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# ELEMENTARY PARENTS AND STUDENTS

This handbook contains information about policies and procedures of Gilbert Elementary School. A copy is provided to parents for reference. **The handbook is updated each summer.** It is hoped that the use of this handbook will improve communication between the school and the home and diminish student or parent misunderstandings about rules and procedures.

**This handbook is officially adopted by the Board of Education as part of Board policy.** The Board of Education meets regularly on the second Monday of the month (except for special meetings) in the high school media center.

Staci Edwards  
Elementary Principal  
515-232-3744  
[www.gilbert.k12.ia.us](http://www.gilbert.k12.ia.us)

## **ELEMENTARY SCHOOL ORGANIZATION**

The elementary school includes kindergarten through fourth grades. Kindergarten through fourth grade meets every day during the school year according to the school calendar. The basic instructional approach is the self-contained classroom. Kindergarten, along with grades two, three, and four have four sections each. Grade one has five sections.

While the self-contained classroom is the organizational base for the elementary school, the instructional approach may vary from grade to grade and from year to year. Many grades are departmentalized to the extent that each of the teachers in a grade may teach certain subjects to all sections. Other instructional approaches and integration of subject areas are becoming more frequent as the school works to increase instructional efficiency and quality.

In addition to the regular classroom teachers, there are teachers in general music, art, and physical education. There are two resource teachers, a gifted and talented coordinator, a Title I reading teacher, two reading recovery teachers, a teacher for English Language Learners, a librarian and a counselor/at risk coordinator. There are teacher aides and associates usually working with students with special needs. Other personnel include secretaries, cooks, custodians, a school nurse, and the building principal.

## **GENERAL INFORMATION FOR THE PUBLIC**

Each month during the school year the school publishes a newsletter, which is mailed to all known residents of the school district and is also posted on the district website. The newsletter contains articles about the school and school activities which are of interest to parents and other residents. If non-school groups in the district wish to place an announcement in the school newsletter, they may do so, but the article is limited to one page (both sides). Such announcements should be delivered to the superintendent's secretary by the 15th of the month before the newsletter is mailed. Commercial announcements or advertisements are not permitted.

Public evening events at the elementary building are infrequent. Each year there is a parents' night, Project Go (talented and gifted students) meetings, parent advisory group meetings, parent/teacher conferences, meetings of school support groups and various committee meetings. Music programs are presented by grade in the elementary commons through the winter and spring months.

Fund raising activities and solicitations at the elementary school are strictly controlled. Sales persons will not be allowed to talk to individual students or to classes without permission of the classroom teacher, the parents, and the school administration. Candy sales are not permitted during the school day. Some groups, such as the GESS (Gilbert Educational Support System), parent support organization, and other groups within the building are given permission to raise funds for specific projects. Among the GESS' special projects have been significant improvements on the elementary playground site and have future plans for many more.

School and non-school related groups using or renting the facilities for meetings may use school equipment (chairs, projectors, etc.) by making special arrangements with the building principal. Except for local churches, the Gilbert Lions' Club, with whom there has been a long established tradition of exchange of use of tables, chairs, etc., school equipment is not to be used outside of the school building or off the school premises without the direct supervision of a school staff member.

At school programs, school staff members will assume responsibility for supervision of students involved in the program or activity. The school cannot assume responsibility for supervision of pre-school students and for students not involved in the program. Typical activities such as an unsupervised football game in the parking area during a varsity football game, unsupervised students running or scuffling in the halls during basketball games, and other activities often result in student

injury. Parents should be very specific about rules (especially for young children) at school programs and events.

Parents are expected to be responsible for their children who are attending a school activity but not participating. Parents of unsupervised minors who are demonstrating unacceptable behavior at school activities may be called to come and get these children. These children may also be denied admittance to other school activities in the future because of their improper or unacceptable behavior.

### ENTRANCE/ADMISSION

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. Evidence of age must be presented in the form of a birth certificate. Prior to enrollment, parents must provide a completed health and immunization certificate for the child. Most students will already be assigned to classes. Registration process includes fee payment, parent/student information update, and sign up for fall and spring parent/teacher conferences.

Parents who wish to open enroll students to Gilbert should contact the superintendent.

### OFFICE RULES AND PROCEDURES

Students may come to the office to purchase lunch credit and conduct other business. Normally, students will come to the office before school starts in the morning for such business purposes. Students must have classroom or supervising teacher's written permission to come to the office during class time.

The use of the elementary school telephone is restricted. Students may use the telephone for local calls before and after school. Student use of the telephone during class hours is on an emergency basis only. The students must have a teacher's permission and a compelling reason to use the telephone during the day. Calls to parents of friends for permission to go to a friend's home or have a friend visit at home are not permitted except under emergency conditions. These arrangements tend to be spontaneous and unnecessary use of the school telephone. It is best that such plans be made the evening before the visit so that all parents involved know what is being planned.

From time to time various organizations wish to distribute literature or announcements to students. The principal must approve the distribution. These distributions normally come from organizations such as scouts, little league, and various booster groups. Materials relating to sales or fund raising activities of non-school approved groups will not be distributed. Materials for distribution should be neatly typed and copies made with a duplicating process that is readable. The name of the organization, the name of the contact person, and a telephone number should be listed so that persons with inquiries will be able to communicate directly with the distributing organization. If the circulation is to go to every elementary student, the materials should be counted and separated according to the number of students in each classroom. The number of students in each classroom can be obtained from the elementary secretary. Materials for distribution should be delivered to the office a day in advance of the distribution date.

Announcements for changing meeting times or dates of various activity groups in which students may be involved will not be made over the intercommunication system during the day. Breaking in on a classroom activity for an announcement which may concern only a few is disruptive. Usually the school secretary will deliver a note to the classrooms involved and the teacher can make the announcement at an appropriate time. If such announcements are necessary they should be called to the school as early as possible but no later than 2:30 p.m.

## **SCHOOL NURSE AND STUDENT ILLNESS**

Parents are asked to call the school when students are ill or are to be absent for legitimate reasons. If a child is absent and the school has not been notified, the secretary or school nurse will attempt to contact parents, at work if necessary, to confirm that the absence is legitimate. The school nurse is available for first aid and on call for emergencies. The nurse or any school staff member may not dispense drugs (including aspirin) without parent or doctor's specific instructions. If any students are taking prescription drugs regularly, the school nurse should be informed, especially where there might be possibilities of insulin reaction, epileptic seizure, or super sensitivity to bee stings or other allergenic reactions.

If the school nurse is on duty, the normal procedure for handling a sick child is to call the parents and have the child picked up at school and taken home. Parents who work or parents who will be away from home should have contingency plans for sick children, such as an available neighbor, relative, or babysitter. Critical emergencies such as broken bones, burns, or severe cuts will be subject to the judgment of the school staff. If an injured student has to be transported immediately, whether by school vehicle or an ambulance, parents will be called immediately and may have to meet the student at the hospital or doctor's office depending upon the emergency.

Parents are asked to complete the nurse's emergency information. Information and instructions on this card help the school staff in time of emergency. Students who cannot participate in physical education for health reasons should have a doctor's excuse or prior arrangement between parent and teacher.

Usually, if a child is too ill to go outside for recess he or she is too ill to be in school. Parents who feel it is necessary for a student to stay in at recess for health reasons should contact the student's teacher. School staff and the school nurse feel that it is healthy for students to go outside for recess breaks whenever possible.

## **HEALTH INFORMATION**

### **IMMUNIZATION**

Iowa law requires that evidence of immunization be presented before any student will be enrolled in the Gilbert Community Schools. Immunizations required include diphtheria, whooping cough, tetanus, polio, measles and rubella. Mumps immunization is encouraged but not required. A certificate documenting these immunizations is to be on file at school for each student attending and may be obtained through your medical office or issued by the school nurse. All children entering kindergarten are required to have received two doses of measles and rubella vaccine prior to entry. Where records indicate partial completion of these requirements, a provisional certificate will be issued allowing 120 days for remaining immunizations to be documented.

All students registering to attend the Gilbert Community Schools, who have lived in a country other than the USA within the past year, must provide proof of a recent Mantoux TB test.

### **HEAD LICE**

Early in the elementary school year, all elementary students will be checked by the school nurse and volunteers for head lice. If there is a problem, parents/guardians will be notified and given directions on how to treat lice. Students may return to school after treatment.

### **ACCIDENTS OR ILLNESS**

Our primary aim is to prevent accidents through close supervision and teaching safety in the school. However, if an accident should occur, or a child becomes ill at school, the parent/guardian will be notified at once. For this reason it is very important that the information on the white Office Contact Information Card is up-to-date and complete.

For the health benefit of your child and the other children that are in contact with them, keep your child home if any of the following conditions exist:

- |  |  |
|--|--|
| oral temperature of 100 degrees or more                                  | moist, draining lesions on the lip or skin |
| vomiting or diarrhea within 12 hours                                     | labored or painful breathing               |
| earache lasting more than one day  | reddened, matted or crusty eyes            |
| persistent cough, croup or chest congestion                              | untreated head lice                        |
| pain that is severe or persistent (may need evaluation by a physician)   |  |
| sore throat for three days, white spots, and/or fever, contact physician |  |
| rash that has not been evaluated by a physician                          |  |

### **MEDICATION POLICY**

School medication is administered following these guidelines:

1. Form signed by parents
2. Medication is in the original labeled container
3. Medication label contains the student name, name of the medication, dose and time.
4. Annual renewal of authorization and immediate notification, in writing, of changes.

The medication permission form that requires a signature of the parent can be obtained from the school. Any medication brought to the school must be kept in the original container. This includes Tylenol and other over-the-counter preparations, as well as prescription drugs. All medication must be stored in a locked cabinet in the office area and is to be administered by and consumed in the presence of designated school personnel. NO medications are to be administered at school without compliance with this procedure. Students using inhalers may keep that medication with them and self-administer with physician and parent approval. Please inform the school if your child will be using an inhaler.

### **DENTAL SCREENING**

Beginning with the fall of 2008, Iowa law requires that any child who is entering kindergarten, ninth grade, or is an out-of-state transfer student must provide the school with proof of a dental check-up. The purpose of this law is to improve the oral health of Iowa's children. The Certificate of Dental Screening form will be on the Gilbert Web site for you to print out and fill out before coming in the fall. For our elementary school, a Dentist, Dental Hygienist, Physician, Physician Assistant, or Nurse can complete this form. For high school, a Dentist or Dental Hygienist must complete the form only. Please turn this form in to the school by August 31, 2009. If your child has recently been to the dentist, please take this form back to the dentist to sign. You can have them fax it back to our school at 515-233-4271 if that is more convenient for you.

<h3><b>FIRE AND TORNADO DRILLS</b></h3>
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Two fire drills and two tornado drills are held each semester. Fire drill procedure is quite simple. When the fire alarm sounds, students exit the building via the nearest exit. Since each instructional space in the building has a door to the outside, the elementary building can be evacuated in a very short time.

For tornado drills, students crouch in a protected position in the designated areas. Students are kept away from windows and doors where there might be danger of flying debris. Tornado alerts are sounded over the intercom system. In the case of an emergency, which is specific to the elementary building; elementary students will be transported to the secondary building. The school has prepared emergency evacuation plans in the event of a hazardous situation such as a chemical spill or an armed intruder. The plan involves evacuation to local churches or busing students home, whichever is appropriate. School staff receives in-service training for these situations.

## EMERGENCY SCHOOL CLOSINGS

The Gilbert Community School District's website is located at <http://www.gilbert.k12.ia.us>. The District has established an e-mail alert system to provide notice to parents in case school is postponed, cancelled, or dismissed early. Sign up for these e-mail alerts by sending an e-mail to this address: [schoolalerts@gilbert.k12.ia.us](mailto:schoolalerts@gilbert.k12.ia.us) and in the subject area type "subscribe." In the event of a school closing or early dismissal, you will be sent an e-mail as soon as the decision has been made. This is a great way to get this information quickly.

In the event that school is dismissed early due to weather or emergency conditions, the announcement of such an early dismissal will be made over radio station KASI (AM 1430) as early as possible. Television stations KCCI, WHO, and WOI will be notified as soon as possible. **Parents and students are to have contingency plans for such events.** It is not possible to notify every parent about school closings. There are scheduled early dismissals during the year and these should be noted on the school calendar. Calling the school may not be possible because the phone lines get tied up.

School closing for all day will be announced on radio station KASI and TV stations KCCI, WHO, and WOI as early as possible on mornings when such a decision must be made. Students will not be able to use the school telephones to call parents because the lines are usually tied up with incoming calls.

## GENERAL SCHOOL INFORMATION

Textbooks and instructional materials are provided for students through book rent and from the school general budget. Book rent represents only a portion of the annual expense for textbooks and workbooks. The balance comes from the general fund. The school does not make provision for general supplies such as pencils, notepaper, crayons, rulers, etc. A list of these needs is usually sent home with students shortly after school starts or included in the pre-school mailing before registration.

## SCHOOL BUS TRANSPORTATION

The school district provides bus transportation for students living outside the town of Gilbert. Buses are also provided for transportation of special education students to their classes, for field trips, and various student activities. The following is a list of the school bus rules from the Board of Education policy book. Each student rider is expected to follow these rules:

1. Students who must cross the road to board the bus are to cross only after the bus has stopped, the stop arm extended, and the driver signals to cross. Students should cross only in front of the bus and never behind it.
2. Students are not to leave their seats while the bus is in motion. The bus driver may assign seats. Students may change seats when the bus is stopped, if the driver has granted permission.
3. At no time are students permitted to put hands, heads, etc., out the window. Students are not to throw items out the windows of the vehicle.
4. Excessive noise created by bus passengers can be hazardous, especially at railroad crossings and road intersections when the driver is trying to observe potential dangers. Students who create excessive noise may be subject to disciplinary action.
5. The driver may not discharge riders at places other than regular bus stops unless he or she has proper authorization. Proper authorization is a note from parents. Students returning home from school by means other than their regular bus should notify their regular driver.

6. A student reported to an administrator by a bus driver for misconduct will be warned and the incident will be reported to parents. The second report of misconduct will result in the student being suspended from riding privileges for one week.
7. Items brought on to the bus by students must be limited in size to those that the student holds, or that can be stored under the seat. District buses will not transport larger items. The driver shall have the authority to determine when an item is too large, and thus will not be transported. Large items constitute a safety hazard in accidents.
8. Students desiring to have friends ride their bus home must have approval of the route driver at least 24 hours in advance. All buses have a posted capacity; therefore, all such arrangements must have prior approval.

Students are asked to walk to and from the buses and to remain seated while on the bus. **Parents are asked to send a note with the student when it is necessary (see rule #5 above) for the student to ride a different bus, be picked up by someone else or any other different arrangement for leaving school.** The note is very important when a bus rider will be getting off at a stop other than normal. The driver must assume the responsibility for dropping the students off at the proper place.

<b>FOOD SERVICE PROGRAM</b>
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As a service to parents and students Gilbert Community School maintains a program for nutritious lunches. Breakfast and lunch are now provided at both the elementary building and the secondary buildings. Lunch credit may be purchased at the elementary office. The food service prices are:

Elementary Lunch . . . . . \$1.80	Adult Lunch . . . . . \$3.00
Student Breakfast . . . . . \$1.00	Adult Breakfast . . . \$1.15
1/2 pint milk . . . . . \$0.30	

At school registration, families set up accounts which will be used for food service purchases.

Each family account is maintained within the school dining software program by a dollar amount of credit. Parents can go to the district website and put any amount of money into the family account using check or credit card.

The school dining software program will email or print out “low balance reminders” when an account reaches a low balance.

Lunchroom behavior for students is considered part of the educational process. Proper table manners are expected. Yelling, throwing of food or other inappropriate behavior is prohibited. Students are expected to contribute to an appropriate lunch room environment by quiet conversation and proper behavior.

Since the elementary food preparation area is a satellite kitchen, the cooks must know in advance the number of lunches to be prepared in the main kitchen. A classroom lunch count is called in each morning at the beginning of the school day. If parents or visitors wish to eat lunch, they should call the elementary secretary before 9:00 a.m. on the day they wish to eat at school. Parents pay the adult price for a lunch.

Procedures for returning dirty dishes after lunch are fairly specific. Gum, paper materials, bones, and other materials, which cannot go through the garbage disposal, are to be put in the waste receptacles. Left over food is not to be dumped in the trashcans. The trays are returned through the dish window where waste food is washed down the disposal.

Chocolate or white milk is available for students in kindergarten through second grades for "milk break." The "milk-break" at the elementary will be for grades K-2 only.

**FREE AND REDUCED PRICE LUNCHES**

Free and reduced price lunches are available for those families who qualify. Each fall material regarding free and reduced price lunches is distributed to all families in the district who have students in school. Application forms are available at the elementary office during the year.

**WALKERS AND RIDERS TO SCHOOL**

Students who walk to school or ride bicycles are asked to use sidewalks where possible for safety. Students should not walk or ride bicycles in the school driveways or parking lot immediately before and after school. Student pedestrians and bicycle riders should use the sidewalk in front of the building. Students should not cross the grassed area in front of the building. Students should never walk between parked or moving buses.

**NONDISCRIMINATION POLICY**

It is the policy of the Gilbert Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title IV and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and Section 601A of the Iowa Code.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with Title IX, Title IV, Section 504, or Section 601A should be directed to the district's Equity Coordinator: Greg Fisher, Principal; Gilbert High School; 103 Mathews Drive; Gilbert, Iowa 50105; 515.232.3738

**PUBLICATION AND RELEASE OF DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, guardian not wanting this information released must make objection in writing to the principal or other person in charge of the school building which the student is attending. It is desirable to renew this objection in writing at the beginning of each school year.

Information that may be released: Name, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

## **ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

The Iowa Code, Chapter 102, requires all school districts to appoint investigators to review allegations of "Abuse of Students by School Employees." The Level 1 Investigator for the Gilbert Community School District is Joel Weeks, High School Principal. Alternate investigators are Karl Schloerke, Elementary Principal, and Hope Bossard, Director of Curriculum and School Improvement. Individuals with concerns regarding allegations of student abuse by school employees should contact one of these Level 1 investigators.

Greg Fisher  
Gilbert High School  
103 Mathews Drive  
Gilbert, Iowa 50105  
515.232.3738

Staci Edwards  
Gilbert Elementary School  
109 Rothmoor Drive  
Gilbert, IA 50105  
515.232.3744

Hope Bossard  
Gilbert Community Schools  
103 Mathews Drive  
Gilbert, IA 50105  
515.232.3740

*Inquiries may also be directed in writing to:*  
Director of Region 7 Office of Civil Rights  
310 West Wisconsin Ave. Suite 800  
Milwaukee, WI 53203-2292  
414.291.1111

Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146  
515.281.5294

## **HUMAN GROWTH AND DEVELOPMENT**

The Gilbert Community School District provides fourth grade students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact their guidance counselor if they wish to review the curriculum, have questions, or would like their child excused from human growth and development instruction.

## **OTHER PROGRAMS**

In addition to the regular classroom activities, the students participate in other programs. Art, general music, physical education, guidance, and media are scheduled each week. General music and physical education meet twice each week for 30 minutes while art meets once a week for 40 minutes. There is a part-time talented and gifted program, a part-time program for English Language Learners, At Risk Services for students in need, and an extensive special education program.

## **SCHEDULE**

Elementary classes begin at 8:10 a.m. and are dismissed at 3:10 p.m. on regular school days. Students should not arrive at school before 7:55 a.m. unless they have an appointment with a teacher or are participating in the breakfast program. Breakfast is served from 7:20-7:55 a.m.

## VOLUNTEERS

Parents and others interested in doing volunteer work at the elementary school should contact the elementary principal or contact the president of the GESS (Gilbert Educational Support System). The phone number is available at the elementary office.

Staff members initiate requests for volunteers with the approval of the administration. Teachers are responsible for informing volunteers of procedures, arranging for a work place and time, adding the volunteer's lunch to the lunch count, if necessary, and other details.

## ATTENDANCE AND TARDINESS

### **Attendance:**

**According to the Iowa Code, it is the responsibility of parents to ensure that their students attend school.** Regular attendance and punctuality are vital to academic success. Students are expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program and to minimize the disruptions to the educational process for all students. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and create habits of punctuality that will serve them well after they leave school.

However, there are times when students must miss school. Some of these absences will be unanticipated such as illness, death in the immediate family, or a student being needed at home for an emergency situation. For unanticipated absences the parent/guardian should call the school between 7:30 AM and 8:30 AM and explain the reason that his/her child will not be in school that day. Some absences will be anticipated, such as funerals, medical appointments, family trips, and school trips. For anticipated absences, a written note, e-mail, or telephone call explaining the absence should come to the school from the student's parent/guardian at least one day before the absence will occur.

Missing school for any reason impacts a student's ability to successfully complete work and learn the material necessary to be successful for the remainder of the school year and in future school years. Absences for any reason will be addressed as follows:

Eight absences in a given school year will result in a letter to parents indicating the number of absences and explaining the importance of regular attendance.

Fifteen absences in a given school year will result in a meeting with parents, the guidance counselor or principal, juvenile court officer (as needed) and the student. The purpose of the meeting will be to discuss the reason for absences, the possible consequences of the absences, and to determine whether or not the absences warrant a referral to the county attorney.

### **Tardiness:**

A tardy is defined as arrival to class after the published start time. **Any student arriving at school after the school day has started should report to the office immediately upon his/her arrival at school to record the time of arrival and the reason for being late.** Students who are tardy will be addressed as follows:

**4th-7th Tardy per quarter** will result in a letter to parents after the 4th tardy indicating the number of times the student has been tardy and explaining the importance of being on -time to classes.

**7th Tardy per quarter** will result in a parent meeting with the Principal and Juvenile Court Liaison to discuss violation of the mandatory attendance laws.

**8th Tardy per quarter** will result in a meeting with parents, the guidance counselor or principal, juvenile court officer, and the student. The purpose of the meeting will be to discuss the reason for tardiness, the possible consequences of continued tardiness, and to determine whether or not the tardiness warrants a referral to the county attorney.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **GOAL**

The goal of the Gilbert Elementary School with regard to discipline is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults accountable for their own actions.

### **APPLICATION**

This policy and rules relating to it shall apply to students while on school premises, while attending school or participating in school sponsored events; while on school buses or on chartered transportation engaged in school sponsored activities.

### **EXPECTED BEHAVIOR**

Students are expected to govern their actions, taking into account the rights and welfare of others. It is the policy of the Gilbert Elementary Staff to require and expect responsible behavior from all students in their dealings with staff members, other students, and visitors in schools. Students are, therefore, expected to: (a) have regular and responsible attendance (b) respect the rights and property of others and of the school (c) abide by all laws of the Iowa Code including possession, use, or distribution of tobacco products, controlled substances, "look alike" drugs or equipment, and alcoholic beverages (d) be courteous to others and (e) participate responsibly in educational and extra-curricular activities.

## **VIOLATIONS**

Any conduct of a student, which interferes with the goal of discipline at Gilbert Elementary School, shall be considered a violation of discipline policy.

Violation of discipline may include, without limitation:

1. Creating or attempting to create a classroom disturbance.
2. Disorderly conduct including running in the building, loud noises, temper tantrums, fighting or rowdy behavior, name calling, using abusive, harassing, lewd or profane language or gestures, obstructing school premises, or any other behavior interfering with the rights of others.

Our world consists of people with diverse backgrounds. Everyone needs to attempt to better understand and accept this diversity. Racial harassment, sexual harassment, and the harassment of disabled students will not be tolerated. Discipline for any of these infractions may include detention, loss of privileges, suspension, or in extreme and repeated instances, expulsion.

3. Refusal to conform appropriately and respectfully to policies, rules, regulations, or directives made by any member of the Gilbert Elementary staff when acting within the scope of their employment or duties.
4. Disrespect for teachers and staff.
5. Physical attacks on or threats of physical attack to other students, staff, volunteers, or visitors at the school.
6. Damaging, altering, defacing, destroying or showing disrespect for any building fixture, piece of equipment, or item which includes writing, drawing, or making marks on walls, furniture, and fixtures or threatening to do any of the above. Students will be expected to pay for school fixtures or equipment that is deliberately and maliciously damaged.
7. Stealing school-owned property or property belonging to school employees or students, or any theft while under the supervision of school personnel.

8. Continued, habitual, unexcused absence or tardiness.
9. Being under the influence of, in the possession of, or consuming any alcoholic beverages, tobacco products, or any other dangerous or controlled substance.
10. Any conduct that interferes with the orderly and efficient operation of the Gilbert Elementary School.

### **CONSEQUENCES**

**At any step in the discipline consequence procedure, parents may contact the elementary school office to arrange for a conference with the teacher, the principal, or other appropriate staff. Teachers may also contact parents at any step in the procedure. A step may be skipped if the infraction is considered to be very serious. The basic intent of this policy is for students to take responsibility for their actions.**

Students who violate the policies, regulations, rules or directives of the Gilbert Elementary School will be disciplined in the following manner:

**First offense:** A discipline report will be sent home stating the offense. A parent/guardian signature is required with one copy returned to the school. This copy will be placed in the discipline file in the office.

**Second offense:** A discipline report will be sent home and there will be a loss of recess time.

**Third offense:** A discipline report will be sent home and after school detention (3:30-4:00 p.m.) with parents or guardians being responsible for transportation home. After school detention will take place on the next school day Monday through Thursday.

**Fourth offense:** A discipline report will be sent home and the matter will be referred to the Discipline Committee for the purpose of discussing alternatives which may include one or more of the following:

1. Continued after school detention
2. In-school services with school counselor or nurse
3. Pre-referral with Heartland Area Education Agency staff
4. Outside social and/or legal agency referral
5. Additional medical or professional referral
6. Any other appropriate action referred by the Discipline Committee

Refusal of child or parent to meet with the Discipline Committee may result in "**in school**" suspension or referral to the State Child Protection Agency.

The discipline committee will consist of the student involved, the parents or guardians, the counselor, the principal, the classroom teacher, and other appropriate teachers or staff. The function of the committee will be to discuss and act to correct the inappropriate behavior. The procedure of the committee will be similar to a **staffing** meeting where appropriate professionals and parents communicate together to recommend specific actions to correct behavior problems.

If a parent or guardian does not agree with the decision of the committee or does not agree that the student has committed an offense (even after the fourth discipline report), then the parent or guardian may follow established appeal procedures to the Superintendent of Schools and later to the Board of Education, if necessary.

## **INTERROGATION BY AN OUTSIDE AGENCY**

As a general rule, individuals from outside of the school district may not interrogate students. If an individual, such as a law enforcement officer, wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare. The administration must grant permission to requests made by child abuse investigators and court orders without informing parents.

## **GRADING**

Every school has a system for reporting the progress of its students. These systems range from the traditional A, B, C, D, and F letter grades to unstructured narrative reporting through either written comment or parent teacher conference. The system in use at the Gilbert Elementary School has several components. Some of these components are similar to those used by other schools and some are different. The total evaluation reporting system is intended to provide the answers to questions most commonly asked by parents. These questions can be categorized into four general areas:

### ***1. STATE AND NATIONAL RANKING/EDUCATIONAL GROWTH***

How does Gilbert Elementary School compare with other schools in the state and nation? How does my child compare with students in the rest of Iowa and to other schools in the country to which he/she might transfer? Does my child grow educationally from year to year at an acceptable rate?

### ***2. LOCAL COMPARISONS OF ABILITY***

How does my child's ability compare with that of the other students in his/her class?

### ***3. SCHOOL WORK***

What is the quality of my child's work? Is my child working up to the level he/she is capable of working? How hard does my child try?

### ***4. SOCIAL RELATIONSHIPS***

Does my child get along with other students? Does he/she enjoy school? Are there any behavior problems that need attention?

The typical questions above are not totally answered on a single information vehicle such as a report card. All the evaluation reporting procedures used at the elementary school must be considered in order to obtain a comprehensive picture of a student's progress in school.

Questions falling in the first category above are probably best answered through standardized testing. Although no test has ever been designed that is perfect for every child, the standardized test scores do give an indication of educational standing and educational growth as compared with other students across the state and nation. The Iowa Test of Basic Skills is given annually to grades two through four at the elementary school. The test scores are recorded on cards, which are kept in the cumulative folders, and summary reports are sent home to parents. Since most schools in Iowa report national norms, Gilbert Elementary now uses national norms. Gilbert students score much higher on national norms than on Iowa norms. If parents desire a comparison to Iowa students, a comparison table is available. A score at the 70th percentile for example indicates that the student scored higher than 70% of the students in the state of Iowa. The other aspect of the basic skill scores is grade equivalency. The raw test score data is mathematically converted to represent grade level or year in school. For example, a third grade student who gets a grade equivalent score of 3.4 would be doing work equivalent to that of

a third grader in the fourth month of third grade. These grade equivalent scores are plotted on a chart and can graphically illustrate educational growth from year to year. Students who make more than a year's growth or less than a year's growth are easily identified and parents and teachers can consider the ramifications of their scores.

The next two categories that of ability and that of work compared with other members of the class are covered by the report card and the parent/teacher conference.

The primary grades (first through third) classroom report is divided into several sections. The first sections evaluate the subject matter areas and others evaluate personal and social growth and work and study habits. These concepts or competencies are evaluated by a "+" for satisfactory work and a "-" for needs more time and help. A blank means the skill was not graded that particular quarter.

Fourth grade has been using the traditional letter grades (A, B, C, D, F). There is a grade for each subject along with selected comments about attitude, work habits, suggestions for improvement, etc., and attendance statistics.

The parent/teacher conferences, whether the regularly scheduled sessions in the fall and spring or special conferences called by the teacher or parent from time to time are intended to cover aspects of the student's school work and social relationships which may not be covered in enough detail by the standardized testing or the report card. Teachers will usually call parents to an after school conference when there are matters of concern. Parents are encouraged to contact the teachers when they are concerned about their child's progress at school.

In summary, the evaluation reporting system at Gilbert Elementary School is not one single indicator. It is a system consisting of several components. The components are standardized testing (The Iowa Test of Basic Skills), the report card (a culmination of continuous day to day teacher evaluation), and the parent/teacher conferences (two-way exchange of information about the student). Hopefully all these main components when considered together will help in answering the questions categorized above.

Each grade level has prepared curriculum maps with content standards and benchmarks as an additional communication tool. Maps are available on the district website at [www.gilbert.k12.ia.us](http://www.gilbert.k12.ia.us).

## PARENT AND TEACHER COMMUNICATION

Communication between parents and teachers is encouraged. Parents may call the school to make conference appointments with teachers. Parents are encouraged to attend the scheduled conferences in the fall and spring.

There are several room or grade activities that require parent and teacher communication. Permission slips are necessary for all elementary field trips. Considerable last minute concerns would be eliminated if permission slips for field trips are signed and returned promptly.

Each year there are several room parties. For these activities, room parents are appointed to assist with bringing refreshments and helping with the activities. Room parents are determined early part in the school year. Parking is a problem when there are many parents in the building. It may be necessary to park along Rothmoor Drive.

Many classes have birthday treats when a student is having a birthday. Usually the student or parent brings a candy bar, cupcakes, or other treat. The birthday procedure varies from room to room and parents should check the procedure with either the teacher or the room parent. **Please find out from the teacher early in the fall if there are classmates with food (peanut) allergies and how treats for the classroom will be selected as a result.**

## **CONFERENCES BEFORE AND AFTER SCHOOL**

On occasion, some students may need to arrive early to confer with a teacher or for a special appointment. Students electing to stay after school for meetings or to help a teacher should have permission from both the classroom teacher and the parent. Students who are requested by teachers to remain after school for make-up work or special help will normally be allowed to plan a day or so ahead so that parents may be informed and can arrange for transportation if necessary.

## **PICKING UP AND DROPPING OFF STUDENTS**

**Parents are asked to pick up and drop off students along Rothmoor Drive.** The parking lot is full, many times, and it is hazardous to drop off and pick up students in the same place that the buses use.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Each spring the staff spends a great deal of time and care in assigning students to class lists for the following year. Consideration is given to class size, behavior, academic records, boy/girl balance, peer relationships, and student's needs. Parent's requests for certain teachers are **NOT** encouraged. However, in special situations, a parent may feel there are unique circumstances that warrant further consideration. These requests should be put into a letter to the principal. This letter should be received no later than April 15. Our prime objective is for each and every student to have a successful school year.

## **APPROPRIATE DRESS FOR STUDENTS**

Gilbert Elementary School does not have a specific dress code. Parental judgment is usually a good guideline for students to follow. Another section of this handbook advises about appropriate clothing for outdoor recess. During the colder winter months, thermostats in the elementary building are set to maintain an average effective temperature of 68 degrees during the day. For some students this effective temperature of 68 degrees may seem cool and a sweater or long sleeved clothing is advisable. Clothing with offensive graphics or language, or clothing which advertises alcoholic beverages or tobacco products is not allowed. The routine wearing of hats is not allowed in the building. There may be designated special days ("hat days") when hats or caps are allowed.

### **Winter Weather**

Parents should send students to school dressed appropriately for the weather. Classes stay indoors for recess only in very extreme weather (the guide used is if the wind chill or actual temperature is below zero). It is hazardous to assume that a light jacket and no cap or gloves will be sufficient during freezing weather. Bus students should be especially cautious during bad weather because of the possibility of engine failure or accident. Teachers and the building principal monitor the chill factor in winter weather. Decisions are made before each recess as to whether it is safe for students to go outside.

## **STUDENT CARE AND RESPECT FOR THE ELEMENTARY BUILDING**

Students are expected to cooperate in maintaining the appearance and condition of the building. Classroom floors are carpeted for acoustical control and for instructional flexibility. Continuing efforts by professional staff, maintenance personnel, and by students keep the carpet in good condition. Students are not permitted to track on the carpet with muddy boots or shoes. The front foyer and main hallways are vinyl tile and allow ample area for the removal of muddy boots or shoes. Students with muddy shoes may change to their gym shoes in the building.

Damage to school equipment or facilities occasionally occur accidentally and the school budget allows for normal wear and tear on equipment. However, students who deliberately damage or break school equipment or fixtures will be asked to pay for the damage. In cases of deliberate damage or vandalism, parents will be contacted.

Classroom teachers will remind students about rules regarding the use of glue, paints, and other materials, which could potentially degrade the appearance of the building.

### **PUBLIC COMPLAINT**

The board recognizes that situations may arise in the operation of the school district, which is of concern to the parents and other members of the school community. While the board welcomes constructive criticism, the board will attempt to keep unnecessary spiteful or negative complaints that do not offer positive advice to a minimum.

The board strongly encourages concerned individuals to attempt to solve problems on an informal basis by discussing concerns with the school employee most closely involved. However, school district patrons may initiate a formal three-step complaint procedure if they feel it is necessary to do so. Failure to follow the formal three-step complaint procedure shall not preclude individuals from giving testimony at a termination hearing.

This process is as follows:

**Step 1:** The concerned individual must request a meeting with the appropriate building principal. The building principal must discuss the complainant and identify the complaint with school employee.

**Step 2:** If the concerned individual has not found satisfaction after the meeting described in step 1, that individual may request a meeting with the superintendent to discuss the concern.

**Step 3:** If the concerned individual has not found satisfaction after completing steps 1 and 2, that individual may bring the concern to the Board of Directors of the school district. To bring a concern about a school district employee, the individual must notify the board president in writing and the board president will bring the complaint to the attention of the entire board and the item will be placed on the agenda of a Board meeting.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

If multiple individuals concerned about the same or closely related items have used the above public complaint procedure and the issue is still causing widespread concern within the school district community, then the Board of Directors may bring the issue to the attention of the superintendent and request the superintendent to re-investigate the issue and attempt to resolve the problem before making recommendations to solve the problem.

### **FEES AND ASSESSMENTS**

Other than lunch and milk charge, the only payment is a textbook fee. The rate is \$65.00 per student per year. Families qualifying for free or reduced priced lunches will have the book rental fee waived. An application form for this fee waiver is available in the school offices.

### **PHOTOGRAPHS OF STUDENTS**

Each year the school allows a photographer to come to the school to take pictures of the classes. Parents wishing pictures should send money with the students prior to picture day. There are choices of various picture packages, and this information is listed in the material sent home. If parents are not satisfied with the pictures, the photographer will refund the money. A note is usually sent home with students about a week ahead of picture day so those students may dress appropriately.

### **PARENTS' RIGHTS**

Parents may peruse any of their own children's records by signing the proper forms.

### **VISITORS AT SCHOOL**

Parents are invited to visit classes. Classroom teachers do appreciate some advance notice of a visit. The routine visitation of school by friends from other schools will not be permitted.

### **STUDENT TEACHERS, UNIVERSITY STUDENTS IN CLASSROOMS**

Each year there may be several student teachers from one or more of the Iowa universities working in the classrooms. Usually arrangements are made so that no classroom teacher has more than one student teacher per school year.

The elementary school also cooperates with the universities in allowing volunteer teacher aides (students in their early years of teacher education programs) to work in the building. Usually these college students visit one day each week for about a half day at a time.

A third way of cooperating with institutions of higher education is through various educational research projects. These projects may originate in various departments at the colleges and usually involve some kind of data gathering and student observation. These projects are limited to two per year on a first come first serve basis. The amount of time that such research takes students away from class work is strictly controlled and none of this research is allowed without parent permission.

### **PLAY AREA AND GROUNDS**

The elementary school has a surfaced play area and grass play fields. The area around the playground equipment is covered with a deep layer of washed gravel. Students are asked not to bring sleds, roller skates, roller blades, ice skates, and other equipment to use during recess. Time, storage space, and safety considerations are among the reasons for not permitting this kind of equipment. Skateboards are prohibited by Board of Education policy. Baseball and football games or other contact sports are prohibited at recess because students do not have proper protective equipment. Softball is permitted. Snowball throwing is not permitted. Students who throw snowballs will be subject to the discipline policy.

Motorized vehicles are prohibited from using the play fields. Bicycles should be parked in the bicycle rack upon arrival at school and not used until school is dismissed. Riding bicycles around the traffic areas immediately before or after school is hazardous. Bicyclists should follow the prescribed route to and from the bicycle rack and not ride on the driveway or in the parking lot immediately before and after school.

### **LOST AND FOUND**

A lost and found basket is maintained at the elementary office. Parents and students should check the lost and found regularly. It is unfortunate that at the end of each year boxes of jackets, gloves, sweaters, boots, and other items of clothing (usually in fairly good condition) have to be disposed of because no one will claim the articles. Articles not claimed by the end of the year are given to a charitable organization.

### **SCHOOL LOCKERS**

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. **Students or another individual will be present during the inspection of their lockers. Student lockers may also be searched, at any time without advance notice, in compliance with board policy regulating search and seizure.**

## SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas, or student vehicles or protected student areas based on a reasonable suspicion that a school district policy, rule, regulation, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. **The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.**

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

## PETS

From time to time students wish to bring their pets to school. This is to be done only with the teacher's permission. It is best that a parent bring the pet to school to show the class and then return home with it after the class has seen the pet.

## MONEY AND VALUABLES AT SCHOOL

Students should bring money to school only for the purchase of lunch, lunch for field trips or for purchasing music books, etc. **Students should not bring money or valuables to school.** If it is necessary to bring a valuable item such as an antique or an heirloom to school, special arrangements for its security should be made with teachers. The student lockers are not locked and at no time should students leave watches, rings, money, or valuables in the lockers. These items can be left with the teacher during activity periods, etc. Students are not permitted to sell or purchase candy or otherwise participate in fund raising activities during school hours.

## COPYRIGHTED MATERIALS

It is the intent of Gilbert Community School to adhere to the provisions of copyright laws. Illegal copies of copyrighted materials may not be made or used at school.

### **LIBRARY MEDIA CENTER (LMC)**

The LMC is organized and maintained to increase student and adult learning through the use of a wide variety of media resources, including books, periodicals, electronic magazine indexes and books, TV-VCR/DVDs, CD-ROM, and computer access with networking to the world.

Fines are not charged for over-due materials, but children need to assume the responsibility of returning books to the LMC as soon as they are finished with them. Fines **are** charged if a book is damaged or lost. Please help your child develop the habit of returning their books to school. Library class generally is held on the same day of the week for each classroom throughout the year.

The LMC budget is subsidized by generous cash donations for birthday or honor books and by contributions from the Gilbert Foundation. Book Fairs are held each year and have been instrumental in helping to purchase new materials. We are thankful and truly appreciate the excellent participation and support provided by our community. Contributions of used books and magazines in good condition have been accepted and gratefully put to use every year. Parents will receive a flyer that tells about saving General Mills cereal box tops for cash and Campbell Soup labels.

Each student will have an individual library account with assigned barcode numbers. Students will use computer stations to locate materials, and determine availability. Overdue notices will be sent home with students.

Parents and students are encouraged to check out LMC resources to include in family night activities. A read aloud time of sharing good books is an excellent way to enjoy each other and to improve reading skills. We encourage the use of our neighboring public libraries and the Ames Public Library Bookmobile, which comes to Gilbert every Thursday evening from 3:30 – 6:30 pm.

### **AMPLIFICATION SYSTEM**

All of the K – 4 classrooms in the elementary school are now equipped with sound-field amplification units. The reason for this addition is to assist those students with mild hearing loss, to help our younger students acquire initial letter sounds, and to promote positive behavior choices by our children as they are engaged by simply being able to hear. Students appreciate this additional support, noting when teachers have forgotten to turn on their microphone. Teachers appreciate the reduction in the stress to their voices.

### **ACTIVITY TICKETS**

Activity tickets may be purchased for elementary students to attend high school events. Cost is \$25.00 per card and covers the entrance throughout the year (excludes district/regional events).

### **FIELD TRIPS: Students Traveling with Parents**

Each year, many of our parents offer to accompany our classes on field trips. Parents occasionally inquire about transporting their child to the field trip in their personal vehicle. We want our students to go to the event using school provided transportation. This allows the teacher to discuss/review with students and parents the objectives and expectations of the field trip during the ride. After the conclusion of the activity, we will allow parents to drive their own children home after signing out with the classroom teacher, much the same as we do for interscholastic events. Parents that have made arrangements in writing prior to the event with the classroom teacher may have their child go home with an adult other than the child's parent. We appreciate parent interest and support in student field trips, but please be advised that school bus transportation of all interested parents may not be possible. In these situations, parents who want to go on the field trip will be asked to drive their own vehicles.

### **PROTECTION OF VALUABLES**

Due to the possibility of theft, Pokemon Cards as well as all electric devices (i.e.: Gameboy, MP3, etc.) need to remain at home. Students with an IEP may need to bring a device for bus rides, but all other students need to leave them home.

### **HOMEWORK REQUESTS**

Teachers will need a 24-hour warning when parents are requesting homework for extended absences. Teachers will need to be informed before 10:00 a.m. for requests to go home by the end of the day. Feel free to request materials when you call your child in as sick. Teachers are willing to gather materials, but with appropriate lead time.

## **Internet Use**

At Gilbert Elementary School we are pleased that we can offer students access to a high quality network, which includes access to the Internet. Having access to the Internet provides a great deal of potential for your student. Students have access to websites tailored for students. At the elementary level, students are **always supervised** and they are never allowed to free surf the Internet.

## **ICN Room**

It is possible that Gilbert Elementary students may have the chance to use the Iowa Communications Network room at the high school. A typical experience might be an exchange of information with a classroom in another school. The TV cameras focus is on the student who presses the microphone button. The picture travels over the ICN to the other school and the students are able to exchange information directly via live video and audio.

## **Pictures on Web Pages/Newspaper**

As a student at Gilbert Elementary, your child may be involved in several activities or projects that may merit having their name and/or picture appear on a Gilbert sponsored web page or in the local newspaper. This is one means of public communication in which we keep our local community informed of events that have occurred within our district.

\*By reading this, you agree to allow your son/daughter to participate in the above activities. If you have any questions or concerns, please contact Julie Ungs, Elementary Teacher Librarian at 232-3744.

## **Gilbert Elementary School Computer/Internet Use Guidelines**

At Gilbert Elementary School, we are pleased that we can offer students access to a high quality network, which includes access to the Internet. Having access to the Internet provides a great deal of opportunity for your student. Students have access to websites tailored for students. The district provides access to subscription website services. While there are many good reasons to be using the Internet in education, there is a darker side to the Internet as well. Gilbert CSD maintains compliance to the Child Internet Protection Act by filtering Internet content. That provides some layer of protection for your student. In addition, staff members provide supervision of computer users. We have computer and Internet rules. Please take time to look these over and discuss with your student. Keep in mind that in the Elementary School, students are NOT allowed to “surf” the Internet.

Internet rules and guidelines are intended to help keep your student, school equipment, and records safe. Because the Internet is ever changing, these rules are not all-inclusive. New concepts are developed and used on the Internet all the time. Therefore, it is important to apply common sense when using the Internet and accessing and sending information with it. By doing that, your student will have no problems with violations while using the Internet, school computers, and the local network. The use of the network is a privilege and may be taken away as a consequence of violations. All the rules and guidelines for computer and Internet usage were developed by the building principal in accordance with the Gilbert School Board policy on Acceptable Use of the Internet.

If you have any questions about filtering or how we monitor computer and Internet use at school, please contact the building principal at 232-3744.

**It is the intention of the Elementary School staff that technologies are to be used for educational purposes only.**

**Students will be expected to abide by the following network rules:**

- Abide by all copyright laws/intellectual property rights of others
  - In regards to music, games, pictures, or movies
  - Remember that copying and pasting is plagiarism and will not be tolerated
  - Always cite sources
  
- Practice principles of good digital citizenship
  - Follow acceptable behavior as outlined in the student handbook in regards to accessing, copying, or creating material
  - Communicating in ways that are kind and respectful
  - Report threatening or inappropriate materials to the teacher
  - Use school resources in ways that do not violate rules as outlined in the handbook
  - Using school technology to harass and/or bully is NEVER acceptable
  
- Respect, protect and conserve materials provided to you by the taxpayers
  - Take proper care of computers and hardware
  - Observe network security practices as posted
  - Computer use for school related work only
  - Report violations to a teacher, media specialist, or staff member
  - Share resources with other network users
  - Use only accounts that belong to you
  - Avoid trespassing into unauthorized areas
  - Keep private information about yourself or others, private
  - Leave technology as you found it, personalizing settings is not acceptable

**The consequences for violating these guidelines are:**

1 <sup>st</sup> offense	warning
2 <sup>nd</sup> offense	28 days suspended from using school technology
3 <sup>rd</sup> offense	90 days suspended from using school technology
4 <sup>th</sup> offense	Full calendar year suspended from using school technology

While suspended from using school technology, the student may be able to use technology in technology class with direct teacher supervision. If behavior is still a problem, the student may be dropped from the class.

**Steps may be skipped depending on the severity of the offense**