

CURTIS ELEMENTARY



**Student Handbook
2022 - 2023**



Welcome!

Dear Parents,

The Curtis faculty and staff extend to you a cordial welcome for the new school year. It is our goal that your child's school experiences are both pleasant and educationally rewarding. We are looking forward to renewing past relationships as well as meeting new parents and students. We are delighted to have you as part of our Curtis family.

The function of the elementary school is to provide experiences that promote the mental, physical, emotional, and social growth of the child. It is our desire to provide your child with an optimal learning environment. We have an extremely dedicated teaching staff, and we strive to help our students develop their abilities and talents to full potential.

We encourage your participation throughout the school year, so please sign up to receive notifications through Class Dojo and OnCourse and check the Curtis and Bossier Schools websites regularly for updates as well. It is our intention to provide the very best education for your child, and we value your support! Please sign the blue Student/Parent signature form and the Technology Contract for Students sent home with each student and return it to your child's teacher. We look forward to working together and to a great year ahead!

Sincerely,

Terri Ann Bird

Curtis Elementary Principal



VISION

Our ultimate goal is for each student to reach his/her fullest potential towards higher achievement today and throughout his/her lifetime.

MISSION

It is our mission to provide an educational environment where all students want to come to learn so that their lives may be forever enhanced.

GOALS

To accomplish the mission, our goals include meeting individual needs, recognizing learning differences, differentiating instruction, and utilizing technology.

PHILOSOPHY

It is our philosophy that each child is a unique individual and should be given learning opportunities and experiences to develop his or her fullest potential. Every child can learn and become a productive contributor to our democratic society. It is our belief that each child is an important asset to our school environment. Therefore, each child will be provided with learning experiences to grow intellectually, physically, socially, and emotionally. Education should develop children into becoming life-long learners who remain instilled with a love of learning, and who use their knowledge to become productive, successful, and fulfilled individuals.

ACTION PLAN

Curtis Elementary faculty, staff, parents, students, and community partners will work collaboratively, as a unit, in support of each child's growth.

BELIEVE • ACHIEVE • SUCCEED

GENERAL INFORMATION

1. **AM PROCEDURES:** The school doors open at 7:55 with grab-n-go breakfast and the first bell and instruction begins at 8:10 with the tardy bell at 8:20. If students are brought to school by their parents, they should not arrive until 7:55 or will need to remain in the car because there is no supervision before this time. Students may be dropped off and picked up at the side of the school by the gym. We ask that all parents remain in their cars to maintain the safety of students. Please form double rows in car line following the painted directions on the pavement. The double row of cars will merge into one row before the final “turn” by the gym as marked. Cars are to alternate merging to one lane. At times, cars may need to make a loop through the gravel parking lot to enable cars to get off the busy highway and to help ensure everyone’s safety. Please remember to always yield to buses. Thank you for your cooperation with car line.
2. **PM PROCEDURES:** Car riders are dismissed at 3:10 p.m. Students are to be picked up promptly at 3:10 if they do not ride the bus home. For each child in carline, a tag with the student’s name is required. If a Curtis Car Tag is not displayed, the driver will have to come into the school office and show proper identification. Tags may be purchased for \$1.00 to cover the cost through their child’s homeroom teacher. A student who is to go home in a manner different from his/her normal routine must bring WRITTEN permission from a parent. No phone calls will be accepted. Only individuals listed on the student’s Emergency Care Form and in OnCourse will be authorized to pick up students from school. If your child is part of an after-school daycare or activity/club, please maintain communication with your child and the daycare/sponsor regarding their attendance in the after-school activity and their afternoon transportation. Parents are responsible for student supervision if the student chooses to go home and not attend their scheduled after-school activity. During dismissal, cars must make a right turn when exiting the parking lot.
3. **EMERGENCY CONTACTS:** All emergency contact information should remain current in OnCourse and on your child’s yellow emergency card. Please inform your child’s teacher or the office immediately if your contact information changes and submit a “Change Request” through the OnCourse Parent Portal (Click “View/Edit Student and Guardian” then “Update” beside the section you need to change). If an injury or illness occurs during school hours, we will need to be able to contact you quickly. Only individuals listed in OnCourse as “Emergency Contacts” or on your child’s yellow emergency card will be able to check out students. Notify the school office if you plan to move. Please allow at least 3 days’ notice to have transfer paperwork completed.
4. **SCHOOL CLOSURES:** On rare occasions, Bossier Parish has an Emergency School Closing. Although every effort will be made to reach you, it is impossible for us to notify each parent when this happens. Therefore, please let your child know in advance what he/she needs to do and where to go in case of an emergency. Unless the teacher has written instructions to the contrary, your child will be sent home the way he or she normally leaves school.

5. **SCHOOL VISITORS:** Parents and visitors need permission from the office before going to a classroom. Quality instruction in the classrooms is hindered when interruptions occur. For parent-teacher conferences, a yellow badge must be obtained from the front office and worn while in the building.

6. **STAY INFORMED:** To stay up to date throughout the school year on all Curtis news and announcements, please utilize the following platforms:
 - **WEBSITES:** Access <http://bossierschools.org> and <http://curtis.bossierschools.org/> for Parish and school forms and information.
 - **CLASS DOJO:** Sign up with your child's specific access code through your child's homeroom teacher for class and schoolwide news and updates.
 - **GOOGLE CALENDAR:** View the Curtis Calendar on the Curtis website. You can click the "Subscribe" link to subscribe and receive notifications from this Google Calendar.
 - **ONCOURSE:** This web-based communication system provides access to your child's grades and attendance. Parents of students new to the school will receive an email with their registration code upon registration. Parent Portal accounts roll over within Bossier Parish from year to year, but new school registration must be completed annually.
 - **VIP FOLDERS:** VIP folders are "Very Important Papers" provided for each student. Parents should check this folder regularly as it contains graded papers and important information for you to share and discuss with your child.
 - **FACEBOOK:** Follow the "Curtis Elementary School" Facebook page for school news and photos.
 - **EMAIL/PHONE:** Each teacher has a classroom phone with voicemail connected to their school email. Teachers may be contacted at firstname.lastname@bossierschools.org
 - **LATE BUS NOTIFICATIONS:** Text messages are sent using this tool from the Transportation department whenever there is a change to a bus number or schedule. Information on how to sign up can be found under Transportation Department on the Bossier Schools website.

7. **MEDICATION:** Medication should be scheduled to be taken at times other than school hours, before or after school, whenever possible. No student should ever bring medication to school. All medication must be signed into the school office by the parent or a guardian. All medication must be in the original container labeled by the pharmacy exactly as the physician's school order specifies.

8. **ILLNESS:** If your child has a fever, temperature of 100° or above, he/she can be contagious and should be cared for at home. Students must be free of fever for 24 hours without fever medication before returning to school.

9. **INSTRUCTIONAL MATERIALS:** All instructional materials are loaned to students for their use during the school year. Students are permitted to check out books through the library with a signed contract. Instructional materials and library books are to be kept clean and handled carefully. Students are required to pay for lost or damaged books. Any lost or damaged books must be paid for before another book is issued. If the book is found, a refund will be issued. Library books and instructional material refunds may only be made during the school year in which the book is lost.

10. **PERSONAL ITEMS:** Please have all of your child's personal items marked with his/her name. Outerwear may be monogrammed in white, green, or orange lettering, not to exceed 3 inches. Refillable water bottles should be brought to school daily. The water must be clear with CLEAR liquid. Backpacks on wheels are not allowed.
11. **PARENT CONFERENCES:** Parent conferences are encouraged. Emails are an easy way to communicate with teachers and request conferences. You may call and leave a voice mail message for the teacher when needing to schedule a conference or for any questions or concerns. Teachers are unable to answer the phone during instruction.
12. **TECHNOLOGY:** Curtis Elementary is not a "Bring Your Own Technology" school. All devices (including, but not limited to: cell phones, smart watches, tablets, Chromebooks, keyboards, etc.) that have photo and video capability, as well as texting capabilities, are not allowed to be carried or worn during the school day. These devices must remain in a student's backpack in the off position until the student leaves the school campus. Failure to follow this procedure will result in disciplinary action. Please sign the "Curtis Chromebook/Technology Contract for Students" at the end of this handbook and return it to your child's homeroom teacher ASAP. Grade level supply lists can be found on our school website. A technology fee of \$10.00 is due within 2 weeks of enrolling in school.
13. **CAFETERIA:** Curtis Elementary is approved for Community Eligibility Provisions (CEP) which allows students to receive meals free of charge. Breakfast is served from 7:55 - 8:20 each morning. You may utilize the My School Bucks online program to keep track of and make payments toward a student's account for extra purchases. A link for this website is on the Curtis Elementary homepage. You may prepay as much as you wish. Louisiana State Law prohibits soft drinks (except in thermos bottles) and fast food (except in a lunch bag from home) in the cafeteria. Food allergies must be reported to the cafeteria manager on the proper form completed by the doctor. The cafeteria manager may be reached at 549-6466.
14. **ATTENDANCE:** It is important that students be present daily and arrive on time. Excused absences are for personal illness with a physician's excuse or death in the family. Teachers will help students make up work when there is an excused absence. If your child is absent for 1-2 days, please check Google Classroom for assignments. After two consecutive days of excused absences, you may request work and books to be picked up at the office. Please make requests prior to 10:00 a.m. to ensure teachers have enough time to have student work ready by 3 p.m. Please send written excuses to teachers when your child returns to school after being absent. Unexcused absences and/or tardies will be automatically reported to the Bossier Parish Truancy Center after 5 days out. All absences are considered unexcused unless we receive a doctor's excuse or obituary within 5 days of absence. Parents may view their child's attendance records through the OnCourse Parent Portal. Students are not to be checked out from school after 2:30, as this is a disruption to the learning environment at the close of each day and constitutes a p.m. tardy just as "checking in late."

15. **PARENT INVOLVEMENT:** Research shows that parent and family involvement increase student achievement and success. In order to support and promote essential parent involvement, we provide opportunities for parent involvement in the following ways:

- **COMMUNICATION:** We work to ensure communication between the home and school is regular, two-way and meaningful. Communication is fostered through the use of report cards, progress reports, parent-teacher conferences, course/scheduling information, student handbooks, email, websites, documented phone calls, etc.
- **PARENTING:** We help promote and support responsible parenting activities. Activities are planned for parents throughout the school year. Parents are made to feel welcome and all attempts are made to remove barriers such as cultural and language differences. The Bossier Parish Parent Center is open every day for the parents, and sessions are held daily to assist parents with their various needs.
- **STUDENT LEARNING:** We strive to connect parents to their child's learning by giving them information on how they can help in the learning process. Information is provided on specific projects, grade level expectations, homework, and state testing. Students are helped to set and reach educational goals.
- **VOLUNTEERING:** We welcome parents in the school and seek their support and assistance. Parents are given opportunities for volunteerism during and outside regular school hours. The PTO offers various volunteer services throughout the school year.
- **SCHOOL DECISION-MAKING AND ADVOCACY:** We ensure parents are full partners in the decisions that affect their children and families. Parents are included in decision making about educational issues and participate in advocacy groups as well as on school improvement committees.
- **COLLABORATING WITH COMMUNITY:** We strive to utilize community resources available to strengthen our school programs, family involvement and student learning. Community resources such as the Truancy Center, civic organizations, BAFB, Sci-Port and the Chamber of Commerce are utilized. Partnerships are developed with businesses and agencies while student participation is fostered in community service. A diverse group of community members is included in school volunteer programs.

16. **EXTRACURRICULAR ACTIVITIES:**

- **4-H CLUB:** We have a strong, award-winning 4-H Club at Curtis Elementary. Our club has always been one of the largest in the parish. Curtis 4-H holds meetings every month during the school day that are filled with fun information, talent presentations, and demonstrations from our members. Each Spring, project books and optional portfolios are turned in and judged. Also, in the spring, the parish holds a 4-H Fun Day. The students participate in several different activities during the day and spend their hard-earned Clover Bucks that they have collected for their donations to our monthly community service projects. Members are rewarded for their efforts at 4-H Awards Nights in May. Certificates and trophies are awarded to individual members for outstanding work and participation in the club and for their portfolio and project books. Students who wish to be Curtis 4-H Cheerleaders in 5th grade, must be 4-H members and complete all Fun Day requirements (attend 2 parish events, 5 community service projects, and complete the parish issued Project Book) in both 4th and 5th grades.

- **4-H CHEER:** In the spring, 4th graders may apply to become a Curtis 4-H Cheerleader. Parents must agree to purchase the uniform if their child makes the squad and cheerleaders must maintain a 3.0 grade average in both the 4th and 5th grades and be able to attend a summer camp before their 5th grade year begins. Students must remain in good standing with no behavior referrals and positive teacher recommendations. Students must also be active members of the Curtis Elementary 4-H Club in both 4th and 5th grades and complete all required 4-H projects.
- **FITNESS CLUB:** At Curtis, we offer a student Fitness Club on Tuesdays and Thursdays after school free of charge. The goal of this club is to help improve student health and wellness, to promote healthy eating habits, and to teach the importance of keeping active. Fitness Club will feature physical activity opportunities such as yoga, dance, physical fitness, and games available to all students, regardless of their abilities. Students must be picked up by 4:15.
- **TIGER TRACKS:** Any student who enjoys running can join the Tiger Tracks running club. Our running club meets on Wednesdays after school until 4:15 (weather permitting). During practice, students will stretch and run at their own pace. Students in the running club will also participate in monthly community runs. Please note that numbers may be restricted based on current health guidelines.

17. **OFFICE REFERRALS:** In keeping with our PBIS guidelines, an office referral will be used when a serious offense is committed or a student commits numerous smaller offenses. Students who continuously break classroom rules or commit more serious offenses will be referred to the office. A behavior referral will be completed. The administrator will determine the next course of disciplinary action. Students may be assigned to GASP (Guided Alternative Suspension Program which is an in-school suspension program), Out-of-School Suspension, expulsion, or a behavior specific consequence at the principal's discretion. Parents will be notified by phone or the behavior referral will be sent home with the student for parent signature. The form must be returned to the school the following day. With the approval of the School Board, the student can be removed from the school environment. A list of major and minor infractions are included in this handbook.

18. **SBLC:** A School Building Level Committee (SBLC) is part of each elementary, middle, and high school in Bossier Parish. The SBLC reviews referrals from teachers and parents regarding academic, behavior, and medical concerns, as well as referrals for the gifted and talented program. The committee may assist teachers in the development of Tier II and Tier III interventions for at-risk students and periodically review students' progress. In addition, the SBLC is responsible for evaluating students under Section 504 and for developing an Individual Accommodation Plan (IAP) for students found to be eligible under Section 504. The committee also determines the need for a referral to pupil appraisal to determine eligibility under the Individuals with Disabilities Education Act (IDEA). To request a meeting or to request any assistance for your child, please call the school counselor at 549-6477.

19. **CLASS SNACKS:** Permission must be granted by the teacher before bringing any treats to the classroom. For health safety, only commercially packaged treats are allowed. No home-baked goods. All classroom celebrations (excluding the Christmas and End of the Year party) should be celebrated with healthy, school-approved food and beverages. A list of specific foods and beverages (formally known as Smart Snacks) can be found on our school website or at <https://www.louisianafitkids.com/SmartSnacks/SmartCriteria>
20. **SCHOOL BUS CONDUCT:** School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted. The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator. When riding the school bus, every student will:
1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
 2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
 3. Not bring objects on the bus that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
 4. Assist the bus operator in maintaining a clean and sanitary bus. Students who damage/destroy buses will be disciplined and responsible for damages.
 5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run. Students may not switch buses to ride home with friends.
 6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
 7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
 8. Adhere to the dress code for each school.
 9. Not eat on the bus. Students may carry water on the bus in water bottles.
 10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

Visit the Transportation website for additional bus safety tips and for directions on how to enroll in "Late Bus Notifications."

21. **PBIS:** PBIS stands for Positive Behavioral Intervention and Support. A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. In addition to the classroom, students are taught behavioral expectations in all areas of the Curtis Elementary campus: cafeteria, hallways, playground, restrooms, and bus/car drop-off areas. Behavior expectations for these areas have been developed and posted throughout the school to ensure that the students are aware of what is expected of them. The expectations are centered on our school's theme:

Curtis Tigers "PAWS" and think!

PAWS is an acronym for the spirit we share:

**Positive
Act responsibly
Work hard
Safety**



In addition to creating these expectations, students are rewarded and recognized for their efforts in numerous ways throughout the school day. Bus buddy tickets, positive Class Dojo points, tokens, and recognition of Students of the Month for Bingo with Principal Bird are just a few of the rewards that students can experience at Curtis Elementary. Academic assemblies are held at the end of each 18-week grading period to honor students who are on the A Honor Roll and the A-B Honor Roll. PBIS and Hospitality (for staff) is supported through funding for teachers, students, and staff with snack sales and ancillary fundraisers to provide food, treasures, rewards, and certificates that promote recognition and achievement throughout the year.

MAJOR PROBLEM BEHAVIOR	DEFINITION
Willful disobedience	Willful refusal by student to comply with teacher/adult requests.
Treats an authority with disrespect	Talking back- Blatant use of scornful and/or mocking voice, and/or production of gestures that exceed basic community norms for decency toward staff members.
Use of profane/obscene language	Verbal messages that include swearing, vulgar words, or the use of words in an inappropriate manner.
Conduct or habits Injurious to his/her associates	Any action by student which causes someone to be hurt or could cause someone to be hurt.
Possess Weapons	Any firearm, ammunition, explosive device, knife, razors or other objects that can place a person in serious harm. This also includes any toys that can be perceived as a weapon or threat.
Cuts, defaces, or injures any part of public-school building/vandalism.	Any act that causes destruction, damage, or defacement of public property. Accidental acts that are self-reported are excluded from this definition.
Instigates or participates in fights while under school supervision.	Involvement in any act of force and/or physical violence that can be expected to cause harm or injury to another person.
Commits immoral or vicious practices/threatening behavior	High intensity behavior, physical, verbal, or gestural which is considered a threat to another person.
Bullying/Cyberbullying/Harassment	Student engages in unwanted, aggressive/negative behavior repeatedly and over time toward another student.
Disturbs the school or habitually violates any rule	Student continually breaks school rules or repeatedly commits same minor infraction.
Leaves school premises or classroom without permission.	Deliberately leaving an authorized area or deliberately entering an unauthorized area.

MINOR PROBLEM BEHAVIOR	DEFINITION
Refusal to complete tasks	Student refuses to do work/does not return teacher assigned material/homework.
Dress code violation	Student wears clothing that is not within the dress code guidelines defined by the school district.
Defiance/disrespect/non-compliance	Student engages in low-intensity, but inappropriate disruption/attitude and tone.
Inappropriate verbal language	Student engages in low intensity instance of inappropriate language including minor name calling and teasing.
Physical contact/aggression	Student engages in non-serious, but inappropriate physical contact.
Technology violation	Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera, and or computer.
Property misuse	Student engages in low-intensity misuse of property.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Curtis Elementary Uniform Policy 2022-2023

BOYS

TOPS: Navy, white, or kelly green polo shirts (no light blue, red, or hunter green); White oxford button-down shirts; Navy, white, or kelly green turtlenecks. *Shirts must remain tucked in.*

BOTTOMS: Navy or khaki (no white or off-white) pants or shorts.

*Uniform pants must have **INSIDE** pockets (not on the outside as with cargo pants, carpenter pants, or jean type pants with brads). No knit, corduroy, bell-bottom, or slit hem pants. Pants should be free of holes and cannot be rolled.*

***Clothing cannot have logos, emblems, initials, added decorations, or embroidery.**

GIRLS

TOPS: Navy, white, or kelly green polo shirts (no light blue, red, or hunter green); White blouses (Peter Pan or sailor collars); Navy, white, or kelly green turtlenecks; *Shirts must remain tucked in.*

BOTTOMS: Navy or khaki (no white or off-white) pants, shorts, skirts, skorts, jumpers, or Capri pants; plaid #80 skirts, skorts, or jumpers.

*Uniform pants must have **INSIDE** pockets (not on the outside as with cargo pants, carpenter pants, or jean type pants with brads). No knit, satin, velour, corduroy, bell-bottom, or slit hem pants. Pants should be free of holes and cannot be rolled.*

Shorts, skirts, skorts, and jumpers must be uniform length measuring no more than 2 ½ inches above the knee (width of a dollar bill).

***Clothing cannot have logos, emblems, initials, added decorations, or embroidery.**

ACCESSORIES

- **BELTS:** Solid brown, black, navy blue, white, kelly green, or plaid #80.
Belts must be worn if pants have belt loops. Belts should be no more than 3 inches longer than the waist and should have no studs or decorations of any kind.
- Only a solid white t-shirt may be worn under uniform shirts.
- Hair bows and accessories must be non-distracting and without logos. Permissible colors include navy, white, kelly green, plaid #80, or school colors (orange/green). Holiday bows may be worn during the month of the holiday.
- Caps and hats are not permitted.
- No dangling earrings for safety precautions.
- No body piercings or tattoo type markings.
- No distracting haircuts or hair colors (green, blue, pink, etc.) may be worn.
- **No rolling backpacks.**

FOOTWEAR

Shoes must have backs and be fastened, laced, and tied. Socks must be worn with **ALL** shoes.

No platform shoes, mules, open-toe sandals, flip-flops, Heelys, or "toe" shoes. No light-up/flashing shoes or accessories on croc shoes.

SOLID navy, white, khaki, kelly green, or black, socks and tights that cover the foot; must be visible.

No leggings or footless tights may be worn.

No logos or patterns on socks or tights.

OUTERWEAR

Bossier Parish has adopted **SOLID NAVY** as the color for all student jackets, coats, and sweaters. Navy Curtis sweatshirts and jackets will be available for purchase. Outerwear may be monogrammed in white, green, or orange lettering, not to exceed 3 inches.

All other coats, sweaters, and jackets must be removed upon entrance into the building.

Students may not wear hoodies, starter jackets, or personalized sweatshirts. Jackets cannot have logos, emblems, added decorations, or hoods.

SPIRIT SHIRTS

2022-23 Curtis spirit shirts will be available for purchase and may be worn on Fridays. Club shirts (4H, Cheerleading, Robotics, Running Club, and D.I.) may be worn on meeting days. *Only the **CURRENT YEAR** spirit shirt may be worn. No monogrammed or appliqued personalized spirit shirts may be worn.*

PURCHASING UNIFORMS

All uniform coordinates may be purchased from local vendors and retail stores. Kelly Green color examples can be found on the Curtis website.

*****THE PRINCIPAL RESERVES THE RIGHT TO MAKE ALL FINAL DECISIONS ON APPROPRIATE UNIFORM ATTIRE*****

Curtis Chromebook/Technology Contract for Students 2022-2023

Providing Chromebooks for instructional use by our students is an important part of the Curtis Elementary instructional program. Students will use technology in the classroom each day to support learning. Only school-issued Chromebooks and keyboards will be allowed on campus. Certain guidelines are necessary to protect our students, technology and our school network.

Students and their parents/guardians must agree to the following:

1. I understand that the Chromebook I am assigned is property of Curtis Elementary and Bossier Parish Schools. Use is a privilege that can be revoked at any time. Chromebooks stay at school and are for school use only unless special permission is given and parent signatures are received.
2. I will take care of my Chromebook.
3. I will only use the Chromebook that has been assigned to me - unless given special permission by a teacher.
4. I will always carry my Chromebook with two hands and never carry it by the screen.
5. I will always use my Chromebook in a safe place (sitting down). Chromebooks are never allowed in the bathrooms or cafeteria.
6. I will keep all food and beverages away from my Chromebook since this may result in damage to the device.
7. I will not bang, slam, or hit the Chromebook.
8. I must keep my device clean and must not touch the screen with anything (e.g. finger, pen, pencil, etc.) other than approved computer screen cleaners.
9. I will not deface the device or place decorations (such as stickers) or other markings on the Chromebook.
10. I will not remove or alter any Curtis or Bossier Schools identification labels attached to or displayed on the Chromebook.
11. I will report damage, loss, or malfunctioning of the Chromebooks to my teacher immediately.
12. I understand that if I cause damage to the Chromebook I will lose Chromebook privileges until the device is repaired or replaced, and I will be responsible for the cost of repairs or replacement.
 - a. Chromebook replacement - up to \$250
 - b. Chromebook screen - up to \$55
 - c. Chromebook keyboard/mouse - up to \$55
 - d. If I damage a Chromebook, I understand that I will lose Chromebook privileges and will still be required to complete all assigned work. In this instance, I may be moved to a desktop computer to complete assignments, I may be required to complete the assignments with paper and pencil, and disciplinary actions may also be taken.

Technology Contract

1. I will practice digital responsibility on the internet.
2. I will only use the Chromebook assigned to me by my teacher.
3. I will log in to all technology devices with my school issued username and password.
4. I will only visit internet sites that have been approved by my teacher.
5. I will not share my passwords with other students.
6. I understand that the things I do on school issued technology/email accounts can be monitored by my teachers and school officials.
7. I will remain on the programs my teacher has assigned me to work on.
8. I will be responsible for the cost of replacement/repairs if the Chromebook is damaged.

After reviewing the Curtis Chromebook/Technology Contract for Students on the previous page, please sign and complete the form below and return the form to your child's teacher.

Curtis Chromebook/Technology Contract for Students 2022-2023

Read each statement below and check the boxes to show understanding.

Technology Contract

- I will practice digital responsibility on the internet.
- I will log in to all technology devices with my school issued username and password.
- I will only visit internet sites that have been approved by my teacher.
- I will not share my passwords with other students.
- I understand that the things I do on school issued technology/email accounts can be monitored by my teachers and school officials.
- I will remain on the programs my teacher has assigned me to work on.
- I will be responsible for the cost of replacement/repairs if the Chromebook is damaged.
- I will only use the Chromebook assigned to me by my teacher.

Signing this form indicates that I understand the statements on the Curtis Chromebook/Technology Contract for Students listed on the previous page and agree to follow them.

Student's Name (Please Print):

Student's Signature:

Parent's Name (Please Print):

Parent's Signature:

Date: _____ Parent's Email: _____

Home/Cell Phone Number: _____

Homeroom Teacher: _____

