

**Coulee City
Elementary School**



Parent/Student Handbook

2022-23



410 W. Locust Street, Coulee City, WA 99115
HS 509-632-5231 FAX 509-632-5166
www.achsd.org

To: Parents & Students

From: Heidi Emerson, Principal

RE: Student Handbook

We have accessed the Coulee City Elementary School handbook at: <http://www.achsd.org/k-8/elemhandbook.pdf> or requested a paper copy. The handbook outlines expectations and procedures for students. By signing this form, we agree to follow the guidelines and procedures.

I hereby certify that I will abide by the conditions set forth in the handbook.

_____ Date _____
(Parent Signature)

_____ Date _____
(Student Signature)

COULEE-HARTLINE MISSION STATEMENT

PREPARING *STUDENTS* FOR SUCCESS IN A CHANGING WORLD

By:

- * Fostering a secure and caring environment
 - * Advocating life-long learning
- * Challenging students to maximize their potential
 - * Promoting responsibility
 - * Building positive relationships
 - * Valuing individual differences

At Coulee City School, it is expected that each student will:

-Respect Themselves

-Respect Others

-Respect the School Environment

This is...



COULEE CITY ELEMENTARY SCHOOL

Parent - Teacher - Student Compact

The purpose of a compact is to help children achieve high standards. Since it is important to each of us that children are successful we will strive to do the following:

PARENT/GUARDIAN AGREEMENT:

- P Provide time for homework and check that it is completed.
- A Attendance of my child will be regular.
- R Read at home with my child.
- E Encourage my child to always do his/her best.
- N Need to be Involved with school and school activities.
- T TV time will be monitored and a regular bedtime established.
- S Support the belief that my child *CAN* and *WILL* learn.

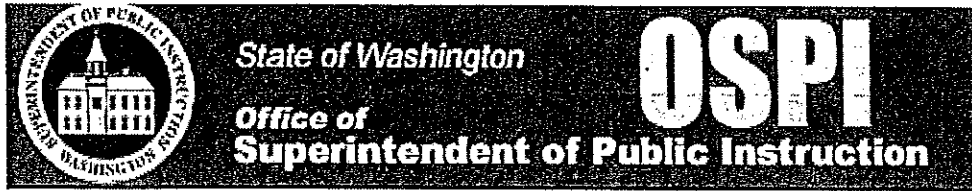
STUDENT AGREEMENT:

- S Show respect for myself, peers and the adults at school.
- T Turn in complete homework on time.
- U Understand that I *CAN* and *WILL* learn.
- D Do my best and be my best at all times.
- E Establish a habit of reading every day.
- N Need and get ample rest at night.
- T Tell my parents about something I learn in school each day.

TEACHER AGREEMENT:

- T Teach well by being prepared and providing a safe, caring environment.
- E Expect high performance from myself and my students.
- A Accept and strive to know each child.
- C Communicate often with parents and encourage parent involvement.
- H Help students to reach high standards.
- E Enforce school and classroom rules fairly and consistently.
- R Reach to teach all students; believing all *CAN* and *WILL* learn.

We agree to encourage excellence at all times!



Coulee City Elementary supports and provides all students' opportunities for learning the Washington state adopted academic learning standards.

Four learning goals provide the foundation for the development of all academic learning standards in Washington state:

- **Read with comprehension, write effectively, and communicate** successfully in a variety of ways and settings and with a variety of audiences;
- **Know and apply the core concepts and principles** of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;
- **Think** analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and

Understand the importance of work and finance and how performance, effort, and decisions directly affect **future career and educational opportunities.**



Coulee - Hartline School District
Coulee City Elementary School Staff
2021-2022

DISTRICT OFFICE: 632-5231 (OPTION 1 OR EXTENSION 11)

Mrs. Kelley Boyd

Superintendent

Mrs. Carol Visker

Business Manager/District Secretary

COULEE CITY ELEMENTARY SCHOOL: 632-5231 (OPTION 3 OR EXTENSION 10)

Mrs. Heidi Emerson

Principal

Mrs. Kristi Fox

School Secretary

Mrs. Katie Visker

Preschool & Pre-K

Mrs. Ashley Wood

Kindergarten

Mrs. Katie Walsh

1st Grade

Mrs. Chelsi McDonald

2nd Grade

Mrs. Jeannie Turner

3rd Grade

Mr. Graham Grindy

4th Grade

Ms. Tamara Spurbeck

5th Grade & Title I/Learning Assistance Program

Mr. Brandon Walsh

Dean of Students K-12/5th Grade

Mrs. Jennifer Goetz

Guidance Counselor K-12

Ms. Erica Fuller

Special Services K-12

Mr. Clifford Bresee

Music K-12

Mr. Mike Correia

Physical Education K-12

Mrs. Kathy Sanderlin

Instructional Aide Title I / LAP/Library

Mrs. Shirley Gloyn

Instructional Aide Title I/LAP

Mrs. Briana Thompson

Instructional Aide Title/LAP, Special Education

Mrs. Tiffany Edwards

Instructional Aide Special Education

Mrs. Jennifer Schwartz

Instructional Aide Special Education

Miss Jessica Hernandez

Instructional Aide Special Education

Mrs. Sarah Kruger

School Nurse Preschool-12

Mrs. Karla Tucker

Head Cook K-12

Mrs. Kim Fuller

Assistant Cook K-12

Mr. Matt Zappone

Transportation/Maintenance Supervisor

Mr. Eli Knapp

Maintenance

TABLE OF CONTENTS

<i>Attendance</i>	5
<i>Absences</i>	5
<i>Truancy</i>	5
<i>Make-up Work</i>	5
<i>Arrival/Dismissal</i>	6
<i>Tardies</i>	6
<i>Child Custody & Legal Agreements</i>	6
<i>Conferences / Report Cards</i>	6
<i>Discipline</i>	6
<i>Dress Code</i>	6
<i>Emergency School Closures</i>	7
<i>Food Service Information</i>	8
<i>Fire Drills</i>	8
<i>Health Services</i>	9
<i>Insurance</i>	10
<i>Lost & Found</i>	10
<i>Library Books</i>	10
<i>Money & Valuables</i>	10
<i>Recess</i>	10
<i>School Pictures</i>	10
<i>Special Programs & Services</i>	11
<i>Student Drop Off/Pick Up Locations</i>	11
<i>Telephone Usage, Cell Phones & Messages</i>	11
<i>Transportation</i>	11
<i>Visitor Policy</i>	12
<i>Volunteers</i>	12
<i>Chromebook & Internet Agreement</i>	13

ATTENDANCE

Washington State Law (RCW28A.225) mandates that parents of any child between the ages of 8 and 18 years of age in this state require their children to comply with the compulsory school attendance law. Regular school attendance is vital to school success. Coulee City Elementary does many things to help ensure students' achievement; however, none can succeed if the student is not in school. It is essential that students attend school unless they are sick or have an excused absence. Typically, over half of the students who fail academically do so because of very poor attendance. Parents and students are encouraged to recognize the importance of attendance and the close relationship between a student's success and school attendance.

EXCUSED ABSENCES

Board Policy (3122) concerning excused absences read all follows: *Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.*

After a student is absent, the school must receive a written note or a phone call from a parent or guardian in order to excuse the absence.

UNEXCUSED ABSENCES

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse statement signed by the parent/guardian.

The district is required to report all excused/unexcused absences to the state. These reports are audited and must be accurate. Students will not be given credit for work missed during an unexcused absence.

TRUANCY

Students who cut classes or skip an entire day shall face appropriate disciplinary consequences and parents will be notified.

MAKE-UP WORK

If parents request work for an ill child, the request should be made before 9:00 AM and the assignments can then be picked up after 2:15 PM. It is each student's responsibility to be certain all missing assignments are completed. Students will be allowed the number of days they were absent to make up work missed. For example, if a student is absent for 2 days, s/he would have 2 days to hand in make-up work after returning to school.

ARRIVAL/DISMISSAL

For those who wish to participate, the school breakfast program is ready at 7:45 AM. Students are **not** to arrive at school before 7:45 AM UNLESS they are having breakfast or on a bus. There is NO supervision on the school grounds until 7:40 AM, therefore any students on the school grounds prior to supervised recess are the responsibility of their Parent/Guardian. Class begins at 8:00, and school is dismissed at 2:40 PM. Students must always check in and out with the office when leaving or returning to school during the day. The elementary entrance on Locust street will be locked at 8:00 AM each day. Parents who wish to pick up their students early or drop off their student after the start of school must use the entrance on 4th street (the HS entrance, which will be hereafter referred to as the Main Office).

TARDIES

Students are expected to be in class on time. Students are tardy whenever they arrive after the 8:00 start time with no pre approved reason. Students must get an admit slip at the main office prior to going to class. When they are tardy, they will be excused only when the reason for the tardy is acceptable as a school absence and a note is brought from home. Excessive tardies will result in disciplinary action and will be cumulative throughout each semester. Consequences will follow a progressive plan of disciplinary action. Perfect attendance means the student was neither absent NOR TARDY.

CHILD CUSTODY & LEGAL AGREEMENTS

School personnel must not become involved in domestic disagreements and concerns between parents. We must remain neutral. The welfare and education of the child must be the focus of our involvement. Parents are asked to contact the principal if there are questions in this area. Unless we have a court order directing us otherwise, we will provide all information concerning school-related matters about students to both parents.

CONFERENCES / REPORT CARDS

Conferences are scheduled for the purpose of reporting student progress. These are held in the fall for all students and in the spring as needed. Report cards are given out four times per year, at the end of each quarter.

As partners in education, teachers are pleased to schedule additional conferences to address other concerns or questions. Parents should not ask us to hold conferences in public places or when classes are in session. If a parent would like to schedule a conference with a teacher or counselor, please call the school to make arrangements.

DISCIPLINE

Please see Appendix I for the Progressive Discipline & information on the Positive Behavior Interventions & Supports (PBIS) program being implemented at CCE.

DRESS CODE

Students at Coulee City Elementary are expected to dress appropriately during school, and when participating in activities. Because all clothing is not suitable for the classroom, these guidelines will help determine what is appropriate to wear to school. Clothing should be clean, should not present a safety issue, or be disruptive to the educational process.

Tops/Shirts:

1. No halter, strapless, and/or backless tops or dresses are permitted. Additionally, underwear worn as outer garments is not acceptable.
2. All tops worn by male and females should adequately cover the torso (front & back) and undergarments. No Crop tops should be worn, even if accompanied by a button or zip shirt/sweatshirt. Sleeveless Tops must have at least a 2" wide strap across the shoulder and must not have excessively large armholes.
3. If a top is made of a sheer/see through material, undergarments and the torso must be covered by an opaque material.

Bottoms/Pants:

4. Skirts, dresses, or shorts must fully cover the student's backside completely and without question when standing, bending or sitting. Spandex shorts (spanx), have a tendency to ride up to an unacceptable length and are not permitted.
5. Cotton athletic pants, spandex, nylon tights, stretch lycra, and/or leotards that are, by design or due to the tightness of fit, see through are not permitted. See-through items must be covered by jackets, shirts, or tops that fully cover the student's front and backsides completely and without question while standing, bending or sitting. Otherwise, all pants must be completely opaque. Rips, tears, and/or holes in the fabric of pants/shorts should not be excessive and should not be in any area on a student that typically would be covered by appropriate shorts or skirts at school.
6. Pants/shorts are to fit at the waist within reason. No pants or shorts worn below the intended waistline and/or show the top of the undergarment worn underneath should be worn to school.

General:

7. Students are not allowed to dress in a style that reflects gang affiliation.
8. Inappropriate designs/writings on clothing are not allowed. Any article or apparel that displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, messages targeting alcohol, tobacco, and/or drugs is not permitted.
9. Upper and lower undergarments should be covered at all times.
10. Any clothing item may be considered disruptive to the educational process (this may include garments that may otherwise meet the "technical" portions of dress code).

Students who wear items that do not meet the standards set above may be asked to change into something appropriate, or to not wear the item to school in the future, depending on the level of disruption. Parents will be called if students repeatedly do not wear clothing that meets the dress code expectations.

EMERGENCY SCHOOL CLOSURES

Occasionally school may be closed because of the weather or other emergencies. The District implements an automated calling notification system and updated information will be sent at the beginning of the school year. Parents may also watch KHQ (channel 6), KREM (channel 2) or KXLY (channel 4), check social media or look on our school website for updates. No announcement means normal operation. Please have a prearranged alternative plan for your children in the event of an unexpected early dismissal. Also, please keep the school informed of any change in the emergency contact information for our files.

FOOD SERVICE INFORMATION

Lunch and breakfast are to be purchased in the office before school starts. They may be purchased daily or for any number of days. Federal and state regulations prohibit us from allowing students to “charge” lunches. All lunches (and breakfasts) must be paid in advance or at the time the meal is served.

Breakfast: Standard **breakfast** prices are **\$1.00**. Students can have unlimited amounts of juice/fruit/cereal. Students will receive one serving of the main hot item. If students wish to purchase another main hot item, it will be sold a la carte for \$1.00.

Lunch: A standard **lunch** price for K-5 students is **\$2.35**. Students can have an unlimited amount of vegetables/fruits. If students wish to purchase a second serving of the main dish, the cost is \$1.00.

Second Servings: Second servings of main dish items cannot be served without charging an a la carte. All students, regardless of Free/Reduced Lunch status are required to pay the **\$1.00** a la carte price. **This also includes extra milk at 35 cents** each.

Free and Reduced: Regulations and applications for free and reduced lunches are available in the office. All students will receive applications the first day of school.

Lunchroom Rules

Students are expected to:

1. Eat their own food
2. Use good manners & stay seated until they are dismissed
3. Be Polite
4. Use an inside voice & wait their turn
5. Put trash & utensils Away
6. Keep the table and cafeteria clean

FIRE DRILLS

Fire and emergency drills are necessary to protect the safety of our students and staff and occur occasionally throughout the year. Specific directions for exiting the building are posted in each classroom and are practiced through such drills.

HEALTH SERVICES

The nurse is in our building on a part-time basis only. Each fall parents are asked to let the school know of any health problems with their children. Please keep the school informed about changes in health or activity limitations as they occur.

ILLNESS

Please do not send your child to school if they are ill. If in doubt please call the school office to discuss your child's symptoms. Depending on the situation, the student may need to stay home for 24 hours or up to 14 days.

IMMUNIZATIONS

Washington State Law requires that all students kindergarten through twelfth grade must be immunized against Hepatitis B, diphtheria, whooping cough (Pertussis), tetanus (DTap/DT/Td/Tdap), polio, measles, mumps and rubella.

The law states that parents must fill out and sign a certificate of immunization status form. This form must be filed with the school before the child's first day of attendance at school. If it is not on file, the child will not be allowed to attend school. Please inquire at the elementary office about requirements for students entering kindergarten.

MEDICATION AT SCHOOL

The law requires the following in order for medication, including inhalers, to be administered at school:

- 1. Written instructions from the doctor.**
- 2. Written permission from the parent.**
- 3. Medication in the original container.**
- 4. The permission and instructions are only good for one school year.**

The written instructions from the doctor must include the child's name, the name of the medication, its actions and side effects, and times and directions for administration. Forms are available in the school office, or your medical practitioner may send written instructions. The Law of Washington includes both prescription and over-the-counter medication. If, for some reason, you do not have a doctor's signature, you may come to the office and administer the medication yourself. Most medication can be scheduled for administration before and after school. Please ask your doctor if this is possible.

HEALTH SCREENING

Vision screening for nearsightedness and hearing screening for hearing loss take place at school each year for all K – 5 students. These are screening services only and do not take the place of regular examinations performed by a family physician.

HEAD LICE

Children with head lice will be removed from school until the appropriate treatment has been administered properly. Severe cases will require a doctor's release to return to school.

INSURANCE

School insurance is available for purchase to all students. A packet is sent home at the beginning of each school year.

LOST & FOUND

A Lost and Found is maintained in the building by the office. Please check it any time you are in the building or have your children look at any time for items they are missing. You can greatly help in our efforts to return lost items by making certain all your child's belongings are clearly marked with his/her name.

LIBRARY BOOKS

Students are responsible for all books, including library books, issued during the school year. Any lost or damaged books must be paid for. If a lost book is later found, money paid will be refunded.

MONEY & VALUABLES

Students are requested not to bring more money to school than is needed during the school day. Valuable items should be left at home rather than brought to school. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN!

Personal Belongings

Students are responsible for their own personal belongings. Each item should be clearly labeled with the student's name, address and phone number. Valuables are to be left at home. Mp3 players, video games, cell phones, iPods, etc. do not belong at school. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN!

RECESS

Since students go outside for recess, please make certain they dress appropriately for weather conditions. Students participate in recess unless weather conditions are extreme. During wet weather or winter months you might want to tuck an extra pair of socks and/or pants into your child's backpack. Students must wear long pants/clothing that covers the skin during cold months. **Shorts or skirts with no leg coverage should not be worn November 1st –March 1st.** Common sense however should dictate if the weather is cold prior or after those dates, and students should dress weather appropriately. Tennis shoes should be sent to school or worn for physical education classes. **Heavy coats will be required during the winter months.**

SCHOOL PICTURES

Each fall, arrangements are made with a private photographer to take individual pictures of students for student records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom group pictures are taken in the spring and may also be purchased on a prepaid basis.

SPECIAL PROGRAMS & SERVICES

Music, PE, Art and Library are taught by specialists and are offered to all students. Our Title I, LAP and intervention programs offer assistance to students in need in the areas of reading and math. Their classroom teachers recommend children who need individual help for these programs. We also offer Special Education Services for qualifying students in the areas of speech therapy, physical and/or occupational therapy and academics. A counselor and nurse are available in our building at least one day per week. If you have any special concerns about your child, please contact your child's teacher or the office.

STUDENT DROP OFF/PICK UP LOCATIONS

If you drop off your students each morning, please pull into the area closest to the elementary sidewalk in the bus loading zone. Students can exit the vehicle without crossing the street and traffic congestion will be kept at a minimum. Please do NOT park in this area. If the bus loading zone is full, it is safest to park on the east side of 4th street (the side the church is on). This way students are able to use the sidewalk and both crosswalks, and not walk through the school parking lot. For student pick up at the end of the school day, it is preferred that parents park across the street from the school and allow students to use the crosswalk with the crossing guard. Please use caution if using the school parking lot when backing up. Help us keep our children safe by observing school zone speed limits and safety patrols as well.

TELEPHONE USAGE, CELL PHONES & MESSAGES

School telephones are used for business purposes. Telephone use by students must be limited. Telephone use will be allowed between classes, before and after school, with teacher and secretary permission only. Students are expected to make arrangements before leaving home in the morning.

Parents can also help in this regard by sending notes when there is a change in their child's routine. We do not interrupt classrooms for messages unless there is an emergency.

Cell phones are not to be used during school hours. If a student has a need for a cell phone, it should be checked in the office each morning and picked up at the end of the school day. Students can check messages during lunch recess.

TRANSPORTATION

School district transportation schedules, routes and drivers may be altered from year to year. Please feel free to notify our Transportation Supervisor—Matt Zappone at 509-431-5476 - if you need assistance.

School Bus Expectations

Buses will pick students up at the designated stop for their home in the morning and in front of the school in the afternoon. The Coulee-Hartline District shares the responsibility with parents for the students' safety and conduct to and from school. This means from the time a student leaves his/her home, until s/he returns home, (not just on the bus) the student will be held accountable for his/her behavior. To insure the safety of all students, the following bus rules have been established:

1. The driver is in complete charge of the bus and passengers. Passengers must obey the driver promptly and willingly at all times.
2. Passengers shall ride their regularly assigned bus at all times unless permission has been otherwise granted by parents(s) or guardian and school authorities.
3. Passengers shall use appropriate language and level of noise in their conversation.
4. Passengers shall remain seated while the bus is in motion and until it comes to a complete stop.
5. Passengers shall not transport potentially hazardous, illegal, or disruptive materials, and/or equipment
6. Passengers shall not deface bus or bus related property in any way.

Options for consequences if bus rules are not followed:

1. 1st Offense- Verbal warning to student and referral written by bus driver. Administration sends the referral home to parents.
2. 2nd Offense- Verbal warning to student and referral written by bus driver. Administration sends the referral home with an explanation that the next referral their child receives could cause them to be suspended from riding the bus for a period of time.
3. 3rd Offense- Notification to the student and referral written by bus driver. The administrator will call home notifying the parent that their child has been suspended from riding the bus.
4. Each recurring problem, students will be suspended from riding the bus.

VISITOR POLICY

Visitors (including parents) are always welcome, but they are asked to observe the following policy:

1. All visitors **MUST** report to the main office first upon entering the school and receive a badge and sign in.
2. Visitors then should check in at the Elementary Office and the secretary will provide assistance.
3. Visitors are not permitted to go into classrooms without prior office/teacher approval.
4. Classroom visitations must be arranged with the teacher and principal at a mutually convenient time.
5. Visitors are asked to be unobtrusive and not talk to the teacher while instruction is in progress.
6. We do not encourage students from other schools to visit.

VOLUNTEERS

Volunteers are an important part of our educational process. We would love to have parents as volunteers. If parents would like to help at school, they may contact a teacher or the principal to go over protocols.



Coulee Hartline School District

410 W Locust Street, Coulee City, WA 99115

HS 509-632-5231 FAX 509-632-5166

www.achsd.org

With recognition of the advantages that come from being issued a tablet/chrome book and the considerable expense to the Coulee Hartline District in funding the tablet/chrome book program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the tablet/chrome book may be damaged, lost, or stolen.

Damage to a tablet/chrome book may be intentional/deliberate or unintentional/accident damage. When a tablet/chrome book is damaged, fees associated to repair the damage will be based on how the damage occurred; deliberate or accidental.

Fees:

Unintentional/Accidental Damage:

When a device is damaged as a result of unintentional or accidental circumstances, the student and student's parent/guardian will be assessed the following fees:

- For the first occasion, the actual cost of repair or \$100, whichever is less.
- For the second occasion, the actual cost of repair or \$200, whichever is less.
- For the third and any subsequent occasions, the actual cost of repair or the actual replacement cost, whichever is less.
- If the student loses the device or charging unit, the student or parent guardian is responsible for the replacement cost.

Intentional/Deliberate Damage:

The student and the student's parents/guardians are responsible for the actual cost of repair or replacement, whichever is less. When a device is damaged or destroyed because the student committed or intentionally facilitated a deliberate act of damage or vandalism, this matter will be reported to the Principal/Superintendent.

If for some reason your student's tablet/chrome book becomes damaged and a fee is necessary, the school will notify the parent/guardian. If at that time the repair fee will be an economic hardship for your family, please contact Mr. Evans directly about establishing a payment plan or to request potential waiver.

As the parent/guardian, my signature indicates I have read and understand this Repair Fee Agreement.

Printed Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Repair Fee Agreement and accept responsibility for my tablet/chrome book.

Printed Name: _____ Signature: _____ Date: _____

STUDENT Information		
NAME:	Grade:	Password:

Chrome Book Information (to be filled out by staff)	
Tag#:	Serial#:

ACH 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT

PURPOSE: Coulee Hartline School District may provide and assign students a tablet/chrome book computer for use at school and home as a means to promote achievement and provide flexible learning opportunities. This agreement provides guidelines and information about expectations for students and families who are being issued these one-to-one (1:1) devices. In addition to this agreement, the use of district-provided technology also requires students to abide by the Coulee Hartline SD Technology Use Guidelines as stated in the Almira Coulee Hartline student handbook. Additional rules may be added as necessary and will become a part of this agreement. Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. This agreement includes the following specific responsibilities and restrictions.

RESPONSIBILITIES - The student will:

1. Ensure his/her device is put away and plugged in to charge at the end of each day.
2. Communicate Responsibly! Electronic communication should be conducted in a polite manner, using appropriate language and avoiding profanity and offensive or inflammatory speech. Cyber bullying—including personal attacks or threats toward anyone made while using district owned or personally owned technology—should be reported to responsible school personnel.
3. Use technology for school-related purposes during the school day. Use for commercial or political purposes is prohibited.
4. Follow copyright laws and fair use guidelines and only download/save music, video or other content that are related to specific assignments. District technology is not provided to house personal music or video libraries.
5. Make the 1:1 device available for inspection by any administrator or teacher upon request. All electronic communication, activities and files accessed on district technology are not private and may be viewed, monitored or archived by the district at any time.

RESTRICTIONS - The student will not:

1. Mark, deface, or place stickers on the tablet/chrome book or damage the tablet/chrome book in any way. Students will be responsible for the cost of the damaged tablet/chrome book as outlined in the tablet/chrome book repair fee agreement on the back of this agreement.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means.
3. Attempt to override, bypass, or otherwise change the internet filtering software, device settings, or network configurations. All student 1:1 computing devices are configured so that Internet content is filtered in accordance with CIPA laws.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download or install any unauthorized programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Download and/or install multimedia content (music, movies, etc.) that is not related to research or completion of assignments.
8. Use a district-created iTunes account to access apps or other content on personally owned devices.
9. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
10. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by staff and the school media center.

In addition to the specific requirements and restrictions detailed above, it is expected that students will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, do not loan your 1:1 device to anyone else, leave it unattended in a non-secure location at any time, or eat/drink while using the 1:1 device.

Coulee Hartline SD is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this agreement you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Coulee Hartline SD district-issued technology. You understand that should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Almira Coulee Hartline High School Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give my permission for my student to have access to and use district-issued technology.

Printed Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use and Safety Agreement and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Printed Name: _____ Signature: _____ Date: _____

