



**Student and Parent Handbook
2022-2023**

**Wallace & Priscilla Stevenson Intermediate School
480 NW Loop Road
White Salmon, WA 98672
Phone: 509-493-4028
FAX: 509-493-1358
WEB: <https://intermediate.wsvsd.org/o/wpsis>**

**Welcome to the Wallace & Priscilla Stevenson Intermediate School,
Home of the Kodiaks!**

Our Mission Statement: *Our learning community, Wallace & Priscilla Stevenson Intermediate School, empowers students to be successful in a culture of safety, cooperation, curiosity, and challenge. We believe in nurturing and valuing innovative problem solvers who are inspired to be a positive contributing force in our local and global communities.*

General School Information

School Hours

During the regular school day, the school doors open at 7:45 am. Students may wait in their classrooms, go out to the playground, or enjoy quiet time in the library from 7:45-8:10am. Students should be in class and ready to learn by 8:15.

The office is open from 7:45am-3:45pm.

Academic Day

Classes begin at 8:15 and end at 3:10pm. On scheduled early release Wednesdays, classes will end at 1:40pm.

Student Attendance /Absences

At WPSIS all students are expected to attend regularly and to be on time for classes. Effective learning

requires a planned sequence of instruction and frequent or daily reinforcement. There is a direct relationship between regular attendance and classroom success. Students who have good attendance generally achieve higher grades and enjoy school more. Students who attend school also gain knowledge from classroom activities such as discussions, films, guest speakers, and special demonstrations, which are difficult to make up. The state law requires school districts to follow Washington State guidance in attendance law. White Salmon Valley School District's Policy #3122 outlines the steps in the case of school year absences. The following is a summary of what constitutes an Excused/Unexcused absence and the steps the school will take:

- ❑ **An excused absence** is for illness, doctor/dentist/orthodontist appointment or a family emergency, participation in school-sponsored activities, participation and or observances of cultural or religious holidays, court /judicial proceedings, state-recognized search and rescue activities, absence related to homelessness status, absence relating to disciplinary/corrective action, and principal (or designee) and parent/guardian agreed upon activity. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. **If there is no phone call or note returned, the student will be marked unexcused.**

- ❑ **An unexcused** is any absence for the majority of the school day unless it meets the criteria above for an excused absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time the student is absent. Parents will receive notification of absences after one unexcused absence within any month during the school year. A conference will be held after two unexcused absences during a month and no later than the student's fifth absence in a month the district will enter into an agreement with the student's parents/guardians that establishes school attendance requirements, refer the student to a community truancy board, or file a petition with the juvenile court. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

Steps to Follow If Absent

- A parent or guardian should contact the school and inform the office of the student's absence before 10:00 AM on the day of absence or on the date of return a written note with the student's name, date, days of absence, and the reason for the absence. The note must include an adult's signature.
- Student should present the note to the office.
- The student should ask the teacher for make-up assignments.

Leaving School During the Day

- If your child is to leave school during the day, please send a signed note to the office indicating when your child must leave class. Before leaving, you will be asked to sign out your child at the school office. **If someone other than a parent is to pick up a child, please include that information in your note.** For their safety, children are to be picked up by a parent or designated guardian in the office. **When students re-enter school they must also sign in at the office so**

that we know the student is on campus.

- The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

Tardies

If your child is late to school for any reason, he/she must check in at the office. For an "excused" tardy (medical appointment, etc.), the student must bring a signed note to the office. The student will be given a "Pass to Class" by the school secretary to present to his/her teacher. No late student will be admitted to class without a pass.

Visitors/Volunteers

Parent involvement in his/her child's educational experience is encouraged, however due to campus security and to reduce classroom disruptions, we ask all visitors to abide by these guidelines:

- Visitors **MUST** check in at the front office before going to classrooms.
- All visitors will be identified by staff and students by wearing a "Visitor Pass".
- Adults not wearing these passes will be asked by school personnel to check in at the office.
- Visits must be pre-arranged with the classroom teacher and identification may be required.
- Volunteers must complete a district volunteer packet 48 hours prior to volunteering in the classroom, or serving as a chaperone for a field trip. Packets need to be completed yearly.

Clothing Recommendations

We recommend that students dress in clean, comfortable play clothes and according to the prevailing weather conditions. School clothes should allow your child to participate freely on the playground, in P.E., and in normal school activities without undue worry about dirtying or damaging clothes. Tennis shoes should be worn on the days your student has P.E. Students' choices in dress should be made in consultation with their parents. If we feel your child is dressed inappropriately, we will call parents and ask them to bring appropriate clothing. Clothing should comply with the [School Board Policy 3224](#), which can be found on the website or provided upon request.

Winter Clothing

We do have a covered play area with limited space for play outside when the weather is wet and cold. Still, some students choose to play in the fields or in the sports court. We ask that you please help your child dress accordingly during cold/wet weather: warm coat, hat, gloves or mittens and waterproof boots.

Lunch Program

Both a breakfast and a daily hot lunch are available for students. Milk is also available for purchase. Free and reduced breakfast and lunch applications are available in the office.

Breakfast Prices:	Student	\$2.00	Reduced	Free
			Milk only	\$.50
Lunch Prices:	Student	\$3.35	Reduced	Free
			Milk only	\$.50

Students are given 25 minutes for lunch and 20 recess each day, they are expected to enter the

cafeteria and spend at least 20 minutes in the cafeteria before they will be dismissed outside to recess. This is to encourage students to eat a healthy and complete lunch before going outside to play and socialize. Students will be dismissed by an adult in the lunchroom, not by the time on the clock.

EMERGENCY SCHOOL CLOSURE

If road travel becomes too hazardous due to poor weather conditions or if the school experiences a power failure, school may be closed for the day. Listen to the radio in the morning before school for school closure announcements:

KIHR (Hood River) 1340 AM

KODL (The Dalles) 1440 AM

KACI (The Dalles) 1300 AM

Q104 (Hood River) 104.1 AM

KLCK (Goldendale) 1400 AM

You can also sign up for an email alert by going to: www.flashalert.net

Health Policies

Please visit the district website for updated information about COVID 19 guidelines.

General Illnesses

Please keep your child home if he/she has a fever of 100 degrees orally, a sore throat, severe cough, or is too ill to play outside or to pay attention to school work. If you feel that your child has an illness that requires him/her to stay indoors, it would be best if you keep your child at home. In order to return to school, children that have been ill must be completely fever free for 24 hours.

Contagious Conditions

Children with unusual rashes, skin conditions, or with signs of a contagious condition may be excluded from school. In most cases, children who have been excluded from school can be readmitted with a note from their doctor.

Immunization Requirements

Washington State law requires that all children attending 6th grade must show proof of:

- **Tetanus, diphtheria, and pertussis (Tdap)** vaccination for all children 11 years and older.
- **Two doses of varicella** (chickenpox) vaccination or history of disease verified by a parent.

Documentation

Your child needs an up-to-date Certificate of Immunization Status (CIS) form. Complete the form with Tdap and varicella information as follows:

Tdap	Types of Documentation Allowed
	Date your child received one dose of vaccine, <u>OR</u>
	Personal/Philosophical, religious, or medical exemption.
Varicella	Types of Documentation Allowed
	Date your child received two doses of vaccine, <u>OR</u>
	Approximate date or age your child had chickenpox, <u>OR</u>
	Personal/Philosophical, religious, or medical exemption

A health check-up that includes vaccinations is recommended for all children age 11-12 years. Schedule your child's check-up appointment at least one month before school starts to make sure he or she gets all of the vaccinations needed for school.

Communication

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal. The school number is (509) 493-4028. If you prefer, the school secretary can take a message and forward it to any staff member. E-mail addresses of all teachers are also available on the school's web site.

The school uses these methods to communicate with families:

- Monthly bulletin regarding school activities
- Report cards and parent conferences
- Classroom newsletters and/or e-communications from teachers to parents
- Back-to-School Night
- Monthly PTO meetings
- Monthly school newsletter/calendar

Whom to contact with questions?

Throughout the school year, you will undoubtedly have many questions about your child's education. When trying to get these questions answered, it is best to contact the person who is most directly involved first. Since the teachers are teaching our children during school hours, please call the main office, and the teacher will return your call.

Classroom Teacher

- Behavior of student within the classroom
- Classroom curriculum or homework assignments
- Grading or evaluation
- Progress of your child
- Event reported to you by your child that happened in the classroom

Prevention Specialist

- Need for medical, dental, social service referral
- Changes in the family that are affecting your child
- Concerns about your child socially

Principal

- Curriculum used throughout the school
- Procedures that apply to the entire school
- Behavior of student outside the classroom
- Inability to communicate with your child's teacher

Parent Teacher Organization

White Salmon Valley School District has an active K-8 Parent-Teacher Organization, please ask the office about how to get involved! This group assists the school in:

- Planning community-school events
- Coordinating volunteers to help in the school
- Providing teachers with financial assistance
- Directing fundraisers

Conferences

Parent-Teacher conferences are scheduled in the middle of the first trimester (October) and the second trimester (February). We encourage you to maintain contact through email or regular communication with your child's teacher. Sharing information helps the teacher make informed decisions as to how best to help your child. Knowing the classroom routines makes students more successful in class. You may request additional conferences at any time.

Grading and Reporting

The school year is divided into a trimester reporting system. One to two weeks after the trimester ends, you will receive your child's official report card for that trimester. This will be the only report that will be sent home.

All grade levels will use standards based grading to reflect the Common Core State Standards across all subject areas.

Standards based reporting lists the knowledge and skills that students are responsible for learning in each academic subject at a particular grade level. Students receive numerical grades based on the academic key and that show how well they understand each standard. The Washington State Learning Standards, which include the Common Core State Standards for [English Language Arts](#) and [Math](#), are a written description of what students are expected to know and be able to do at a specific stage in their education. In addition, students will get separate marks for work habits called Approaches to Learning. These approaches mirror our code of conduct and students will be graded on their Respect and Responsibility.

Grade marks will be reflected as follows:

Level 1- Beginning progress in this standard

This level is for students who are below the standard and have not made adequate progress to indicate that they will be able to reach the standard in the given timeframe.

Level 2- Approaching standard

This level indicated that the student has made significant progress toward the standard, but has not demonstrated mastery yet. This includes partial mastery, demonstrating understanding of one portion of the standard but not the whole.

Level 3- Meeting standard

This level stated that the student has demonstrated mastery of the grade level standard and achieved the targets for the lessons and unit.

Level 4- Exceeding standard

This level indicated that the student is achieving above the grade level standard and expectation.

Homework Guidelines

Wallace & Priscilla Stevenson Intermediate School has developed guidelines for a school-wide homework policy in order to clarify general expectations for students, parents, and teachers. Homework is an important part of each student's educational experience which some teachers will assign. If there is a reason that your student will not participate in an assignment, please discuss that with their teacher.

Reasons for homework:

- To explore connections between home and school
- To build interest in reading and learning.
- To practice previously introduced skills.
- To establish self-discipline and independent study skills.
- To encourage parent awareness of student learning.
- To make up work due to an absence.
- To provide an opportunity to pursue special interests in ability areas.
- To expand and/or enrich regular class work.

***Please note: Occasionally classwork may be sent home if a student did not complete after given ample time, support, and resources in class.**

For Students

It is important to persevere and develop good study habits at school and at home.

- Be sure you understand the assignment, and ask your teacher if you need help understanding the assignment.
- Set aside a regular time to do homework.
- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each assignment.
- If unable to complete, list two strategies you tried.

For Parents

Parents can support a child's success in school by:

- Providing a quiet, well-lit place for the student to do homework.
- Helping the student budget time so that a regular schedule for study is set up. Taking an active interest in what the student is doing at school. Asking for about assignments. Making constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Let your child take full responsibility for doing his/her homework and getting it to school on time, including accepting the consequences of not getting it to school on time.

Please read through this agreement. There will be a spot at the end for you to sign that you and your child agree to the ideas outlined here. SBAC and iReady scores (computer based assessments), as well as teacher input were used to identify students for additional assistance

Goal of the Title I/LAP Program: *To accelerate student learning in reading and mathematics, and to foster lifelong literacy/problem solving skills.*

The school agrees to carry out the following responsibilities to the best of their ability:

- Provide a supportive, safe, caring, and structured learning environment
- Focus instruction on rigorous academic acceleration and student achievement in reading/mathematics
- Provide scaffolds, such as graphic organizers and sentence frames
- Assess student progress and monitor and adjust instruction accordingly
- Keep both students and parents informed of student progress through meetings, conferences and newsletters

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability (please check all that apply):

- Talk regularly with my child about his/her progress reading and mathematics
- Attend parent/teacher conferences
- Encourage independent reading and math practice at home
- Monitor the completion of student homework when necessary

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability (check all that apply):

- Come to school ready to learn
- Cooperate to make school a positive and successful learning environment for everyone
- Work to complete all my assignments carefully

Review and Adjustment of the Learning Plan: All Title I/LAP students are monitored for growth in reading and math skills throughout the year. If the data suggests the need to re-focus support for your student, modifications will be made. Discussions about modification can be initiated by the parent, Title I/LAP teacher, or regular classroom teacher, at any time throughout the year.

Communication Procedure: If you have any questions about this learning plan, or do not wish for your child to receive this support feel free to contact the office via phone or email: 509-493-4028
brian.fraser@whitesalmonschools.org

Parent Signature: _____ Student Signature: _____

School Services Additional Programs

Title I

- Support Services for Reading and Mathematics for students identified through universal academic screening.

Transitional Bilingual Instructional Program (English Language Learners)

- English Language support services for identified students. Areas of focus include:
 - Reading
 - Writing
 - Speaking
 - Listening

Highly Capable

- Enrichment activities for identified students

A-List Adventures

- After School Program that supports academic instruction and provides enrichment opportunities
- Before school homework support
- Summer School Program

Special Education

- Inclusion model of delivery for most identified students

WALLACE & PRISCILLA STEVENSON INTERMEDIATE SCHOOL
PARENT INVOLVEMENT POLICY

Wallace & Priscilla Stevenson Intermediate School is committed to the goal of providing quality education for all students in our building. To ensure that this happens, we will establish and maintain partnerships with parents and the community. Everyone gains if the school and home work together to promote high achievement by our students. We are more effective if all stakeholders are included in the process. Parents play an extremely important role as their child's first teacher. Their support for their children and for the school is critical to our mutual success. Wallace & Priscilla Stevenson Intermediate School has the responsibility to help parents support the efforts of the school. The Wallace & Priscilla Stevenson Intermediate School Parent Involvement Policy explains how Wallace & Priscilla Stevenson Intermediate School will support this goal.

COMMUNICATION

Convene an annual meeting to explain special program requirements

- The School wide Title I Program is presented to the School Improvement Planning Team (SIP) and the PTO in the fall of each year.

Hold regularly scheduled meetings at flexible meeting times.

- School Improvement Planning Team (SIP), Parent Teacher Organization (PTO) and Bilingual/Migrant Parent Advisory Committee (PAC) meetings are held on a regular basis throughout the school year. Parents and staff brainstorm ideas for the year's programs. Programs are then planned around topics of interest for future meetings.

Jointly develop a School-Parent Compact that outlines how parents, the school staff and students will share responsibility for improved student achievement.

- Members of the School Improvement Team (SIP), the PTO and PAC developed the initial ***Parent-Student-Teacher Agreement***. Each year ***The Parent-Student-Teacher Agreement*** is reviewed and revised according to parent and staff input gathered by the School Improvement Planning Team (SIP), PAC and staff. ***The Agreement*** is sent home annually and is available in the Student Handbook. Parents, students, teachers and the principal review and sign ***The Agreement*** and a copy is placed in the student's file.

Involve parents in an organized, ongoing, and timely way in the planning, review and improvement of programs, including the schoolwide program plan and school parental involvement policy; and submit any comments, if the plan is unsatisfactory to parents.

- Surveys are sent to parents requesting input about the school program. This information is reviewed by the School Improvement Planning Team (SIP), PTO and PAC. The information is used in selecting areas for school wide improvement and developing a plan for improvement.
- To evaluate ***The Wallace & Priscilla Stevenson Intermediate School and District Parent Involvement Policies***, information is collected on various aspects of parent involvement. Information may include the number of participants in the Volunteer Program, parents attending Parent-Teacher Conferences, parents attending programs, meetings and trainings, and responses on surveys. This information is compiled and then reviewed annually by the School Improvement Planning Team (SIP), PTO and PAC. This review includes an assessment of how much parent involvement is increasing and what barriers must be dealt with. ***The Wallace & Priscilla Stevenson Intermediate School and District Parent Involvement Policies*** are revised based on the annual review.

Communicate with families of participating children in the language used in the home when necessary.

The school staff will:

- Translate written school information (letters, notes, bulletins, progress reports, etc.)
- Translate Parent-Teacher Conferences
- Translate meetings and/or hold similar meetings in Spanish (PAC)

- Translate parenting classes and/or hold similar classes in Spanish
- Make available personnel to translate for parents during the school day

Provide to parents of participating children timely information about programs, including:

- **School performance profiles and assessment results,**
- **A description and explanation of curriculum assessment, and**
- **The proficiency levels students are expected to meet.**
 - This information is discussed during Parent-Teacher Conferences, SIP, PTO, PAC and other parent meetings as well as in building and district newsletters.

TRAIN AND PROVIDE PARENT EDUCATION

Provide assistance to participating parents in understanding the national goals and state content and performance standards.

- This information is discussed during Parent-Teacher Conferences, SIP, PTO, PAC and other meetings as well as in building and district newsletters.

Provide information that helps parents work with their children to improve academic achievement (in home language, to extent possible): or to provide literacy training as necessary.

- Teachers share ideas during Parent-Teacher Conferences, SIP, PTO, PAC and other parent meetings as well as through classroom and building newsletters. (Translation-see Communicating with Families) Literacy training will be addressed in the Coordinate and Encourage Community Outreach section of this policy.

Educate teachers, pupil services personnel, principals and other staff on the value of parents' contributions and how to reach out and communicate with families.

- Staff training opportunities are offered throughout the year during staff meetings and in-services, and through the school volunteer program. There are also many ongoing opportunities for parents and staff to work together including school volunteering, the School Improvement Planning Team (SIP), PTO and PAC. This ongoing dialogue strengthens home-school partnerships.

COORDINATE AND ENCOURAGE COMMUNITY OUTREACH

Foster linkages to Head Start, Even Start, area preschools, higher education, alternative education, employment training, law enforcement and social services agencies, Skyline Hospital, local businesses and community service clubs, etc.

- A bulletin board is maintained in the school lobby with notices advertising local events, clubs and resources. Social media via PTO and the District Facebook page is also used as a tool for communication.
- Work Source provides educational and employment training opportunities, and the school district coordinates with Clark College and the Columbia Gorge Community College. In addition, a school team meets with local law enforcement and social services agencies to coordinate services for school district students when appropriate.

Support other activities and services, which may include parent resource centers, community outreach, literacy training and home visits.

- The School wide Title I Coordinator and *Wallace & Priscilla Stevenson* Intermediate Intervention Specialist meet on a regular basis with school and community resource groups to coordinate literacy training for families.

Develops roles for community organizations and businesses in parent involvement activities.

- The *Wallace & Priscilla Stevenson* Intermediate School is linked with businesses through its Partners Through Education Program which matches each classroom with a local business. In addition, business and community organizations are involved in career awareness activities. The school volunteer program offers opportunities for business and community members to volunteer at the *Wallace & Priscilla Stevenson* Intermediate School.

This commitment to family involvement is supported by the school board. The policy is coordinated by the District Resource Coordinator, and promoted by the building principal and other school staff. Title I Part A Citizen Complaint Procedures are posted under the Parent Home tab on the WPSIS website.

School Code of Conduct and Discipline

Wallace & Priscilla Stevenson Intermediate School recognizes and strives to meet the individual needs of each student through Positive Behavior Intervention and Support (PBIS) philosophy that promotes the development of self-esteem, cooperation and vision. This expanded view of school will result in well-educated, productive and socially responsible citizens who contribute positively to our community and to the world. To this end, we believe the school should reflect the desires and expectations held by our community for our children, and that the school must provide an environment that ensures the safety and well being of students. For this reason, it is important that the school has clear expectations and guidelines for students.

Staff will maintain focus on following our school's Kodiak code of conduct:
"We are Safe. We are Respectful. We are Responsible. We Persevere."

Encouraging Safe, Respectful, and Responsible Behavior

Staff will develop with their classrooms clear expectations_ – Classroom teachers will continually teach and review with their students how to behave responsibly in the classroom and in all common areas of the school (restrooms, hallways, playground, cafeteria, bus loading area). Support staff will do the same for the different areas of the school in which they work. All staff members will actively build positive and healthy relationships with students, and classroom procedures will be culturally responsive to our students.

Acknowledging appropriate behavior – In addition to verbally praising students who are behaving respectfully and responsibly, all staff will make an effort to acknowledge these behaviors. We have implemented the use of a variety of positive incentives as a way of acknowledging positive choices.

Supporting Safe, Respectful, and Responsible Behavior

Students may be asked to take some time to reflect, and do some problem solving with a staff member in a buddy classroom, or an area that a student selects to address minor behavior misconduct.

Office Referrals: Staff members will complete a referral form for any major or exceptional misconduct behaviors and send it to the office. The principal or designee will meet with the student. Major or exceptional behaviors include:

- Fighting, assault, physical and verbal abuse, harassment, intimidation, bullying, or physically dangerous behavior
- Illegal Acts
- Recurring minor misconduct

The principal or designee will meet with the student receiving an office referral in an effort to develop a plan to support and promote positive student behavior. Parents will be notified by the person implementing the classroom exclusion. The maximum consequence for any major or exceptional misconduct office referrals is suspension or expulsion, full Board Policy #3241 which includes student and parent rights and the process for appeal can be found on the webpage or will be provided upon request.

We are Safe, Respectful, and Responsible in all areas of our school!

	RESPECT	RESPONSIBLE	SAFE
CAFETERIA	<ul style="list-style-type: none"> -Wait your turn in line. -Use appropriate voice levels. 	<ul style="list-style-type: none"> -Use good manners. -Clean up your eating area. -Raise your hand to be dismissed after at least 20 minutes. -Eat your own food. 	<ul style="list-style-type: none"> -Walk. -Stay seated while eating.
PLAYGROUND	<ul style="list-style-type: none"> -Be kind. -Include others. -Respond in a positive manner to playground supervisors. 	<ul style="list-style-type: none"> -Know the rules -Take care of the equipment. -At whistle/bell, stop ALL action and line up. -If you see trash, pick it up. -Ask supervisor for permission to use the bathroom. 	<ul style="list-style-type: none"> -Play all games safely. -Stay within the playground boundaries. STAFF: -Send in an injured student with no more than 2 people
OFFICE	<ul style="list-style-type: none"> -Quietly wait at the window for an adult to help you. -Use please and thank you. 	<ul style="list-style-type: none"> -Come during student office hours (Not class time) -Be prepared/turn in paperwork on time. -Only make emergency phone calls. 	<ul style="list-style-type: none"> -Walking only. -Hands to self.
BATHROOM	<ul style="list-style-type: none"> -Wait your turn. - keep walls and stalls clean! -Be considerate of others privacy. 	<ul style="list-style-type: none"> -Clean up after yourself. -Follow your teacher's procedures. -Wash hands with SOAP & water, and put paper towels in the garbage. -Return to class promptly. 	<ul style="list-style-type: none"> -Walk! -Report problems to an adult right away.
ASSEMBLIES	<ul style="list-style-type: none"> -Act appropriately to the assembly's purpose. -Hands to self. -Pay attention. 	<ul style="list-style-type: none"> -Follow directions. -Stay seated. -Walk. -Participate 	<ul style="list-style-type: none"> -Control body movements -Use the aisle ways
HALLWAYS	<p>STUDENTS:</p> <ul style="list-style-type: none"> -Walk quietly; classes in line. -Leave art on the walls alone <p>STAFF:</p> <ul style="list-style-type: none"> -BE considerate of classes in session 	<p>STUDENTS:</p> <ul style="list-style-type: none"> -Hands and feet to self, properly hold and carry materials, walk on right hand side of hallway <p>STAFF:</p> <ul style="list-style-type: none"> -Supervise children transitions at all times. Hold students in the classroom until your partner teacher is ready. 	<p>STUDENTS:</p> <ul style="list-style-type: none"> -Be helpful and kind, take care of each other. <p>STAFF:</p> <ul style="list-style-type: none"> -Be helpful and kind, take care of each other.

AFTER SCHOOL: BUS/CLC	STUDENTS: -Walk quietly in line. STAFF: -Supervise until students are gone.	STUDENTS: -Go directly to after school activity or transportation -Be aware of traffic (USE CROSSWALK) -no horseplay -stay on sidewalk behind the green lines. STAFF: Release students to designated activity or transportation.	STUDENTS: -Follow adults' directions. -CLC Students report to program STAFF: Know where every child is going
SAFETY DRILLS	-Take each drill seriously	STUDENTS: -Listen carefully for directions. -Remain silent at all times. STAFF: -Model expectations.	STUDENTS: -Walk in a line. -Keep your hands to yourself.
LIBRARY	-Politely share space and materials -Move and work quietly -Take care of school property	-Bring your materials you need to do the work -Be prepared to do the work/task you're assigned -Return library materials in correct place and in order	-Enter carefully and quietly -Report issues immediately -Follow directions in an orderly manner
CELL PHONES and personal communication devices	-Respectful of the learning environment by having them in your backpack	-Learning how to disconnect while focusing on a task at hand -be responsible for plans after school	-safe learning environment for all -communication with parents should go through the office
INTERNET	-Be aware of keyboard courage (If you wouldn't tell it to a person don't type it) -ANYTHING shared online is public (even Google Doc.	-Stay on task -Use computers for learning only	--ANYTHING shared online is public (even Google Doc. -Don't share personal information

WPSIS Recess Expectations

Kodiak Code

We are safe.

We are respectful.

We are responsible.

We persevere!

Location

1. Students should stay clear of all surrounding fences, and in view of an adult at all times.
2. Students may re-enter the building with permission from a playground supervisor.

General Rules:

1. Flag football- Two hand touch for tagging. You must play in a free space with no other game going on. Catch football includes two people, back and forth.
2. Soccer, football, and kickball must be played in the grass areas. If a game is already taking place in one area, please move your other game to a different, safe area.
3. Wall ball is permitted against the cement wall.
4. Throwing rocks or snowballs is not permitted.
5. Swing safely. Students must sit on the swings. Only one person permitted per swing. No spider, banana splits, twisting, flipping, belly swinging, or sideways swinging. No swinging upside down, or bailing out.
6. Students may sit (not stand) on the upper bars of the Jungle Gym. Students may stand on top of the lower bars. Please use the red bar loops for hanging onto with hands only.
7. Hitting, pushing, headlocks, wrestling, and kicking are not permitted.
8. Allow grounds and maintenance workers to do their job to maintain our spaces.
9. When the whistle blows, students will put away recess equipment/gear. They will quickly line up in the assigned area. All equipment will be returned to the ball cart.
10. You may play catch with whiffle or soft practice balls and baseball gloves. Please do not bring your hard baseballs, softballs, and baseball bats on the playground during recess.

General School Safety

Notification of Threats of Violence or Harm

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and Comprehensive Safe School Plan.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, for those threatened and for those making the threats. The principal to teachers and staff, including security personnel, shall communicate necessary information about the person making the threat.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution. The superintendent is directed to develop and implement procedures consistent with this policy.

Animals

Animals are not to be brought on the school grounds without permission. Animals may be brought into the classroom with prior permission from the classroom teacher, must be accompanied by an adult and must stay for a short period of time. Animals are not permitted on the buses. Please make sure that your child's teacher is aware of any allergies your child may have to pets.

Dangerous Objects

Students are asked to leave at home any object that might be hazardous at school or be considered a weapon (pocket knives, slingshots, etc.), including any type of toy weapon. Any dangerous object or weapon brought to school will be taken from the student and kept in the office until a parent picks it up. Bringing weapons, including toy weapons, to school is in violation of Washington State Law and could lead to expulsion from school. See "Regulation of Dangerous Weapons on School Premises" Policy #4210

Search and Seizure

Student desks and coat areas for student use are provided from public funds and can be subject to

inspections. If the school authorities have reasonable cause to believe items constitute a criminal or rule violation, searches of property for which the school has responsibility may be conducted.

Cell Phones and other personal communication devices

There is a time and place for everything. At WPSIS, we strive to increase healthy socialization and decrease classroom disruptions that interfere with learning and collaboration. More than that, a break from social media, outside distractions, and the constant “pinging” of a message is very important to positive mental health and self-care.

We expect students to remain focused and present in their learning, as such all cell phones and smart watches are to be turned off and kept in their backpack for the duration of the school day. If you need to contact your child at school, please call the office.

Nondiscrimination Announcement

The White Salmon Valley School District complies with all federal and State rules and regulations and does not discriminate in any program or activity on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation including gender expression or identity, mental or physical disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The District will identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

An inquiry regarding compliance procedures may be directed to the school district’s Title IX/RCW 28A.85 Officer, Mr. R. Howard Kreps, Section 504 Coordinator, Mrs. Haley Ortega, and the Equity Officer Jerry Miller, PO Box 1309, White Salmon, WA 98672. Any verbal communication can be conducted by calling 509-493-1970 (Howard), 509-493-1502 (Jerry), and 509-493-1502 (Haley). Anyone with an allegation of discrimination may request an informal meeting with the Title IX Compliance Officer, Equity Officer or the 504 Coordinator to resolve their concerns.

If a complaint is not resolved by the Title IX Office, Equity Officer, or the 504 Coordinator, then procedures under Policy 3210, Nondiscrimination shall be followed. Specific timelines must be followed and can be found in the WACs and Policies/Procedures, copies of which are available in the district office.

Student Rights And Responsibilities **(Rights)**

No student shall be unlawfully denied an educational opportunity or be discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap. All students have the constitutional right to freedom of speech and press, to peacefully assemble and to petition the government and its representatives regarding grievances, to exercise their religious beliefs and to have their school free from sectarian control or influence, all subject to reasonable limitations of time, place and manner of exercising such rights, as defined by Washington Administrative Codes (WACs).

All students have the constitutional right to be secure in their persons, papers, and effects against

unreasonable searches and seizures.

All students have the right to be free from unlawful interference in their pursuit of an education while in the custody of the school district. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. Restorative justice strategies valuing empathy, respect, honesty, acceptance, responsibility, and accountability may be used to provide ways to: effectively address behavior, support a safe learning environment, and offer alternatives to suspension and expulsion.

Respect the law and the rights of others. In school, students shall respect the rights of others so that he/she does not interfere with the education of others. Students who involve themselves in criminal acts on school property, or at school-related events, or who disrupt the educational process are liable to prosecution under the law and/or disciplinary action by the school.

Students are expected to conduct themselves as responsible members of the school community. This includes obeying all laws and complying with all policies, rules and regulations of the school and school district. In addition, students are expected to safeguard the property of the school. It is also the student's responsibility to safeguard and care for their own property.

All students shall pursue the required course of studies, and shall submit to the authority of their teachers, and be subject to such disciplinary action as the local school officials shall determine. Students are to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen.

Prevention Of Harassment, Intimidation, And Bullying

The White Salmon Valley School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers and patrons, that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image--**including those that are electronically transmitted**-- verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, physical and electronic (cyber-communication) act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, marital status, and weight. Harassment, intimidation, or bullying can take many different forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical actions or electronically transmitted messages or images actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training

of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery and annual review. Employees in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to the law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of the policy. Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting HIB. Students and employees will not be disciplined for making a report in good faith.

Incident reporting forms may be used by students, families, or staff to report incidents of harassment, intimidation, or bullying.

Reporting Forms are available in the office, or a report can be filed through the Website.

School Bus Loading and Unloading Area

The goal is to provide an orderly system for transporting students.

1. Students will treat each other, bus drivers, and staff with respect
2. Students will line up and remain on the sidewalk, away from the curb and behind the yellow line.
3. Students will be required to have a note or phone call from a parent before 3:00 p.m. in order to board a bus other than their normally assigned bus.

Rules For Students Riding School Buses

The following rules and regulations were prepared by the State Superintendent of Public Instruction with the advice of the chief of the Washington State Patrol and of the Director of Highways of the State of Washington, and apply to all public school buses operating in the State of Washington. They will also be the rules and regulations for students in the White Salmon Valley School District in accordance with WAC 392-145-035.

1. The driver is in full charge of the bus and pupils. The pupils must obey the driver promptly and willingly.
2. Pupils shall ride their regularly assigned bus at all times, unless the school authorities have granted permission. School authorities should verify with the transportation department the availability of extra seating space before issuing bus passes for non-regular riders.
3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his/her stop.
4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver. No radio/headphones/tape recorders/cell phones will be played on the bus. Laser pointers are not allowed.
5. Outside of ordinary conversation, classroom conduct must be observed. Classroom conduct is a rather loose term, but in its broadest sense it may be interpreted to mean that students;
 - Will sit properly in their seats
 - Will refrain from throwing objects
 - Will keep their hands to themselves
 - Will be courteous to their fellow passengers
 - Will share seats willingly

6. Pupils are to assist in keeping the bus clean by keeping their seating area clean.
7. No pupil will smoke, light matches/lighters or use tobacco on a school bus.
8. No pupil shall open a window on the school bus without first getting permission from the school bus driver. If permission is given, windows will not be lower than the red mark indicator.
9. No pupil shall at any time extend his head, hands or arms out the window whether the bus is in motion or standing still.
10. Pupils must see that they have nothing in their possession, which may cause injury to another; such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except "seeing eye" dogs.
11. Each pupil must see that his/her belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
12. No pupil will be allowed to talk to the driver more than necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus is in motion and are not to get on or off until the bus has come to a full stop.
15. Pupils must leave the bus in an orderly manner. They must not cross the highway until given consent by the driver. When boarding or leaving the bus, students should be in full view of the driver at all times.
16. Pupils must cross the highway only in front of the bus and never behind it.
17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised at the bus loading area. Pupils shall not abuse or cause damage to private or public property or fellow pupils
19. Pupils who have to walk some distance along the highway to the bus loading zone, must walk, where practical, on the left hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zones in the evening.
20. Pupils are not to run errands between the bus stop and home.
21. In the event of an actual emergency, pupils must follow emergency exit procedures as established by the Emergency Exit Drills.
22. School districts will be reimbursed for damage to school buses by pupils. Parents of students damaging school buses will be held responsible.
23. Misconduct on a bus will be sufficient reason to discontinue providing bus transportation to pupils involved. Includes profane or vulgar language/gestures.

White Salmon Valley School District Responsible User Agreement

The purpose of the White Salmon Valley School District Responsible Use Policy (RUP) is to provide guidelines, rules, and the code of conduct for the use of electronic devices, technology resources and the WSVSD network. These procedures are written to support policies 3245 & 2022 and to promote positive and effective digital citizenship among students.

Users of the district's electronic resources need to read, understand, and abide by the policies spelled out in this Responsible User Agreement. It outlines the guidelines and behaviors users are expected to follow when using school technologies. All users are expected to use good judgment when using school technologies and to follow the guidelines of this document.

- The network is intended for educational purposes
- All activity over the network or using district technologies may be monitored and retained
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA)
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline
- Misuse of school resources can result in disciplinary action. Law enforcement will be consulted when necessary
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of technologies.
- Users of the network or other technologies are expected to alert the Technology Department immediately of any concerns for safety or security

Technologies Covered

WSVSD may provide Internet access, desktop computers, laptops, tablets, video conferencing, online collaboration and more. The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and be consistent with the mission of the district. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Web Access & Filtering/Monitoring

WSVSD provides its users with access to the Internet, including web sites, resources, content, and online tools. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- User applications and bandwidth utilization
- User document files, folders and electronic communications
- Web/Internet access
- Any and all information transmitted or received in connection with the network

No student should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate.

All documents are subject to the public records disclosure laws of the State of Washington.

Access will be restricted in compliance with the Children's Internet Protection Act (CIPA) regulations and school policies. Filtering software is used to block or filter access to visual depictions that are obscene

and all child pornography in accordance with CIPA.

Users should keep in mind:

- Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

To comply with requirements under CIPA, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials for implementation will be made available to administration, staff and families.

Email

The WSVSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies and a student's age or grade. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Email usage may be monitored and archived.

- K-8 students will be issued a whitesalmonschools.org student account that can only send and receive email with other users within the whitesalmonschools.org domain.
- 9-12 students will be issued a whitesalmonschools.org account with the ability to email outside of the whitesalmonschools.org domain. This will allow students to communicate/collaborate with peer mentors, colleges and apply for scholarships.

Backups are made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outages or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

School-Issued Devices

WSVSD is a 1:1 district and will provide users with electronic devices (e.g. chromebooks, tablets) to promote learning both inside and outside the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Students need to use their school issued device while at school and not a personally owned device for school purposes. (e.g. laptops, tablets, Chromebook)

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices

In accordance with district policies and procedures,(policy 3245) students may use their own personal electronic devices (e.g. cell phone) in a manner that does not pose a threat to academic integrity, disrupts the learning environment or violates the privacy of others. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Use of personally owned devices on the school network may be monitored and subject to the policies on this agreement. Students are responsible for devices they bring to school or school sponsored events. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- All users must be positively identified, by using a user ID and password, prior to being able to use any network or information resource.
- Change passwords according to district policy;
- Users are prohibited from using a user ID that is assigned to another user
- Users must log off or lock their computer when leaving it unattended for any period of time
- Users are prohibited from using an anonymous or guest user account
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the “remember password” feature of Internet browsers

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download, attempt to download, or run executable programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Netiquette is a term that describes proper online behavior.

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. Staff members must obtain a student's permission prior to distributing his/her work to parties outside WSVSD.

Personal Safety
If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information about themselves or another individual, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.
- Users may not post student pictures or names on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- If users encounter dangerous or inappropriate information or messages, they should notify the appropriate school authorities immediately.

Bullying

Bullying will not be tolerated. Harassing, flaming, impersonating, outing, tricking and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet

Chromebook Care & Expectations

Student Care of the Chromebook

- Chromebooks have a warranty to cover accidental damage. Accidental dropping is covered, throwing on floor is not.
- Chromebooks that are issued with a protective cover must have cover on them at all times. Removing the cover voids the warranty.
- Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to the office as soon as possible so they can be taken care of properly and in a timely manner.
- Students should never leave their Chromebooks unattended. All Chromebooks are the property of White Salmon Valley Schools and as such may be inspected at any time.
- All Chromebooks will be labeled with a tag. The tags may not be modified or tampered with in any way.
- Chromebooks that are being returned to carts must be plugged in to charge using the appropriate

power cord.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
- Chromebooks must remain free of any writing, drawing, stickers, and labels. Unless otherwise approved by the Technology Department
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- Do not decorate your Chromebook. No stickers or other like items are to be placed on Chromebooks. Failure to follow this could result in privileges being revoked.
- If a power cord has been checked out to you with your Chromebook, you are responsible for charging your device and keeping track of your cord.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Opening the Chromebook

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

Closing the Chromebook

- All students will need to shut down their Chromebook before closing the lid. This needs to become a habit.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk. Close the Chromebook using two hands--one at either corner of the screen. Close the screen gently.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Never lift the Chromebook by the screen. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.