

ESMOND STATION

FAMILY HANDBOOK



2019 - 2020

Esmond Station K-8
9400 S. Atterbury Wash Way
Tucson, AZ 85747

Main Number (520)879-3400

Fax Number (520)879-3401

Front Office (520)879-3402

Attendance (520)879-3403

Health Office (520)879-3410

School Hours: 8:20 a.m. - 3:15 p.m.

Half Day Hours: 8:20 a.m. - 12:25 p.m.

STUDENTS SHOULD NOT BE DROPPED OFF PRIOR TO 7:50 a.m.
STUDENTS DROPPED OFF AFTER 8:20 a.m will be tardy

Transportation Information

Dispatch

879-2475

Bus Route Information/Issues

Mary St. John 879-2056

Bus Routes:

<http://www.infofinder.com/tfi/address.aspx?cid=VSD3SXF9HL8E>

Breakfast/Lunch Info

Menu: <https://vailschooldistrict.nutrislice.com/menu/>

Breakfast \$1.10 Lunch \$2.65

Student id# _____

Online payment: mymealtime.com

Make checks payable to Aramark.

Kitchen Phone # 879-3488

Vail School District Mission Statement

It is the mission of the Vail School District to provide parents with safe and nurturing school communities, where their children can obtain a quality education.

Governing Board Members

Allison Pratt, President

Callie Tippett, Clerk

Cladia Anderson

Mark Tate

Jon Aiken



Calvin Baker
Superintendent



Debbie Penn
Deputy Superintendent



Kevin Carney
Assistant Superintendent

VAIL SCHOOL DISTRICT
Guiding Principles

OUR SCHOOLS ARE COMMUNITIES OF LEARNERS. We define a community as a place where each individual is important and has something valuable to contribute to others in the community. We believe that learning is a lifelong activity. We are all learners. We expect parents, staff members and volunteers to model this belief for students.

WE CARE ABOUT STUDENTS. We believe that each student should be given the opportunity to be educated in a physically and emotionally safe, personalized, and caring environment.

ONE OF OUR HIGHEST PRIORITIES IS KEEPING CLASS SIZES SMALL. Working with students in smaller groups increases opportunities for learning, personal attention, a sense of belonging and the development of a supportive classroom community.

WE ARE COMMITTED TO FISCAL RESPONSIBILITY. We are entrusted with using public resources to provide a quality education for our students. We carefully develop priorities based on student needs, legal responsibilities and cost-effective methods.

WE ARE RESPONSIBLE TO OUR LOCAL COMMUNITY. Our schools are the centers of the community. We actively seek community involvement. And, we respond to community needs.

WE RESPECT PARENTS AND THEIR VALUES. We operate on the behalf of parents. It is our responsibility to assist parents in the education of their children. We value parental involvement, and make every reasonable effort to address and respond to parental concerns.

SMALL SCHOOLS ARE THE BEST PLACES TO DEVELOP CARING COMMUNITIES OF LEARNERS. We like the atmosphere of a small school that has been developed into a positive, healthy community. We prefer small schools. We seek to create that small school atmosphere in all of our schools, regardless of the size that growth and economics may force them to become.

WE BELIEVE LEARNING EXTENDS WELL BEYOND THE CLASSROOM. Our educational program is enriched and extended with opportunities such as: field trips; recreational activities; academic competitions; and club activities.

WE UPHOLD TRADITIONAL VALUES SUCH AS RESPECT, PERSONAL AND SOCIAL RESPONSIBILITY, HONESTY, AND HARD WORK. We model socially responsible behavior, expect it from each student and make it part of our curriculum. We believe these traditional values have served our society well in the past, are cherished by our community, and are important to our future.

WE ARE CONTINUALLY IMPROVING. We are never content with the status quo in our operations or in our curriculum methods. We recognize that we live in a changing world and we respond to those changes. And, we are constantly looking for better and more efficient ways to accomplish our mission.

WE VALUE OUR EMPLOYEES. We specifically and carefully select our staff on the basis of their ability to carry out the mission and guiding principles described above. We hire the best people suited for the task. We respect their expertise and depend on them to work with parents to make our vision for a community of learners a reality.

In the
Vail Schools
We:

Are Respectful
and Trustworthy

Care About
Each Other

Take Responsibility

In Vail, Teachers

Reteach and Enrich

- occurs daily school-wide

Ensure every minute counts

- engage all students

Achieve success only when
students learn

- assess standards regularly

Come together as a team

- actively collaborate

Have high expectations

- encourage students to excel

every student!

Esmond Station Site Council Members

Certified Staff Member, Linda Slade
Certified Staff Member, Adrienne Ordaz
Classified Staff Member, Marcia Johnson
Parent Member, Jen Anderson
Parent Member, Herbert Yee
Community, ?????

Esmond Station Administrative Team

Principal, Lainie Kitzmiller
Assistant to the Principal, Georgia Johnson
Office Manager, Kara Talley
Student Achievement Teacher, Cindi Carson
Site Technology Coordinator, Suzanne Brazzell

The mission of Esmond Station is to provide a quality education while working together with our parents, students and community. Using an innovative approach we are preparing kind and responsible citizens for the future.

Esmond Station's Guiding Principles

At Esmond Station we focus on what's best for kids by:

Leading by example. We teach and practice responsibility, citizenship, kindness, and respect through the ACT statement and the Kind Campus Program.

Collaboratively working as a team involving students, parents, staff, and community to create a positive, secure, and safe learning environment.

Encouraging all students to REACH high expectations, and to set high expectations for themselves.

Creating innovative thinkers through implementation of curriculum that uses the most current technology and teaching practices including critical thinking skills, problem solving skills and investigative learning.

We collaboratively work as a team to engage our students and promote successful learning.

SCHOOL POLICIES

Attendance Policy

At Esmond Station, we recognize that attendance is a key component to student success, academically as well as socially. Research indicates a strong correlation between poor attendance and delinquent behaviors, aggressive behaviors, substance abuse and school drop out in later years.

1. When your child is ill, please keep him/her at home to rest and recuperate. Caring for ill children at home will also minimize the spread of viruses at school. If your child is home sick for the day, please call the office at 879-3402 by 8:20 am on the day of his/her absence or leave a message the night before. If you have no phone at home, please make the office staff aware of this and send a note, explaining the reason for his/her absence with your child when s/he returns to school. If your child is ill for more than one day, you must call in each day to report the reason for his/her absence. If the office has not heard from you about the reason for an absence, the absence will be considered unexcused.
2. If your child has a chronic health condition which may interfere with his/her attendance or may require special services or attention at school (e.g. administration of oral medication, use of an inhaler, administration of insulin, etc.) you are expected to submit a Medical Certification of Students with Chronic Health Conditions, completed by your physician.
3. Because of our need to track and limit the spread of communicable/contagious illnesses, if your child is out of school due to illness for five (5) days, we request that you bring a note from his/her doctor indicating what the illness was and when s/he may return to school. If you need information about health insurance through the state (AHCCCS or KidsCare) or about low cost health services, please contact the Student Services office or the Health office. Absences of 5 or more days without a doctor's note will be considered unexcused. When a child has lice, he/she may be absent from school in order to treat the condition for up to 2 days.
4. The regular school attendance of a child of school age is required by state law. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons including illness, bereavement, other family emergencies, observances of major religious holidays of the family's faith, and doctor's appointments that cannot reasonably be scheduled during non-school time.

Absences for family vacations may be approved as long as the absences are arranged at least 48 hours in advance and are limited to no more than five days per semester. School administrators may deny approval for family vacation absences if the student already has excessive absences or is making unsatisfactory academic progress.

5. Please make arrangements with your child's teacher if s/he is expected to be out of school for several days, due to either illness or personal reasons. This will support your child's academic success and ease his/her integration back into the classroom when he/she returns.
6. Students are expected to be on time for school every day. Students who arrive after 8:20 will be considered tardy. Per Vail School District Policy, 3 tardies equals 1 unexcused absence.
7. Esmond Station is working with the ACT Now program through the County Attorney's office to lower truancy rates in Pima County schools. As part of this collaborative effort, any absence which is not excused through the above procedures, will be considered "unexcused". In accordance with ACT Now guidelines, if a student has five (5) unexcused absences, you will be asked to meet with school staff to discuss the matter and formulate a plan for improved attendance. If a student has seven (7) unexcused absences (in a four month period), a referral must be submitted to the ACT Now program. An ACT Now case manager will then schedule a meeting with you to discuss alternatives. Three (3) tardies are considered equivalent to one unexcused absence. Any combination amounting to seven (7) unexcused absences will result in a referral to ACT Now.
8. Per the Vail School District's Raising Expectations policy, any student in grades 3-12 who is absent for any reason 9 or more times in a semester will be required to attend remediation services during the next scheduled break, at the parents' expense.
9. If your child is strongly resisting coming to school, we encourage you to contact our Administrators for support and assistance with improving attendance.

Tardy Policy

When students are tardy, they must report to the office for a late pass. This late pass ensures the student's name will be removed from the daily absentee report.

Dismissal Procedures

Esmond Station is committed to your child's safety. Children will be walked to the bus loading zone by their teachers. All parents are required to call the office when their student:

- leaves school with anyone other than the parent or guardian
- will be getting off at a bus stop other than their regular stop
- does not ride the bus, but are picked up at school.

In addition, for the safety and protection of your child, the school does not allow any student to be taken directly from the classroom/school grounds before the regular dismissal time. Parents must first come to the office and request the release of their child. This is known as "signing out." If your child returns from an appointment before the school day ends, you must sign them in before having your child return to class.

We highly discourage early dismissal. However, if necessary, your child may be excused early on the basis of parental notification. Each child who is excused early must be released through the office.

Dismissal time for elementary students is 3:10. Dismissal time for middle school students is 3:15. Please make arrangements to have students picked up on time.

Forms of Homework

Finishing daily assignments, drill activities, including skill practices (math, spelling, etc.). Reinforce skills/concepts taught in class, reading assignments and studying for tests and evaluations. Research assignment or project, preparation for classroom activities, extra credit and/or enrichment.

KINDERGARTEN:

Weekly Packets - math & writing

Family Reading 1 hour per week (10 minutes nightly)

FIRST GRADE:

Basic skills-spelling, math

20 minutes nightly (Mon - Thurs.)

15 minutes reading nightly

SECOND GRADE:

Weekly packets including- spelling, reading, math

20 minutes nightly

20 minutes reading nightly

THIRD GRADE:

Assignments reinforcing basic skills-math, spelling, unfinished work

20-30 minutes nightly (Mon - Thurs)

20-30 minutes reading nightly

FOURTH GRADE:

Assignments reinforcing concepts, usually math, spelling, and reading

25 minutes nightly (Mon - Thurs)

30 minutes reading nightly (activities)

FIFTH GRADE:

Assignments reinforcing basic skills such as math, spelling, projects, Science/SocialStudies, packets, individual daily assignments, reading

40 minutes daily (Mon.-Thurs.)

30 minutes reading nightly

Any incomplete assignments from the week will become weekend homework due on Monday.

MIDDLE SCHOOL:

Assignments based on current and past objectives taught in Math, Language Arts, Social Studies and Science.

*Monday- Thursday: Assignments due dates will vary

*30 minutes of reading nightly

Citizenship

All students will earn a Citizenship grade.

Elementary (K-5th grade)

70% is based on the rubric below and 30% is based on homework. Citizenship grades will be entered two times per quarter, but may be entered more often.

Citizenship Grades

Excellent	Satisfactory - Plus	Satisfactory	Satisfactory - Minus	Needs Improvement	Unsatisfactory
Student never needs to be reminded of the rules	almost to Excellent	Student occasionally needs to be reminded of the rules.	almost to Needs Improvement	Student often needs to be reminded of the rules	Student always needs to be reminded of the rules
Student always follows directions and directions do not need to be repeated	almost to Excellent	Student often follows directions and directions occasionally needs to be repeated	almost to Needs Improvement	Student usually does not follows directions and directions needs to be repeated several times	Student never follows directions and directions needs to be repeated often
Student always turns work in on time.	almost to Excellent	Student usually turns work in on time.	almost to Needs Improvement	Student occasionally turns work in on time.	Student never turns work in on time.
Student is always focused and ready to learn	almost to Excellent	Student is mostly focused and ready to learn	almost to Needs Improvement	Student is usually not focused and ready to learn	Student is never focused and ready to learn
Student has all supplies and is always ready to get to work	almost to Excellent	Student has most supplies and is usually ready to get to work	almost to Needs Improvement	Student is often missing supplies and usually needs to be reminded to get to work	Student lacks supplies and is never ready to get to work
Student always uses time wisely	almost to Excellent	Student usually uses time wisely	almost to Needs Improvement	Student occasionally uses time wisely	Student never uses time wisely
Student is always self directed	almost to Excellent	Student is usually self directed	almost to Needs Improvement	Student is occasionally self directed	Student is never self directed

Middle School (6th grade - 8th grade)

E - Exceeds

S - Satisfactory

U - Unsatisfactory

Citizenship grades be adjusted on a regular basis throughout the school year.

Home & School Communication

Home Address/Telephone Number

It is important that the school knows how to contact the parent/guardian of all students in attendance. If an address/telephone number changes during the school year, be sure to notify the school.

Emergency Card

A new emergency card is completed each year. Please be aware of the importance of the three "emergency contacts and phone numbers" section of the card. Keep all necessary emergency information current. Not only are these people called in an emergency, but your child may be released only to these people.

Whistle Stop Newsletter

The *Whistle Stop* is a newsletter published at Esmond Station. It is sent home electronically each month. Important information and dates families need regarding school activities are contained in this newsletter.

Schoology

Schoology is the best way to stay up to date with your student's academic progress. If you have already registered with Schoology previously, there is no need to register again this year. However, if you have not registered, please do so as soon as possible.

Site Council

The Site Council serves in an advisory capacity to the principal. The principal will seek formal and informal advice from the Council on a variety of issues. Council membership consists of two full time teachers, one classified staff member, and four parent or community members. Each representative is elected from their constituency for a term of two years. All members of the Esmond Community are invited to attend Site Council meetings. Notices are posted on the school website.

Parent Teacher Student Association (PTSA)

Esmond Station has a very active and dynamic PTSA. Meetings are Open to the public. Watch the school newsletter (*Whistle Stop*) for announcements.

The PTSA was established to provide support services for the teachers and staff and educational programs and social functions for the students. It has also proven to be an excellent way to meet other parents and teachers in the community.

Some of the PTSA sponsored events, Book Fairs, Polar Express, Craft Fairs, Pastries with Parents. They also host at least one fund-raiser during the year to financially support educational programs that the school budget is unable to provide.

The PTSA is made stronger through everyone's support. Their motto is "Together for Kids." Take the time NOW to share in your child's school experience. Parents wanting to join/participate in the PTSA should contact the school office. Adult and student PTSA membership is \$8.00

Parent-Teacher Partnership

1. Please do not telephone teachers at home.
2. Homework requests for students who are absent should be received before 9:00 am. Assignments will be ready by 3:30 pm and will be in the office or posted on Schoology. Homework requests received after that time will be ready the next day. Please notify the teacher if homework is needed for an extended absence.
3. A routine bedtime and plenty of sleep yield both academic and physical benefits for the next day.
4. Breakfast is an important way to begin each child's day.
5. Any difficulties or possible misunderstandings should be directed to your child's teacher.
6. Notes from school require a prompt response.
7. Consistency and support from home and school are required for the parent-teacher partnership to be successful.
8. Always be interested in your child's work. Make what they are doing important to them. Be excited about what your child is learning. Your enthusiasm fosters eager learners.
9. Help your child develop both the self-esteem and the self-discipline they will need to succeed in school.
10. Don't make excuses for your child. A student must learn to accept the responsibility and consequences of their behavior.

Student Assessments

A student's achievement is measured in several ways. The most common measurement form is teacher prepared exams, which measure the student's mastery of the subject material. In the primary grades, these may not be recorded as "letter" grades, but given in a narrative form. Additionally, students may be asked to demonstrate their mastery through projects, performances, or other techniques. The student will also be evaluated on a nationally-normed standardized test, The AzMerit is given to students in grades 3-8. District Benchmark tests are given quarterly for 2nd-8th grades.

Parent Teacher Conferences

A Parent-Teacher conference is the time for parents to discuss with the teacher your child's performance and needs. Esmond Station hopes that both parents will take the opportunity to attend these conferences. A conference is the time to build mutual understanding of your child and to further the school-home partnership.

While parents and teachers are encouraged to initiate a conference at any time there appears to be a need. Formal conferences are scheduled during the first and third quarters of the year.

Report Cards

Report cards are issued four times yearly. Parents can monitor progress throughout the school year using PowerSchool and Schoology.

Special Services

Extended Learning Program (ELP) FOR THE GIFTED AND TALENTED

The E.L.P. program at Esmond Station is a special education program designed to provide enrichment and extended activities to students (in Grades 3 through 8) who qualify. This program offers a variety of options based on the individual needs of each student and information gained from testing, teacher/parent referral, and the grade level curriculum. For further information please contact the E.L.P. teacher.

Special Education

Esmond Station's resource (special education) team believes each child should be helped to attain their greatest capabilities. Some children need "extra" help, which is provided through specialized services. Children with exceptional needs are educated in the least restrictive environment and in accordance with their Individual Education Plan (IEP). Esmond Station's overriding philosophy is one of Inclusion, including the child with special needs in the regular classroom as much as possible.

Esmond Station exceeds all federal and state guidelines in helping children with special needs. The Student Solutions Team (S.S.T.) process, the IEP process, and our extra efforts to coordinate and accommodate instruction for these children, helps each child reach their full potential. As a team, parents, teachers, specialists, and administration provide a full and appropriate education for each child regardless of specialized needs or capabilities.

Before-After Care Program

The before/after school care program offers a variety of safe recreational and learning opportunities to children in grades K-8. The program runs from 7 am to 6 pm. Please contact the Regional Director (Debbie Brisson) at 879-3444 for more information.

HUB/Library

Circulation Policies

At the beginning of the school year, each student will receive a letter of permission to check out books. The parent/guardian must sign this letter and return it to the library before students may check out books.

The number of books that students may check out varies from grade to grade. The most items that any student may check out is three. Students may check out books for one week at a time, book renewal is an option. Books need to be returned in a timely manner so that there are enough books to satisfy the needs of all the children at school. Once students have had a book for one week, their book is considered overdue. Any student who has an overdue book may not check out new books until the overdue book is paid for or returned. The library staff will mail home or give an overdue notice to the student.

Damaged or lost books

If a book becomes torn or minimally damaged, please return the book to the Library/Media Center so we can repair it. If a book is damaged beyond repair, the parent/guardian must pay to replace the book. If a child loses a book, a parent/guardian must pay for the book. Until the book is returned or paid for, the child will not be allowed to check out books. If after paying for the book, the book is found, your money will be refunded.

Visitors

Our school encourages visitation by parents and other adults. However, we do not allow children to bring friends or other children to spend the day as a classroom participant. All visitors must make arrangements for classroom visitations. When arriving on campus, "sign in" and obtain a visitors badge in the office before visiting a classroom. Please do not "drop by" your student's classroom. If you would like to talk with a teacher, please make an appointment.

Volunteering on Campus

We appreciate parents, grandparents, and neighborhood volunteers at Esmond Station K-8 School. There are opportunities for volunteering in classrooms, in the library, on field trips, with the PTSA, and countless other places.

In an effort to ensure the safety of our students and all who enjoy Esmond Station; volunteers must meet the requirements as listed below.

Parents/legal guardians of students at Esmond Station may volunteer once they have completed their online volunteer application (see link below) and have signed a volunteer affidavit (must be notarized). Parents/guardians are not required to sign the affidavit every year, however, they do need to update their online application yearly.

Community members, grandparents, and anyone else who would like to volunteer must complete the online application, sign the affidavit (must be notarized), and submit fingerprints. They are not able to volunteer on campus until after the Vail School District Human Resources has cleared the fingerprints.

How to Volunteer at Esmond:

Step 1: Fill out online application at:

<https://www.applitrack.com/vail/onlineapp/default.aspx>

Step 2: Electronically sign Criminal History Affidavit online when you receive the email from the District Office

Step 3: If you DO NOT have a student at Esmond- You will need Fingerprints

If you have any questions please contact:

Gigi Annunziato ES Volunteer Coordinator annunziatog@vailschooldistrict.org 879-3434

Cell Phone/ Electronic Device/Smartwatch Policy

Use of cell phones or electronic devices are not permitted on campus during school hours (8:00 a.m. – 3:20 p.m.). Any student who brings a cell phone or electronic device to school must keep it turned off and in his/her backpack during school hours. Consequences for violation of this policy are as follows:

1st offense – cell phone or electronic device is taken and turned in to the office – parent is notified and student may pick it up at the end of the school day.

2nd offense – cell phone or electronic device is taken away and turned in to the office – student receives a written referral - parent is notified and parent may pick up cell phone or electronic device from the front office.

3rd offense – cell phone or electronic device is taken away and turned in to the office – student receives a written referral - parent is notified and cell phone or electronic device is returned to the parent.

Please keep in mind that additional consequences will occur for a student who not only violates our policy, but also uses a cell phone or electronic device in such a way that breaks other school rules. The school is not responsible for lost or stolen items.

Please also know that students are permitted to use the office telephone only with permission or a pass from a teacher. Please keep telephone calls short. No student will be called from class to receive a telephone call.

Dress Code and Rules

The Vail School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

The Esmond Station dress policy seeks to strike a balance between students need for independence in decision making, individuality and comfort; parents desire for clear guidelines, fairness, decency and appropriateness; educators ease of interpretation, need for safe, orderly, free from distractions to maximize the learning environment.

At Esmond Station we are committed to preparing our students for the future. This preparation includes academic skills, and job skills. The classroom is a student's "workplace"; we expect them to dress accordingly.

Shoes:

Must be worn at all times.

Slippers may not be worn to school except for special events.

Skate shoes with wheels on the bottom, heels over 2 inches, and steel or otherwise reinforced hard-toe boots or shoes may NOT be worn at school.

Pants:

Must be anchored or fitted at the waist and hemmed or tailored.

No sagging or ill fitting (must be size appropriate).

Ripped denim that allows skin to show above mid thigh is NOT allowed

No rips, tears, sagging or ill fitting (must be size appropriate).

Must be visible and not completely covered by a shirt/jacket.

Bike shorts/Spandex/leggings are allowed as long as a shirt or blouse is worn mid thigh

Shorts and Skirts:

Must be anchored or fitted at the waist and hemmed or tailored.

Shorts/skirts purchased with a seam and a frayed edge are permitted (no cut offs).

No shorter than mid thigh (at faculty discretion)

No rips, tears, sagging or ill fitting (must be size appropriate).

Must be visible and not completely covered by a shirt/jacket.

Bike shorts/Spandex/leggings are allowed as long as a shirt or blouse is worn mid thigh

Tops, Shirts, and Sweatshirts:

No midriffs, half shirts, fishnet, see-through, strapless, halter tops, spaghetti straps, or other bare or skimpy clothing.

Stomach, sides, and cleavage should be covered.

Sleeveless tops must have a width of 3 fingers at the shoulder.

Tank tops for boys are allowed as long as the tank does NOT have excessive gapped underarms and is size appropriate.

Head wear:

Hats, hoods, and beanies are NOT allowed to be worn indoors, and must be worn appropriately (brim facing forward).

Belts:

Must be entirely looped (no part of the belt may hang)

No wallet chains

Accessories:

Body piercing is NOT allowed with the exception of pierced ears. No gauges, nails, or safety pins may be worn in the ears.

Tattoos are NOT allowed.

Chains and collars may NOT be worn as jewelry.

Sunglasses may NOT be worn indoors.

All clothing and Accessories:

May not be worn with vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.

Undergarments may not be visible.

Undershirts may not be worn as outer attire

Pajamas are not allowed except for special events.

Hair color should be natural as to not cause distraction (unless it is for a school spirit event).

Unnatural colors such as blue, pink, green, purple, etc. are not permitted. Hair cannot be cut in an ornamental style so as to cause distraction to the learning environment.

Student attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgement and discretion as in what your child should wear to school. However, faculty and administration of Esmond Station reserve the right to make the final decision as in the suitability of any attire and to decide when attire violates the school code. We understand that styles change. As they do, administration will have the final say on what is deemed appropriate for our school environment.

1st Violation- Student will be sent to the Health Office to remedy the infraction. This may include wearing clothes provided by the school.

2nd Violation- Student will be sent to the Health Office to remedy the infraction. Parents will be notified and student may receive other disciplinary consequences, at the discretion of administration.

3rd Violation- Parents will be notified to pick student up from school. This will count as a suspension.

We all share the responsibility of assuring that the atmosphere is conducive to learning and fosters an environment of respect. Appropriate dress is often a requisite for employment and, therefore, is a topic consistent with meaningful instruction and consequential student learning.

Responsible Use Policy

Esmond Station School Responsible Use Policy 2019-2020

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources, but may not be able to access the internet or school network with electronic devices (including but not limited to phones, tablets, laptops, or electronic music players) that you bring from home. Although the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Responsible Use Policy (RUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment to comply with this RUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Vail School District's wired or wireless network services. You agree to follow all school and district rules for behavior and communications. Access is a privilege -not a right.
2. The primary purpose of the district network (including but not limited to the Internet, printers, computers, etc.) is to allow users to conduct school business. Use of district printers will be limited to school related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any Vail School District computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.

4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.

5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Vail School District technology resource.

6. The Vail School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Vail School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Vail School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files.

7. All technological devices brought onto a Vail School District campus are subject to search and seizure.

8. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, including the damage to a broken screen, a corroded electrical part, or a broken keyboard. You also assume responsibility for any damage done to your personal devices that you bring to school.

9. Do not load or execute non-approved programs from flash-drives, CD's or other portable storage device onto any school district computer or electronic device.

10. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above the following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, cyber bullying, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files Intentionally wasting resources Employing the network for commercial purposes, financial gain, or fraud

- Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Vail School Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the RUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Vail School District network is a privilege, not a right.

Publishing to the Web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the district websites or school website. Such publishing requires that the Vail School District have your permission to publish that work. By agreeing to this RUP, you agree to allow the Vail School District to publish your child's schoolwork where appropriate.

Safety Issues

The Internet has great promise for sharing ideas and knowledge; it is also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. The Vail School District does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites, nor will it block all inappropriate sites from being viewed. You accept full responsibility for how you use your device. Some Do's and Don'ts:

1. Keep nothing on your machine that is so private that you would not share it with a teacher, the principal, the tech department, or your parents. Assume that your computer can keep no secrets, because it cannot. Your computer will be treated like a backpack — it can be searched. Files stored on your computer will not be private. You also agree to allow authorized Vail School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different computer, laptop, tablet or other electronic or network device) used on district property falls under this RUP. You also

understand and agree that you assume all risks and responsibilities when using your own personal computer equipment, and that you will not connect any network-capable devices without prior written permission of the Site Technology Coordinator. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes: name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Parents and students: Identity theft is a growing problem. We recommend that any personally sensitive files (such as: tax documents, social security, bank records, etc.) are removed from the computer before it is used on campus.

3. Do not attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt Vail School District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or disrupt the School's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

4. Do not access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as Instagram.com or FaceBook.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

5. Do not use your computer to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another person's account. This behavior is related to trespassing and will be treated as such.

6. Do not use our network for commercial, political, or other private purposes. Our network is for your schoolwork. Connecting to your home Internet service Home Internet service cost is the responsibility of the parents.

Protective Cases

You have sole responsibility for protecting your personal electronic device. We highly recommend you use a quality bag or cover to protect your device. Simply putting your computer or device into your backpack is not sufficient protection, even if your backpack is padded. These devices need their own individual padding. You are the person responsible for what happens to your computer or device. You can't blame someone else for damage if you had the opportunity to

stop damage from occurring. If an unfortunate event occurs, your parents are responsible for the repair or replacement cost. Take good care of your electronic equipment. Repairs are expensive. Keep your equipment safe. It is a target for thieves. Do not leave your device unattended. Have the responsibility to treat your device correctly. Dropping it onto a desk or the floor can be damaging. Do not fling it around. Don't stack things on top of it. Don't hold it by one corner; instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Do not loan your computer or device to someone else. Remember you are responsible for any content on your computer regardless of how it originated. Email Students may be provided a district sponsored gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff. E-mail etiquette:

1. Keep your communications school-appropriate.
2. Do not engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it; e-mail does not show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Do not share personal information.
5. Your district e-mail can and will be monitored. Please use it appropriately. Infractions may result in the loss of e-mail use or other consequences.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your computer. You agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources used in your work must be cited.

Miscellaneous

The Site Technology Coordinator will record the following information (and possibly more identifying information) on each computer or device: Device Serial Number, Ethernet ID Number, Wireless ID Number, Administrator Password and/or unlock code. From time to time you will need to update your computer. The latest system and antivirus updates should be loaded when they become available.

Files: you are ultimately responsible for backing up your files. Files lost are not the responsibility of Vail School District. If a file is important to you, then you should back it up yourself. Flash drives are an easy and affordable way to do this. You could e-mail your files to yourself. The Vail School District is not responsible for replacing lost files or for reimbursement for the time and money necessary to replace those files, whether they are purchased music, an ongoing assignment or important final exam.

As batteries age, they tend to weaken. It is your responsibility to make sure your machine can hold a charge.

If your paper did not print, find out why rather than printing more and more copies.

Should the need arise, the Responsible Use Policy may be modified by the Vail School District, preferably with notice. However, it is your responsibility to revisit the Responsible Use Policy to make sure you have a current and up-to-date understanding on the guidelines for using electronic devices on Vail School District campuses. Each Vail School District School may have a similar Responsible Use Policy. You agree that you are bound by the acceptable use policy of whatever school you may be working at, and that you will seek permission from the school's Site Technology Coordinator before bringing your device onto another school's campus. Because you have permission to use your device on one campus, does not necessarily afford you the right to use it on another campus.

Vail School District is not responsible for lost, damaged, or stolen devices.

Printing Do not waste school resources by printing excessively.

Students will be allowed to print to school printers providing they do not abuse the privilege. Printing privileges may be revoked at any time. Vail School District makes no promises that you will be able to print directly from your device. It is your responsibility to make sure that you have a way to print your work if you are unable to use district printers.

Esmond Station 8th Grade Device Self-Insurance Policy

Various provisions in this policy restrict coverage. Please read the policy to understand your family's rights and responsibilities, and what is covered. The district is self-insured. Please help us keep premiums and deductibles low by taking very good care of the device.

A. Costs

1. There is a yearly premium of \$50. This premium is good for one school year. Should there be a claim for insurance coverage there is a \$50 deductible. (Non-refundable)
2. The student is to use a padded laptop bag or sleeve that is made only for the device. Padded backpacks are not adequate protection from damage when other items such as notebooks, binders, or books share the same space in a padded backpack. If a padded bag or sleeve is not used a higher repair deductible may be charged.
3. The school principal has the final say in determining insurance and repair situations.
4. If lost the cost per chromebook is \$225.00. The cost per charger is \$15.00.
5. Cleaning fee of \$10.00 for removal of stickers.

Students who have a balance due by Chromebook return date may not participate in 8th grade celebration

B. Covered Equipment

1. The insurance provided applies to any device issued, purchased, or owned by a Vail School, whether it is the originally issued device, a loaner, or a replacement.
2. The deductible for the claim is the same, whether the machine is the original, a loaner, or a replacement device. For example, if your child has been issued a device loaner and breaks the device loaner, there will be a deductible due for the breakage of the device loaner.
3. There will not be an additional premium for the use of a device loaner.
4. The data contained on the device is not covered. There is no provision for the time or cost needed to replicate any missing data.
5. A device not owned by the Vail School District is not eligible for this insurance.
6. Previous damage will be noted when devices are issued. Student will not be held responsible for prior damage.

C. Exclusions

The school will not pay for loss or damage caused by or resulting from the following:

1. Spilling of liquid or materials on the equipment. Please note that corrosion can occur from spills. Liquids and electronic devices don't mix. **Not informing the tech department immediately of spill damage will void the insurance coverage for that incident.**
2. Loss caused by surge, lightning, or inappropriate electrical use.
3. Dishonest, fraudulent, or criminal acts.
4. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their effects by being missing on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. **Students are responsible for backing-up their own data.** An insurance claim will only cover material issues with the device, not lost opportunities or data.
5. Loss caused by **your** failure to use all reasonable means to protect the device that has been damaged.
6. Disappearance not accompanied by a police report.
7. If student has broken his/her chromebook three times during the year they will no longer be allowed to take Chromebook home and will be issued a loaner daily.

D. Claim Procedures

1. Go directly to the tech office in the Hub.
2. The technology department will examine the device to determine if there is a qualified insurance claim. If there is a claim, the student will fill out paperwork about the breakage and the deductible collection.
3. Only if a loaner is available, will it be issued to the student.
4. In cases of theft or disappearance, a Police Report **must** accompany the student **before** a loaner device is issued. The Police Report must also directly mention the loss of the device and the circumstances surrounding the loss.
5. Your child will bring home a form from the school regarding the insurance claim. Please pay the deductible promptly. Payment plans are available. Non-payment of deductible funds can result in certain kinds of ineligibilities and other consequences.

E. Declining Coverage

Parents may decline to participate in this self-insurance program. Students whose parents elect to not have coverage will still be issued a device for use at school. In the event of damage or loss of the device, parents will be responsible for the actual cost or repair or replacement. Failure to pay for the loss or damage, by the end of the school year, will jeopardize the student's participation in 8th grade promotion activities.

Does your home encourage learning?

This handbook has addressed the home-school team which makes our students successful. Below are more suggestions for you to use in supporting your child's school experience:

1. Everyone in the family has a household responsibility, at least one chore that must be done on time
2. Have a regular time for members of the family to eat, sleep, play, work, and study
3. Schoolwork and reading come before watching television
4. Praise your children for good schoolwork, both alone and in front of people
5. Children have a quiet study area, a desk or table at which to work, and books, including a dictionary and other reference material
6. Talk about games, hobbies, news, books, movies, and television programs you've seen
7. Visit libraries, museums, zoos, historical sites, and other places of interest
8. Encourage good speech habits by helping your child(ren) to use correct words and phrases and to learn new words
9. Make time to talk about the events of the day, giving every member a chance to speak
10. Know your child's teacher, how your child is doing in school, and what your child is learning
11. Expect both quality work and good grades from your child. Know your child's strengths and weaknesses, and give praise and special help when needed
12. Talk to your child about the future, plans for both high school and college.

RESPONSIBILITY IS EVERYONE'S JOB

The teacher will:

1. Provide concise and clear homework assignments including directions
2. Avoid assigning homework as busy work or for punishment
3. Assign a reasonable amount of homework
4. Give assignments which are within the ability level of the student to complete with minimal assistance
5. Coordinate long and short-term assignments, including assignments from specialized teachers when establishing daily amounts of homework
6. Evaluate and/or return homework to students.

The student will:

1. Listen to directions for assignments given in class
2. Ask questions if directions are not understood
3. Write down instructions for assignments which include when the assignment is due
4. Set a regular time each day to complete homework

5. Do homework independently, whenever possible, ask for help only when necessary
6. Always strive to do quality work
7. Obtain parent's signature on completed assignments if required by the teacher
8. Hand in assignments on time
9. Accept the responsibility to learn

The parent will:

1. Provide an area, free of distractions, in which the child can study
2. Schedule a regular time each day for the child to complete homework assignments
3. Give the child help, if needed, but not complete the assignment for them
4. Praise and positively reinforce the child for their efforts, display papers and art work at home, be positive and supportive in communications with the school
5. Take time to read to your child
6. Sign your child's homework (if necessary)
7. Make your child's REGULAR DAILY ATTENDANCE a priority.

Approved Fee Schedule for 2019-2020

Band	\$20.00
Boy's on the Run	\$5.00
Broadcasting Club	\$5.00
Cheerleading	\$125.00 (First session)
Choir	\$20.00
Fourth Grade Field Trip	\$100.00
Future City Club	\$65.00
Kind Conductors	\$1.00
Middle School Field Trip	\$750.00
NEHS/NJHS	\$15.00
Mileage Club	\$2.00
Running Club	\$5.00
Sports Teams	\$75 per sport per season, \$200 cap per student, \$400 cap per family
STEM	\$20.00
STEM	\$20.00
Student Council	\$1.00
Yearbook Club	\$1.00

(Individual clubs may have additional supply fees)