

Elementary Parent/Student Handbook 2018 - 2019



Central School District 13J
750 S. Fifth St.
Independence, OR 97351

www.central.k12.or.us

Dear Parents and Students:

We are delighted that your child will be attending one of Central's elementary schools. Please be assured that our staff will do everything possible to make your child's school experience an exciting and productive one.

This handbook is created to help explain many of the things we do to provide a safe and nurturing place for students to learn. We need your support and involvement in your child's education. Together we can help your child discover and develop to his or her fullest potential. You can find information on the following topics:

- District Calendar for 2018-19
- District Goals & Vision
- General Information
- Student Health and Safety
- Academics
- Special Programs
- Student Behavior
- Transportation

It is important that you read, sign and return the last two pages of the handbook. One form is regarding directory information, the other internet access for students. If you have questions about items included in this handbook please ask! We want school to be a positive experience for all students.

Respectfully,

Ashley Wildfang
Kim Seidel
Nicole Smith

Contact information:

Ashley Wildfang, Principal Ash Creek Elementary School 503-606-9016 awildfang@central.k12.or.us	Kim Seidel, Principal Monmouth Elementary School 503-838-1433 kseidel@central.k12.or.us
Nicole Smith, Principal Independence Elementary School 503-838-1322 nsmith@central.k12.or.us	

District Goals and Vision

Students

Goal: STUDENT GROWTH & ACHIEVEMENT

Vision: Every student is engaged, supported, challenged, and prepared, as a whole child, with the skills and character to achieve and be successful in school, career, college and community.

Family

Goal: FAMILY INVOLVEMENT

Vision: Central School District 13J fosters a relationship where every family is actively involved in their child's education and feels welcome, supported, safe and valued.

Community

Goal: COMMUNITY PARTNERSHIP

Vision: Partners engage in collaboration with Central School District to cultivate student success for a safe, healthy, prosperous, and inclusive community.

Staff

Goal: STAFF LEADERSHIP & CONTINUOUS IMPROVEMENT

Vision: Staff engages in student –centered decision-making, problem-solving, professional development, focused on continuous improvement and growth, where shared purpose, teamwork, respect and trust drive decisions.

Members of the School Board:

Steve Moser
Steve Love
Donn Wahl
Peggy Clyne
Kristina Mann
Jerry Shinkle
Darcy Kirk

General Information

Directory Information

The following types of information shall be known as directory information: The student's name, address, telephone number, date and place of birth, student's photograph, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, awards received, and the most recent previous educational agency or institution attended by the students. Official organizations such as scouts, state agencies, newspapers etc., may request directory information about your child. The district may use photos of your child, when involved in a classroom or other school activity, in a school publication, district-wide publication, or posted to the district or school website. **If you do not want directory information regarding your child released, you must contact your principal in writing or complete and submit the form included in the handbook. (Board Policy JOA)**

Visitors

Our schools welcome parent visitors. If you wish to visit your child at school you must sign in at the office. If you wish a conference with school personnel, please call to set up a mutually agreeable time.

School Closures

If schools are to be closed or will have delayed openings due to inclement weather, bad roads, etc., the following radio and television stations will be informed of the details by 6:00 a.m.:

Radio –

KSLM AM/FM 1390 KWIP 880 KBZY 1490 KGW 62 KWRC 94 KYKN 1420
Q105 KEX 1190 KXL 750

Television –

KATU 2 KOIN 6 KGW-TV 8 KPTV 12

These stations will broadcast this information several times from 6:00 a.m. on. **Please do not call the radio station or school personnel regarding the closure or delayed openings.** The information will be on the air as soon as the stations receive word from the schools. If you have access to the internet, please check the emergency school closure notification bulletins posted on the school district's home page: www.central.k12.or.us.

Tobacco – Free Environment

Pursuant to statute, Central 13J has adopted policy prepared by the Oregon School Board's Legal Counsel concerning maintaining the district's facilities and district-sponsored events as smoke-free. Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. Violation of this policy by nonstudents may result in the individual's removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders. (See Board Policy GBK/JFCG/KGC)



Student Records

Parents of students currently in attendance have the right to:

1. Inspect, review and propose amendments to the student's education record;
2. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the rules authorize disclosure without consent;
3. Pursuant to OAE 581-21-410, file with the United States Department of Education a complaint under 34 CFR 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and
4. Obtain a copy of the policy adopted under OAR 581-21-240

Attendance

In order to receive the maximum benefit from their education, students need to be present every day that school is in session. **Oregon law makes it the responsibility of the parents to have their children in school.** (ORS 339.005-339.145) Many of the lessons at school require direct instruction that cannot be replicated through worksheets or reading assignments.

Parents must notify the office by phone or email when their child is absent. Office staff may also be notified earlier if absences are determined ahead of time. Illness, medical appointments and family emergencies are considered to be excused absences. If your child is ill for more than three days, please make arrangements to pick up current assignments for your child in order to prevent them from falling behind. Chronic absenteeism is considered 4 or more (full-day) or 8 or more (half-day) absences during 30 day attendance window. After 10 days of consecutive non-attendance, your child will be officially dropped from the enrollment roster.

If the school does not hear from the parent regarding an absent student, Oregon law requires schools to make every effort to contact parents by the end of the school day. By contacting the school office you will save us valuable time with phone calls.

In addition it is important to keep contact information up-to-date. Please notify the school office when your phone/address has changed or if your emergency contacts have changed.

Changes to Dismissal or Early Pick-up: If your child's end of day routine or transportation plan changes for any reason, please notify the school in writing or by phone, in advance no later than 2:00 each afternoon, or 1:00 on early release days. The child must be signed out in the office by the parent or guardian. Any other adult picking up the child must be designated on the contact list in the student's record. **Please help us by keeping your emergency contact list up-to-date.**

Teaching occurs between 8:15 and 2:55 (and 1:40), so please help make full-day attendance a priority.

Emergency Planning

As directed by the State and local Board of Directors, this school has in force an emergency preparedness plan to meet the problems that might occur during a disaster (fire, earthquake, windstorm, etc.). Please make sure the school office has the name and telephone number to call in the event of an emergency.

Personal Property

The school cannot assume responsibility for lost or stolen property belonging to students. For this reason, students should refrain from bringing such things as electronic devices, toys or other valuables to school. **Any toy or “look-alike” item resembling a weapon is not allowed on school property at any time. This includes afterschool programs and district sponsored events.** All clothing, backpacks, and lunch boxes should be clearly labeled with your child’s name. Each school has a designated lost and found area. Please check this area regularly when you visit the school.

Cell phones may not be used during school hours. They should be turned off and safely put away so that learning is not interrupted for the student or the class. Students will be permitted to use the school telephone if a problem arises.

Appropriate Dress

Dress and grooming, while in school, are the responsibility of the student and his/her parent. Age-appropriate, comfortable clothing that enhances your child’s ability to function in all school settings is best.



However, when dress and grooming disrupts or interferes with the educational process for the individual student, other students, or the learning climate of the school, it becomes a matter for the school administrator to counsel with the student and/or parent. Examples of unacceptable attire include; clothing that promotes alcohol, drugs, tobacco, sex, or obscenities, spaghetti strap tops, or clothing that allows undergarments to show.

Elementary students need shoes that allow them to move safely both inside and outside through the school day. It is recommended that students not wear flip-flops, loose fitting shoes or high heels. Items worn outside (like gloves, hats, sunglasses) should be removed when re-entering the building. Tennis shoes are needed for participation in P.E.

Lunch Program

Our school serves both breakfast and lunch. We offer a **free breakfast** program for all students. Students who qualify for Free or Reduced meals are served with no charge. Paid student lunch is \$2.60 and milk is \$.50. Parents and siblings are welcome to purchase a lunch and eat with their child(ren). Adult and non-student meals are \$2.50 for breakfast and \$3.75 for lunch.

Students who wish to participate in the school lunch program will be issued a meal card. Parents may make payments to their child’s account online using the district website, at the school office or in the cafeteria before school. Meals must be paid for in advance. Any amount may be deposited to the meal card account.

Free and Reduced lunch – Forms describing the free and reduced lunch program are available in the office and have been mailed to all district households on file. A new application form **must** be completed each year. Only one form per family is required. You will be notified of your eligibility as quickly as possible. If you have not received an application, have not received notice of your eligibility within one week of applying, or have any questions about the meal program, please contact Lisa Miller at 503-606-2474.

Balloons, Flowers and Deliveries

Special deliveries for students must be delivered to the school office to be picked up at the end of the school day. The Transportation department does not allow distractions such as balloons, oversized or breakable items to be taken on the school bus.

Internet Use

Students have the opportunity to use computers and access the internet for educational purposes only. Responsible behavior from all computer users is expected at all times. Any misuse or violation of District policies can result in disciplinary action such as revoking access to computer and/or internet privileges. The internet provider, Willamette Education Service District uses a filtering system that blocks most inappropriate websites. Our schools comply with the Children's Internet Protection Act (CIPA).

Parents will need to sign a permission form for internet use. The form is included in this handbook and will be available at the school office.

Complaint Procedures

If a concern arises, please discuss the matter first with your child's teacher. If further clarification is needed, please make an appointment to visit with the principal. If you are unable to resolve an issue with your building principal, a complaint procedure has been established by the Board of Directors.

Student Health and Safety

Building Security

To ensure your child's safety:

- Students will be allowed on campus when breakfast and supervision begins and must leave immediately after dismissal.
- All visitors must check into the office and wear their visitor tags while on campus.
- All visitors will be asked to follow drop-off and dismissal procedures.

The safety of your children is our main concern. Thank you for cooperating.

Student Medication

State law (ORS 547.285) prohibits school personnel from assisting students who are required to take prescribed medication, unless the following information is on file:

1. Written orders from a physician indicating the name of the student, the name of the drug, dosage, time interval that the medication is to be taken and diagnosis or reason for the medication to be given.
2. Written permission from the parent requesting that the school comply with the physician's order.
3. Where appropriate, communication between the parent, school personnel and physician regarding the necessity for assisting the student to take the medication during school hours.
4. The parent's current telephone number in the student's record so that the parent can be notified as quickly as possible in the event of an emergency arising from the medication.

Medication must be brought to school by the parent, in a container appropriately labeled by the pharmacy or physician. The office will keep medicine in a prescription bottle for any child on medication, and it will be administered through the office. Forms authorizing school permission to administer medication are available in the school office.

Allergies - If your child has allergies (bee sting, food, plants, etc.), asthma, medical alert, or related medical information, of which the school should be aware, please bring this information to the school office.

Accident/Emergency

Occasionally a student will be injured or become ill while at school. Every effort is made to contact the parents; therefore it is essential that parents complete the registration form indicating emergency contact information. **It is the parent's responsibility to notify the school of any change in address, home phone, work phone, cell phone, or emergency phone numbers immediately.**

Immunizations

Any student enrolling in an Oregon school must provide proof of immunization as prescribed by law. Any student who is not fully immunized or does not provide a verified statement detailing his/her immunization status, or a statement providing a religious or medical waiver of compliance, will be denied enrollment until this information is received. Prior to and as a condition of initial enrollment, every child shall submit to the school one of the following statements.



1. A statement signed by a physician or representative of the local health department that he/she has received required immunizations against the communicable diseases pursuant to the rules of the health department as provided in ORS 433.273; or
2. A statement signed by a physician that the physical condition of the child is such that the immunization would seriously endanger his/her health; or
3. A statement signed by the parent or guardian that the child has not been immunized as described in subsection one of this section because he/she is being reared as an adherent to a religion, the teaching of which is opposed to such immunization; or
4. A statement signed by the parent or guardian as a child entering school from outside the state that he/she will arrange to have the necessary immunizations initiated by a physician or the local health department within 30 days.

School administrators may not enroll a student who does not comply with these requirements. Questions regarding the required immunizations should be addressed to Polk County Health Department.

Illness

Children should be kept at home for the following reasons:

- illness that prevents the child from participating comfortably in program activities.
- fever over 100° F, lethargy, irritability, difficulty breathing, or other signs of possible severe illness.
- severe cough.
- skin or eye lesions or rashes that are weepy or pus-filled.
- rash with fever.
- diarrhea.
- vomiting 2 or more times in 24 hrs.

A child may return to school as soon as they are system-free.

Academics

Equal Education Opportunity

Equal educational opportunity and treatment will be provided to all students. No student legally enrolled in the district shall, on the basis of age, handicap, national origin, race, religion, language minority status, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Central School District.

Progress Reports and Parent Conferences

Parent conferences are scheduled for the fall and spring each school year. Please refer to the school district calendar for details.

We encourage you to reach out to your child's teacher as needed. Please feel free to contact your child's teacher by phone or email. We encourage strong school-to-home communication.

Field Trips

Field trips are an extension of the classroom into the real world of experience. There are walking and bus field trips. Written permission must be given by the parents or guardian in order for a child to participate in any out-of-district trip. Parents wishing to chaperone will be required to have a background check on file at the school office. This process takes about two weeks and must be reapplied for every year. **Due to supervision and safety issues other children, including siblings, friends or relatives are not allowed to attend field trips with parent chaperones. Please keep in mind that there is limited space available for field trip chaperones due to transportation and requirements of the site being visited.**

For the safety of students we require all adults participating on a field trip to complete and pass a criminal background check. Thank you for your cooperation in keeping our students safe.

Volunteers

Volunteers are an important part of the educational team in the Central 13J school district. Volunteer opportunities are many and varied. We invite you to consider one of the following:

- mentor a child
- become a lunch buddy
- tutor/read with a child
- mend and/or shelve library books
- guest teach a class
- share your occupation or hobby
- supervise an after-school activity
- help with special events
- serve with the parent organization
- serve on Site Council
- or one of many other ways

To be eligible to volunteer all individuals must complete and pass a criminal background check prior to working with students. Please remember that attending a field trip also requires a criminal background check. Forms are available in the school office and must be re-submitted each year. The clearing process takes approximately 2 weeks.

Special Programs

Special Education

Federal and state laws require that school districts provide a “Free Appropriate Public Education” (FAPE) to “students with disabilities” who are of school age and reside within the district boundary. Special education means specially designed instruction to meet the unique needs of a child with a disability.

CHILD FIND

All students, birth through 21 years of age, may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education. Services are specifically designed based upon the individual needs of the student.

For infants and children to age five, services may be available through the Willamette Education Service District. For students, age 5 through 21, services are available through Central School District.

Every school in the Central School District has a pre-referral team of school personnel. Parents or guardians may contact administrators, counselors or the student’s teacher(s) for referral information specific to the individual school. Families, school personnel, preschool providers, Early intervention/ Early Childhood Special Education staff, physicians or any community agency may refer a student for services.

Each school has a licensed Special Education teacher who coordinates the development and implementation of the child’s Individual Education Plan (IEP). Parents are invited and encouraged to be involved in the process of developing, monitoring and revising their child’s program.

Special Education –Unilateral Parental Placement Into a Private School

Parents are required to notify their home district before unilaterally placing their child in a private placement. The notification may be at an IEP meeting or at least 10 days before withdrawing their child for private placement. They must let the district know that they do not accept the district’s offer of FAPE, that they will be making a unilateral placement and whether they will be seeking public funding for their placement.

If you have questions about Special Education services please call Julie Heilman, Special Education Director, 503-606-2261.

Talented and Gifted Education

Students identified as Academically Talented or Intellectually Gifted, as defined by state statute, will be provided services that address their assessed levels and rate of learning. Parents may refer their child by contacting the principal and requesting an evaluation. Every effort will be made to identify and serve students from special populations such as but not limited to: Cultural and Ethnic minorities, Disadvantaged, Underachieving Gifted and Handicapped Learners.

Each school shall inform the parents/guardians of the identification of the child as “talented” or “gifted”. The school will further inform parents/guardians of program and service options available, and provide them an opportunity to participate in selecting those programs or options most appropriate for their child.

English Language Development Program

Central School District uses sheltered instruction as the instructional approach to make English understandable to English learners. In the sheltered classroom, teachers use Guided Language Acquisition Design (GLAD) strategies to teach vocabulary for concept development in math, science, social studies, literacy, and other subjects.

Our English Language Development Program uses techniques, integrated units as curriculum, and strategies designed to teach students English language skills including listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation. English Language Development instruction is in English with little or no use of native language.

If you have questions about Central's ELD Program, please contact Angelica Gloria, ELD Program Coordinator at 503-606-2247.

Student Behavior

Conduct and Discipline

All District schools promote a positive learning environment that is characterized by **safe, respectful, and responsible behavior**. We stress the following fundamental concepts:

- respect for self
- respect for the rights and dignity of others
- an understanding of and respect for rules, regulations, and laws
- respect for all property – public and private
- a readiness to learn

Elementary Classroom Rules

In order for our students to benefit the most from the educational opportunities offered at school, each classroom has its own rules, which fit within the overall school guidelines and District policy. We believe that open communication between the home and school is very important. We will inform parents, as often as practical, about their student's behavioral patterns that interfere with learning and about serious violations. Our goal is to be consistent in helping each child become self-directing and a successful learner.

Hazardous Objects

The safety and welfare of our students is our foremost concern. Students shall **NOT** bring any hazardous objects, such as knives, darts, bows and arrows, cap guns, matches, fire crackers, pea-shooters, spray cans, etc., to school. Any dangerous objects will be confiscated and released only to the student's parent(s)/guardians. **(See Central School District 13J Board policies and regulations, code: JFCJ – Weapons in the schools.)** Students who violate this School Board policy are subject to discipline up to and including expulsion. In addition, students are not permitted to throw rocks, dirt, sticks, or snowballs on any school grounds.

Transportation

Communication

We understand that plans may change regarding how students are to leave school grounds. However, we also want to ensure student safety during dismissal. Please help us by notifying the school office by 2:00 each day if transportation plans change. The notification will allow time for office staff to communicate the change with your child's teacher. Thank you for helping us to see that students arrive at the after-school destination safely!

Walkers, Bike Riders and Others

Students are asked to proceed to school and home as safely and directly as possible. They must obey all traffic and trespassing laws, and cross at designated crosswalks.

Bicycle Safety

Students who ride a bicycle to school must park in the bicycle rack immediately upon arrival at school. All students riding bikes must obey the laws of the road and wear ANSI approved helmets (ORS 414.486). All students are to leave bicycles alone during the school day. Bicycles should be locked. The school does not accept responsibility for stolen bicycles or their parts.

Parent Pick-up

Drivers are asked to use caution and patience around all District schools. Students sometimes move quickly and unpredictably. School procedures are established to keep dismissal times safe and orderly.

Bus Transportation

Our belief is that all students deserve a safe and worry free ride when using our School buses. To that end our rules are pretty simple and students are expected to:

- Obey the Bus Driver
- Respect others
- Sit properly (seat to seat, feet to floor, and facing forward)
- Speak softly (us inside voices)
- Keep the bus clean (no eating or drinking)
- Sit safely while riding on the bus.



Students will follow directions of the driver.

1. Students will remain in their seat and keep hands, feet and objects to themselves.
2. Students will keep all items and head, hands and feet inside the bus.
3. No cursing, pushing, throwing items or crowding at any time.
4. No eating, drinking, or littering.

Parents should check the district web page (<http://www.central.k12.or.us>) for bus route schedules at the beginning of each school year. Please be advised that these schedules are subject to change; however students will be given prior notices to permanent schedule changes. Any time your child will not be riding the buses please notify the Transportation Office, 503-606-2264, prior to pick-up time, especially if your child is the only student at the bus stop.

All district vehicles are equipped with two-way radio communications. If a child has boarded the wrong bus or is missing and believed to be on a bus, we can assist in locating your child. Please call Student Transportation at 503-606-2264.

Maintaining discipline on the pupil transportation vehicles is essential. Cooperation between parents, bus drivers and school staff allows for the safe and efficient transportation of students. Because safety, pupil comfort, and operating efficiency are directly affected by pupil conduct on the school bus, the Oregon Department of Education has adopted Rules Governing pupils riding school buses, which are prescribed in Chapter 581 of Administrative Rules for Oregon Education, Subsection 53-010 as follows:

While riding a school bus:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of an emergency.
4. Students shall be on time for the bus, both morning and evenings.
5. Students shall not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students shall not bring animals, except approved assistance guide animals, on the bus.
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
10. Students shall not extend their hands, arms or heads through bus windows.
11. Students shall have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of the driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, fellow students and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the school buses.

If you have questions regarding student transportation please contact Bryan Winchester, Transportation Supervisor at 503-606-2264.

Parents and Students:

This elementary handbook is intended to communicate the policies and procedures adopted to maintain a nurturing and safe learning environment. It is our hope that you will read and discuss the items in this handbook with your child. If you have questions about any of the content please contact your child's classroom teacher.

The Directory Information is explained below, as part of our compliance with the Family Educational Rights and Privacy Act (FERPA). At the elementary level Directory Information is primarily used in school publications only, such as a student's picture published in the year book.

We look forward to partnering with you for the academic success of your child!

Please read, sign, and return to your child's school.

I understand and consent to the responsibilities outlined in the Elementary Parent/Student Handbook. I also understand and agree that my child shall follow the behavior and consequences outlined in the Elementary Handbook at school during regular school day, at any school-related activity and while being transported on district-provided transportation.

Regarding student records, I understand that certain personally identifiable information about my child is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to the student's name, address, telephone number, date and place of birth, photograph, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the students.

I understand that unless I object to the release of directory information within 15 school days of the date this parent/student handbook was issued to my child, directory information may be released by the district for use in local school publications, other media and for such purposes as deemed appropriate by the principal.

Parent Signature: _____ **Date:** _____

Student Name: _____ **Classroom Teacher:** _____

I DO NOT wish to have my child's picture published in any type of school related material.

The material covered within this parent/student handbook is intended as a method of communicating to the students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time. Every effort will be made to inform families of any changes to policies or procedures outlined in the Elementary Handbook.

CENTRAL SCHOOL DISTRICT 13J

Central School District 13J, Independence, OR

GOOGLE SUITE & INTERNET USE PERMISSION FORM

Central School District uses Google Suite in the classroom. Google Suite is a free, web-based program that includes email, document creation, shared calendars and collaboration tools.

Please review the following information with your student and then fill out the back of this form. Your student's teachers will be using Google Suite for lessons, assignments and communication.

Google Suite is also available at home, the library or anywhere with Internet access.

School staff will monitor student use of Google Suite when students are at school.

Parents are responsible for monitoring their child's use of Google Suite when accessing programs from home.

Students are responsible for their own behavior at all times. Student safety is our highest priority.

Google Suite is primarily for educational use. Students may use Google Suite for personal use subject to restrictions below and additional school rules and policies that may apply.

Privacy

School staff, administrators, and parents all have access to student school email for monitoring purposes. Students have no expectation of privacy on the Google Suite system.

Limited Personal Use

Students may use Google Suite tools for personal projects but may not use them for:

- a. Unlawful activities
- b. Commercial purposes (running a business or trying to make money)
- c. Personal financial gain (running a website to sell things)
- d. Inappropriate sexual or other offensive content
- e. Threatening another person
- f. Misrepresentation of Oregon Public Schools, staff or students. Apps, sites, email and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety

- a. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- b. Students agree not to meet with someone they have met online without their parent's approval and participation.
- c. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them uncomfortable.
- d. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

GOOGLE SUITE & INTERNET USE PERMISSION FQRM

Last Name:

Student Name: _____

Parent email: _____

Parent Phone Number:

My signature below indicates that I have reviewed this with my child and I am responsible for the student listed above. This signature confirms consent for my student's use of Google Suite and internet and that we understand the rights and responsibilities therein.

Parent/Guardian Signature:

Date: _____

Parent/Guardian Name (please print): _____