

Glide Elementary
2020-2021

Handbook



Home of the Bobcats

Table of Contents

Letter from the Principal.....	3
Mission Statement.....	4
School Board Meetings.....	4
Site Council Meetings.....	4
Junior Booster Club (JBC) Meetings.....	4
Safety in Our Schools.....	4
School Hours.....	5
Drop-Off.....	5
Dismissal.....	5
Parent Pick-Up.....	5
Breakfast/Lunch.....	5
Telephone Access.....	5
Medication.....	6
Attendance.....	6
Tardies.....	6
Visitors.....	6
Student Records.....	6
Head Lice.....	6
Dress Code.....	7
Lost and Found.....	7
Textbooks and Reading Books.....	7
Personal Articles.....	7
Electronic Devices/Cell Phones.....	7
Vaccines.....	8-9
COVID-19.....	10-14
Title 1A.....	15-16
Chromebook Contract.....	17-18

Dear Parents and Students:

It is with great excitement that I write this letter of introduction to you as the new Principal of Glide Elementary School. I am honored to have the opportunity to lead a school with such persevering students, an extremely dedicated staff, and a supportive school community. I feel very fortunate to be a part of this school and to support the students and families of such an amazing community.

I have worked at Glide Elementary for the past fifteen years working with students from grades kindergarten through sixth grade. I have worked as a classroom teacher-grades 2, 3, 5, and 6, the Title I teacher, and as the Dean of Students. As I shift to my role as the principal, I will bring all these experiences with me as I partner with each of you to ensure your child's success.

On a personal note, my husband and I have lived in the Glide School District for the past 21 years. My two sons are graduates of GHS and are working as electricians while my daughter will be a junior at Glide High this fall. We love Glide and all that the community has to offer. We are proud to have raised our family in a community that values high standards by providing rich learning experiences for all students.

As the principal of Glide Elementary School (GES), I would like to welcome you to our school, home of the Glide Elementary Bobcats. I believe that all students can achieve their goals through hard work and perseverance. The staff at Glide Elementary is committed to setting high academic standards for our students while providing a nurturing environment that encourages curiosity and a love for learning. These standards help to instill confidence and a work ethic that will follow our students into life.

Glide Elementary School is part of a united community dedicated to preparing students today to reach their full potential tomorrow. We strive to provide a nurturing environment for limitless growth. A strong partnership with parents is a crucial piece of helping to prepare students for their future. Parent involvement is critical and welcome here at GES. Please plan to meet with your child's teacher, watch for updates on grades and other classroom notes, and help your child with their homework. These small steps show your child that school is important. Our staff works hard to keep parents informed. We will do this in a variety of ways including phone calls, paper communications, our school website, ParentSquare (a communication device), and the district website. Communication is vital. If you ever have a question or concern, please reach out to your child's teacher or the school office.

The Glide Elementary School Handbook has been designed to provide a source of general information about Glide Elementary School. Information related to academics, attendance, and discipline, along with a few miscellaneous topics is provided. It is designed to compliment and be used in conjunction with the Glide School District Student/Parent Handbook, which is located at the back of our handbook. Please take the time to read both the Glide Elementary handbook and the District handbook. If you have questions unanswered in either handbook, please contact the school. I encourage you to keep the handbook for future reference. I am anticipating a fantastic school year. I am particularly looking forward to meeting and working with each of you. By using the simple idea of teamwork, the students, parents, and staff of Glide Elementary School will create an outstanding school year.

Best wishes for a successful and enjoyable year!

Sincerely,
Tammy Beard
GES
Principal

Our District Mission:

A united community dedicated to preparing students today to reach their full potential tomorrow!

Our School Mission:

To be “A continuing environment of support for limitless growth”.

Our Philosophy:

We believe all students can be successful learners within a school setting which provides an educational experience that nurtures the unique intellectual, physical and emotional needs of each student, fosters self-esteem, promotes pride in work, encourages satisfaction in making appropriate decisions, develops a sense of respect for self and others, and cultivates the values of personal responsibility and integrity.

School Board:

School Board meetings are held once a month. Meetings are typically held at the Glide High School Library on the 3rd Wednesday of each month. Meetings start at 7:00 PM and all are invited to attend.

Site Council:

The site council at Glide Elementary provides direction for instructional programs, staff development and school improvement. If you would like to participate in the process of improving our school, please become a member of our site council.

Using collaborative decision-making, based on consensus and the active involvement of staff, parents, students, and community, the Glide Elementary Site Council will help create an academic environment conducive to high student performance. The Site Council meets one day a month for about an hour in the school library. Times are adjusted each year to make sure our parents can attend.

To become a member or to have questions answered, contact Tammy Beard, Principal.

Junior Booster Club:

The Junior Booster Club is an active organization at Glide Elementary School. They are very effective in raising money for our students and school. Meetings are usually held on the second Monday of each month. We encourage you to participate. If you have any questions, feel free to call Nikki Kinney, president, at 496-3524.

Safety in Our Schools:

We are concerned about the safety of your child. This requires the school office be notified when:

- * **Students leave the building or grounds with parental permission.**
- * **Parents are taking children out of school for appointments, vacation, etc.**
- * **Parents or visitors will have limited access to our building. Please use the intercom system outside the center set of doors (under the office sign) to notify the office of your arrival**

School Hours: 8:05 AM - 2:55 PM Monday - Thursday

The school building is not open for students before 7:50 AM when the buses arrive at school. Students not riding the bus may not arrive earlier than 7:45 AM. There is no supervision prior to that time.

Parent Drop-Off Times:

7:45 AM – 8:00 AM

Parent Pick-up Times:

3:05 PM -3:20 PM

Bus Drop-Off Times:

7:40 AM – 7:55 AM

Bus Pick-Up Times:

2:55 PM – 3:05 PM

Beginning/End of Day Routine:**Drop-off:**

Please enter the drop-off lane using the entrance from Glide Loop Drive. Please pull along the front curb and wait for a staff member to approach your car with directions. All students will be screened for symptoms before they are released from the car.

Dismissal:

Please make sure that your child knows how they are getting home each day. If your child's end of day routine needs to be adjusted, please notify the office of any changes before 2:00 p.m. **Students will not be able to ride alternate buses this year. Due to mandates on cohorts and cohort tracing students must ride the same bus for duration of the year.**

Parent Pick-Up:

Parent pick up will happen along the front curb with access from Glide Loop Drive. Please pull along the curb and wait in your car. A staff member will come to your car to find out who you are picking up. The student(s) will be notified of your arrival and will come directly out to your car.

If you need to pick up your child before our scheduled end time, please park and come to the center set of doors (under the office sign) located outside of the office. Please use the intercom system there to communicate directly with our office staff. If possible, please call ahead of time so that we can have your student waiting.

Breakfast/Lunch:

We are pleased to announce that GES is able to offer free breakfast and lunch for all students. Families may use the Get Happy phone app to find monthly schedule and menu as well as nutritional information for every meal. This will also be linked on the school website.

If, for health reasons, your child is unable to eat certain foods, we require a note from your family doctor, which will be placed in the student's permanent record.

Telephone Access:

We always want to assist you and your child(ren). However, the telephone is for school business and emergency use. Students are expected to make social arrangements prior to leaving home. Students' use of the phone for other purposes will be discouraged. Exceptions will be allowed if related to health and/or safety.

Medication:

Oregon State Law prohibits school personnel from dispensing any over-the-counter or prescription medications to any student unless the following procedures are met:

1. A parent must bring in all medication and fill out a permission to dispense form.
2. All prescription medication must be in the original container with the student's name, the doctor's name and directions clearly marked on a physician label. All over-the-counter medication must be in the original container accompanied by the physician's instructions.
3. Parents must deliver the medication to the office and count the pills with school personnel.
4. The medication is kept at the office while at school and all medication is dispensed in the office.

Parents will need to pick-up any remaining medication.

Attendance:

Regular attendance is important in helping the child gain the most from his or her school experience. Each day, skills are learned that lead to the next level. Daily attendance is necessary to achieve maximum benefit. Please schedule family vacations to coincide with school vacations.

We realize that illness happens and there are times that a student must miss school. If your child stays home from school, please call the office to excuse the absence. When calling please provide office staff with the symptoms that caused you to keep your child home. This will help us track illnesses amongst cohort members.

Tardies:

A tardy is defined as not being in an assigned classroom by 5 minutes after the start of class or 8:05 AM. Students arriving late must report to the office before proceeding to the classroom. Parent will be notified if tardiness becomes a problem for their child.

Visitors:

Due to ODE mandates, and out of an abundance of caution and safety for our students and staff, we will not be allowing visitors on campus until notified otherwise.

Student Records:

The Family Education and Privacy Act of 1975 gives parents the right to see their child's permanent record folder and challenge any material in the folder that they do not feel should follow their child to other schools.

If you should move to another school district during the school year, you will be asked to sign a release form for your child's school records. This form is normally signed at the new school and then sent to us with a request for your child's records.

Head Lice:

Head lice are a common problem among school age children, and anyone can become infested. Because head lice spread easily, students should be encouraged not to share personal items such as combs, brushes, hats, and coats. If your child is found to have head lice, he/she **MUST BE KEPT OUT OF SCHOOL UNTIL PROPERLY TREATED. District policy requires proper treatment and removal of all nits. Children who have been excluded due to head lice must be cleared through the school office for re-entry to school. Do not send them on the bus.**

Dress Code:

Students should be properly dressed for the weather. Remember that your child will be spending time at recess a couple of times a day. During warm weather students may wear shorts to school as long as they are not “short shorts.” We also ask students not to wear flip flops or backless shoes, tube tops, short tops not covering the belly area, etc. to school. Hats, bandanas and pajama pants are not to be worn at school. Any student dressed in a manner that disrupts the learning environment will be asked to change. We also request that children not wear costumes to school because this often disrupts the learning environment. Further information on dress and grooming may be found in the district handbook on pg. 16.

Lost and Found:

Each year there are many items of clothing, such as coats, sweaters and sweatshirts, and lunch boxes that are not claimed by students. It would be helpful if items such as these were marked with the child's name on the tag. This would greatly assist in returning lost articles to the rightful owner. The unclaimed lost and found will be given to charity after each grading period.

Textbooks and Reading Books:

Textbooks are furnished to your child by the school district on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks and reading books. All textbooks and district devices will be checked out through our library system.

Personal Articles:

Toys or balls of any kind are not allowed to be brought to school for recess use. Several types of playground balls are provided by the school for students to use at recess.

Students should not bring money to school.

Electronic devices/Cell Phones:

Personal electronic devices (MP3 players, video games, cell phones, I-PODS, etc. are not allowed at school. Students who use these devices during the school day will be required to take the item to the office until the end of the school day. If this occurs an additional time, the item will be confiscated, and the student's parent will need to come to the school to pick up the device. If a student violates this policy a third time the student will lose the privilege of bringing the device to school until the end of the semester.

Parents, don't let your child get left behind!

School Year 2020-2021



Oregon law requires the following shots for school and child care attendance*

A child 2-17 months entering
**Child Care or
Early Education** needs*

Check with your child's program or
healthcare provider for required vaccines

A child 18 months or older entering
**Preschool, Child Care, or
Head Start** needs*

4 Diphtheria/Tetanus/Pertussis (DTaP)
3 Polio
1 Varicella (chickenpox)
1 Measles/Mumps/Rubella (MMR)
3 Hepatitis B
2 Hepatitis A
3 or 4 Hib

A student entering
**Kindergarten or
Grades 1-6** needs*

5 Diphtheria/Tetanus/Pertussis (DTaP)
4 Polio
1 Varicella (chickenpox)
2 MMR or 2 Measles, 1 Mumps, 1 Rubella
3 Hepatitis B
2 Hepatitis A

A student entering
Grades 7-12 needs*

5 Diphtheria/Tetanus/Pertussis (DTaP)
1 Tdap
4 Polio
1 Varicella (chickenpox)
2 MMR or 2 Measles, 1 Mumps, 1 Rubella
3 Hepatitis B
2 Hepatitis A

**At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details.*

1/2020

Exemptions

Nonmedical Exemptions

Oregon law allows for a nonmedical exemption. Information given to parents about immunization requirements should state that a nonmedical exemption is available.

Information about claiming a nonmedical exemption can be found at www.healthoregon.org/vaccineexemption. The nonmedical exemption can be obtained by a parent, guardian or the student if he/she is 15 years of age or older. Nonmedical exemptions require the parent, guardian or student to specify the vaccine(s) they wish to withhold from their child on the CIS form. They must also provide a signed Vaccine Education Certificate indicating that they have discussed the risks and benefits of those vaccines with their health care practitioner or provide a Vaccine Education Certificate printed after completing the online vaccine education module with the corresponding vaccines checked on the form.

Nonmedical exemptions must be accepted even if the child has received vaccines before or after the signing of the exemption. Finding additional doses in ALERT ISS dated after the signing of the nonmedical exemption does not nullify the exemption. The nonmedical exemption is not applicable anymore after the child has received all of the doses for the series, or the parents choose to remove the nonmedical exemption.

Schools and children's facilities should encourage parents to list the dates on the CIS form of any doses of vaccine that the child has received. This information can be helpful if the child is injured or if there is an outbreak of disease.

Children with nonmedical exemption are considered susceptible to any disease for which they haven't been vaccinated or do not have immunity documentation.

In case of an outbreak of disease, school administration, in consultation with the local health department, as the right to send home children and employees who are susceptible to that disease.

Children must be up-to-date for all vaccines for which they do not have a nonmedical exemption, or they are considered incomplete and the record must be submitted with the Primary Review Summary (see page 57 of Immunization School Law Handbook).



COVID-19 School Information Sheet

What is coronavirus?

Coronavirus is a large family of viruses that was first identified in the 1960's. Coronaviruses caused the 2003 Severe Acute Respiratory Syndrome (SARS) outbreak, the 2012 Middle East Respiratory Syndrome (MERS) outbreak, and now COVID-19, also called SARS-CoV02. This family of viruses cause respiratory symptoms such as fever, cough, and shortness of breath. You have most likely had a coronavirus in your lifetime and said you had a cold or the flu. Similar to the flu, these viruses spread through respiratory droplets produced when an infected person coughs or sneezes. COVID-19 is shorthand for a new strain called Coronavirus Disease 2019.

What makes COVID-19 different?

Put simply, COVID-19 is much more contagious than other coronaviruses or influenza viruses, and, as humans have never seen this virus, our immune systems are not ready to fight it.

What are the symptoms of COVID-19?

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Symptoms may include:	Fever or chills
	Cough
	Shortness of breath or difficulty breathing
	Fatigue
	Muscle or body aches
	Headache
	New loss of taste or smell
	Sore throat
	Congestion or runny nose
	Nausea or vomiting
	Diarrhea

How does the virus spread?

The virus is thought to spread mainly from person-to-person. People who are in close contact with an infected individual are at greatest risk. It's transmitted through respiratory droplets when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

COVID-19 is spreading very easily and sustainably between people. Current information suggests the virus is spreading more efficiently than influenza, but not as efficiently as measles.

Are children at a higher risk of getting COVID-19?

Based on available evidence, children do not appear to be at higher risk for COVID-19 than adults. While some children and infants have been sick with COVID-19, adults make up most of the known cases to date.

What can I do to prevent COVID-19?

COVID-19 is a respiratory illness, and practicing good hygiene and habits is the best way to stay healthy and avoid the spread of illness:

- Avoid close contact with people who are sick
- Cover your cough or sneeze with a tissue or cough/sneeze into your upper sleeve
- Wash your hands often with soap and water for at least 20 seconds, or....
- Use an alcohol-based hand sanitizer with a concentration of at least 60%
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Clean and disinfect frequently touched objects and surfaces
- Stay home when sick

What is GSD doing to mitigate risk and protect students, staff, and families?

We are following all state mandates around *Safe Schools, Ready Learners*.

We are:

- Physically spacing our students
- Installing and placing hand sanitizers throughout our buildings
- Limiting number of cohorts students are in
- Installing barriers for our office staff
- Limiting visitors to campus
- Temporarily postponing field-trips
- Disinfecting classrooms frequently through-out the day
- Disinfecting restrooms multiple times through-out the day
- Disinfecting play structures between cohorts use
- Providing staff with face coverings
- Visual screenings of students and staff upon entering school building
- Limiting use of shared material/resources
- Assigning entry/exit points specific to cohorts

The state has a flowchart explaining the different scenarios for when to isolate and for how long. In summary, if your child has COVID-19 symptoms they must quarantine for 14 days, if they do not get a COVID-19 test. If they receive a COVID-19 test and it is negative, they will still need to quarantine for 10 days, as per state guidelines.

The following is a link for the state flow-chart: [Planning for COVID-19 Scenarios in Schools.](#)

How will the district handle student absences if I choose to keep my child home?

Parents/guardians have the right to excuse their child's absence and should notify their child's school as they normally would. If a family indicates they're keeping their child home out of concern for COVID-19, the absences will be excused.

When should I keep my child home from school?

It can be challenging knowing whether your child is too ill to go to school. Your child is too ill to go to school if he/she has any of the following signs or symptoms:

- Has a fever greater than 100.4°
- Becomes short of breath or has an increase in wheezing during normal activity
- Has a cough that disrupts his/her normal activity
- Has severe pain from earache, headache, or sore throat
- Is vomiting or has diarrhea
- Has yellow or green drainage from the eye(s)
- Has a rash that is weeping or oozing.
- Seems very tired and needs bed rest

What if my child becomes ill while at school?

If a student arrives to school displaying symptoms, or develops symptoms during the day, they will be isolated until a parent/guardian can pick them up from school. They will be supervised at all times by a staff member.

How will Glide School District determine whether schools need to close?

We will follow our state and local public health authority's lead on any closures or other health measures as necessary.

Know the facts about coronavirus



What is COVID-19?

COVID-19 is a respiratory illness caused by a new strain of the coronavirus. Coronaviruses are a family of viruses that can cause mild to severe illness. This new coronavirus has spread in people only since December 2019. Health experts are learning more and more about this new coronavirus and the illnesses it causes. At present there is no treatment for or vaccine to prevent COVID-19.



How does coronavirus spread?

The virus is spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby – within about 6 feet. COVID-19 may be spread by people who are not showing symptoms. It is also possible to get infected after touching an object that has the virus on it.

How severe is COVID-19?

Health experts are learning more and more about who becomes sick and the range of illness from coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths from COVID-19 in Oregon have been reported mainly in older adults who had other health conditions. From the beginning of the pandemic, most children with the novel coronavirus had very mild symptoms. More recently, a new illness in children has been reported that causes severe inflammation throughout the body. The children with this illness are very sick and require hospitalization.

What are the symptoms of COVID-19?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The most common symptoms include:



Cough



Chills



Fever



Sore throat



Muscle pain



Shortness of breath
or difficulty breathing



New loss of sense
of taste or smell



Who is at risk for getting the coronavirus?

Anyone who comes into contact with the virus can become infected and may or may not show symptoms – coronaviruses spread easily to adults and children. No group of people is more likely to get or spread the virus. However, we continue to learn about groups at higher risk of becoming severely ill with COVID-19 including: people with chronic health conditions, people living in group care settings, health care and other essential workers.



How can I protect myself and others?

The best way to prevent illness is to avoid being exposed to this virus.

Steps you can take include:

- Stay home if you are sick.
- If you are at higher risk, stay home as much as possible even if you feel well.
- If you become sick while in public, return home, self-isolate, and call your health care provider.
- Practice good hand hygiene with frequent handwashing.
- Clean and disinfect frequently touched surfaces and objects.
- Cover coughs/sneezes with elbow or tissue.
- Avoid touching your face.
- Practice physical distancing - six (6) feet between you and people who you do not live with.
- Wear cloth, paper or disposable face coverings in public.
- Stay close to home. Avoid overnight trips and travel the minimum distance needed to obtain essential services.

For individuals with disabilities or individuals who speak a language other than English, OHA can provide documents in alternate formats such as other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or OHA.ADAModifications@dhsosha.state.or.us.

Oregon
Health
Authority
PUBLIC HEALTH DIVISION

TITLE 1A SERVICES

What is the Title IA Program?

The purpose of the Glide Elementary School Wide Program is to ensure that all children in our school have a significant opportunity to obtain a high-quality education and reaching at a minimum, proficiency on challenging Oregon academic standards. Title I funds are used to supplement district resources to ensure that all students in our school receive a high-quality education.

A school wide program is based on the belief that students, especially those in high-poverty areas (40% or more), will benefit the most from schooling when schools are given the opportunity to improve the entire instructional program. The school wide option allows schools to focus on the entire school rather than on an individual program that operates in the school for a small portion of the school day. It also enables schools to combine Title I funds with other federal, state, and local programs to upgrade a school's entire program. (from Title IA Handbook)

Who are the Title IA Staff?

Our program includes one certified teacher, Ann O'Connor, and five instructional assistants. All Title staff members meet the state's definition of "highly qualified" meaning that each individual has the required level of education, experience, and/or passed necessary exams for the position.

What Services Do We Provide?

Our Title 1A program provides many services. Some examples are:

- school wide reading assessments three times/annually
- additional instruction (interventions) in reading, math, and writing
- progress monitoring to inform instructional needs
- reading instruction for several kindergarten and 1st grade small groups in cooperation with classroom teachers.

How Does it Affect MY Student?

All students at Glide Elementary benefit from having a Title 1A program because we are a SCHOOL WIDE PROGRAM. Being a SWP means that our school uses Title funds to empower all students. A few examples follow:

- **Technology:** Funds have been used to upgrade technology for all students. For instance, Title 1A funds allowed us to purchase the laptops for our mobile computer lab and document cameras for classroom group instruction.
- **Primary Small Group Instruction:** Having Title 1A staff allows us to divide into many small reading groups for kindergarten and 1st grade. ALL of our youngest students then benefit from low student/teacher ratio. As needs change, students can shift from one group to another.
- **Interventions:** We strive to meet the needs of at least 80% of students through our core curriculum within the classroom. Through multiple assessments that are conducted school wide and, in the classroom, students are identified who may benefit from interventions that are in addition to regular instruction. These interventions may include "double doses" of the same curriculum or additional resources. Interventions are designed to accelerate progress to close the achievement gap. This additional instruction can occur in the Title Room or in the classroom.
- **Assessments:** Conducting school wide assessments help us track the progress as well as needs of all individuals, grade levels, and the school as a whole. The Title IA program can then coordinate with classroom teachers to support their efforts. Staff meets regularly to discuss instructional needs based on assessments.

How Can Parents Be Involved?

Parent input is needed! Four Programs and/or documents will be reviewed this year by a team consisting of a variety of people - including parents.

- Annual Title Parent Meeting: We will have a parent meeting to help all parents become more familiar with the program and understand their rights.
- Parent Involvement Policy: Annually we need to look at our document to see how we can improve/expand how parents can be involved in their child's education at home and at school.
- School Wide Program: Each year we need to review our plan to discuss what is working well as well as what needs exist. Parents are encouraged to take part in this review.
- Parent/Teacher/Student Compact: Annually, the site council, which is always open to parents, reviews the document and discusses changes for the agreement that everyone signs at registration each year.

Off-Site Chromebook Contract

To remove as many barriers as possible, we are checking out Chromebooks to students during our school closure. The Chromebooks remain Glide School District property; therefore, we ask that each of the guidelines be met below in an effort to provide continued educational opportunities for students in a distance learning environment. * **Required**

Educational Resources on the Chromebook

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications.. Your student may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection.

Accessing the Internet at Home

Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality.

Care and Maintenance

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook. Do not remove or modify any current stickers
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school media center immediately.

Responsible Use

During the school year, your teachers and school administration will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored. Do not try to go around the filtering system to access gaming sites or other non-school related sites/image searches. This may lead to a student being placed in a penalty box, which will absolutely restrict access to school work. If this issue arises, the Chromebook may have to be returned to the district and all future assignments provided in hard-copy format for the remainder of the closure. PLEASE do not put anyone in this position!

Here are a few tips:

- Use internet devices in a central location at home, rather than behind closed doors.
- Help your student focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying; encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone – including future education admissions offices and employers.
- Only registered users in GSD will be able to login to the Chromebook, and all usage is monitored.
- Coursework will need to be completed on a regular basis as designed by the subject or classroom instructor. Students should expect to work on their assignments daily.

Zoom Meeting Acceptable Use Policy for Students

Setup Prior to Meeting:

- Student's backgrounds in their webcam should be as plain as possible, without inappropriate items in the background that could distract from the learning environment. Suggested background would be a wall that would limit foot traffic behind the student during the meeting.

During Meetings:

- Students should be attentive to the meeting and the topics being discussed.
- Students should keep comments and questions on the topic of the class.
- Students should not make comments to other students in the class. Comments should be made to the class as a whole or to the teacher.
- Students should use appropriate language as they would in the classroom setting.
- Students should be dressed appropriately, as they would in a classroom setting.
- When student's webcams are active, the student should behave as they would in the classroom environment. They will refrain from inappropriate gestures and facial expressions that will distract from the learning environment.
- Students should act throughout the meeting as if their webcam is active and they can be seen.

Student/Parent Chromebook Loan Agreement

Dear Parents/Guardians and Students,

Glide School District is committed to providing high quality educational technology devices to all students with need. Chromebooks will be checked-out to students via our library circulation system. Individual barcodes, asset tags and serial numbers are associated with each device loaned to a student.

Please read and sign the following Loan Agreement. Glide School District, Student and Parent acknowledge and agree to the following Terms of Use:

1. Glide School District agrees to loan the following:

- Chromebook

2. The term of this Use Agreement is from the date upon which a student enrolls to the end of Comprehensive Distance Learning, the end of the school year, or until transfer to another school, or withdrawal from the District, whichever is earlier. Glide School District may terminate this agreement at any time without the consent of the Student or Parents. Students/Parents may terminate this agreement only after returning all loaned equipment to Glide School District.

3. **Student will not alter, disfigure, or cover up any numbering, lettering, or insignia displayed on the equipment.**

Student will not alter or remove District software, security software, antivirus software or add **unauthorized images** and/or unlicensed applications.

4. Glide School District agrees to keep the equipment in good repair and operating condition. Normal and reasonable wear and tear are expected.

5. Student agrees that the equipment will not be subjected to unnecessarily rough usage, that it will be used in accordance with its design, and that its use will conform to all applicable laws in accordance with the Glide School District Student User Agreement. **Student who acts in bad faith to damage, steal, misplace or purposely not return the equipment and/or accessories will be liable and/or the Parent/Guardian of the student will be liable to Pioneer School District for a fine or the reasonable market value of the equipment and/or accessories as of the date of loss.**

6. Glide School District reserves the right to inspect loaned equipment at any time either physically or virtually and to perform periodic updates and inventory adjustments. This may involve removal of the device from the Student's possession. Glide School District agrees to return the device to the Student in a reasonable amount of time.

7. Students or Parents will not assign the use of the equipment to any other student or entity at any time. Students will not share or loan their assigned equipment to any other student or entity before, during or after the school day.

8. Student agrees, on termination of this Use Agreement prior to the end of the school year, all equipment will be returned to the Glide Elementary School front office. At the end of the school year, all equipment will be returned to the appropriate advisory period teacher with their explicit acknowledgement and initials on the Student's Loan Agreement. **In the event the asset is not returned, Student and Parent/Guardian understand that Glide School District shall report the device missing, and will be responsible for the replacement of the device.**

I hereby agree that I have reviewed and understand the terms of this agreement and agree to abide by them.

Student Signature

Date

Parent/Guardian Signature

Date