:00 a.m. parents can contact BASCOL (622-4815) for before school child care information.
Late Arrival
If a student arrives after 9:15 a.m., parents are required to accompany the student to the office area and sign the student in.

Early Dismissal
Students who are to be dismissed early need a written note. For safety reasons, parents are required to come into the school and report to the front office where the child must be signed out. Students are not allowed to leave school early without an authorized adult to pick them up at the main office. Please try to schedule regular medical and dental appointments after school to avoid interrupting classroom instructional time.

Absences/Excuses
If a student is absent from school or will be late, parents should call school between 8:00 and 9:00 a.m. to report the absence. Upon returning to school, a note or absence excuse should be brought to the classroom teacher explaining the nature of the absence. Students who do not bring in an excuse for their absences are marked illegally absent at the end of the marking period.

Emergency School Closings
Before school begins, listen to local radio or TV stations. Closings or delays are announced early in the morning, beginning around 6:00 a.m. Continue to listen to local radio stations for additional information, as often delays become closings. School Messenger will send a text, email and/or a phone call message. In case parents are not at home, have prearranged plans made for children to follow should school not open or need to be closed during an emergency.

Delayed School Opening
So that we may be prepared for those instances in which it might be necessary to delay the opening of school due to weather conditions, two procedures have been developed:
1. One Hour Delayed Opening: School will begin one hour later than usual. Students will go to their regular bus stops one hour later than the regular time. School will be dismissed at the usual time.
2. Two Hour Delayed Opening: Starting time will be delayed by two hours. Students will go to their bus stops two hours later than usual. School will be dismissed at the usual time.

Bus Transportation (453-0287)
The Liverpool Central School District will continue universal busing for all students in grades K through 12, regardless of the distance the student lives from their school building. Children riding a bus are expected to ride the bus everyday. It is important that children get on and off the bus at their designated bus stop. The bus stop is assigned by the LCSD Transportation Department. The school cannot always honor a request for a student to ride a different bus home.
from school unless the parent provides a written request. While waiting for the bus, instruct your child not to talk to or accept rides from strangers. Encourage your child to report such incidents to a school staff member and/or parent. For safety reasons, riding to school on bicycles, scooters, rollerblades, or skateboards is not permitted.

**Phone Use During School Hours**

Students will be permitted to use the school phone only in an emergency. Teachers can be reached between 8:30 and 9:00 a.m., or you can leave a message and the teacher will return your call at his/her earliest convenience.

**Cell Phones**

Cell phones are not permitted in school. If an emergency occurs, students will be allowed to use a school phone to contact parents. If observed, cell phones will be taken and brought to the office where parents can pick them up.

**Transfers and Withdrawals**

If you are moving, please try to let us know at least one week in advance. We’ll prepare transfer materials that will enable you to register in your new school. Upon request from your new school, your child’s complete records will be mailed.

**Child Custody**

In most cases, when parents are separated or divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

**Visitors**

All visitors are asked to push the button on the intercom system. Upon entering the building all visitors must go directly to the main office. Parents and other visitors who are visiting the school are required to sign in and out in the office. Visitor badges must be worn at all times. Parking is available in the school parking lot. **Please refrain from parking in the front or on the side of the building designated by yellow ground markings and signs as FIRE LANES.**

**School Attire:**

The faculty and staff at Willow Field Elementary strive to maintain a normal routine throughout the year. We are promoting a focus on academic achievement. We desire to have students attend school with a continuing focus on learning. Appropriate school attire is a significant factor in developing this focus in our students. Please refer to the section in the handbook addressing the LCSD Dress Code.

**Health Procedures: Illness, Injury, Medical Examinations**

If a student should become ill or injured at school and needs to be sent home, the nurse will contact the parent to come to school. The parent should report to the
main office and sign the student out of school. To facilitate this procedure, parents are requested to notify the school with updated emergency phone numbers or their numbers at work so they may be easily contacted. No medications can be given during school hours without a note from the doctor and parent.

The parent or other adult must deliver the medication to the school nurse. The school is responsible for medical examinations of pupils entering school and in grades kindergarten, 2, 4, 7, and 10. The medical examination requirement may be made in one of two ways. A Health Certificate card can be obtained from the school and your family physician may do the examination and complete the card, which is then returned to the school nurse. If a Health Certificate card is not on file, the school physician will do the examination during the school year. Please notify the school nurse if your child(ren) has contracted any illness. A written note from a doctor is required to excuse a child from physical education class or outdoor recess.

School Pictures
School pictures are normally taken in the beginning of the school year with retakes scheduled after the original prints are distributed. Specific information about school pictures will be sent home before school begins.

Lost and Found
Items will be placed in a bin in the front foyer. Students and parents are encouraged to check for missing items. It is recommended that name labels be affixed to clothing and footwear. Unclaimed articles will be periodically donated to service organizations.

School Breakfast/Lunch Program
Information is sent home in packet form the first day of school with all students.

Use of School Facilities
Schools are open to the community for a variety of youth and adult activities. These facilities belong to the members of the community who support them financially. We thank you in advance for your cooperation in keeping our school secure, clean and damage free.
All residents are asked to complete a facilities use request form available in the main office and to return it to the building principal. ALL requests will be approved by the office of the Assistant Superintendent for Administrative Services. The coordination of activities will be the responsibility of the head and shift head custodians.

BASCOL (Before and After School Child Care)
BASCOL is a not for profit corporation that provides consistent, stimulating, professional child-care for children in Kindergarten through 6th grade. BASCOL provides before and after school child-care throughout the school year, including
days and weeks when school is closed. For example: school holidays, school week long breaks, snow days and delays, half days and any day(s) when school hours are altered.

BASCOL provides daily physical indoor and outdoor play, a variety of arts & crafts, games, science, music, manipulative play, “homework time”, and free play for children to pursue their own interests in a friendly and safe atmosphere. Breakfast and a nutritious snack in the afternoon are provided daily. We invite interested parents to come in and visit the program to see what we are about anytime during our morning hours of 6:30 a.m. and 8:45 a.m. or during our afternoon hours of 3:15 p.m. and 6:00 p.m. During the month of September we often have themes involving apples, leaves, fall, and other exciting activities to keep us busy!!! In October, the themes may include crafts of Halloween, bobbing for apples, apple races and much, much more!!!

**LCSD Website –** [http://www.liverpool.k12.ny.us](http://www.liverpool.k12.ny.us)
The website offers a great deal of information to parents and community members. Be sure to visit for policies and procedures of the District as well as information about each school and downloadable required forms.

Just click on **Schools** and scroll down to the WFE “hot” link.
SCHOOL ORGANIZATIONS

PARENT - TEACHER ORGANIZATION (P.T.O.)
Information is at the end of this handbook

Program in the Arts for Children (PAC)
PAC stands for Programs in the Arts for Children. This district-wide organization provides professional performances in the field of Fine Arts for Liverpool elementary school children.
Events in the arts sponsored by this organization have included Theatreworks USA, Red Grammar, Ball in the House, Vitamin L, Everson Museum, Sylvia Markson, as well as many others.
Each spring, PAC sponsors Adventures in the Arts. This is an afternoon of music, art and storytelling put on by the children of the Liverpool elementary schools under the supervision of the music and art teachers and librarians.
The PAC Council is made up of parent representatives from each elementary school. Monthly meetings are held to coordinate the organization’s activities with representatives of the LCSD.
PAC receives no public funding and operates with donations from parent-teacher organizations, nominal donations from each child and proceeds from Adventures in the Arts.

Students Senate
The mission of the council is service to others! We look forward to continuing the fine tradition during the school year. We also thank you parents for all the support that you give to these activities.

Character Education Team
This team of parents and staff members look for ways to enhance character education at WFE. We have adopted the rainbow as our symbol of “good character”.
Each grade level is assigned a character trait and a color. The character traits, rainbow colors and grade levels are as follows: kindergarten - red - caring; first grade - orange - honesty; second grade - yellow - respect; third grade - green - responsibility; fourth grade - blue - citizenship; fifth grade - indigo - perseverance; sixth grade - violet - integrity.
Periodically a character quotation is announced on morning messages and posted in classrooms. The quote serves as a tool, which teachers can use to reinforce the message and connect learning.
The school will be continuing with the Olweus anti-bullying program this year. We hope to help children learn the importance of positive interactions with others and contribute together academic and social success for all children.
POLICIES AND PROGRAMS

Attendance
The district recognizes that regular school attendance is a major component of the learning experience and a requirement for academic success. Accountability for learning begins with classroom attendance and regular attendance must be the first priority for our students. Parents, of course, play a large role in assuring that children attend school on a regular basis. **Schools are required to contact parents to address the issue if attendance becomes an issue.**

Discipline Philosophy
The staff at Willow Field Elementary School believes that a fair and effective approach to discipline is a necessary element in any school community. We also believe that the purpose of discipline is to create and maintain an environment in which every child has a right to learn and every adult has the opportunity to teach. Discipline should be used to help change negative behavior to positive behavior and provide children an opportunity to learn and grow. Parents working with teachers are a key factor in supporting this kind of positive learning environment for all children.

Liverpool Central School District, Summary of Code of Conduct
The following is a summary of the Code of Conduct (the "Code") adopted by the Board of Education ("the Board") of the Liverpool Central School District (the "District"). The Code contains rules for the conduct of students, parents, employees, and other visitors on District property and at District functions. It also sets forth the penalties for unacceptable conduct. The Code applies to all activities in the school setting, and is not restricted to classroom conduct.

*Generally, the District expects students to come to school prepared to learn, and to conduct themselves in a safe and respectful manner while at school; parents to cooperate with school authorities in the education of their children and to communicate with appropriate school personnel regarding questions or concerns; teachers to be prepared to teach and to strive for an atmosphere of mutual respect in the classroom; and administrators to promote a safe, healthy, and stimulating academic environment that is conducive to learning and student success.*

Student Rights and Responsibilities
*Students have the right to an education that offers them the opportunity to develop to their fullest potential. Students also have the right to security while on District property and at District functions, guidance from District staff, participation in extracurricular activities, special needs education and health services. In general, students must comply with the provisions of the Code while on District property and at District functions. This includes attending school everyday, performing all assignments to the best of their ability, respecting the property of others, and setting a positive example for others.*
Visitors
The Code also applies to visitors, who are subject to the authority of the building principal while on District premises or at District functions. All visitors must use the main entrance to the building and report to the principal’s office upon arrival to sign the visitor’s log. Visitors will receive an identification badge and must wear it at all times while on District premises.

Dress Code
Students, teachers, and visitors must dress appropriately for all District programs and activities. Clothing and appearance should not disrupt the educational process, nor promote hatred, violence, alcohol or tobacco use, or illegal activity. All clothing must be safe in consideration of the environment, including shoes. Underwear is to be completely covered by outer clothing. No hats or headcoverings, coats, or other heavy outerwear may be worn in school. The District does not allow overly revealing garments or any jewelry or other apparel that could be used to harm students. School officials will monitor student appearance, and intervene when there is a violation of the Dress Code.

Conduct on School Buses
The Code also governs the conduct of both private and public school students on school buses. Generally, standards of conduct that apply in the classroom also apply to conduct on buses.
All passengers are to obey the driver’s instructions. The Code prohibits certain objects from being brought onto the bus, including glass objects, operating electrical devices, weapons, animals, large musical instruments, skates, scooters and skateboards. Students should be on time for their pick up. Students may only ride their assigned bus, and must obtain a late pass to ride the late bus. The District may suspend a student’s right to ride the bus for any conduct that distracts the driver.

Violations
The Code contains a list of prohibited conduct, which is not meant to be exhaustive. Any conduct that violates the Code, a federal or New York State statute, or any established practice of the District may be the basis for discipline.

Discipline
Students, employees and visitors who violate the Code will be subject to disciplinary action. District officials may use a range of responses to student misconduct. Before disciplining a student, District officials may issue a warning, conduct a parent conference, enter into a student behavior contract, or provide counseling or mediation. Disciplinary actions may include a school or activity suspension, a Superintendent’s hearing, personal liability and police notification. Any person other than a student found in violation of the Code will be subject to appropriate criminal and/or civil penalties.

Due Process
Before the District imposes discipline, students are entitled to due process. In every
case, the District must inform the student of the misconduct and investigate the facts surrounding the misconduct. The District must allow all students to present their version of the facts. Beyond this, the level of due process ranges from parent notification and informal conferences to a formal hearing pursuant to Education Law §3214. The Code also contains detailed procedures for dealing with misconduct by special education and disabled students.

**Teacher Removal of Disruptive Students**
The Code authorizes classroom teachers to remove disruptive students from their classrooms when classroom management techniques are ineffective. However, no teacher may remove a student with a disability from a class until the teacher has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student’s rights under state or federal law. The Code spells out the procedures that must be followed when a teacher removes a student from the classroom, including notice to the student and the opportunity for parents to meet with the principal.

**Referrals**
The principal must notify the Superintendent of Schools of any Code violations that constitute a crime and substantially affect the security of the school. The Superintendent, in turn, will notify local law enforcement.

In an attempt to identify possible discipline problems before they occur, teachers may refer students to their guidance counselor, who in turn, may involve other specialists to intervene in preventing discipline situations from materializing or expanding. Parents may also initiate such referrals. The Code also contains details of alternative education programs designed to meet students’ individual needs, including the Extended School Day program and the Drop-Out Prevention Alternative Program.

**Conclusion**
The Code details the specific responsibilities of students, parents, teachers, guidance counselors, administrators and the Board of Education regarding the education of District pupils. Any person wishing to review the Code may do so at any school building or by contacting the District Clerk’s office.

**Establishing a Safe and Orderly Learning Environment School Rules**
School rules are necessary to provide a safe, orderly and comfortable atmosphere for all students, allowing them to do their best. Generally speaking, any behavior that infringes on the ability of the teacher to teach, that keeps others from learning or threatens the safety of any person is not acceptable.

**Playground**
Be respectful and act safely at all times on the playground. Rules:

1. Standing, sitting, or walking on hand equipment such as swings and monkey bars is unsafe and not permitted.
2. Go only down the slides feet first.
3. Rocks and stones are NOT to be picked up or thrown.
4. Pushing, tugging, wrestling, and other physical contact are unacceptable.
5. Use only polite and proper language.
6. Proper footwear, like sneakers are to be worn when using playground equipment.

**Cafeteria Rules for all Students and Visitors**
- No sharing food with other students
- Do not buy snacks or any other food for other students
- No talking while the lights are out
- Unless there is an emergency, do not move from your seat for any reason without permission.
- All food, including snacks, need to be purchased at the beginning of your lunch period.
- All visitors are welcome to eat lunch with their child’s class.
- Enjoy your lunch!

**School Bus Rules:**
1. Stay in seats with feet on floor and out of aisles while bus is in motion.
2. Keep hands, feet, objects and negative comments to yourself.
3. Keep all parts of the body and all objects inside the bus.
4. Keep all objects such as drugs, alcohol, tobacco, weapons, toys, electronic devices and glass container off the bus. No student will be allowed on the bus with an object that CANNOT fit in a backpack or on a lap in an acceptable container.
5. No eating or drinking on the bus.
6. No electronic devices
7. Students should be at the stop 5 minutes prior to the scheduled pick-up time. Students must stand back 10 feet from the curb while the bus comes to a complete stop.
8. Students must follow directions of the driver and attendant at all times.

**Report Cards**
The Liverpool Central School District uses a standards-based report card for all **elementary school students** which is implemented on a trimester basis (three times a year). These report cards will be different from the report cards you are used to. Instead of a letter grade for Reading or Math, for example, you will see the proficiency level of specific skills that your child has mastered, is struggling with, or is working on.

Standard-based report cards will provide you with very specific information, and they will present a clearer picture of not only how each child is doing, but also what the grade-level expectations are in each of the major academic areas. These report cards are an important step to ensure that all students are successful at meeting grade-level standards.
The **Proficiency Levels** will be as follows:

<table>
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<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Exceeds Trimester Expectations</td>
</tr>
<tr>
<td>3</td>
<td>Meeting Trimester Expectations</td>
</tr>
<tr>
<td>2</td>
<td>Below Trimester Expectations</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet Trimester Expectations</td>
</tr>
</tbody>
</table>

The proficiency levels focus our attention on grade level learning, and they will serve to communicate to parents how their children are performing in regard to the Common Core Learning Standards. Each trimester report card will let you know whether your child is "on track" to reach a proficient level of performance by the end of the school year.

**Nine Steps to a Successful Parent/Teacher Conference**

1. Get to know your child’s teacher early in the school year before conferences are scheduled or problems develop.
2. Plan for conferences. Talk to your child and jot down questions. Glance over your child’s textbooks and the work he/she brings home. Think about your child’s learning style and study habits.
3. Have both parents attend the conference.
4. Ask questions about your child’s schoolwork, his relationship with students and teachers, tests taken or scheduled, and any class or school rules you don’t understand.
5. Stay calm. Don’t get angry or defensive, argue or try to assess blame. Concentrate instead on developing a good working relationship with the teacher.
6. Share with the teacher any information that might develop an understanding of your child.
7. Decide with the teacher what, if anything, needs to be done to help your child. Agree on plans and on any special assistance that your child needs before you leave.
8. Talk with your child afterward and discuss what was decided.
9. Follow up. Implement your end of any agreement. Keep in touch with the teacher. If the plan doesn’t seem to be working, and if new problems develop, call the teacher and ask for another meeting.

Adapted from "The National PTA Talks To Parents: How to Get the Best Education for Your Child"

**Parent Conference**

There are four district-wide scheduled parent conference days throughout the school year. Teachers will contact parents ahead of time for a scheduled time to conference. The conferences are designed to encourage open communication between parents and teachers; therefore, we request that students and siblings not attend these meetings unless invited. In addition, teachers will hold parent conferences throughout the school year. If a parent wishes a conference during the year, please call your child’s
teacher to arrange the meeting. Teachers and parents will have an opportunity to hold a conference for every child before the holiday recess in November.

**Standardized Tests**
*Refer to LCSD calendar for specific dates of testing.*

**Student Internet and E-mail Use**
Access to the Internet adds a significant dimension to the educational process by enabling users to share information, conduct research and communicate with other users. Student use of the Internet and e-mail service should be limited to educational purposes that are directly related to the curriculum the student is studying.
With all of this the School District respects and supports the right of parents and guardians to participate in decisions related to their child’s access to the Internet. To the extent reasonably practical, all students’ access to the Internet will take place under the directed supervision of a responsible member of the School District’s instructional staff.
Users of the School District’s computer network are responsible for their own behavior and shall comply with all appropriate standards of conduct. The School District reserves the right to access all files and monitor all uses of the District’s computer technology equipment at its own discretion so as to establish and maintain an assurance that such equipment is not being used inappropriately. Subject to the restrictions of applicable law, the School District reserves the right to disclose e-mail and other content from a computer that utilizes the School District’s computer network. Thus, users of the School District’s computer equipment shall have no expectation of privacy with respect to such use.

**Concert Etiquette**
Be respectful