

GAISER MIDDLE SCHOOL
Student Handbook

**WHAT'S
YOUR
LEGACY?**

2023-2024



Gaiser Middle School
3000 NE 99th Street
Vancouver, Washington 98665
360-313-3400



NAME _____

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and procedures for administering discipline within each school. These policies and procedures are designed to involve the parents and community. The policies and procedures are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

Mission of the Vancouver School District

Excellence in Education

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Notice of Nondiscriminatory Policy

Vancouver Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator, Janell Ephraim, 360-313-1000, janell.ephraim@vansd.org; and Title IX Coordinator, Jeff Fish, 360-313-1000, jeff.fish@vansd.org; and 504 Coordinator, Steve Vance, 360-313-1000, stephen.vance@vansd.org; or by mail to Vancouver Public Schools, PO Box 8937, Vancouver, Washington, 98668-8937.

Welcome to Gaiser Middle School

3000 NE 99th Street Vancouver, WA 98665

360.313.3400

Website: <http://gaiser.vansd.org/>



The mission of Gaiser Middle School is to provide a safe and caring community where all students learn the academic and behavioral skills needed to be citizens in a culturally diverse, technological world.

IMPORTANT INFORMATION

School Hours:

Office Hours:

Attendance: 360-313-3422

Staff Hours:

FAX: 360-313-3401

Principal: Esteban Delgadillo

Assoc. Principals: Paul Lewis (A-K)
Katherine Howard (L-Z)

Counselor:

Counselor:

Counselor:

Counselor:

Psychologist:

Secretary:

Registrar:

Attendance:

Business Clerk:

Dist. Res. Officer:

Bldg. Operator:

Eric Carstensen

Julieta Davis

Matt Newman

Nicole Roll

Amelia Kingsley

Terii Kahele

Angele Groves

Stephanie Hatley

Dana Lubbers

Francisco Lopez

Aaron Smith

BELL SCHEDULES

PLEASE SEE SCHOOL WEBSITE

GENERAL STUDENT INFORMATION

ACTIVITIES AND SPORTS

Activities

Gaiser's clubs include National Junior Honor Society. Some activities have a \$20 fee.

Sports

Students who are interested in sports must complete the sports packet, pay the sport fee of \$20, get a sports physical, and purchase a \$10 Gaiser ASB card.

Fall Season

- 7th and 8th grade Girls Volleyball
- 7th grade Coed Flag Football
- 8th grade Coed Tackle Football
- 6th, 7th, 8th grade Coed Cross Country

Early Winter Season

- 7th and 8th grade Girls Basketball
- 6th, 7th, 8th grade Coed Wrestling

Late Winter Season

- 7th and 8th grade Boys Basketball
- 7th & 8th grade Girls Bowling

Spring Season

- 6th, 7th and 8th grade Coed Track

Students who are absent more than 3 periods in a day may not participate in any after-school sports or activities on that day.

ATTENDANCE

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

Excusing an Absence: Absences may be excused for the following reasons (P3122):

- Physical health or mental health symptoms, illness, health condition, or a medical appointment. A doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement.
- Emergencies, including but not limited to a death or illness in the family;
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Participation in a district or school approved activity or instructional program as approved by the principal;
- Court, a judicial proceeding, or serving on a jury;
- Absence related to the deployment activities of an active duty military parent or guardian;
- Absences related to a student's homeless status;
- State recognized search and rescue activities;
- Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interviews;
- Absences resulting from a disciplinary or corrective action (short or long term suspension or expulsion); and
- The principal (or designee) and parent or emancipated student mutually agree upon an approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Absences must be excused by a parent within three (3) days after the student absence in one of the following ways:

Call the attendance line at (360) 313-3422; or
Send an email to: gaiser.attendance@vansd.org; or
Enter the absence into Skyward Family Access; or
Send a written note to the attendance office

It is the responsibility of the student or parent to arrange for any needed make-up work. Unexcused absences will result in an automated phone call/email/text notifying the parents of the absence.

Truancy: Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

After three (3) unexcused absences in one month, state law (RCW 28A.225.020) requires that we contact parent to identify barriers and supports available to ensure regular attendance.

After five (5) unexcused absences, school officials will enter into an attendance agreement and plan with the student and parent.

After seven (7) unexcused absences in a month, or ten (10) in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

Tardy Policy: A student is tardy when they enter the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) late to class. Teachers will address the first four tardies before referring to administration for disciplinary action.

First Tardy Verbal warning.

Second Tardy Verbal warning. Parent will be notified.

Third Tardy Detention will be assigned. Parent will be notified.

Fourth Tardy Student will be referred to school administrators. Detention may be assigned based on tardy record in other classes. Parent will be notified.

Fifth Tardy When a student reaches 5 tardies to one class, they will be assigned After School Detention.

Ten Tardies When a student reaches 10 total tardies for all classes in a semester, they will be assigned After School Detention.

Departing Early: Students are expected to remain on campus from the time of arrival until excused. Students who ride the bus are to remain on campus once they arrive. Students who need to check out early for illness or appointments must report to the attendance office BEFORE leaving campus. Failure to do so will result in truancy, regardless of later returning to school with a note from a parent. Parents coming to pick students up from school must check in at the main office with proper ID.

Attendance Codes for Skyward:

U – Unexcused Absence

T – Tardy

V—Student arrived more than 15 min late or departed more than 15 min early

D – Departed Early

O—Discipline related absence

I – In School Suspension

S – School excused absence

E – Excused Absence

BIKES AND SKATEBOARDS

Bikes are to be walked on campus at all times. Bikes should never be brought inside the school building or gym. Students must take full responsibility for securing bikes in the proper area.

Skateboards are **NOT** allowed at Gaiser. Because of the district's insurance and liability policies, skateboards, roller blades or any wheeled transportation device may not be used on school district grounds at any time or transported on a school bus.

COMMUNICATION

Communication between home and school is important. The school emails a monthly newsletter to keep parents/guardians informed. Parents may also email teachers and check grades through Skyward Parent Access.

All rides home, permission to do extra things, etc. should be arranged at home the night before because the office phone is for emergencies only. Calls **cannot** be put into teachers' classrooms. A message can be relayed to the student when a parent calls the office.

EMERGENCY PROCEDURES

All students will remain in their classrooms during an emergency until it is safe to evacuate, if needed. If the emergency happens during break or lunch, students will be directed by staff to the nearest safe location.

Earthquake

- Comply with all directions of the staff
- Remain calm and quiet.
- Drop down to the floor
- Take cover under a desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
- If you take cover against a sturdy piece of furniture, hold it, and be prepared to move with it.
- Hold your position until the ground stops shaking and it is safe to move.
- If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

Fire Alarm / Drill

When the fire alarm is activated, leave the classroom under the direction of the teacher. Stay with your class and move to the designated assembly area finding your first period class. Face away from the building and remain quiet. When the "all clear" is sounded, walk with your first period teacher off the field and return to your previous class.

Intruder / Lockdown

- When an "Intruder Alert" is activated, staff will initiate lock down procedures.
- Remain calm and quiet
- If outside the classroom, report to the nearest classroom immediately and comply with the directions of the staff.
- Inside the classroom: Move away from the windows and exit doors. Comply with directions of the teacher.

GENERAL SCHOOL CONDUCT

FOOD AND BEVERAGES

- Water is allowed in the classroom.
- Food and drinks are not to be shared.
- Teachers may choose not to have **gum** in their classrooms.
- Teachers may allow food/water in classroom at their own discretion. No energy drinks at school.

PROHIBITED ITEMS

Illegal substances, aerosol cans, glass items, and balloons are to be left at home. Personal property such as sports equipment, toys and blankets are to be kept at home.

MEDICATION

Students may not have prescription or over-the-counter medication in their possession. This includes Ibuprofen, cold/allergy meds, etc. **Note:** Office personnel may administer medication to a student **IF** the medication is accurately labeled with a current prescription for the student on file from a physician. The medication must be delivered to school by a parent/guardian and remain locked up in the main office.

PARENT CONCERN PROCESS

- If the situation involves a staff member, please contact the staff member first to discuss the issue.
- If the situation is one where a counselor might be of assistance, contact a counselor.
- The next in line for an appeal is an associate principal.
- If the parent or student has not reached a satisfactory resolution to the problem, contact the building principal.

HOMEWORK

Most classes at Gaiser include some homework that may be a long-term project or short assignment. Students should keep track of homework on their laptops. Parents are encouraged to check Skyward Family Access. Many teachers also have calendars on their class CANVAS which parents may access for more information.

STUDENT SUPPORT SYSTEMS

LAPTOPS

- Laptops should be brought to school fully charged every day
- Laptops should be closed when not in use including during all passing times.
- Laptops should be kept secure at all times.
- While at school, laptops should be used for educational purposes as directed by a teacher
- Students may not record video, audio or pictures without teacher/staff permission
- Laptops are district property and may be searched at any time.
- Google docs are meant for educational learning and not communication with friends.

SKYWARD PARENT & STUDENT ACCESS

Both parents and students may check grades and other school information online. Students will be given their access information at school, and parents may contact the main office for login information.

PHYSICAL EDUCATION

ALL students are required to wear the Vancouver Public Schools uniform for PE. PE attire may be purchased through the school. Do not store valuables in PE lockers. Students should always double-check their locks. Students only have access to their PE locker during their own PE class.

SCHOOL CLOSURE INFORMATION

Should inclement weather or emergency situations necessitate closing schools, opening them late, or the use of altered bus routes, appropriate announcements are made by local media stations beginning at 6:00 am. Most radio and television stations carry emergency school information. If there is no announcement, the schools are open and on normal schedules. Parents have the option to keep their child home based upon hazardous conditions in their immediate area. When questioning whether schools are closed or dismissed early, or after school activities and evening activities will be canceled call the School Closure Information line: (360) 313-1401.

VISITORS

Students are NOT allowed to bring visitors (friends, cousins, etc.) to school. Parents are always welcome, however must seek administrator and teacher approval 24 hrs prior to the planned visit. Parents must check in at the main office first and receive a visitor's pass.

WHERE TO BE

School starts promptly at 9:30 am. Students may wait in the cafeteria after 9:00 am. The rest of the buildings are open at 9:25 am. Gaiser is a closed campus, and students must remain on school grounds during the school day unless their parent/guardian comes to pick them up and signs them out at the attendance office. Students will be considered truant and will be disciplined if they leave campus without permission or are in an off-limits area during school hours. Before school and during lunches students may be in the cafeteria, or within the yellow boundaries in the back courtyard. Students are not allowed in other areas without passes.

PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronic devices are allowed during lunch and before and after school. These devices should be off and put away during all other times of the day except when expressly allowed by teacher. Per procedure 2022 (Electronic Resources and Internet Safety) students do not have an absolute right to possess or use personal electronic devices at school.

RESPONSE TO INTERVENTION (RtI)

The RtI approach identifies student's specific areas of need then implements an intervention to address that need. Teams use data to evaluate the success of the intervention and to identify additional interventions. Gaiser uses an RtI model for both behavioral and academic standards.

STUDENT MANAGEMENT SYSTEM – PBIS

Gaiser uses a system of Positive Behavioral Interventions and Supports to address student management. All students are educated on our behavioral expectations- Respect, Responsibility, Safety, Positive Attitude (Bear Expectations). Expectations are posted in each room. When students fail to follow expectations, a reflection and retraining process is put into place. This process may include:

Conferencing with the student

Contacting parents/guardians

Contacting school counselors or administration

Assigning students a Buddy Room Reflection form allows students to consider their behavior and where it fails to match up with expectations. Buddy room notifications are emailed to parents.

PROJECT LEGACY

Project Legacy supports Gaiser's positive reinforcement system for student behavior. Students have the opportunity to attend "Club Legacy" once a month. "Grizzly Greatness" is a recognition for staff and students meeting the Bear Expectations.

Advancement Via Individual Determination AVID

AVID is a global program that Gaiser is proud to support by providing AVID elective classes and using school-wide AVID strategies. AVID holds students accountable to the highest standards, provides academic and social support, and students will rise to the challenge. AVID's kindergarten through higher education system brings research-based curriculum and strategies to students each day that develop critical thinking, literacy, and math skills across all content areas.

PROFESSIONAL LEARNING COMMUNITIES

The fundamental purpose of our school is to ensure that all students learn at high levels. Our Gaiser staff collaborates on a regular basis to create conditions for learning and pursue measurable improvement goals for their students.

Four questions drive the work of Gaiser's PLC work:

1. What is it we want our students to know and be able to do?
2. How will we know if each student has learned it?
3. How will we respond when some students do not learn it?
4. How will we extend the learning for students who have demonstrated proficiency?

DRESS AND APPEARANCE

VPS Dress Code Policy:

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors of Vancouver Public Schools.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited apparel includes the display of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related attire.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent or designee will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents/guardian, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

VPS Dress Code Regulation:

I. Determination of Student's Dress and Grooming Standards

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others;
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

II. Regulation of Student Dress and Grooming

- A. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:
 - 1. Creates a hazard to the student's safety or to the safety of others; or
 - 2. Will prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
- B. If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.
- C. Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Lunches

Students will have one of three lunches. Lunches are designated on student schedules with a letter behind 3rd or 4th period. The follow letters tell which lunch a student is assigned:

A-1st Lunch

B-2nd Lunch

C-3rd Lunch

GAISER BEAR EXPECTATIONS

Location	Responsible	Respectful	Safe	Positive Attitude
General Classroom	<ul style="list-style-type: none"> -Be prepared to learn when the bell rings -Give effort and actively participate in your learning -Be prepared with appropriate supplies, books, materials and charged devices -Enter class quietly and with a calm body 	<ul style="list-style-type: none"> -Work cooperatively with others -Remain seated until your teacher dismisses you -Use all electronics and ear buds only as directed by teacher (keep put away at all other times) -Use kind words 	<ul style="list-style-type: none"> -Leave the room only with permission from an adult -Use all materials as they are intended -Keep hands and feet safe -Keep 4 on the floor -Keep food and drinks put away except for water 	<ul style="list-style-type: none"> -Be willing to seek solutions -Always try your best -Accept constructive feedback -Work with a growth mindset -Be willing to receive and give compliments
Hallways	<ul style="list-style-type: none"> -Always travel with a pass -Be where you're supposed to be -Go where you are supposed to go 	<ul style="list-style-type: none"> -Be aware of other classes around you -Respond politely to others -Keep moving and keep hallways open 	<ul style="list-style-type: none"> -Walk and walk safely -Stay to the right -Keep your feet on the floor -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Be kind and courteous -Be supportive of peers -Accept redirection and feedback
Bathroom	<ul style="list-style-type: none"> -Use only when needed -Use for intended purpose -Return promptly to class 	<ul style="list-style-type: none"> -Dispose of items in appropriate areas -Give others privacy -Flush when finished 	<ul style="list-style-type: none"> -Report issues when found -Wash your hands -Keep water in the sink 	<ul style="list-style-type: none"> -Keep it clean for others -Do you business, wash and leave
Cafeteria	<ul style="list-style-type: none"> -Clean up after yourself, and put trays, silverware and containers in proper places -Up to 6 people to a table -Take/accept the entire lunch offered 	<ul style="list-style-type: none"> -Handle your food appropriately -Welcome other students to your table -Touch only your own food -Use inside conversation level voices 	<ul style="list-style-type: none"> -Follow lunch line guidelines -Stay seated unless dumping tray or going to the restroom -Wait to be dismissed by an adult 	<ul style="list-style-type: none"> -Cooperation creates an enjoyable lunch or breakfast -Show appreciation for the food service and efforts of the kitchen staff

GAISER BEAR EXPECTATIONS

Location	Responsible	Respectful	Safe	Positive Attitude
Library	<ul style="list-style-type: none"> -Return materials in good condition and in a timely manner -Come with a written pass or with your class -Push chairs to table edge when leaving 	<ul style="list-style-type: none"> -Enter quietly and be quiet while in the library (and the 300 wing) -Keep food and drink put away -Wait your turn -Walk around the library not through 	<ul style="list-style-type: none"> -Follow appropriate tech safety expectations -Walk or sit once you enter the library 	<ul style="list-style-type: none"> -Be purposeful while in the library -Be willing to try new reading materials -Use your time wisely
Counseling Center	<ul style="list-style-type: none"> -Make an appointment (via Google form or teacher call) -Come with a written pass -Be active in problem solving for yourself and peers -Own your mistakes or choices 	<ul style="list-style-type: none"> -Be attentive to privacy needs -Wait and take turns when problem solving in groups -Use manners; be polite -Use inside conversation level voices 	<ul style="list-style-type: none"> -Check in with staff upon arrival -Honor confidentiality -Keep pathways clear and avoid as a shortcut -Use conflict resolution skills for solving problems 	<ul style="list-style-type: none"> -Look for a solution -Believe in the possibility of healing and change -Accept conclusions -Practice acceptance and compromise
Main Office	<ul style="list-style-type: none"> -Use the front entrance to enter or exit -Come with a written pass 	<ul style="list-style-type: none"> -Communicate politely (say please and thank you) -Speak clearly -Be patient and wait your turn -Use inside conversation level voices 	<ul style="list-style-type: none"> -Line up single file when waiting -Wait your turn 	<ul style="list-style-type: none"> -Keep your emotions in check -Demonstrate your best courtesy -Listen to understand and ask questions if needed
Assembly	<ul style="list-style-type: none"> - Keeping electronics stowed away (i.e cell phones) - No Eating or Drinking - Clean up after yourself and not leave behind any personal belongings - Listen to instructions 	<ul style="list-style-type: none"> - Listening to Speaker - Remaining quiet unless asked to speak - Applaud when appropriate - Yell only when instructed and appropriate 	<ul style="list-style-type: none"> - Keep hands and feet to oneself - No throwing things - Remain seated unless instructed otherwise - Walk safely to your seats and back to classroom 	<ul style="list-style-type: none"> - Positive language only - Be Kind - No vandalizing property

GAISER BEAR EXPECTATIONS

Location	Responsible	Respectful	Safe	Positive Attitude
Courtyard	<p>Keep food in the cafeteria</p> <p>Clean up after yourself</p> <p>Use school supplied equipment – personal equipment should be left at home</p>	<p>Be mindful of classrooms in session and use appropriate volume and language</p> <p>Follow redirection from all adults</p>	<p>Stay within yellow boundary lines before school and during lunch recess</p> <p>Be aware of surroundings</p> <p>Report conflicts to an adult</p>	<p>Greet others kindly</p> <p>Use positive and school appropriate language</p>
Athletes “Defend the Den”	<p>Be on time to games and practice</p> <p>Be prepared physically and emotionally to do your best</p> <p>Stay eligible</p>	<p>Demonstrate good sportsmanship</p> <p>Listen to your coaches and follow their directions</p>	<p>Follow sport rules</p> <p>Follow directions from coaches and officials</p> <p>Be aware of your surroundings</p>	<p>Encourage ALL athletes</p> <p>Be coachable and accept feedback</p> <p>Teamwork, enthusiasm and heart</p>
Sporting Event Spectator	<p>Attend only with a parent</p> <p>Remain seated</p> <p>Stay away from the field/court</p> <p>Leave promptly after the event</p>	<p>Listen to adult directions</p> <p>Use kind words with adults, students, and athletes</p> <p>Demonstrate good sportsmanship towards both</p>	<p>Stay in designated areas</p> <p>Go home after school and return for the event</p> <p>Leave school belongings at home</p>	<p>Encourage ALL athletes</p> <p>Positive language</p>
Bus Ridership	<p>-Arrive at your stop 5 minutes before stop time</p> <p>-Always ride your regular bus unless you have written parent permission that is signed by the office</p> <p>-Keep your area clean</p> <p>-Board bus immediately after school or wait on the white line until the bus driver is ready</p>	<p>-Obey the driver promptly and willingly</p> <p>-Respect rights and property of others</p> <p>-Respectful behavior allows the driver to focus on the road</p> <p>-Face forward on the bus at all times</p> <p>-Keep hands, feet and objects inside and to yourself</p>	<p>-Approach the bus only once it has come to a complete stop</p> <p>-Cross the roadway only when the bus driver gives approval and only cross in front of the bus</p> <p>-Emergency doors and windows are for use in emergency conditions only</p> <p>-Use calm inside voices and behaviors for a safe ride</p> <p>-Stay in your seat at all times</p>	<p>-Recognize that riding the bus is a privilege</p> <p>-Show appreciation to your bus driver</p> <p>-Be cooperative with the driver</p> <p>-Make the ride pleasant for all</p>

Student Name: _____ Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



PURPOSE: Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss. Ask for assistance if you do not know how to backup your files.*
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district!**

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, 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 in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.

4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student's activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

IMPORTANT SAFETY NOTE: information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

Fiscal Responsibility: The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is \$99.00. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.