

GAISER MIDDLE SCHOOL

Gaiser Middle School

3000 NE 99th Street
Vancouver, Washington 98665

2015-2016

Message from the Vancouver School Board

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

Mission of the Vancouver School District

Excellence in Education

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

Notice of Nondiscriminatory Policy

The Vancouver School District is an Equal Opportunity district in education programs, activities, services, and employment. Vancouver School District does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. We comply with Section 504 of the Rehabilitation Act of 1973, Boy Scouts of America Equal Access Act, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws.

If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal and complete the appropriate grievance or complaint form.

You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling 360-313-1000: ADA – Darcy Rourk; Title VII, 504 and IDEA – Sally Charuhas; Affirmative Action – Darcy Rourk; Title IX Elementary, Marianne Thompson or Chris Olsen; Title IX Secondary, Kathy Everidge or Chris Olsen; Athletic Equity, Mick Hoffman.

Administrator(s): Mike Lane, Principal
Casey Greco, Associate Principal (A-K)
Sheri Backous, Ed.D., Associate Principal (L-Z)

Counselors: Kellie Budnick (A-K)
Cameron DeYoung (L-Z)

Phone: (360) 313-3400 Fax: (360) 313-3401
Website: <http://gaiser.vansd.org/>



STUDENT INFORMATION

Lunch Ticket PIN _____ iPad 4-digit code _____

P.E. Locker # _____ Locker comb. _____

Computer user name _____ Computer password _____

Student Access user name _____ Student Access password _____

Quia user name _____ Quia password _____

IXL user name _____ IXL password _____

CLASS SCHEDULE



Period	Subject	Room #	Teacher
1			
2			
3			
4			
5			
6			
7			

Note: Schedules cannot be changed during the first two weeks of a new school year. If there are any problems in a schedule before a new trimester begins, the student must complete a schedule change request form. It is rare for a schedule to be changed during a trimester. Students must have both teacher and parent/guardian permission to change schedules.



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GENERAL STUDENT INFORMATION

ACTIVITIES AND SPORTS

Sports

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

Fall Season

- 7th and 8th grade Girls Volleyball
- 7th grade Flag Football
- 8th grade Tackle Football
- 7th & 8th grade Co-ed Cross Country

Early Winter Season

- 7th and 8th grade Girls Basketball
- 7th and 8th grade Wrestling

Late Winter Season

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

Spring Season

- 6th, 7th and 8th grade Track



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

Activities

Gaiser's clubs include MESA, STAND, and National Junior Honor Society.

Socials

Socials are from 3:30-4:30 and normal bus routes will be available to take students home. Student discipline, truancies, and tardies may determine a student's attendance at socials.

ATTENDANCE

To report a student absent or tardy, please call 313-1452 and leave a message. Send a note excusing an absence within 3 days of the absence or it will be considered a truancy and a Tuesday School may be assigned. Accumulated truancies will result in discipline or possible court referrals. If your student is absent more than 6 days, a doctor's excuse is needed.

Homework request: Contact the Attendance Office (313-3422) if your student will be absent more than 2 days. The requested homework will be available to pick up in the main office after 3:30pm the next school day.

Check in and check out: When a student is late to school he/she will need to report to the Attendance Office for a pass before going to class. When a student has an appointment and needs to leave school early, the student will take a note to the Attendance Office before school on that day. Parents are asked to come to the Attendance Office to sign a student out and present photo identification.

BIKES AND SKATEBOARDS

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

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

BUS RIDERSHIP

Bus ridership policies are published in the Policy and Regulation section of this handbook. Students who wish to ride home with a friend must have a note from a parent/guardian. This note is to be taken to the office that morning so there is time to be verified and approved.

COMMUNICATION

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

All rides home, permission to do extra things, etc. should be arranged at home the night before because the office phone is for emergencies only. Calls **cannot** be put into teachers' classrooms. Do not expect students to call or text family members from their personal phones as they are to be turned off and stored during school hours. A message can be relayed to the student when a parent calls the office.

DRESS AND APPEARANCE

Modest and appropriate dress is an expectation. Students wearing inappropriate clothing or hats will be asked to change their clothes and/or remove their hats/hoods. Students who refuse to change or who respond disrespectfully will receive progressive consequences.



- **No Hats** at Gaiser. Hoods & stocking hats may be worn only outdoors for weather below 55 degrees.
- Pants are to be at the waist – no sagging
- No holes, tears or distressed pants that expose skin above finger-tip length.
- Pajamas and slippers are to remain at home
- No spaghetti strap shirts or exposed undergarments including bra straps. Shoulder straps are to be at least 3 fingers wide.
- No bare shoulders, bare midriffs, racer backs, bare backs, low necklines or large armholes.
- Chains, spikes or studs are not allowed
- No long belts or bandanas of any color
- No bandana-print clothing
- Garments or accessories (including backpacks) with profanity, sexually suggestive, drug/alcohol references, or related to gang affiliation are not allowed.
- All **outer** garments such as skirts, dresses, shorts must be below fingertips of extended arms while standing upright.
- If any unusual situation relative to dress or grooming arises which is not specifically covered in the dress code, the building administrator shall have the authority to rule on the appropriateness of the attire.
- *Violations of dress code may result in progressive consequences.*

EMERGENCY PROCEDURES

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

Earthquake:

1. Comply with all directions of the staff
2. Remain calm and quiet.
3. Drop down to the floor
4. Take cover under a desk, table or other furniture. If that is not possible, seek cover

against an interior wall and protect your head and neck with your arms.

5. If you take cover against a sturdy piece of furniture, hold it, and be prepared to move with it.
6. Hold your position until the ground stops shaking and it is safe to move.
7. If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.

Fire Alarm / Drill

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

Intruder / Lockdown

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

GENERAL SCHOOL CONDUCT

Note: Failure to comply with General School Conduct may result in progressive consequences.

1. **Public Display of Affection:** Kissing or prolonged hugging is not appropriate.
2. **Hall Pass:** Students must have a pass when in the hall during class time or when going to a class during lunch. One pass per student.
3. **Cell phones and all electronics** (iPads, cameras, MP3 Players, laptops, earbuds, headphones, hand held games, etc.) are to be turned off and stored away during school hours including lunch and passing time unless related to an assignment and permitted and supervised by a classroom teacher. In case of emergency, students may use the phone in the office. Cameras are not allowed to be used due to student identity protection laws.



Students bring all these items at their own risk, and staff will not investigate lost or stolen personal items.

4. **Perfume** and cologne should be left at home. If these are sprayed or rubbed on others, discipline will be assigned.
5. **Aerosol cans, glass items, and balloons** are to be left at home.
6. **Food and Beverages** are to remain in the cafeteria unless arranged by staff.
 - Food and drinks are not to be shared.
 - Energy-type drinks are NOT allowed.
 - Beverages must be less than 24oz size and in clear containers
 - Powdery substances like Koolaid/sugar mixes are to remain at home.
 - Teachers may choose not to have **gum** in their classrooms.
7. **Cheating:** Copying homework or cheating on a test may result in consequences.
8. **Technology violations:** Misusing or damaging iPad and computer equipment may result in disciplinary action. Student internet histories are checked frequently.
9. **Fighting** is not an option at Gaiser. You have the right to protect yourself by putting your hands around your face for protection or leaving the area to get an adult. If you choose to fight back you are part of the fight and will be disciplined accordingly. Play fighting often leads to injury and/or a 'real' fight and is not allowed.
10. **Medication:** Students may not have prescription or over-the-counter medication in their possession. This includes Ibuprofen, cold/allergy medication, etc.
NOTE: Office personnel may administer medication to a student IF the medication is accurately labeled with a current prescription for the student on file from a physician. The medication must be delivered to school by a parent/guardian and remain locked up in the main office.
11. **If you have a concern** there is a process:
 - a. If the situation involves a staff member, please contact the staff member first to discuss the issue.
 - b. If the situation is one where a counselor might be of assistance, contact a counselor.
 - c. The next in line for an appeal is an associate principal.

- d. If the parent or student has not reached a satisfactory resolution to the problem, contact the building principal.
- e. The next step for appeal would be the Chief of Secondary Education. In the event of an appeal of a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

GRADE REPORTING

Gaiser is on a trimester system and grades come out three times a year. The final report cards are mailed home. Progress reports are sent home at the mid-point of each trimester. Honor Roll status is 3.5 gpa and higher.

HOMEWORK

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

iPAD GIVENS

1. iPads must be closed with straps when not in use including during all passing times.
2. iPads must be kept secure at all times.
3. iPads are for school use only. Be on the apps and sites you're supposed to be on.
4. No video, audio or pictures without teacher/staff permission
5. iPads are district property and may be search at any time.

PARENT AND STUDENT ACCESS

Both parents and students may check grades and other school information online. Students will be given their access information at school, and parents may sign up and show ID in the office for a Parent Access account.

PHYSICAL EDUCATION

ALL students are required to suit up for PE class. PE attire may be purchased through the school. Do not store valuables in PE lockers. Students should always double-check their locks. Students only have access to



their PE locker during their own PE class.

SCHOOL CLOSURE INFORMATION

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

TARDIES

When the tardy bell rings, students are in class and ready to learn. Students who are late to class miss valuable information. Progressive discipline may be applied for excessive tardies.

VISITORS

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

WHERE TO BE

School starts promptly at 9:00am. Students may wait in the cafeteria after 8:30am. The rest of the buildings are open at 8:55am. Gaiser is a closed campus, and students must remain on school grounds during the school day unless their parent/guardian comes to pick them up and signs them out at the attendance office.

Students will be considered truant and will be disciplined if they leave campus without permission or are in an off-limits area during school hours. Before school and during lunches students may be in the cafeteria, or within the yellow boundaries in the back courtyard. Students are not allowed in other areas without passes.

GAISER STANDARDS AND EXPECTATIONS

RESPONSE TO INTERVENTION (Rtl)

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



PROJECT LEGACY

Project Legacy is Gaiser's training and reinforcement system for student behavior. Students receive "Legacy Tickets" for positive behavior. These tickets may be spent at a weekly "Legacy Store." Students also have the opportunity to attend "Club Legacy" once a month. Behavioral retraining happens twice a month as part of "Legacy Days."

STUDENT MANAGEMENT SYSTEM

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

- Conferencing with the student
- Contacting parents/guardians
- Contacting school counselors or administration

Assigning students a Buddy Room Reflection form allows students to consider their behavior and where it fails to match up with expectations. These forms are sent home to family as well as evaluated regularly by the Rtl team.

BEAR EXPECTATIONS

GAISER GIVENS FOR ALL AREAS

Follow adult instructions the first time given.
Keep hands and feet to self.
Respect personal space of others.
Let teachers teach and students learn.



Safety	Responsibility	Respect	Positive Attitude


CLASSROOM EXPECTATIONS

Safety	Responsibility	Respect	Attitude
Keep hands and feet to self	Be prepared with proper supplies	Contribute courteously	Be willing to seek solutions
Use all materials safely	Actively participate Be on time	Use kind words Give eye contact	Always try your best Accept constructive feedback
Keep 4 on the floor			

PASSING AREA EXPECTATIONS

Safety	Responsibility	Respect	Attitude
Walk to the right	Travel quickly to class	Respect property of others	Be kind and courteous
Hands and feet to self	Pick up the trash Honor personal space	Use appropriate language	Be supportive of peers Accept redirection and feedback


CAFETERIA EXPECTATIONS


Safety	Responsibility	Respect	Attitude
Line up single file, no crowding	Monitor and know your \$ balance	Allow privacy for student using keypad	Cooperation creates an enjoyable lunch or breakfast
Keep aisles clear of backpacks and food	Use keypad gently. Take top tray, one serving and only what you plan to eat	Food belongs on tray, in mouth or in garbage Salad bar is off limits unless kitchen staff is there to supervise	Show appreciation for the food served and efforts of the kitchen staff
Be neat and clean up your area. Report spills to staff	Food stays in cafeteria		
Exit only when dismissed			

OFFICE & ADMINISTRATIVE CENTER EXPECTATIONS

Safety	Responsibility	Respect	Attitude
Check in with staff upon arrival	Hall passes are required for visits	Wait patiently for staff	Demonstrate your best courtesy
Wait your turn	Be prepared with paperwork, if necessary	Face the staff when communicating	Listen to details and facts without arguing
Use inside voice	Be active in problem solving for yourself and peers	State your purpose/need clearly	Believe in the possibility of healing and change
Honor confidentiality	Accept responsibility for choices and behaviors	Listen and take turns when problem solving	Look for a solution Accept conclusions

MEDIA CENTER EXPECTATIONS			
Safety	Responsibility	Respect	Attitude
<p>Stow backpacks before entering the media center</p> <p>Arrive as a group, quietly</p>	<p>Go directly to the planned work area</p> <p>Stamp every book checked out</p> <p>Push chairs to the table edge when leaving</p>	<p>Enter quietly and be quiet while in the media center</p> <p>Walk around the outside of the library, not through</p> <p>Sit in assigned seating arrangements</p>	<p>Be purposeful while in the library</p> <p>Be willing to try new reading materials</p> <p>Use your time wisely</p>

ATHLETICS EXPECTATIONS			
Safety	Responsibility	Respect	Attitude
<p>Follow the rules of your sport</p> <p>Follow directions from coaches and officials</p> <p>Think first, then act</p> <p>Be aware of your surroundings</p>	<p>Be on time, punctual, prepared, and mentally present</p> <p>Have a ride arranged to be on time</p> <p>Meet grade standards and complete your grade verification forms</p>	<p>Demonstrate sportsmanlike behavior with coaches, teammates, officials, spectators, as well as the opposition</p> <p>Represent your- self, your family, your team, and your school with honor and pride</p> <p>Listen to your coaches and follow their directions</p> <p>Take care of your own business and let others take care of theirs.</p>	<p>Be supportive and encouraging of ALL of you teammates</p> <p>Be coachable by following directions and accepting feedback</p> <p>Teamwork, enthusiasm, and heart</p> 

BUS RIDERSHIP EXPECTATIONS			
Safety	Responsibility	Respect	Attitude
<p>Approach the bus only once it has come to a complete stop</p> <p>Cross the roadway only when the bus driver gives approval and only cross in front of the bus</p> <p>Emergency doors and windows are for use in emergency conditions only</p> <p>Calm voices and behaviors create a safe ride</p> <p>Stay in your seat</p>	<p>Arrive at your stop 5 minutes before scheduled stop time</p> <p>Always ride your regular bus unless you have written parent permission that is signed by the office</p> <p>Keep litter off the bus</p> <p>Board bus immediately after school</p>	<p>Obey the driver promptly and willingly</p> <p>Respect rights and property of others</p> <p>Respectful behavior does not distract the driver</p> <p>Face forward on the bus at all times</p> <p>Keep hands, feet and objects to self</p>	<p>Recognize that riding the bus is a privilege</p> <p>Show appreciation to your bus driver</p> <p>Make the ride pleasant for all</p> <p>Positive and appropriate language puts everyone at ease</p> 

Gaiser BELL SCHEDULE 2015-2016

A-Day: 1, 3, 5, 7 periods
B-Day: 2, 4, 6, 8

Monday			
8:55	Warning Bell		
9:00	to 10:10	70	Period 1/2

1st Lunch				2nd Lunch				3rd Lunch				
10:14	to 10:44	30	1st Lunch	10:14	to 10:44	30	Period 3/4	10:14	to 11:26	72	Period 3/4	
10:48	to 12:00	72	Period 3/4	10:48	to 11:18	30		2nd Lunch	11:30	to 12:00	30	3rd Lunch
				11:22	to 12:00	38						



Tues/Wed/Thurs/Fri			
8:55	Warning Bell		
9:00	to 10:26	87	Period 1/2

1st Lunch				2nd Lunch				3rd Lunch				
10:30	to 11:00	30	1st Lunch	10:30	to 11:12	42	Period 3/4	10:30	to 11:56	86	Period 3/4	
11:04	to 12:30	86	Period 3/4	11:16	to 11:46	30		2nd Lunch	12:00	to 12:30	30	3rd Lunch
				11:50	to 12:30	40						

All passing times are the equivalent 4 minutes including the passing times after each lunch. There is also a 5-minute passing time before Period 1/2 and after Period 7/8.



A GROWTH MINDSET

MEASUREMENT OF ACADEMIC PROGRESS (MAP)

MAP	Math Goal	Math Score	Met goal yes/no		Reading Goal	Reading Score	Met goal yes/no
Fall 2015							
Winter 2016							
Spring 2016							

Smarter Balanced Assessment

ELA Score _____

Math Score _____

RIT Scores	Math			Reading		
	6 th	7 th	8 th	6 th	7 th	8 th
Fall	223	230	235	207	212	214
Winter	226	232	237	209	213	216
Spring	229	235	239	211	215	217

SCHOLASTIC READING INVENTORY (SRI)



Common Core State Standard Lexile Band is 860-1185 for grades 6, 7, 8.		
DATE	GOAL	SCORE

GPA		
TERM	GOAL	EARNED
1 st Trimester		
2 nd Trimester		
3 rd Trimester		

Honor Roll 3.5 gpa & above

One to One Technology Use Rules

VANCOUVER PUBLIC SCHOOLS STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY (AUP)

PURPOSE: Vancouver Public Schools (VPS) may provide and assign students an iPad or laptop computer for use both at school and at home to support learning. This policy provides guidelines and expectations for students and families who are issued district iPads or laptops. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added and would become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order.

RESPONSIBILITIES: The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly and bring it to school each day with a full charge (classrooms do not have the capacity to charge devices during the day).
3. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
4. Respect the Internet filtering and security measures included on the iPad or laptop. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly. VPS will maintain and periodically update 1:1 devices. Students will be notified of maintenance in advance. Students should ask for assistance if you do not know how to back up files.
6. Use technology only for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines. Students should only download music, video or other content which is related to classroom assignments and which students are authorized or legally permitted to use.
8. Understand that district technology, student files, and student activity may be viewed, monitored or archived by the district at any time. You must make your 1:1 device available for inspection if requested by any administrator or teacher.

RESTRICTIONS: The student will not:

1. Mark, deface, or place stickers on the iPad, laptop, or district-issued cases.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.

One to One Technology Use Rules

8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices. In addition to the workload placed on district staff to repair or restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, **a \$5.00 fee will be assessed per incident to a student who has tampered with the security settings or restrictions on any 1:1 device.**

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep iPads and laptops secure and damage-free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to anyone else.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from locations like table edges, floors, seats or pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.

Despite these safeguards, we understand there is always a risk that district-provided 1:1 technology may be damaged, lost or stolen. All students receiving 1:1 technology are encouraged to participate in a voluntary VPS Assurance Program, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the "VPS Assurance Program Facts & Enrollment Sheet" provided along with this policy. A VPS Assurance Program enrollment/waiver form must be submitted before 1:1 technology is issued to a student. If you choose not to enroll in the VAPI or VAPL program you understand that you will be financially responsible for loss/theft, or damage of the 1:1 device as more fully described on the enrollment form.

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

As the parent/guardian, my signature indicates I have read and understand this Policy, including the \$5.00 tampering fee, and give my permission for my child to have access to and use a district-issued iPad or laptop.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Policy, including the \$5.00 tampering fee, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____ School: _____ Student ID#: _____

Student Signature: _____ Grade: _____ Date: _____