

# Student Handbook



Wilbur Elementary  
2023-2024

“Greatness Happens Here”

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# Letter from the Principal

Dear Families,

Welcome to our new year! I am so excited to start our new school year. This year you will notice that we have many new faces in both our elementary and high school staff. I welcome you to come in and meet our new staff members as we are excited to have them join our Wildcat Family.

Thank you for sending your children to us. It is our goal to give them the best education in the most positive school in the state. This year our staff has dedicated ourselves to become a Leader In Me School! Our goal as a staff is to encourage our students to become great leaders in themselves, their families and within their communities. I am excited to see the greatness that we will unleash in our students!

I would like to invite all families to join the Wilbur Creston School Facebook and Instagram pages, these pages will be your hub for information. We will have many exciting events that we would love to have your family attend. Some of these events will include; Family Night, Coffee with Chrisman, Hope Coalition Events, Athletics and many more!

While our handbooks have not changed much this year, please make sure you take the time to familiarize yourself with the information. Note that we have included our discipline matrix and procedure systems. We have also added more clarifying language for both the attendance and cell phone policies. We welcome and look forward to any questions that you may have after reading the handbook.

I cannot wait to begin this new adventure with you and our students. I know that working together all of our students will SOAR to greatness!

In Partnership with You,

Teresa Chrisman

[tchrisman@wcsd.wednet.edu](mailto:tchrisman@wcsd.wednet.edu)

509 647 2221

# Mission Statement

*It is our mission at Wilbur School District #200 to prepare all students to achieve their full potential by providing a safe, positive, and engaging learning environment. It is imperative that the school, parents, and community members share responsibility and form a partnership that will enable students to become educated, active, and productive citizens in an ever-changing society.*

## Wildcat Vision:

- We will foster a safe respectful environment that promotes kindness and compassion through character development.
- We will encourage and support our students and each other in lifelong learning.
- We will take pride in our school, staff and students.



# General Information

## Address & Telephone Number

Physical address:  
Wilbur Elementary School  
202 W. Pope St.  
Wilbur, WA 99185

Mailing address:  
Wilbur Elementary School  
P.O. Box 1090  
Wilbur, WA 99185

Phone Numbers:  
**509 647 2221**  
Ext 0 - school closure information  
Ext 1 - district office  
Ext 2 - attendance office  
Ext 3 - high school office  
Ext 4 - elementary office  
Ext 5 - bus garage

## Wilbur Elementary School Staff

**Transitional Kindergarten:** Kayla Truscott <mailto:ktruscott@wcsd.wednet.edu>

**Kindergarten:** Julie Tyus <mailto:jutyus@wcsd.wednet.edu>

**1st Grade:** Madi Briggs <mailto:mbriggs@wcsd.wednet.edu>

**2nd Grade:** Maddison Abbot <mailto:mabbot@wcsd.wednet.edu>

**3rd Grade:** Ashley Bray <mailto:abray@wcsd.wednet.edu>

**4th Grade:** Lauren Croy <mailto:lcroy@wcsd.wednet.edu>

**5th Grade:** Kaitlyn Aubertin <mailto:kaubertin@wcsd.wednet.edu>

**6th Grade:** David Tipton <mailto:dtipton@wcsd.wednet.edu>

**Special Education:** Caryn Mills <mailto:cmills@wcsd.wednet.edu>

**Music:** Belinda Ross <mailto:bross@wcsd.wednet.edu>

**1st-4th PE:** Jason Maioho <mailto:jmaioho@wcsd.wednet.edu>

**5th-6th PE:** Belinda Ross <mailto:bross@wcsd.wednet.edu>

**Para Educator** Shawna Finch <mailto:sfinch@wcsd.wednet.edu>

**Para Educator** Judy Oswood <mailto:joswood@wcsd.wednet.edu>

**Para Educator** Pam Reidt <mailto:preidt@wcsd.wednet.edu>

**Para Educator** Lacy Duclos <mailto:lduclos@wcsd.wednet.edu>

**Para Educator** Lindsay Tucker <mailto:ltucker@wcsd.wednet.edu>

**TK-12 Principal** Teresa Chrisman <mailto:tchrisman@wcsd.wednet.edu>

**Elementary Secretary** Amy Ritchy <mailto:aritchy@wcsd.wednet.edu>  
**Library** Dawn Furman <mailto:dfurman@wcsd.wednet.edu>  
**Counselor** Jason Raugust <mailto:jraugust@wcsd.wednet.edu>  
**Counselor** Casey Clark <mailto:cclark@wcsd.wednet.edu>  
**Speech and Language Pathologist** Krysta Llewellyn <mailto:kllwellyn@wcsd.wednet.edu>  
**Food Service** Traci Starzman <mailto:tstarzman@wcsd.wednet.edu>  
**Student Health** Laura Osborn <mailto:rhigginbotham@wcsd.wednet.edu>  
**Technology** Josh Wyatt <mailto:jwyatt@wcsd.wednet.edu>  
**Transportation** Michelle Rosman <mailto:mirosman@wcsd.wednet.edu>

**Superintendent** Jay Tyus <mailto:jtyus@wcsd.wednet.edu>  
**District Secretary** Tina Colvin <mailto:tcolvin@wcsd.wednet.edu>  
**Business Manager** Aherron Nestor <mailto:anestor@wcsd.wednet.edu>  
**Facilities Supervisor** Jon Ritchy <mailto:jritchy@wcsd.wednet.edu>  
**Custodian** Jenny Haden <mailto:jhaden@wcsd.wednet.edu>  
**Groundskeeper** Travis Angstrom <mailto:tangstrom@wcsd.wednet.edu>  
**Night Custodian** Robert Sheckler <mailto:rsheckler@wcsd.wednet.edu>

## Arrival and Departure From School

School begins at 8:10 A.M. and is dismissed at 2:54 P.M. daily. A bell will ring at 8:05 A.M. to notify the students to report to their first period class. Students should arrive at school no earlier than 10 minutes before the start time unless they are eating breakfast in the school cafeteria. Students will line up outside with their classmates to enter the building each morning.

Students are to go directly home after school unless they are remaining for a parent-approved, school-planned activity, or if they have been retained for disciplinary reasons. Parents will be notified in advance if students are required to stay after school.

School is released at 12:30 on early release days, please see the district calendar for a schedule of early release days.

## Attendance Regulations and Procedures

Good attendance is essential for the continuity of instruction and student participation in order to achieve the maximum educational benefit. Washington State Law requires that children between the ages of 8-18 attend school daily. Students who are enrolled in ages 7 and under must follow all attendance regulations. Excused absences include those due to illness and family emergencies. The Wilbur Creston School District reserves the right not to excuse an absence even with parent permission if it is determined that the absence significantly impacts the educational progress of the student (RCW 28A 225.010 item d.) It is the student's responsibility to make up assignments/tests missed. The student will be given one day for every excused absence to make up missed work. Students and their

parents/guardians are responsible for complying with district policy and the attendance laws of Washington State (RCW 28A.225).

### **DID YOU KNOW?**

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10% (18 school days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absence can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT YOU CAN DO**

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your student's teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

## **School Policies and State Laws**

It is important that you understand school policy and procedures, as well as Washington State Law. State law for mandatory attendance is called the Becca Bill. The Becca Bill requires children from ages 8-17 to attend school (public, private or approved home school



program). Children that are 6-7 years old are not required to be enrolled, however, if they are enrolled the student must be enrolled full time. The Wilbur Creston School is required to take daily attendance and to notify you when your student is absent. The full policy and procedure can be found here [School Board Attendance Policy](#) [School Board Attendance Procedure](#).

## Absences

### Pre-Arranged Absences:

If possible students should pre-arrange absences by submitting a written note from a parent or guardian describing the nature of the absence. Wilbur Creston School encourages families to review the school calendar in order to schedule activities outside of the school day. When it is not possible to do this, we ask that families notify the school one week in advance of the absence. The student must have the work completed upon return from the absences unless prior arrangements have been made with the teacher.

## Excused Absences

- If a student has an unexpected absence such as illness please call or send a note to the school office by 8:30 am. On the day of the absence. This is most helpful to us and assures the school of the child's safety. If a parent has not communicated with the school office a phone call will be made to alert the family of the student's absence.
- Excused absences are those resulting from illness (physical and mental), health condition, medical appointment (dental, vision, mental health and counseling appointments), family emergency, a death in the family, religious observances, judicial proceedings, post-secondary programs visitation, state-recognized search and rescue activities, safety concerns, homeless status, migrant status, or excused pre-planned absences.
- School-approved activities and disciplinary actions or short-term suspensions (as required by law) shall be automatically excused.
- Eighteen-year-old students living with their parents/guardian must have parent verification of absences or have a contract with the Superintendent/Principal for an alternative verification of absence excuse. Any absence for which an excuse note has not been submitted within **two (2)** school days will be considered truancy.
- Missing attendance in classes may affect a student's grade because of the student's inability to make up the participation activities conducted during the class period.
- Students shall be permitted to make up missed assignments from excused absences outside of class under reasonable conditions and time limits as established by the appropriate teacher. Unexcused absences will result in a zero grade.
- **Excessive excused absences without a doctor's note will be counted as unexcused until a doctor's note is provided.**

### Tier 0

#### Any Absence

- Phone call home by calling system

### **Tier 1**

Excused Absence/Tardy 9 Days of School Year

- Tier 1 Letter Mailed Home
- Counselor/Admin Check-In

### **Tier 2**

Excused Absence/Tardy 10-17 Days of School Year

- Tier 2 Letter Mailed Home
  - Letter Requests Parent Meeting
- Phone call home to set up Attendance Meeting
  - Attendance Meeting with Admin, Counselor, Teachers, Parent/Guardian and Student to review attendance policies, interventions, and consequences for future absences.
- Attendance Contract
  - Parent/Guardian Responsibilities
  - Student Responsibilities
  - School Responsibilities
- Excessive Absences May Result In:
  - Recommendation for Retention
  - Referral to Lincoln County Prosecuting Attorney-Becca Bill (RCW 28A.225.010)

### **Tier 3**

Excused Absences/Tardy 18 Days or More of School Year

- Tier 3 Letter Mailed Home
- Referral to Lincoln County Prosecuting Attorney-Becca Bill
- Community Truancy Board Meeting
- Written Truancy Agreement

## **Unexcused Absences**

An absence is defined as unexcused when it does not conform to the categories and procedures for excused absences. Some examples of truancy are: skipping class, being absent without parental and school permission, and failure to attend school assemblies without permission. Students who have unexcused absences will face the procedures outlined in the school board policy 3122P. Parents will have two school days from the date of the unexcused absence to submit the excusal. If the unexcused absence lasts more than one consecutive day, then the two day window will be counted from the last day absent. After this time, any grades or work missed during the absence will be permanently counted as a zero.

### **Tier 0**

Any Absence

- Phone call home by the calling system

### **Tier 1**

2 Unexcused Absences within 1 month

- Conference with Student and Parent/Guardian
  - Counselor/Admin Check-In

### **Tier 2**

5-7 Unexcused Absences within 1 month or 10 within the year

- Tier 3 Letter Mailed Home
- Referral to Lincoln County Prosecuting Attorney-Becca Bill
- Community Truancy Board Meeting
- Written Truancy Agreement
  - Parent/Guardian Responsibilities
  - Student Responsibilities
  - School Responsibilities

### **Tier 3**

Continued Unexcused Absences

- Referral to Lincoln County Prosecuting Attorney-Becca Bill
  - Student and Family goes before a judge

## **Bikes, Scooters, Skateboards and Rollerblades**

Bikes and scooters must be walked on school property to the east side of the school, where they are parked for the day. We recommend that students securely lock their bikes and scooters as we are not responsible for lost, stolen, or damaged bikes and scooters.

Rollerblades and skateboards are not allowed.

## **Buses**

General Bus Rules:

- Choose a seat and remain seated until arrival.
- Keep the same seat unless directed to do so by the driver.
- Keep hands and feet to yourself.
- Keep voices down - no shouting or whistling.
- Keep hands inside the window of the bus.
- No fighting or swearing.
- Food is allowed if approved by the bus driver
- Follow directions of the bus driver.

Students not following the bus rules will face disciplinary action and may be issued a disciplinary notice. If bus misbehavior is severe or ongoing, loss of bus privileges temporarily or permanently may result.

## **Cafeteria**

Students will indicate to their teacher at the start of the school day whether they have brought a lunch from home or are eating the school hot lunch. Students wishing to eat breakfast simply need to go to the cafeteria in the morning and get their breakfast. The cafeteria will open at 7:45 a.m.

Wilbur Elementary uses a computerized lunch system. Meals can be purchased by sending money to the office or by logging onto Skyward Family Access. Students are encouraged to

purchase meals weekly or monthly. As a courtesy and under special circumstances, your student may be extended credit of up to \$10.00. If this courtesy limit is exceeded, your student will not be served a meal. When a student is close to meeting the courtesy limit parents will be notified by letter and phone. Monthly menus are sent home prior to the beginning of each month and are available on the school's website.

### **Meal prices:**

- Full Price Student Breakfast \$2.00
- Reduced Price Student Breakfast free
- Adult Breakfast \$3.00
- Full Price Elementary Student Lunch \$2.50
- Full Price High School Student Lunch \$2.75
- Adult Lunch \$5.00
- Milk \$0.50

### **Cell Phones, Electronic Equipment, and Internet Use**

The Wilbur School Board has adopted a policy for the use of cell phones and electronic devices at school, it can be found at this link [Telecommunication Devices Policy & Procedure](#). The changing educational needs of students during the pandemic has created a need for more access to electronic devices, including school issued ChromeBooks. The [Technology User and Fee Schedule](#) provides information on the school policy for students using a school issued ChromeBook.

Personal electronic communication devices such as cell phones, iPods, iPads, AirPods, Smart Watches etc. are viewed as a disruption to the educational process and as such are not allowed during class time. Personal electronic devices are to be silenced and stored in the teacher provided cell phone caddy or kept in the student's backpack during the class period. Failure to follow these guidelines will lead to immediate confiscation of the device and further disciplinary actions by school personnel (See Disciplinary Procedures). For school issued ChromeBooks and iPads, the District Acceptable Use Agreement (ASA) applies.

- Cell phones are not allowed between the hours of 8:05 AM and 3:00 PM
- Students will not be released from class to use their cellphone. This includes making/receiving phone calls AND sending/receiving text messages.
- Use of headphones is prohibited during class time unless okayed by the teacher for an educational purpose. Headphones used during class must be wired and not connect to cellular devices.
- Parents/Guardians may contact their students by calling the office and a note will be delivered to their student.
- Students may not use Smart Watches during class time for anything other than telling time, if a student is using their Smart Watch during class they are subject to the same discipline as a cell phone

Students are prohibited from use of cell phones and cameras of any type in any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy. A student caught improperly using any telecommunication device to take or

transmit digital photographic images will face immediate discipline. Texting and digital photography may be a form of harassment and subject to discipline (see discipline matrix). The district's policy on telecommunication devices is in effect during all school sponsored activities and events, on the school grounds and in school buses and district vehicles.

## **Child Drop Off & Pick Up**

Parents who drive children to and from school are encouraged to drive west, on the dirt road behind the elementary playground so children will get in and out of the car on the school side of the road. Please do not double park in front of the school. Double parking is illegal and creates a safety hazard for your child. Walking to school is a great way for your child to start the day with fresh air.

Children who are to be picked up by someone other than the guardian or emergency contacts listed will need a note or a phone call from home. Please do not send someone to pick up your child without contacting the school first. The school is responsible for each student and their safety. We cannot send them home with someone else unless they are listed on their emergency paperwork or we have received prior notification from you.

## **Clothing**

Please have your child dress appropriately for learning and for the current weather conditions. Short skirts and shorts, midriff-baring shirts, or immodest tank tops and camisoles worn alone are not acceptable for the learning environment. Undergarments must be covered by outer clothing. Care should also be taken to ensure that children have safe and appropriate shoes for playing outside and attending PE class. High heels, flip flops and sandals are examples of shoes that can pose a significant safety risk when children are running. Students are not allowed to wear hats or baseball caps in the building, except on specific spirit days that apply. Wearing bandannas, low-riding pants, chains, clothing that promotes drugs or alcohol, and any gang-related attire is not permitted in the school building or on the school grounds. Parents will be notified should their child's clothing present a disruption in the learning process and steps will be taken to alleviate the concern.

We try to go outside to recess every day to get fresh air and to give kids a chance to run around. When the weather is cold or wet we will still try to go out as much as possible, children should be prepared to go outside in light rain or freezing conditions.

## **Emergency Procedures**

Fire drills and emergency evacuations are practiced on a regular basis to create an anticipated reaction during an actual school emergency. Along with this, an emergency team has been established at the school to oversee emergency preparedness. Questions concerning specific emergency procedures should be directed to the school office.

## **Washington State Harassment, Intimidation or Bullying (HIB)**


The Wilbur Creston School and the School Boards are committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers and community members. Policy 3207 clearly defines HIB as any intentional electronic, written, verbal or physical act against another person. It is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community. Any school staff or student who observes, overhears or otherwise witnesses harassment, intimidation or bullying must take prompt and appropriate action to stop the harassment and prevent its recurrence.

The Act Could Include:

- Physical harm to a student or damage to their property
- Effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the order or operation of school

Any student who has experienced or witnessed harassment, intimidation or bullying must fill out a HIB form (sample form below). This form can be found electronically on the school website or in paper form with any office (elementary, high school or district) or in the library. All forms can be submitted to Teresa Chrisman (mailbox located outside elementary office) or you can email form to [tchrisman@wcsd.wednet.edu](mailto:tchrisman@wcsd.wednet.edu).

## HIB Form

 <p style="text-align: center;">Washington State Harassment, Intimidation or Bullying (HIB)</p> <p>Reporting person (optional): _____</p> <p>Targeted student: _____</p> <p>Your email address (optional): _____</p> <p>Your phone number (optional): _____ Today's date: _____</p> <p>Name of school adult you've already contacted (if any): _____</p> <p>Name(s) of aggressor(s) (if known): _____</p> <p>On what dates did the incident(s) happen (if known): _____</p> <p>Where did the incident happen? Circle all that apply.</p> <p> <input type="checkbox"/> Classroom   <input type="checkbox"/> Hallway   <input type="checkbox"/> Restroom   <input type="checkbox"/> Playground   <input type="checkbox"/> Locker room   <input type="checkbox"/> Lunchroom/Cafeteria  <input type="checkbox"/> Sport field   <input type="checkbox"/> Gym   <input type="checkbox"/> Parking lot   <input type="checkbox"/> School bus   <input type="checkbox"/> Online/Internet   <input type="checkbox"/> Cell phone  <input type="checkbox"/> During a school activity   <input type="checkbox"/> Off school property   <input type="checkbox"/> On the way to/from school          Other (Please describe.) _____       </p> <p>Please check the box that best describes what the bully did. Please choose all that apply.</p> <table border="0"> <tr> <td><input type="checkbox"/> Blocked movement</td> <td><input type="checkbox"/> Gestures (Explain)</td> <td><input type="checkbox"/> Racial slur(s)</td> </tr> <tr> <td><input type="checkbox"/> Damage to my property</td> <td><input type="checkbox"/> Gossip</td> <td><input type="checkbox"/> Repeated behavior</td> </tr> <tr> <td><input type="checkbox"/> Derogatory comments</td> <td><input type="checkbox"/> Intimidation directed at me</td> <td><input type="checkbox"/> Sexual stories/jokes/pictures</td> </tr> <tr> <td><input type="checkbox"/> Disrespectful comments</td> <td><input type="checkbox"/> Name calling</td> <td><input type="checkbox"/> Sexual Orientation Slurs</td> </tr> <tr> <td><input type="checkbox"/> Electronic / Cyberbullying</td> <td><input type="checkbox"/> Offensive writing or graffiti</td> <td><input type="checkbox"/> Slurs, rumors, jokes</td> </tr> <tr> <td><input type="checkbox"/> Excluding me from activities</td> <td><input type="checkbox"/> Physical harm or threats of harm</td> <td><input type="checkbox"/> Spreading rumors</td> </tr> <tr> <td><input type="checkbox"/> Hazing (Club, team, class, other)</td> <td><input type="checkbox"/> Pranks</td> <td><input type="checkbox"/> Threats (to me, friends, school)</td> </tr> <tr> <td><input type="checkbox"/> Gender slurs</td> <td><input type="checkbox"/> Put downs</td> <td><input type="checkbox"/> Touching / grabbing</td> </tr> </table> <p><input type="checkbox"/> Other: (Please describe.) _____</p>	<input type="checkbox"/> Blocked movement	<input type="checkbox"/> Gestures (Explain)	<input type="checkbox"/> Racial slur(s)	<input type="checkbox"/> Damage to my property	<input type="checkbox"/> Gossip	<input type="checkbox"/> Repeated behavior	<input type="checkbox"/> Derogatory comments	<input type="checkbox"/> Intimidation directed at me	<input type="checkbox"/> Sexual stories/jokes/pictures	<input type="checkbox"/> Disrespectful comments	<input type="checkbox"/> Name calling	<input type="checkbox"/> Sexual Orientation Slurs	<input type="checkbox"/> Electronic / Cyberbullying	<input type="checkbox"/> Offensive writing or graffiti	<input type="checkbox"/> Slurs, rumors, jokes	<input type="checkbox"/> Excluding me from activities	<input type="checkbox"/> Physical harm or threats of harm	<input type="checkbox"/> Spreading rumors	<input type="checkbox"/> Hazing (Club, team, class, other)	<input type="checkbox"/> Pranks	<input type="checkbox"/> Threats (to me, friends, school)	<input type="checkbox"/> Gender slurs	<input type="checkbox"/> Put downs	<input type="checkbox"/> Touching / grabbing	<p>Why do you think this occurred? _____</p> <p>Were there any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide their names: _____</p> <p>Did a physical injury result from this incident? If yes, please describe. _____</p> <p>Was the targeted student absent from school as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe _____</p> <p>Are there any notes, pictures, texts, screen shots or other evidence of the event(s) you are reporting? _____</p> <p>Is there any additional information you can add? _____</p> <p style="text-align: center;">Thank you for reporting!</p> <p style="text-align: center;">-----For Office Use-----</p> <p>Received by: _____</p> <p>Date received: _____</p> <p>Action taken: _____</p> <p>Parent/guardian contacted: _____</p> <p>Circle one:   Resolved   Unresolved</p> <p>Referred to: _____</p>
<input type="checkbox"/> Blocked movement	<input type="checkbox"/> Gestures (Explain)	<input type="checkbox"/> Racial slur(s)																							
<input type="checkbox"/> Damage to my property	<input type="checkbox"/> Gossip	<input type="checkbox"/> Repeated behavior																							
<input type="checkbox"/> Derogatory comments	<input type="checkbox"/> Intimidation directed at me	<input type="checkbox"/> Sexual stories/jokes/pictures																							
<input type="checkbox"/> Disrespectful comments	<input type="checkbox"/> Name calling	<input type="checkbox"/> Sexual Orientation Slurs																							
<input type="checkbox"/> Electronic / Cyberbullying	<input type="checkbox"/> Offensive writing or graffiti	<input type="checkbox"/> Slurs, rumors, jokes																							
<input type="checkbox"/> Excluding me from activities	<input type="checkbox"/> Physical harm or threats of harm	<input type="checkbox"/> Spreading rumors																							
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## **Illness, Injury and Student Health**

For everyone's safety and good health, please do not send your child to school if he or she is ill. If your child falls ill during the day we will call the parent/guardian on file and ask for the child to be picked up from school. Children with any of the following symptoms will not be permitted to remain in school: fever of 99.8 or higher, vomiting on 1 or more occasions within the past 24 hours, rash, eye discharge or pinkeye (may return after medical clearance or 24 hours of treatment), fatigue that prevents regular activities, open or oozing sores (unless properly covered or 24 hours has passed since treatment), lice, nits, scabies, or ringworm.

Anyone who exhibits signs of possible COVID19 infection will be isolated in the school's sick room until a parent is able to pick them up. We will follow the Lincoln County Health Department's recommendation on timelines and testing before allowing students who have shown symptoms to return to in person instruction. Symptoms of COVID are: cough, shortness of breath, or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea, new loss of taste or smell.

Use or administration of all medication at school requires parent and health care provider signatures on a medication authorization form. All medications must be labeled and in their original container. Please check with the office/school nurse concerning any use of medications at school.

Even with careful supervision, accidents can and do happen at school. Parents need to be aware of this and understand that the school district does not provide medical insurance to pay for medical expenses when children are injured at school. This is the responsibility of the parents or legal guardians. Student accident insurance is available for purchase, application forms and brochures containing detailed information about costs and coverage and waiver forms are available in the office.

## **Lost and Found**

The school is not responsible for lost items. Please label the inside of your child's coats and belongings whenever possible. This will help in finding the home for lost items. Lost and found is located by the elementary office. Periodically, the items in the lost and found will be bagged up and given to needy causes. We will notify you in the school newsletter when this event is about to take place.

## **Money Collection**

Money is not to be collected from students for parties, treats, gifts, valentines, etc. Money may be collected on a voluntary basis at times for field trips, book orders, and various projects or fundraisers. All money that is collected must be pre approved with administration. Students are discouraged from bringing money to school that is not required.

## **School Security**

The outer doors in the school will be locked during school hours. All classroom doors will be closed and locked while class is in session. We ask that ALL visitors check in at the office upon arrival. Visitors include all parents, volunteers, and substitute teachers. Wilbur Elementary is concerned for the safety of each student; your cooperation in the effort is greatly appreciated. While we love to have volunteers in the building, all volunteers are asked to complete a background check before coming into the building. Please check with Mrs. Ritchy at the office to complete a background check if you would like to volunteer.

## **Sexual Harassment**

Wilbur School District is committed to an educational and working environment free from sexual harassment. Employees, volunteers, parents and students are prohibited from engaging in sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to the conduct/communication is made a term or condition of obtaining an education or employment;
- Submission to or rejection of the conduct/communication is a factor in decisions affecting that individual's education or employment; or
- The conduct/communication substantially interferes with an individual's educational or work performance or creates an intimidating, hostile, or offensive environment.

As a first step, any individual who believes he or she has been sexually harassed is encouraged to directly inform any alleged harasser that the behavior is offensive, unwelcome, and must stop. Sexual harassment can occur adult to student, student to adult, student to student, or adult to adult.

The District will take all complaints of sexual harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that he or she has been subjected to sexual harassment in the educational environment or in connection with his or her District employment is strongly encouraged to bring his or her complaint to the immediate attention of his or her Principal, supervisor, manager, or the personnel administrator. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken.

Retaliation against any person who makes a sexual harassment complaint or who participates in the investigation of a complaint is prohibited and will result in appropriate discipline or other sanctions.

The District will take such disciplinary action as it deems necessary and appropriate to end sexual harassment and to prevent its reoccurrence, up to and including discharge and/or



suspension. Such disciplinary action will be consistent with any applicable collective bargaining agreement, district policy, and state and federal law.

Any student of the district who harasses another student through verbal or physical conduct of a sexual nature shall be subject to disciplinary action pursuant to this policy and the District's student discipline policy.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline or other sanctions.

The District strongly encourages individuals who believe that they have been subjected to sexual harassment in the District's educational or work environment to bring their complaints and concerns to the immediate attention of their Principal, manager, supervisor, a District administrator, and/or the District's Title IX or Affirmative Action Officer.

## **Student Behavior and PBIS**

Wilbur Elementary is a Positive Behavior Interventions and Supports or PBIS school. This means that we as a staff pre-teach and reteach behavior expectations to all students. As a staff we work together to support students with positive interventions as much as possible. In our school we ask that in all areas students are Respectful, Responsible, Safe and Kind.

Our school will be following the policies adopted by the Wilbur School Board in all matters of student rights and responsibilities. Detailed information of these policies can be found in the 3000 Series of the school board policy manual with most student conduct concerns being addressed in [3240](#) and [3241](#). In adopting these policies we seek to protect the right of all students to pursue their education in a learning environment free of disruption by peers and others.

Each teacher has a list of expectations for the students, and has a set of classroom rules and consequences that they will discuss with their class. While these items will vary from teacher to teacher, our goal is to create a school where all people show **Respect**, are **Responsible**, demonstrate **Kindness**, and are **Safe**. Some basic rules and expectations that all teachers share are included here:

	<b>Playground</b>	<b>Cafeteria</b>	<b>Bus</b>	<b>Hallway</b>	<b>Bathroom</b>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Use equipment appropriately</li> <li>• Voice Level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Voice Level 2</li> <li>• Follow directions from adults</li> <li>• Raise hand when done eating</li> </ul>	<ul style="list-style-type: none"> <li>• Voice Level 2</li> <li>• Follow directions from adults</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to your side</li> <li>• Admire work with eyes only</li> <li>• Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>• Flush when done</li> <li>• Leave it nicer than before you came</li> <li>• Voice Level 0</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Follow directions of games</li> <li>• Follow directions from supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Stack trays appropriately</li> <li>• Leave area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area</li> <li>• Keep track of your things</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to and from class</li> <li>• Stay with your line</li> </ul>	<ul style="list-style-type: none"> <li>• Use in a timely manner</li> <li>• Report problems</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>• Keep hands to self</li> <li>• Use playground equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Stay at table until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated</li> <li>• Keep feet out of the walkway</li> <li>• Walk to and from bus</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Walk</u> in a single file line</li> <li>• Take stairs one step at a time</li> <li>• Stay on the right hand side</li> <li>• Face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Business only</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>• Use kinds words</li> <li>• Include everyone in games</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Use only the materials you need (1 pump soap, 2 towels)</li> </ul>

## School-Wide Rules

1. Be polite and respectful at all times
2. No hats in the the building
3. Walk silently in the halls and on the right- hand side
4. No food, candy, or drink outside of the classroom or cafeteria
5. No gum chewing allowed
6. Cell phones are not allowed between the hours of 8:05 AM and 3:00 PM

## Classroom Rules

1. Follow directions the first time they are given
2. Be respectful of people and property
3. Raise your hand to be called on
4. Work quietly and respect the learning of others
5. Be prepared before class starts

## Recess Rules

1. Equipment:
  - Students should use the equipment for how it is intended. Jump ropes are for jumping, slides are for sliding down, students should use swings in an upright motion, balls are not to be used on the playground equipment etc.
  - Toys and phones are not permitted on the playground during the hours of 8:10-2:54.
  - TK toys will only be used by TK students
  - Merry go round - Max of 10 students on at a time
  - No pushing, shoving or horseplay of any kind while on playground equipment

- Teeter-Totter - Max of 8 students on at a time
  - No sitting or climbing on top rail of either monkey bars
2. Physical Play:
    - Games that involve wrestling or contact sports should not be played. There will be no pushing, shoving, tackling or other forms of forceful physical contact. No piggy back rides.
  3. Respectful:
    - Students will speak and act respectfully towards each other and the adults supervising.
  4. Starting and Ending Recess:
    - Students will be dismissed to line up by the lunch supervisor.
    - Students will walk to the designated line up space.
    - Students should be lined up facing forward, hands and body to themselves.
    - Students will have a level 2 voice (see PBIS expectations).
    - Enforce the line order that is set by the classroom teacher, some classes line up in a specific order (we will identify these classes at the beginning of the year), but please enforce this line order in the lunchroom.

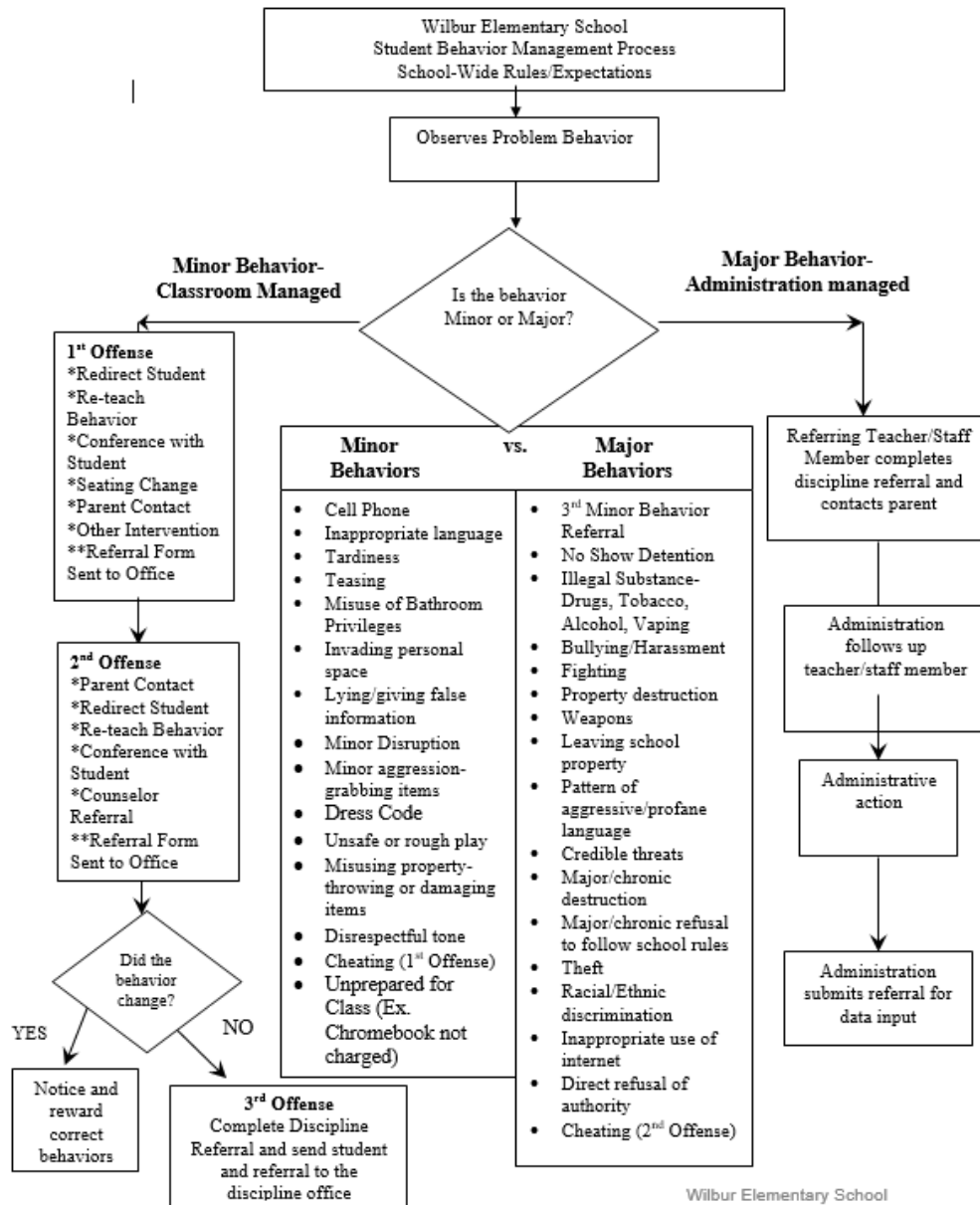
## **Student Discipline**

Every faculty member who is responsible for monitoring and/or conducting student activity has a discipline plan that has been approved by school administration. Students will be referred to school administration only after the faculty member has made efforts to encourage a child's cooperation with district, school, and classroom rules. The school board policy on student discipline can be found in policy number [3241](#).

## **Behavior Matrix**

Wilbur Elementary School administrators, teachers and other support staff will use the Wilbur Elementary School Student Behavior matrix (see below) to guide discipline practices. Students exhibiting minor behaviors will have two opportunities for restorative practices before the student is referred to the office. Students exhibiting major behaviors will be sent to the office for immediate action.

## Wilbur Elementary Discipline Flow Chart



## Discipline Procedures

Wilbur School administrators, teachers and other support staff will use the Wilbur Creston High School Disciplinary Procedures chart (see below) to guide their discipline procedures. While the procedures can be used as a step process the administration has the right to administer discipline based on the current situation and scenario. All disciplinary procedures will follow the school board policy 3241.

## Wilbur Elementary School Disciplinary Procedures

Minor Offense	Disciplinary Sanctions All Discipline is Subject to Administrator
<p><b>1. Cell Phone:</b> All personal cell phones must be placed into the cell phone caddy upon entering into the classroom. Phones may be used during passing periods and at lunch period.</p>	<p>1. 1<sup>st</sup> Offense Referral-Phone is sent to the office for the remainder of the day                  2. 2<sup>nd</sup> Offense Referral-Phone is sent to the office for the remainder of the day                  3. 3<sup>rd</sup> Offense-Administrative Action:</p> <ul style="list-style-type: none"> <li>• Lunch or After school Detention</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>
<p><b>2. Inappropriate Language:</b> Cursing, yelling, name calling, sexual language.</p> <p><b>3. Teasing:</b> Any language that is hurtful, mean or degrading towards anyone in the building.</p> <p><b>4. Misuse of Bathroom Privileges:</b> vandalism of bathrooms, taking a long amount of time, using cell phone in the bathroom.</p> <p><b>5. Invading Personal Space, Unsafe Play or Minor Aggression:</b> Refusal to leave the personal space of others when asked to do so. Minor aggression would include taking someone's property, pushing, horsing around.</p> <p><b>6. Lying or Giving False Information</b></p> <p><b>7. Minor Disruption or Disrespectful Tone:</b> Disrupting the learning of others. Being rude to others in the classroom, this could include teachers, students, or other staff present. Raising voice, rolling eyes, being sarcastic are all examples of a disrespectful tone.</p> <p><b>8. Dress Code:</b> Not following the school dress code in accordance with the handbook. All students not following the school dress code will be asked to change into school provided clothing.</p> <p><b>9. Cheating 1<sup>st</sup> Offense:</b> Turning in someone else's work as your own. Looking at another person's work/test. Using electronics as a means of cheating. <u>This includes sharing your district assigned password with another student for ANY reason.</u></p> <p><b>10. Misusing Property:</b> Using any item in the building for something other than intended use. Using any item in the building in a manner that could be harmful to others.</p> <p><b>11. Unprepared for Class:</b> Coming into a class without the proper materials. This could include not having textbook, Chromebook, paper or pencils. All Chromebooks must be charged prior to coming to class. If you need a place to charge the Chromebook in the evening please let a staff member know.</p>	<p>1. 1<sup>st</sup> Offense Referral-Action taken in class by teacher</p> <ul style="list-style-type: none"> <li>• Redirection</li> <li>• Reteach</li> <li>• Reminder of expectation</li> <li>• Other intervention</li> <li>• Possible parent contact</li> </ul> <p>2. 2<sup>nd</sup> Offense Referral-Action taken in class by teacher</p> <ul style="list-style-type: none"> <li>• All of 1<sup>st</sup> offense actions</li> <li>• Parent will be notified</li> </ul> <p>3. 3<sup>rd</sup> Offense-Administrative Action: Behavior Moves to a Major Offense</p> <ul style="list-style-type: none"> <li>• Lunch or After school Detention</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>



Major Offense	Disciplinary Sanctions
<b>1. Aggressive/Disruptive Behavior:</b> Shoving, pushing, or acting aggressively towards another student, being overly disruptive in class, or inhibiting another student's ability to learn	1. Detention or In-School Suspension 2. 3-5-day suspension-School Based Threat Assessment 3. Long term suspension; Expulsion; Police referral. 4. Expulsion; Police referral.
<b>2. No Show Detention:</b> Skipping lunch or after school detention.	1. Cannot participate in after school activities until the detention is made up and detention time is doubled 2. After school detention OR In-School Suspension
<b>3. Property Destruction:</b> Knowingly or recklessly causing damages to the building/structure or threatens damage to any structure or vehicle.	1. 3-5-day suspension-Possible Police Referral 2. Long term suspension; Expulsion; Police Referral. 3. Expulsion; Police Referral.
<b>4. Assault on district personnel:</b> Assault or harassment that interferes with the discharge of the official duties of district personnel by intimidation, force, or violence.	1. 3-5-day suspension-School Based Threat Assessment 2. 5-10-day suspension-Police Referral 3. Long term suspension; Expulsion; Police referral.
<b>5. Assault on Students:</b> Assaulting another with intent to inflict substantial or great bodily harm as defined by RCW 9A.04.110, or knowingly inflict substantial or great bodily harm by any means. This is not limited to but includes physical fighting, hitting, kicking, or other physical harm upon another student.	1. 3-5-day suspension-School Based Threat Assessment 2. 5-10-day suspension-Police Referral 3. Long term suspension; Expulsion; Police referral.
<b>6. Bullying and Harassment:</b> Intimidating or harassing another person because of that person's race, color, gender, sexual orientation, religious beliefs, ancestry, national origin, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened. This includes cyber-bullying.	1. 1-3-day short term suspension or in-school suspension. Possible Police Referral. 2. 3-5-day short term suspension. Police Referral 3. 10-45-day long term suspension; expulsion
<b>7. Burglary or Theft:</b> Entering or remaining unlawfully in a district building with intent to commit a crime. Taking and keeping or giving away/selling another's property.	1. Detention or In-School Suspension 2. 3-5-day suspension; Possible Police Referral 3. Long term suspension; Police Referral.
<b>8. Cell Phones/Electronic Devices:</b> No personal cell phones or electronic devices are allowed to be used in the school building during the hours of 8:10-11:33 / 12:07-2:40.	3 <sup>rd</sup> Offense-Administrative Action: <ul style="list-style-type: none"> <li>• Lunch or After school Detention</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>
<b>9. Cheating 2<sup>nd</sup> Offense:</b> Turning in someone else's work as your own. Looking at another person's work/test. Using electronics as a means of cheating. <u>This includes sharing your district assigned password with another student for ANY reason.</u>	2 <sup>nd</sup> Offense-Administrative Action: 1. No Credit on assignment; Principal Referral; Detention 2. No Credit on assignment; 1-2 day of In-School Suspension. 3. No Credit for <u>class</u> ; Suspension.
<b>10. Illegal Substance:</b> Possessing, using, or being under the influence of drugs, inhalants, or controlled substances, or in possession of drug paraphernalia including, but not limited to: Alcohol, Vape, Tobacco, any type of Drug.	1. 3-5-day suspension-School Based Prevention/Intervention Referral 2. 5-10-day suspension-Police Referral 3. 45-day long term suspension reduced to a 5-day short term suspension and compliance in a youth drug intervention program; Police referral.
<b>12. Direct Refusal of Authority:</b> Refusal to obey reasonable directions or requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.	1. Detention or In-School Suspension 2. In-School Suspension 3. 1-3-day Suspension
<b>13. Extortion, Intimidation, Blackmail, Coercion, or Robbery:</b> Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat of force.	1. 3-5-day suspension-School Based Threat Assessment and Possible Police Referral 2. 5-10-day suspension-Police Referral 3. 45-day long term suspension reduced to a 5-day short term suspension and compliance in a youth drug intervention program; Police referral.
<b>14. Weapons and Explosives:</b> The district has a no tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons.	1. 3-10-day suspension- School Based Threat Assessment and Police Referral 2. 5-10-day suspension-Police Referral 3. 45-day long term suspension reduced to a 5-day short term suspension and compliance in a youth drug intervention program; Police referral. <b>Firearm-Mandatory Expulsion and Police Referral</b>

## **Student Records**

Transcripts of each student are kept and filed indefinitely. Student records contain grades, test scores and attendance information. Students and parents/guardians of students less than 18 may request to see their own school records. Records cannot be released to anyone outside of the school without written consent of the custodial parent or court-appointed guardian.

A confidential record of disciplinary referrals, incidents and sanctions will be established and maintained by the Principal or her designee. The disciplinary file from elementary school may be transferred to the middle school as the school moves through the grades. Its contents may be shared with others who demonstrate parental or professional need to know its contents at the discretion of the Principal. The contents will not become part of the student's permanent file.

## **Student Safety and Security**

Students are not to leave school without permission. When a parent/guardian finds it necessary to take a child from school, they must be signed out from the office. Students are encouraged to go home immediately after school ends. Arrangements to go to another child's home are to be made before a student comes to school for the day. A written note is required to change a child's regular bus drop off or pick up. All special arrangements regarding who the student may be released to must be made with a written note and contact with the school office.

## **Student Visitation**

Students will not be allowed to have brothers, sisters, or friends accompany them to school as visitors for the day unless approved by the teacher and administrator. Arrangements need to be made at least a day in advance.

## **Title 1 Programs**

Title 1 is a federally-funded program that provides financial assistance to schools with high percentages of children from low-income families to help ensure that all children meet state standards. Title 1 funds are used in Wilbur to provide additional academic support and learning opportunities to help children master grade level curriculum and meet state standards in core academic subjects. We have recently adopted a schoolwide Title 1 model, which means that all students are eligible to receive extra help through our program. Students are identified for help based on regular benchmark testing, teacher recommendations, and the SBAC state test results.

The Wilbur Title 1 program holds an annual parent informational meeting in the fall, which all parents are welcome to attend. If you have any questions or feel like your child would benefit from extra academic services, please contact Teresa Chrisman.

## **Weapons**

Weapons of any kind (toy or otherwise, including guns and knives) are not permitted on the school grounds. Students bring weapons to school, using objects as weapons, or threatening students in any way will face severe consequences. The consequences may include involvement of law enforcement, suspension and/or expulsion.

## **Calendar**

This link will take you to our website for the most up to date calendar [2023-2024 School Calendar](#)



# **WILBUR SCHOOL DISTRICT #200**

## **School District Directors**

Catherine Seylor, Chairperson  
Jill Schmierer  
Billie Wheeler

James Llewellyn, Vice Chairperson  
Glen Richardson

## **Nondiscrimination Policy for Wilbur Schools**

Wilbur School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator:** Jay Tyus, Superintendent, 202 Pope St. 509-647-2221, [jtyus@wcsd.wednet.edu](mailto:jtyus@wcsd.wednet.edu)

**Section 504/ADA Coordinator:** Casey Clark, 202 Pope St. 509-647-2221, [cclark@wcsd.wednet.edu](mailto:cclark@wcsd.wednet.edu)

**Civil Rights Compliance Coordinator:** Jay Tyus, Superintendent, 202 Pope St. 509-647-2221, [jtyus@wcsd.wednet.edu](mailto:jtyus@wcsd.wednet.edu)

## **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and review the student educational records within 45 days of the day the District receives a request for access. (Although FERPA allows 45 days to honor a request, the state policy records law {RCW 42.17.320} requires an appropriate response to a "public records" request within five business days.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Wilbur School District to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a

special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Parents have the right to file a complaint with the U.S.

Department of Education concerning alleged failures by the District to comply with requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## Technology User Agreement and Fee Schedule

2022-2023

The educational program at Wilbur Schools includes a Chromebook that will be issued to your student for their use at school and home.

Like textbooks, team uniforms, library books, and other school property issued to your student, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. We know that loss and accidents will happen. District policies, regulations and practices require that a procedure be in place to cover the repair or replacement cost of district property.

We no longer assess a yearly fee for the use of technology; instead we will require students to cover the repair or replacement of lost, damaged, or stolen equipment that has been assigned to them. Below is the approximate cost for repair and replacement of Chromebooks and their power supplies.

### Full Replacement Cost Schedule

Chromebook: \$250

Broken Screen: \$75

Missing Keys/Broken Keyboard: \$75

Lost/Stolen/Broken Power Adapter: \$20

Chromebooks remain the property of the school, any Chromebook that is lost or stolen will be remotely disabled and all functionality removed until the Chromebook is returned. Likewise, any Chromebook not turned at the end of the school year will be similarly disabled.

## WILBUR SCHOOL DISTRICT STUDENT INTERNET

### CONTRACT COMPUTER/CHROMEBOOK USE AGREEMENT

Below are policies that will regulate our use of the Internet. These rules have been designed to keep our computer system and school district functioning at the highest of standards. In order to have access to the Internet, please read the following and sign below.

**For safety reasons, when using the Internet:**

I will not give out personal information such as my home address, parental information, or school name or location without the permission of my teacher.

I will immediately notify a teacher or administrator if I come across any information that is inappropriate or questionable in content.

**The following activities are illegal, and I will not willingly participate in them:**

Gaining unauthorized access to any place I am not supposed to be.  
Disrupting any computer system.  
Contributing to help spread electronic viruses.  
Engaging in any illegal activity on-line.  
Unplugging or vandalizing hardware or disturbing the electronic configuration in any way.

**I will not access, download, photograph or distribute:**

Any pornographic, obscene, or sexually explicit materials.  
Inappropriate information or graphics.  
Pictures of myself or others that are inappropriate in any way.

These policies and procedures must be adhered to, and any violation of them will be met with zero tolerance according to the discipline procedure of the Wilbur School District.

- Students must abide by their signed contracts.
- The use of computers and Chromebooks is a privilege, not a right.
- If this contract is broken, the student's privilege will be revoked.

I have read the "Student Internet Contract" above. I hereby release Wilbur School District, its personnel and any institutions with which it is affiliated, from any and all claims or damages of any kind whatsoever arising from my child's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to offer, provide or purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are in addition to restrictions set forth in the Wilbur School District Student Internet Contract. I will emphasize to my child the importance of following the rules for personal safety. I give permission for my child to use Wilbur School issued Chromebooks and computers and certify the information on this form is correct.

I understand the school may at any time use my child's image in the local or regional newspaper or on the website, FB page, or other school sanctioned media.

By signing below, I fully agree with and understand the contents of this contract. If I breach any rules, I understand my Internet and Chromebook/computer privileges may be revoked.

Signed by:

Student (print) \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_