

responsible for the condition of books assigned to them. Any student who damages textbooks or other school materials or fails to return these materials will be charged replacement costs. Unpaid bills may result in withholding of report cards, yearbooks, etc.

Tardies: It is important for students to arrive at school and to each class on time. Tardy to school or class in excess of 30 minutes or more is considered truancy after the 3rd offense. (See Truancy under Discipline Rules and Procedures or see Truancy listed below).

Technology: Agreement is on page 14

Chromebooks for all students in grades 2 through 8, a computer lab at each campus, and Windows Surface laptops are available to teachers and students at the Gravenstein and Hillcrest campuses. A Technology Use Agreement needs to be signed by students and families yearly. Some of the rules include:

Emailing and the use of social networks are not allowed at school. The inappropriate use of email or social networks that could be construed as harassment or disparagement of others (even if posted while not at school) may be dealt with through the school discipline process if it becomes an issue at school. Please read Board Policy and Administrative Regulation 6163.4 on the district website, www.grav.k12.ca.us, for further details. The school computers are to be used for school/classroom educational purposes only. Violation of the Technology Use Agreement may result in the denial of the use of computers at school.

To assist in educating the students in the appropriate use of technology:

1. Students are educated annually on Internet safety and appropriate online behavior.
2. Students are educated annually on Cyber Bullying awareness and prevention.
3. Students/Parents are required to sign a Technology Use Agreement.

Textbooks: While *Imagine It 2009/English Language Arts* is the district-adopted series for grades Kindergarten through 5, the staff voted to pilot *Wonders* by McGrawHill for the 2017-2018 year. Hillcrest will continue to pilot *Study Sync* by McGrawHill for grades 6-8. *Harcourt (Go Math)* is the adopted textbook for grades Kindergarten through 8. *History Alive* is the grades 6-7-8 Social Studies/History adoption. *Harcourt* is the Social Studies adoption for grades K-5. *Glencoe Science* for grades 6-8 and *Houghton Mifflin Science* textbooks for grades Kindergarten through grade 5 were adopted during the 2007-2008 school year. We also have *Glencoe* adopted texts for Spanish instruction.

Truancy: PLEASE NOTE--**Three days of unexcused tardiness 30 minutes or more equals one truancy! Medical or family emergency reasons are generally the only excused reasons for tardiness. This is the law—not just a school rule.**

- School office staff will send a parent or guardian written notification of the school's concern about a pattern of chronic absences or tardies. Retention may be considered if students exceed 30 days of absence for the year.
- If absences or tardies continue, the student may be referred for a hearing before the School Attendance Review Board, the probation department, or the case may be referred to the Sonoma County District Attorney.

Vacations: Vacations are considered unexcused absences unless arrangements are made for an **Independent Study**.

Visitors and Volunteers: Hillcrest and Gravenstein Schools welcome parent visitors and volunteers. **The district's policy/administrative regulation (BP/AR 1240) volunteer policy (on the district website www.grav.k12.ca.us) includes background check and tuberculosis testing for frequent volunteers and mandatory fingerprinting for overnight chaperones.** Parents or guardians who wish to visit school must contact the principal or classroom teacher. As a matter of school safety and security, **all visitors and volunteers MUST check into the school office before going onto campus** unless the visit is to attend a group event in the gymnasium or field. **Please check the Volunteer Board Policy 1240 on the district website.**

Wellness Policy: The Gravenstein Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Federal law requires a wellness policy for school districts that participate in federally funded child nutrition programs. Board Policy (BP) 5030 is on our website.

Withdrawal from School: If moving to another district, the legal parent/guardian needs to withdraw the student from school. All textbooks and school materials must be returned, and, if applicable, fines for lost or damaged materials must be paid. Student CUM files will be sent directly to the next school of enrollment.

Internet/Technology Use Agreement 2017-2018

Purpose: This agreement outlines terms and conditions for internet use at all schools within Gravenstein Union School District. The internet is a world-wide information system used by educators, business, the government, the military and other organizations to share and exchange information. In schools and libraries, the internet can be used to educate, inform, and to entertain. As a learning resource, the internet is similar to books, magazines, videos, CD-ROM and other information sources.

Students will have access to and will increasingly use the internet to participate in learning activities, to ask questions and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs.

The Gravenstein Union School District staff will closely supervise internet use and will make every effort to preclude inappropriate material. Just as the purchase, availability and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

Obligations and Responsibilities for Use of Technology and the Internet: Students are authorized to use the school's computers and online services in accordance with the terms and conditions specified below:

1. Before using the school's computers and on-line services, the student and parent/guardian shall sign this agreement, indicating that the student understands and agrees to abide by user obligations and responsibilities.
2. Computers and the Internet shall be used only for school assignments. **NO email or Social Network use is permitted for students.** Commercial, political and/or personal use of the school's system is strictly prohibited.
3. Students shall not use the school's computers or on-line services to receive or promote, nor shall they receive or promote material describing unethical practices or activity prohibited by law.
4. Students shall not use the school's computers or on-line services to receive or promote material that is threatening, obscene, disruptive or sexually explicit, or that could be considered as harassment or disparagement.
5. Copyrighted or licensed material may not be installed on the school's system without staff authorization. Students may download copyrighted material for their own educational use only.
6. Vandalism will result in the immediate cancellation of use privileges. Vandalism includes the uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the files of any other user.
7. Students shall not read other users' files. They shall not interfere with the ability of other users to receive or promote material related to educational goals and objectives. They shall not attempt to read, delete, copy, modify or forge the material of other students.
8. Students shall report any problems with the school's computers or misuse of the school's computers or on-line services to their teacher and principal.

Overview:

1. **Students are educated annually on Internet safety and appropriate on-line behavior.**
2. **Students are educated annually on Cyber Bullying awareness and prevention.**
3. **Students/Parents are required to sign an Internet/Technology Use Agreement. Some student information includes: a. Emailing and the use of social networks are not allowed at school, b. Inappropriate use of email or social networks that could be construed as harassment or disparagement of others (even if posted while not at school) may be dealt with through the school discipline process if it becomes an issue at school. Please read Board Policy and Administrative Regulation 6163.4 on the district website, www.grav.k12.ca.us, for further details. The school computers are to be used for school and classroom educational purposes only. Violation of the Internet/Technology Use Agreement may result in the denial of the use of computers at school.**