

CIMARRON ELEMENTARY/MIDDLE
SCHOOL
2016-2017



Motivated
Unified
Supportive
Tolerant
Academic
Neat
Goal-oriented
Safe

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CIMARRON ELEMENTARY/MIDDLE SCHOOL PHILOSOPHY

The philosophy of this school is to provide a school that exists for the child. No action should be taken and no decisions made which would in any situation violate this basic principle.

In order to implement the above-mentioned basic principle, the staff is committed to the following objectives in support of The Whole Child, we believe that every child should be: Challenged, Healthy, Engaged, Safe and Supported:

1. Constant efforts should be made to meet the needs of individual children.
2. The acceptance of each child as a human being regardless of his/her race, creed, religion or economic standing.
3. The creation of a school environment that is structured to help the child learn respect of self and all members of society.
4. Teachers should make every effort to develop a caring attitude towards students, parents and colleagues.

“The life of a teacher is to elevate hope and confidence above cynicism and despair”

Douglas B. Reeves

I. RESPONSIBILITIES

A. STUDENT RESPONSIBILITIES:

1. Attend all classes and be on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Come to school in proper clothing.
4. Respect the rights, feelings and property of others.
5. Keep hands, feet and other objects to him/herself.
6. Maintain honesty and integrity at all times. Do his/her own work.
7. Obey all school and classroom rules.
8. Use appropriate language. There will be a low tolerance for profanity including substitute words.

B. PARENT RESPONSIBILITIES:

1. Make every effort to provide for the physical needs of the student.
2. Teach the student to pay attention and obey the rules.
3. Make sure the student attends school regularly, and report and explain absences or tardies to the office.
4. Encourage the student to develop proper study habits at home and school.
5. Participate in student led conferences to discuss the student's progress and welfare.
6. Keep informed of school policies and academic requirements of school programs.
7. Make sure the student is appropriately dressed for school and school activities.
8. Discuss report cards and school assignments with the student.
9. Provide time in a quiet place for the student to study and encourage the student in schoolwork and homework assignments.
10. Bring to the attention of the school authorities any learning problems or conditions that may relate to the student's education.
11. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
12. Make sure the student attends school tutorials as need arises.
13. Collaborate with school administration and teachers.

C. TEACHER RESPONSIBILITIES:

1. Perform their teaching duties with ample preparation, appropriate instructional techniques and a variety of resources and materials.
2. Comply with district and school policies, rules, regulations and directives.
3. Maintain an orderly classroom atmosphere conducive to learning.
4. Teach to the competencies of performance outlined by the expectations of license level.
5. Establish rapport and an effective working relationship with parents, students and other staff members.
6. Encourage the growth of self-discipline in students.

7. Foster good work habits that will lead to the accomplishment of good personal goals.
8. Serve as an appropriate role model for students in accordance with the standards of the teaching profession.
9. Collaborate with parents and administration.

D. ADMINISTRATOR RESPONSIBILITIES:

1. Promote effective training and discipline for all students.
2. Encourage parent communication with the school.
3. Respond to discipline problems referred to them by teachers.
4. Provide appropriate assistance to students in learning self-discipline.
5. Assume responsibility and instructional leadership for discipline.
6. Serve as an appropriate role model for the students in accordance with the standards of the profession.
7. Collaborate with parents and teachers.
8. Keep parents informed of school policies and academic requirements.

II. GENERAL INFORMATION FOR PARENTS

A. School Hours

1. Student hours are 8:00am – 3:50pm. Please do not send your children to school before 7:45am. There is no one on duty until 7:45am.

B. Breakfast and Lunch Information

1. Breakfast is FREE to ALL STUDENTS.
2. Elementary lunch prices:
 - a) Reduced Price - \$.40
 - b) Full Price - \$2.50
 - c) Extra Milk - \$.35
3. Middle lunch prices:
 - a) Reduced Price - \$.40
 - b) Full Price - \$2.50
 - c) Extra Milk - \$.35

All families are encouraged to fill out a Hot Lunch Application (included in enrollment package)

C. Photo Release

Photographs/film/videotapes/digital images/electronic representations, sound recordings, etc. are part of student learning. If you do not want your child's photograph /film/videotape/digital image/electronic representation, sound recording, etc. to be published (including yearbook), you must sign the form in the CEMS Office stating you do not authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs/film/videotape/digital image/electronic representation, sound recording, etc.

III. ATTENDANCE POLICY AND PROCEDURES

You cannot learn the presented curriculum if you are not in school, and make-up work is a poor substitute for the verbal information and explanation you miss when you are not in class. There is a direct relationship between regular attendance and good grades, so you should attend school regularly each day unless prevented from doing so by illness or other emergencies.

Personal business and medical/dental appointments should be scheduled on non-school days. You are at school only 153 days during the year, so it is important to schedule all other activities on non-school days.

Attendance is based on 153 scheduled days in the school year. Teachers and the attendance office record tardiness and absences, and a record of school attendance is kept in the student's permanent file.

A. Absences

1. Excused Absences:

- a) Illness of student, doctor's appointment (must be verified with a note from the doctor), or death in family.
- b) Personal Business, as pre-approved by Administration.
- d) Extended illness (3 days or more)- must be verified with a note from the doctor.
- e) Any school-sponsored activity is excused and will not count as part of the eight absences.
- f) Any absence above eight (8) per semester will require a Parent Conference.

B. Returning to school after an absence

You must bring a written note to the school office of the day following the absence. It must be signed and dated by your parent/guardian, or doctor.

C. Check Out Policy

If is absolutely necessary to check you child out parents need to sign them out at school office. Students that leave campus without permission will be considered truant and will be subject to disciplinary action.

IV. STUDENT EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities and school sponsored trips is an important aspect of life in school. The responsibilities, which are assumed by holding office, and the friendships, which are encouraged by students working together toward common goals, provide lasting satisfaction and many rewarding memories. You are encouraged to become involved in school activities in which you have special interest. Eligibility requirements apply toward student council officers, class representatives, athletic/club competitions/practices, and club leadership positions.

Extracurricular activities are defined as those related to clubs/organizations, student council officers, class representatives, and athletic competitions/practices. Students who violate code of conduct requirements are subject to disciplinary action which may include suspension from the certain extracurricular activities.

A. Eligibility Requirements of Participation

Eligibility for participation in extracurricular activities is based on a student's academic performance.

1st Quarter: NO PASS – NO PLAY

Student must maintain a grade point average of at least 70.

2nd Quarter: A student must pass either the 2nd quarter or the 1st semester of each subject in order to be eligible. Student must also maintain an overall grade average of 70.

3rd Quarter: NO PASS – NO PLAY

4th Quarter: A student must pass the 4th quarter or the 2nd semester of each subject in order to be eligible for the first quarter of the following school year. Students must maintain an overall quarter or semester grade average of 70.

After five (5) school days, any “incomplete” grades will become failing and that student will become ineligible.

B. Eligibility for Student Field Trips

1. Students must be passing all classes.
2. No disciplinary suspensions 15 calendar days prior to trip.
3. Student's attendance must be within guidelines.

CIMARRON SCHOOL EXTRACURRICULAR CODE

These are the rules and regulations that Cimarron School students will sign and abide by in order to participate in extra-curricular activities.

1. STUDENTS WILL CONDUCT THEMSELVES WITH CLASS AND SPORTSMANSHIP. Misbehavior will not be tolerated at any time or place during school hours or extra-curricular activities. Misbehavior may result in your temporary suspension or expulsion from the team/activity.
2. PROFANITY IS NOT PERMITTED. You are role models and represent your team, your parents, and Cimarron Schools. Be proud of yourselves and of your school. Profanity could result in loss of participation.
3. STUDENTS WILL STRIVE FOR ACADEMIC EXCELLENCE. A 70/2.0 GPA is the minimum requirement for participation. We encourage individuals to excel in the classroom and maintain at least an 80/3.0 GPA. All eligibility requirements noted in Student Handbook apply.
4. STUDENTS THAT QUIT THE TEAM DURING THE COURSE OF THE YEAR WILL NOT BE REINSTATED THAT SAME SEASON. Students are discouraged from moving from one sport to another in the same season. The decision to allow students to move will be made the coaches of those sports and the principal.
5. STUDENTS WILL NOT POSSESS OR USE ALCOHOL, TOBACCO, OR DRUGS AT ANY TIME. Students possessing or using alcohol, tobacco. Or illegal drugs WILL be dropped from the team and may be suspended from other extra-curricular activities up to 150 school days on the first offense.
6. STUDENTS ARE LAW ABIDING CITIZENS. Students found guilty of a serious crime resulting in law enforcement/probation consequences will be dropped from the team/organization and may be suspended from all extracurricular activities up to 150 school days on the first offense.
7. FIGHTING AND TRUANCY ARE NOT PERMISSABLE. Students found guilty of fighting and/or truancy may be suspended and/or terminated from the team/extracurricular activity.
8. STUDENTS WILL EXHIBIT EXEMPLARY BEHAVIOR ON ACTIVITY BUS TRIPS INCLUDING THE SHUTTLE BUS. The first offense may result in the loss of bus privileges.
9. INSUBORDINATION TOWARDS A TEACHER, COACH, OR ANY SCHOOL PERSONNEL WILL NOT BE TOLERATED. Students suspended for such an offense will also be suspended or terminated from the team/extracurricular activities.
10. STUDENTS WILL NOT RECEIVE A LETTER OR AWARD UNTIL ALL ISSUED EQUIPMENT HAS BEEN RETURNED OR PAID FOR.
11. STUDENTS ARE EXPECTED TO RIDE THE ACTIVITY BUS TO AND FROM ALL EVENTS UNLESS THEY HAVE A SIGNED FORM FROM PARENTS/GUARDIANS. Students will only be released to parents and guardians (of other adults with appropriate paperwork on file).

ADMINISTRATION OF DISCIPLINE IN RESPONSE TO SERIOUS CODE INFRACTIONS WILL BE DECIDED BY THE COACHES/SPONSERS/ATHLETIC DIRECTOR IN COORDINATION WITH THE BUILDING ADMINISTRATOR.

V. ACADEMICS

A. Grades and Report Cards

Grading periods are nine (9) weeks in length; grades are reported four (4) times a year. Report cards will be issued following the end of each nine-week grading period. Mid-term failing (or warning) notices are sent home each quarter. Parents are strongly encouraged to attend the student led conferences.

B. Homework

Homework is necessary to help students develop good study habits, accept responsibility and manage time. Homework will be assigned at all grade levels. Students should set aside a special time daily and use this time wisely. Parents should create a home environment that encourages student learning.

C. Academic Honors

1. Qualifications for Superintendent's Honor Roll

Maintain a grade average of 90 in all classes with no grade below an 85.

2. Qualifications for Principal's Honor Roll

Maintain a grade average of 85 in all classes with no grade below an 80.

D. Academic Cheating

Students guilty of cheating on an assignment or exam will receive a "0" grade for that particular assignment or exam as well as be subject to disciplinary action.

E. Plagiarism

Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical. Assignments are plagiarized if they are completed in whole or part by anyone other than the student who claims credit. Copying homework, computer work, test answers, or creative production of any kind is plagiarism. Submitting a paper or signing a name to a creative project that has been originated in any way by another is plagiarism.

Claiming credit for a draft that contains rewording of handwriting by anyone other than the student is plagiarism. Although teachers often encourage students to seek help from friends or family in completing assignments, that help must be limited to suggesting ways to students could correct or edit their own work. Plagiarism can occur from printed material, the internet as well as from people, but students can avoid plagiarism by precisely quoting borrowed material and carefully crediting the source. Students must submit their own work for credit.

Anyone who allows someone else to copy his or her work will receive the same consequences as the plagiarizer. On the first offense the student will lose credit for the assignment and the parents may be called in for a conference with a teacher and principal. A subsequent offense could result in the loss of credit for the class.

VI. POLICIES AND GUIDELINES FOR STUDENT CONDUCT

Our goal at Cimarron Elementary/Middle School is to maintain a pleasant yet well disciplined learning environment based on a mutual respect between staff and students. We expect students to be fully aware of and to carry out their duties and responsibilities as partners in the educational process.

A. Zero Tolerance

1. The “F” Word
2. Threats/Aggression
3. Vandalism
4. Drugs/Alcohol
5. Theft
6. Weapons

B. General Guidelines for Student Conduct

Standards for student conduct are based on the premise that all students are entitled to an environment free from harassment or unsafe practices. Students are expected to conform to school policies and to all classroom rules. Failure to comply with the regulations, which are set forth by the teachers and administrators, will result in disciplinary action.

C. Disciplinary Procedures

All staff members are charged with responsibilities of working to eliminate student behavior problems described herein, and to use appropriate methods for governing student conduct. Consequences for infractions related to classroom conduct shall be enforced by individual teachers. Student referrals to the principal shall be made only when teacher efforts prove ineffective, if continued violations occur, or if the offense is listed under the next section titled “Unacceptable Behavior”.

D. Unacceptable Behavior to be Referred to Principal

The principal will maintain an overall consistency in governing student conduct but reserve the right to treat each student individually, according to the particulars of the incident. Discipline for special education students will follow the same procedure as the rest of the student body, unless exceptions have been prescribed by the I.E.P. committee and have been noted in the student’s total service plan.

Disciplinary actions may include but not limited to the following: lunch/after school detentions, Friday school attendance, in-school suspension, short/long term suspension, loss of extracurricular activity privileges, loss of bus transportation, law enforcement referral, and expulsion. Students suspended or expelled are not allowed on campus and are prohibited from participating in any school-related activity or attending athletic “home” games.

“In-school suspension” means suspension from classes but remaining at school in a designated area. “Detention” means restricting a student’s liberty during the regular school day or when other students are free to leave the school. “Short-term suspension” means removing a student from school for a period up to ten days. “Long-term suspension” means removing a student from school permanently or for an indefinite period of time. These definitions are taken from the NM Board of Education Regulations 81-3. Administrative recommendation for “long-term suspension” or “expulsion” will require a formal hearing with the Superintendent, who shall serve as the hearing authority.

1. Possession or Use of Tobacco, Alcohol, or Drugs

Students possessing, using, or selling tobacco, alcohol, mind-altering substances, or illegal drug, or look alike related to paraphernalia on school property, on school vehicles, or at any school activity on or away from the school campus are subject to:

- a. Temporary suspension from school
- b. Notification of law enforcement agencies
- c. Conference with parents and principal before re-admission to class
- d. Expulsion if offenses continue

Trained drug dogs will periodically inspect the campus.

2. Theft of Property

Students taking the property of others, regardless of intent to return, are subject to restitution, legal action, and short or long-term suspension from school. Continuing offenses will result in expulsion from school. Not returning a borrowed item when requested may be considered theft.

3. Truancy

Students cutting class or failing to follow proper procedures for absences are subject to in-school suspension or suspension from school.

4. Insubordination or Willful Disobedience

Students who refuse to obey a school rule, regulation, or order given by a staff member or school official will be subject to disciplinary action.

5. Fighting

Students involved in fighting on school property, school buses, or at any school activity on or away from campus are subject to short-term suspension from school, probation for the remainder of the school year, and legal action by law enforcement authorities. Continuing offenses will result in long-term suspension from school; expulsion can also occur after the first offense, depending on the seriousness of the physical assault. Students found guilty of fighting during extracurricular activities, including away events, may lose their privilege of attending extracurricular events for the remainder of the year.

6. Verbal Abuse/Profanity

Profanity in general or directed towards others is unacceptable and may result in detention, short-term suspension or in-school suspension. Extreme profanity will result in immediate suspension. Profanity, obscene gestures, threats or aggressive acts toward any staff member, including substitutes, will result in immediate short-term suspension and possible long-term suspension or expulsion from school. Referrals to law enforcement may be exercised depending upon the severity of the infraction.

7. Vandalism

Students defacing or destroying school property or the property of others are subject to restitution for damage to or replacement of property, legal action, and short or long-term suspension from school.

8. Weapons

No weapons of any type are allowed on school property, on school buses, or at any school activity on or away from campus. This regulation includes guns, knives, chains, caps, explosives, and any other object that could be used as a weapon. Offenders are subject to short or long-term suspension and possible expulsion from school.

In compliance with the Federal Gun Free School Act, any student who possesses a firearm on a school transportation vehicle, on campus, or at a school-sponsored event shall be suspended from school for a period of not less than one year.

A “look-alike” object that resembles an object that has a potentially violent use or threat of use as a weapon is also prohibited.

9. Flammable Items

Butane lighters, matches, and other fire producing items are prohibited in all buildings. Students violating this policy may be subject to detention, ejection from extracurricular events, and suspension due to reoccurring incidents.

10. Laser Pointers

Due to the potentially disruptive and harmful effects of laser beams, all types of laser producing mechanisms (e.g. laser pointers) are prohibited on campus. Students in violation may be suspended from school or ejected from extracurricular events.

E. Policy on Search and Seizure

Certified school personnel, or school bus drivers may conduct a search of student's personal property (pockets, purses, backpacks, jackets, etc.) or school property assigned to that student if they have a reasonable suspicion that a search is necessary as an aid in maintain school discipline, or that of the health, safety, or welfare of students may be in jeopardy.

1. General searches of school property, including lockers and school buses, may be conducted at any time without the presence of students.
2. Searches of a student's personal property or vehicle parked on school property may be conducted only if a certified school employee or school bus driver has reasonable suspicion that a crime or breach of the school disciplinary code has been or is being committed by the student or if the student's person or property is alerted by a trained "drug dog".
3. Students may be asked to empty pockets, purse, and backpack, remove jackets or coats.

VII. STUDENT BUS SAFETY

A. Shuttle Bus

Shuttle bus transportation is available ONLY for students participating in a school-sponsored activity. A school employee MUST supervise students remaining after school at all times.

B. Special Requests

Students eligible for transportation are expected to adhere to the regular adopted schedule. Any deviations from the schedule (e.g. boarding/destination sites) must be approved in advance by the parent, school officials and the bus company representatives.

VIII. INCLEMENT WEATHER POLICY

Dismissing or delaying school due to road and/or weather conditions is the responsibility of the superintendent. However, we recognize that weather conditions can vary significantly in different parts of the district. We ask parents to exercise individual judgment regarding the safety of their children. On days when the bus runs and school is in session, but a parent feels conditions in their particular location are unsafe for student transportation and/or attendance, students will not be counted absent for the purpose of attendance awards and students will be allowed to make up work according to district guidelines. Parents must notify the school on or immediately following the day of absence that the child was kept home due to inclement weather conditions.

Decision to delay or cancel school for the day is made as early as possible prior to the delay or cancelation and parents and students will be notified. Announcements will be broadcast on local news media as soon as possible.

IX. GENERAL POLICIES AND GUIDELINES

A. Public Display of Affection (PDA)

Students will be encouraged to build positive relationships and interact with each other in a positive and appropriate manner. However, prolonged physical contact, hugging, kissing, and hand holding will not be permitted.

B. Dress Code

Students are expected to dress appropriately for school. Students will not be allowed to display underwear, wear short-shorts, miniskirts, leggings without appropriate coverage, halter/tank tops, headgear (e.g. bandannas, hats, hoods) sunglasses, or any clothing that is disruptive to the educational process. No clothing is allowed with reference to gender specific body parts, drugs, alcohol, sex, violence, weapons, or foul language. The two, three, four, five inch rule will apply. Shoulder straps must be at least two inches wide, clothing must be no more than three inches below collarbone, skirts and shorts must be no more than four inches above middle of knee and clothing shall not be lower than five inches from top of shoulder.

1. The waistline of pants must be on the waistline of the individual. If the pants are too large to hold on the waist, the student must wear a belt that is tightened at the waistline.
2. Wallet chains of any type are not allowed.
3. Body art and decoration will be permitted as long as learning can continue without perpetual disruption.

C. Lockers

Students should remember that lockers belong to the school and are made available to students only for their convenience. The school may search student lockers on a periodic basis to protect the health, safety, and welfare of all students.

D. Use of Telephone

Cimarron Elementary/Middle School is an academic environment, and we encourage face to face communication among students and teachers. Students will be called from class for a telephone message that is an emergency. If students have an emergency, they must ask to use the phone in the Main Office.

Students are expected to leave their cell phones turned off and placed in the designated area in each classroom as they are not to be used during the school day unless directed by the teacher. If students bring their cell phones to school, they may turn them into the office for safekeeping. If the student is using their cell phone without permission between 8:00 and 3:50, it will be confiscated and taken to the principal's office. The first offense will result in a parent/guardian being required to pick up the cell phone at a time convenient to the school staff. Repeat offenses will be referred to the principal for disciplinary action.

E. Portable Audio/Video Equipment/Internet

Students are not allowed to use personal audio/visual equipment (e.g. cell phones, IPODs, mp3 players etc.) in classrooms or between classes unless directed by the teacher. Personal equipment brought to school is the responsibility of the student and should be secured to prevent the possibility of theft. Personal equipment may be confiscated by staff and repeat offenses will result in parents having to pick up the equipment from the school. Repeated offenses will be referred to the principal for disciplinary action.

Students may only be on school appropriate internet sites. Accessing social media is not allowed during school hours unless directed by a teacher and pertaining to the current lesson. Violation of these rules could result in loss of internet privileges.

F. Valuables

Please do not bring large amounts of money or valuables with you to school. Lockers, even when locked, or personal bags are not safe places to keep items of high value. If it becomes necessary to bring these items, please ask a staff member to provide a secure place for the item. If you should discover something missing, advise your teacher or the office immediately. The school is not responsible for any stolen item.

X. SAFETY

A. Sexual Harassment

Each of us has a right to self respect and respect of from others. Sexual language, teasing, gestures, or other physical or verbal actions, which constitute sexual harassment of either sex, is strictly prohibited.

B. Bicycles/Skateboards/Scooters

Because of the risk to your safety and the safety of others, skateboards/scooters are not permitted at school. Bicycles may be brought to school if students are willing to assume full responsibility. There is a bicycle rack provided on the east side of the building and students are expected to secure their bicycles there. Middle school students may not drive any motorized vehicle to school.

XI. IPAD HANDBOOK

Cimarron Municipal Schools iPad Program

The focus of the iPad program at Cimarron Municipal Schools is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and *one* of the learning tools of twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The iPad is a next generation device that makes learning more engaging and accessible.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum any time, any place.

The procedures and information within this document apply to all iPads used at Cimarron Municipal Schools, as well as any other device considered by the administration to come under this plan. Teachers may set additional requirements for use in their classroom.

Student iPads will be left at school in the classroom and used as a classroom set. Students will not have their own personal iPad to take home.

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad

iPads (with a cover and charger) will be used as a classroom set and taken home only at the discretion of the teacher on an individual basis. **Parents & students must sign and return the Computer Network/Internet Access Consent Form and Student Pledge documents before the iPad can be issued to their child.**

1.2 iPad Check-in

iPads must be returned to the appropriate teacher the following day, if issued to a student.

1.3 Check-in Fines

Individual school iPads and accessories must be returned to the Cimarron School District through the grade-level facilitator the following day. Students who withdraw, are suspended or expelled, or terminate enrollment at Cimarron for any other reason must return their school iPad on the date of termination.

If a student fails to return the iPad at the end of the day that student will no longer be allowed to take an iPad home. If a student fails to return the iPad, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Cimarron Police Department.

Students must return the iPad and accessories in satisfactory condition. In cases of abuse, neglect or intentional damage, the student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the any school iPad they are using. iPads that are broken or fail to work properly must be given to the grade-level facilitator for an evaluation of the equipment.

2.1 General Precautions

Ø The iPad is school property and all users will follow these procedures and the Cimarron Acceptable Use Policy for technology.

Ø Only use a clean, soft cloth to clean the screen; no cleansers of any type.

Ø Food/liquids/moisture should be kept away from the iPad as they can cause damage to the device.

Ø Cords and cables must be inserted carefully into the iPad to prevent damage.

Ø iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Cimarron School District.

Ø iPads must never be left in an unlocked locker, on top of lockers, in an unlocked car or in any unsupervised area.

- Ø iPads should be placed —vertically in the top locker compartment to avoid putting any pressure on the screen.
- Ø Students leave iPads in locked lockers during any school activities.
- Ø Students are responsible for keeping their iPad’s battery charged in the classroom charger.
- Ø Student-created passwords are not to be used on the iPad.

2.2 Carrying iPads

Ø The protective covers provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Ø iPads should always remain within the protective cover.
- Ø If iPads are placed in a book bag, it should be in a way that avoids placing too much pressure and weight on the iPad screen.
- Ø iPads are never to be taken into a locker room, dressing room or school bathroom.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Ø Do not lean on the top of the iPad.
- Ø Do not place anything near/on the iPad that could put pressure on the screen.
- Ø Do not place in a book-bag with anything that will press against the cover.
- Ø Clean the screen with a soft, dry cloth or anti-static cloth.
- Ø Do not —bump the iPad against lockers, walls, car doors, floors, etc as it may eventually break the screen

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad

3.1 Screensavers/Background photos

Ø Pre-installed school wallpaper is to remain on the iPad.

Ø Student-created passwords are not to be used.

3.2 Sound, Music, Games, or Programs

Ø Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Ø Music is only allowed on the iPad at the discretion of the teacher.

Ø All software/apps must be district provided. Data storage will be through apps on the iPad.

Ø Internet games are not allowed on the iPads. If game apps are installed, it will be by Cimarron facilitators.

3.6 Home Internet Access

Students are allowed to set up wireless networks on the iPads, if given permission. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

(Be aware that content may not be filtered while using on a home network.)

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work to Google Docs. Students may also e-mail documents to themselves for storage on a flash drive or District server. Storage space will NOT be available on the iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The software/apps originally installed by Cimarron must remain on the iPad in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. Cimarron will synchronize the iPads so that they contain the necessary apps for schoolwork. Students **will not** synchronize iPads or add apps to their assigned iPad to include home synching accounts.

5.3 Inspection

Ipads will be selected at random for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal software is found, or non-Cimarron-installed apps are discovered, the iPad will be restored from a backup. When warranted, iPad use restrictions may be imposed as a consequence. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the Cimarron School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Cimarron School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Cimarron School District. The Cimarron School District Computer Network/Internet Acceptable Use Policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in the policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Cimarron School District's Student Discipline Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Ø Talk to your children about internet safety and the standards that your children should follow in the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Ø Should you want your student to opt out of having the opportunity to take home an iPad, you will need to submit a signed note to that effect to the CEMS office. Understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities are to:

Ø Provide Internet access to its students.

Ø Provide Internet blocking of inappropriate materials as able.

Ø Provide network data storage areas. These will be treated similar to school lockers. Cimarron School District reserves the right to review, monitor, and restrict information stored on or transmitted via Cimarron School District owned equipment and to investigate inappropriate use of resources.

Ø Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Students are Responsibilities for:

Ø Using computers/devices in a responsible and ethical manner.

Ø Obeying general school rules concerning behavior and communication that apply to iPad/computer use.

Ø Using all technology resources in an appropriate manner so as to not damage school equipment. This —damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Cimarron School District’s designated Internet System is at your own risk. Cimarron School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Ø Helping Cimarron School District protect our computer system/device by contacting an administrator or a facilitator about any security problems they may encounter.

Ø Monitoring all activity on their account(s).

Ø Students should always turn off and secure their iPad after they are done working to protect their work and information.

Ø If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

6.4 Student Activities Strictly Prohibited:

- Ø Illegal installation or transmission of copyrighted materials.
- Ø Any action that violates existing Board policy or public law.
- Ø Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Ø Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Ø Instant messaging services.
- Ø Internet/computer games (non-school initiated).
- Ø Use of external attachments without prior approval from the facilitator.
- Ø Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc).
- Ø Downloading apps.
- Ø Spamming-Sending mass or inappropriate emails.
- Ø Gaining access to other student's accounts, files, and/or data
- Ø Use of the school's internet for financial or commercial gain or for any illegal activity
- Ø Use of anonymous and/or false communications using messenger services (Ex. – MSN Messenger, Yahoo Messenger, etc.)
- Ø Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Ø Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Ø Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Ø Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Ø Bypassing the Cimarron web filter through a web proxy

6.5 iPad Care

Students will be held responsible for maintaining the iPads and keeping them in good working order.

Ø iPad batteries must be charged and ready for school each day. iPads should be plugged into the charging station after each use.

Ø Only labels or stickers approved by the Cimarron School District may be applied to the computer.

Ø iPad covers furnished by the school district must be returned with only normal wear and no alterations to avoid paying a cover replacement fee.

Ø iPads that malfunction or are damaged must be reported to the facilitator. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

Ø iPads that are stolen must be reported immediately to the CEMS office and the Police Department.

6.6 Legal Propriety

Ø Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Ø Plagiarism is a violation of the Cimarron Student/Parent Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Ø Use or possession of hacking software is strictly prohibited and violators will be subject to Cimarron Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/check-out their iPads from the facilitator daily for three (3) weeks.

2nd Offense – Three (3) weeks of iPad privilege suspension (student still responsible for all required work).

3rd Offense – Loss of iPad privileges for a length of time determined by the administration and the facilitator.

7. PROTECTING & STORING YOUR IPAD COMPUTER

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

Ø Record of serial number.

Ø Cimarron Label, Cimarron Wallpaper.

Ø iPads may be able to be located using an installed GPS app.

7.2 Storing your iPad

Store your iPad securely at all times. Remember that the iPad issued to you is your responsibility.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, on top of lockers, in library, unlocked classrooms, hallways, etc. Be reminded that iPads are not allowed in locker rooms, dressing rooms, or bathrooms. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. The student will need to talk to the principal and a parent contact will be made before the student gets the iPad back. Further incidents will be subject to use restrictions.

8. REPAIRING OR REPLACING YOUR iPad

8.1 School District Protection

The district will generally assume the financial liability for iPad repairs or replacement but may ask that parents take financial responsibility if abuse is determined.

8.2 Personal Home or Homeowners coverage

Lost, damaged or stolen iPads in the care, custody and control of a student may be covered by the homeowner policy of the parent. Most homeowner policies will provide some limit of coverage for — damage to property of others under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. In cases of accidental damage, loss or theft, the district may seek reimbursement from the parents' homeowner policy. Please consult with your insurance agent for details about your homeowner coverage.

8.3 Claims

All insurance claims must be reported to the MS/HS offices. In cases of theft, vandalism or fire, the student or parent must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be repaired or replaced.

9. COST OF REPAIRS

The Cimarron School District will assume the cost for repairs due to accidental damage – less any contribution from a homeowner insurance claim. Lost items such as covers and cables will be charged the actual replacement cost.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to iPads.