



**AGENDA**  
Regular Meeting  
Monday, September 21, 2009  
In the Vail High School Conference Room

**Regular Meeting**

1. **Call to Order**

- A. **Pledge of Allegiance**
- B. **Approval of Minutes**
- C. **Reports**
  - \* **Member Reports**
  - \* **Administrative Reports**

*Need minutes for special meeting elect new officer*

**D. Call to the Public**

Consideration and discussion of comments and concerns from the public. Those wishing to address the council as a result of public comment will be limited to the Chairperson directing members to study the matter or rescheduling the matter for future consideration or decision at a later date. Public comments are limited to 3 minutes. (Acknowledgement of Public Requests to Speak) The Council desires viewpoints of Parents/Staff/Students and considers the responsible presentation of the viewpoints to be viable to the efficient operation of the school. Any individual desiring to address the council shall inform the Council at this time. Comments and questions may deal only with topics on the agenda of the meeting.

**E. Recognitions**

Staff, Students, and/or members of the community may be recognized at this time. Special announcements may be presented at this time.

2. **Consent Agenda**

**ACTION**

All items listed below are consent matters and will be considered by one motion at this time. There will be no discussion of consent items. Any council member may remove an item from the consent agenda by request. All items not accepted and approved, as part of the consent agenda will be considered individually.

Field trip Requests –

3. **Old Business**

- A. Enrollment Summary
- B. VHS Relocation Update
- C. Full Day Kindergarten
- D. AUP/Electronic Policy

**INFORM  
INFORM  
ACTION  
STUDY**

*Consent 7/21/09  
16 Budget meeting  
11/21/09*

4. **New Business**

- A. School Pictures and Senior Portraits
- B. K-8 Enrollment Process
- C. 2009-2010 301 Goals

**ACTION  
STUDY  
ACTION**

*10/22/09  
09/23/09, JB  
NVTIP*

5. **Adjournment**

**ACTION**

*5/11*



**ANNOTATED AGENDA**  
Monday, September 21, 2009  
In the Vail High School Conference Room

**Regular Meeting**

**1. Call to Order**

- A. Pledge of Allegiance**
- B. Approval of Minutes**
- C. Reports**
  - \*Member Reports**
  - \*Administrative Report**
- D. Call to the Public**
- E. Recognitions**

**2. Consent Agenda**

**ACTION**

**Background:**

All items attached are consent matters and should be considered by one motion at this time. There will be no discussion of consent items. Any Site council member may remove an item from the consent agenda by request. All items not accepted and approved, as part of the consent agenda will be considered individually.

**Recommendation:** For council to approve the consent agenda as presented.

**3. Old Business**

**A. Enrollment Summary**

**INFORM**

**Background:**

Mr. Barger will present the council an update on student enrollment.

**Recommendation:**

None at this time: Information item.

**B. VHS Relocation Update**

**INFORM**

**Background:**

Mr. Barger will present the council an update on the relocation of Vail High School.

**Recommendation:**

None at this time: Information item.

**C. Full Day Kindergarten**

**ACTION**

**Background:**

Mr. Barger will present to the council information on full day kindergarten.

**Recommendation:**

Council to approve full day kindergarten at the new K-8 portion of the VHS campus.

- 4. New Business**
- A. School pictures and Senior Portraits** **ACTION**
- Background:**  
Mr. Barger will present the council information on a photographer for school pictures as well as senior portraits.
- Recommendation:**  
Council to approve Inter-State Studio for school pictures and CnN Imaging for senior portraits.
- B. K-8 Enrollment Process** **STUDY**
- Background:**  
Mr. Barger will share with the council information on enrollment process for K-8.
- Recommendation:**  
Council to approve process as presented.
- C. 2008-2009 301 Goals** **ACTION**
- Background:**  
Mr. Barger will present 3 goals for approval to the site council.
- Recommendation:**  
The site council approves the three 301 goals for the 2009-2010 school year as presented.
- 5. Adjournment** **ACTION**

# MINUTES



Vail School District  
Vail, Arizona  
Site Council  
Vail High School



**MINUTES**  
Regular Meeting  
Thursday, April 2, 2009  
In the Vail High School Conference Room

**Regular Meeting**

**1. Call to Order**

Mrs. Karakla called the meeting to order at 4:42 pm

**A. Pledge of Allegiance**

Pledge was lead by Mr.Barger

**B. Members Present**

Mr. Letcher  
Mr. Burns  
Mrs. Misciagna  
Mrs. Paral  
Mrs. Silva  
Mr. Peine

**Members Absent**

**C. Approval of Minutes**

Mr. Burns motioned to approve minutes as presented, was seconded by Mrs. Misciagna. Minutes were approved.

**D. Reports**

**\* Member Reports**

No member reports

**\* Administrative Reports**

Mr. Barger reported on the new staff for the 09-10 school year. Ms. Beverly Jackson, Special Ed Parapro, Ms. Amanda Banks, Math, and Mrs. Laurie Ferrell, VDLP, Office Secretary.

Mr. Barger shared with the council Vail High School had their award ceremony Thursday, August 20<sup>th</sup> at the Vail Theater of the Arts. The award ceremony was for the last semester of the 08-09 school year. The award ceremony went well. Mr. Barger shared with the council that we have 88 returning students from last year.

Mr. Barger shared with the council Entertainment Books are on sale. Of the \$30.00, \$5.00 goes back to the school and the rest goes to the Vail Education Foundation.

Mr. Barger also shared that at the beginning of the school year VDLP has 37 full time students and 33 part time students, and that we plan to continue the growth of the VDLP.

**E. Call to the Public**

There was no public

**r. Recognitions**

Mr. Barger recognized Mr. Bryan Frausel and the Student Council for an outstanding Spirit Week. Mr. Barger also shared that several clubs stepped up and chose a day to do something special. The Chess Club raised money by pieing a teacher. Mr. Roberts had the most money put in his jar; therefore Mr. Roberts had an apple pie in the face by a member of the chess club. Also, we had a successful Game Night with about 83 students coming to play games. Mr. Barger also recognized Mr. Roberts and the students that helped with New Student Orientation. We had just around 40 students show up even though there was no transportation.

**2. Consent Agenda**

Mr. Letcher motioned to approve all consent items. Mr. Burns seconded all were in favor consent agenda approved.

**3. Old Business**

There were no items. First meeting of the 09-10 school year.

**4. New Business**

**A. Site Council Responsibility**

**INFORM**

Mr. Barger explained the duties of the Site Council along with the By-Laws of the council. Also, some items will be Inform, Action, or Study. Not all items will need to be voted on. Mr. Barger also shared with the council that the district will hold an all district site council meeting. This is where site council members from all schools will meet and discuss what is going on and different things each council does.

**B. Enrollment Summary**

**INFORM**

Mr. Barger shared with the council the numbers for the beginning of the school year. He also shared that the numbers will flex up and down for the first month.

**C. VHS Relocations Efforts**

**INFORM**

Mr. Barger explained the reason for the relocation of VHS that we are in the flight zone of DM. Mr. Barger also shared with the council that the military has set aside \$530,000.00 to go towards the move. Mr. Barger shared with the council that we will be going out for a bound election in November and that VHS will become a K-12 school with the elementary on one side and the 7<sup>th</sup> and 8<sup>th</sup> grade will be on the same side as the high school. There will be about 225 K-8 and just about 225 high school. The name still needs to be ironed out as well as the mascot. Mr. Barger did assure the council the high school will stay Vail High School.

**D. K-8 Naming**

**STUDY**

Mr. Barger shared with the council that at some point we will need to come up with a name for the new school. Mr. Barger shared with the council his name he has been thinking of "Vail Academy". But explained to the council there would be a formal nomination and vote for the name. Concerns were will the high school have their own name or will there be a name for both schools. Mr. Barger said Vail High School would stay.

**E. Full Day Kindergarten**

**STUDY**

Mr. Barger shared with the council that most districts have all day kindergarten and Vail School District does not. It was brought to the council to think about all day kindergarten for the new school when it opens. This will be a good attraction for most parents. Mr. Burns asked if we would have after school care such as kinder - cottage. Mr. Barger explained there are still a lot of things to work out, but after care may be a necessity.

**F. Lap Top / Electronic Policy**

**STUDY**

Mr. Barger shared with the council that Cienega is piloting a program with lab tops and if a student has a lab top they can bring it to school to use. If they break, or lost it is not the schools responsibility. A student asked here at VIIS to bring his lab top we can not filter the internet use. Mr. Barger asked the council to think about it and bring it back for discussion.

**G. Dates for Site Council Meetings**

**ACTION**

Mr. Barger asked the council which days and times would be best for meetings, the council meets one day a month. The majority seems to be Monday at 4:30 pm. The next meeting will be September 14<sup>th</sup>. The meetings will be the 4<sup>th</sup> Monday of each month unless it falls in a break. Mr. Letcher motioned to accept the Monday dates for meetings, Mrs. Paral seconded all were in favor.

**5. Adjournment**

**ACTION**

Mr. Letcher motioned to adjourn the meeting, Mrs. Misciagna second. Meeting was adjourned at 5:53 pm.

# **CONSENT AGENDA**



## FIELD TRIP TRANSPORTATION REQUEST

Requests must be received in the Transportation Office at least 2 weeks prior to trip date. Non A.I.A. Field trips are only scheduled from 9:00 A.M. to 1:30 P.M.  
Eating/drinking on the bus is prohibited.

Teacher/ Sponsor Please Complete the Information Below

Pick-up location/school West High School Date 9/21/09  
 Teacher/Sponsor Diana M. ... Grade 113 # of Passengers 6  
 Telephone # 578 1930 Number of Wheelchair Restraints if Needed \_\_\_\_\_  
 Destination Pima Community College Education Camps  
 Address 1755 W. Stone Ave. Tucson, AZ 85709  
 Purpose of Trip PCC Mathematics Competition  
 Lunch Included at S.K. ...

Date of Trip 10/30/09  
 Departure Time 8:00  
 Arrival Time 8:30  
Collect 10  
Diana Van  
 Return to Bus Time 1:00  
 Return to School Time 1:30

<u>Driver Use Only</u>	
Ending Mileage	_____
Beginning Mileage	_____
Total Miles	_____
Vehicle #	_____
# of Hours	_____
Driver Signature	_____

### Trip Approval Receipt

<u>Teacher / Sponsor</u>	
<u>Complete this section for prompt reply</u>	
School	<u>West High School</u>
Teacher	<u>Diana M. ...</u>
Date of Trip	<u>10/30/09</u>
Destination	<u>PCC Education</u>
Departure/Return Time	<u>8:00/1:30</u>

<u>School Administrator complete this Section</u>	
Administrator Approval	Date _____
Signature	_____
Site Council Approval	Date _____
Transportation Approval	Date _____
Signature	_____

**FIELD TRIP TRANSPORTATION REQUEST**

Requests must be received in the Transportation Office at least 2 weeks prior to trip date. Non A.I.A. Field trips are only scheduled from 9:00 A.M. to 1:30 P.M.  
Eating/drinking on the bus is prohibited.

**Teacher/ Sponsor Please Complete the Information Below**

Pick-up location/school Yard High School Date 5/11/09  
 Teacher/Sponsor Jana Karpoff Grade 12<sup>th</sup> # of Passengers 23  
 Telephone # 819-1905 Number of Wheelchair Restraints if Needed \_\_\_\_\_  
 Destination California

Address \_\_\_\_\_

Purpose of Trip Senior Trip

Lunch \_\_\_\_\_

Date of Trip May 19, 2010

Departure Time 2:00 p.m.

Arrival Time \_\_\_\_\_

Return to Bus Time May 23, 2010

Return to School Time 7:00 p.m.

<u>Driver Use Only</u>	
Ending Mileage	_____
Beginning Mileage	_____
Total Miles	_____
Vehicle #	_____
# of Hours	_____
Driver Signature	_____

**Trip Approval Receipt**

<u>Teacher / Sponsor</u>
<u>Complete this section for prompt reply</u>
School _____
Teacher _____
Date of Trip _____
Destination _____
Departure/Return Time _____

<u>School Administrator complete this Section</u>	
Administrator Approval	Date _____
Signature	_____
Site Council Approval	Date _____

Transportation Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_

FIELD TRIP TRANSPORTATION REQUEST

Requests must be received in the Transportation Office at least 2 weeks prior to trip date. Non A.I.A. Field trips are only scheduled from 9:00 A.M. to 1:30 P.M. Eating/drinking on the bus is prohibited.

Teacher/ Sponsor Please Complete the Information Below

Pick-up location/school \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Sponsor \_\_\_\_\_ Grade \_\_\_\_\_ # of Passengers \_\_\_\_\_

Telephone # \_\_\_\_\_ Number of Wheelchair Restraints if Needed \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Lunch \_\_\_\_\_

Date of Trip \_\_\_\_\_

Departure Time \_\_\_\_\_

Arrival Time \_\_\_\_\_

Return to Bus Time \_\_\_\_\_

Return to School Time \_\_\_\_\_

<u>Driver Use Only</u>	
Ending Mileage	_____
Beginning Mileage	_____
Total Miles	_____
Vehicle #	_____
# of Hours	_____
Driver Signature	_____

Registration # 02315

Trip Approval Receipt

<u>Teacher / Sponsor</u>	
<u>Complete this section for prompt reply</u>	
School	_____
Teacher	_____
Date of Trip	_____
Destination	_____
Departure/Return Time	_____

<u>School Administrator complete this Section</u>	
Administrator Approval	Date _____
Signature	_____
Site Council Approval	Date _____

Transportation Approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

Field Trip Request #00375 'Beth Campanile' Approved (Transportation).

**Subject:** Field Trip Request #00375 'Beth Campanile' Approved (Transportation).

**From:** "Vail Transportation Server" <transfinder@vail.k12.az.us>

**Date:** Thu, 3 Sep 2009 10:49:15 -0700

**To:** "kaparoff@vail.k12.az.us" <kaparoff@vail.k12.az.us>

Field Trip Request #00375 'Beth Campanile' Approved (Transportation).

Comments:

Please log into [Infofinder](#) for additional details.

[Click Here](#) to view all pending trips.

[Click Here](#) to view this trip.

DO NOT REPLY TO THIS EMAIL!

**Subject:** Field Trip Request #00375 'Beth Campanile' Submitted.  
**From:** "Transfinder LE" <transfinder@vail.k12.az.us>  
**Date:** Thu, 03 Sep 2009 09:27:54 -0700  
**To:** kaparoffi@vail.k12.az.us

Field Trip Request #00375 'Beth Campanile' Submitted.

Comments:

Please log into [Transfinder le](#) for additional details.

[Click Here](#) to view all pending trips.

[Click Here](#) to view this trip.

DO NOT REPLY TO THIS EMAIL!

FIELD TRIP TRANSPORTATION REQUEST

Requests must be received in the Transportation Office at least 2 weeks prior to trip date. Non A.I.A. Field trips are only scheduled from 9:00 A.M. to 1:30 P.M. Eating/drinking on the bus is prohibited.

Teacher/ Sponsor Please Complete the Information Below

Pick-up location/school VAS Date 8/30/02  
Teacher/Sponsor [Signature] Grade 2 # of Passengers 10  
Telephone # 703-777-1122 Number of Wheelchair Restraints if Needed 0  
Destination Costa Rica

Address [Address]  
Purpose of Trip [Purpose]

Lunch \_\_\_\_\_

Date of Trip April 2004  
Departure Time 8:00  
Arrival Time 8:00  
Return to Bus Time \_\_\_\_\_  
Return to School Time 8:00

<u>Driver Use Only</u>	
Ending Mileage	_____
Beginning Mileage	_____
Total Miles	_____
Vehicle #	_____
# of Hours	_____
Driver Signature	_____

.....Reference 11-00374.....

Trip Approval Receipt

<u>Teacher / Sponsor</u>	
<u>Complete this section for prompt reply</u>	
School	_____
Teacher	_____
Date of Trip	_____
Destination	_____
Departure/Return Time	_____

<u>School Administrator complete this Section</u>	
Administrator Approval	Date _____
Signature	_____
Site Council Approval	Date _____

Transportation Approval \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

Field Trip Request #00376 'Beth Campanile' Approved (Transportation)

**Subject:** Field Trip Request #00376 'Beth Campanile' Approved (Transportation).

**From:** "Vail Transportation Server" <transfinder@vail.k12.az.us>

**Date:** Thu, 3 Sep 2009 10:54:04 -0700

**To:** "kaparoff@vail.k12.az.us" <kaparoff@vail.k12.az.us>

Field Trip Request #00376 'Beth Campanile' Approved (Transportation).

Comments:

Please log into [Infofinder](#) for additional details.

[Click Here](#) to view all pending trips.

[Click Here](#) to view this trip.

DO NOT REPLY TO THIS EMAIL!

Field Trip Request #00376 'Beth Campanile' Submitted.

**Subject:** Field Trip Request #00376 'Beth Campanile' Submitted.

**From:** "Transfinder LE" <transfinder@vail.k12.az.us>

**Date:** Thu, 03 Sep 2009 09:32:18 -0700

**To:** kaparoffi@vail.k12.az.us

Field Trip Request #00376 'Beth Campanile' Submitted.

Comments:

Please log into [Transfinder le](#) for additional details.

[Click Here](#) to view all pending trips.

[Click Here](#) to view this trip.

DO NOT REPLY TO THIS EMAIL!



**OLD  
BUSINESS**

09/21/09 11:41 AM

Vail High School

Logout

School Year: 2009-10 Semester 1

Enrollment Summary

Back to Reports

Functions

### Enrollment Summary

09/21/09 11:41 AM  
Vail High School

Setup

Grade Level	100% A or Distinction	A 91-94 or Distinction	B 81-84 or Distinction	C 71-74 or Distinction	D 61-64 or Distinction	F 51-54 or Distinction	W 41-44 or Distinction
	27	1	37	2			
11	10		17	1			
			1				
A	87	3	17	1			

## Electronic Devices and Cell Phones

Electronic device such as CD players, cassette players, MP3 players, digital cameras, electronic games, etc. are not to be used at all while inside the school. Cell phones and pagers are to be turned off or placed on silent mode while inside the school and are not to be displayed or utilized at all. If these devices are utilized or displayed, they may be secured by the school staff and held until the student retrieves the device after school from the school administration in addition to disciplinary action. A second time that a student has an electronic device confiscated a parent will need to pick it up from the school. If a student has a 3<sup>rd</sup> violation with electronic devices, the student will receive school consequences deemed appropriate by administration and the device will be held by the school until the end of the semester.

Electronic device and cell phone usage is allowed outside the school building as long as it is not in violation of policy and is not disruptive to the learning experience or the operation of the school.

CURRENT VHS LANGUAGE  
OLD BUS. Item D

## **Vail School District (in use at CHS) Acceptable Use Policy 2009-2010**

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. Although the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Vail School District's wired or wireless network services. You agree to follow all school and district rules for behavior and communications. Access is a privilege - not a right.
2. The primary purpose of the district network (including but not limited to the Internet, printers, computers, etc.) is to allow users to conduct school business. Use of district printers will be limited to school related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any Vail School District computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Vail School District technology resource. Suggested netiquette guidelines are available on the district web site.
6. The Vail School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Vail School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Vail School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files.

7. All technological devices brought onto a Vail School District campus are subject to search and seizure.

8. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, including the damage to a broken screen, a corroded electrical part, or a broken keyboard.

9. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above the following activities are not permitted:

- \* Sending or displaying offensive messages or pictures
- \* Using obscene language
- \* Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- \* Harassing, insulting, cyber bullying, or attacking others
- \* Damaging or modifying computers, computer systems or computer networks
- \* Violating copyright laws
- \* Using others' passwords
- \* Trespassing in others' folders, work or files
- \* Intentionally wasting resources
- \* Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and or board policy.

## **DISCIPLINE**

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Vail School Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Vail School District network is a privilege, not a right.

## **PUBLISHING TO THE WEB**

Parents, your child may have schoolwork that will be published on the Internet, most likely on the Cienega High School website or the cloud.vail.k12.az.us website. Such publishing requires that the Vail School District have your permission to publish that

work. By agreeing to this AUP, you agree to allow the Vail School District to publish your child's schoolwork where appropriate.

### **ADDITIONAL RULES FOR Cienega High School**

As you grow older, you take on more responsibilities. Your choice to enroll at Cienega High School has some added responsibilities. An important job for you is your care of the computer\*. Here are some excellent rules to keep in mind when using your computer:

#### **Safety Issues**

The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. The Vail School District does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. You accept full responsibility for how you use your device.

#### **Some Do's and Don'ts:**

1. Keep nothing on your machine that is so private that you would not share it with a teacher, the principal, the tech department, or your parents. Assume that your computer can keep no secrets, because it cannot. Your computer will be treated like a school locker - it can be searched. Files stored on your computer will not be private. You also agree to allow authorized Vail School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different computer, laptop or other network device) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment, and that you will not connect any network-capable devices without prior written permission of the Site Technology Coordinator. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes: name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information.

Identity theft is a growing problem. We recommend that any personally sensitive files (such as: tax documents, social security, bank records, etc.) are removed from the computer before it is used on campus.

3. Do not attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt Cienega's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or disrupt the School's systems or networks, will result in disciplinary action, which can include the

possibility of felony charges.

This includes any electronic device that connects to Cienega High School or any other Vail School District network

4. Do not access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as MySpace.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

5. Do not use your computer to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another person's account. This behavior is related to trespassing and will be treated as such.

6. Do not use our network for commercial, political, or other private purposes. Our network is for your schoolwork.

#### Connecting to your home Internet service

Home Internet service cost is the responsibility of the parents, and is not required for enrollment at Cienega.

#### Computer Bags

You have sole responsibility for protecting your computer. We highly recommend you use a quality bag to protect your device. Bags should be specifically designed to protect a computer. Just putting your computer into your backpack is not sufficient protection, even if your backpack is padded. The computer needs its own individual padding.

Take good care of your computer. Repairs are expensive. Keep your computer safe. It is a target for thieves. Do not leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Do not leave your computer sitting around unattended. Keeping your computer in a computer bag that has padding is the best place for it.

Have the responsibility to treat your computer correctly. Dropping it onto a desk or the floor can be damaging. Do not fling it around. Don't stack things on top of it. Don't hold it by one corner; instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Do not loan your computer to someone else. Remember you are responsible for any content on your computer regardless of how it originated.

You are the person responsible for what happens to your computer. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. If an unfortunate event occurs, your parents are responsible for the repair or replacement cost.

## **Email**

Students will be provided a district sponsored gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

E-mail etiquette:

1. Keep your communications school-appropriate.
2. Do not engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it; e-mail does not show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Do not share personal information.
5. Your district e-mail can and will be monitored. Please use it appropriately. Infractions may result in the loss of e-mail use or other consequences.

## **Copyright Infringement and Plagiarism**

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and or your parents are responsible for any copyright penalties that you commit while using your computer. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Cienega High will record the following information on each computer:

Computer Serial Number

Ethernet ID Number

Wireless ID Number

Administrator Password

*Possible central  
to my home info*



## PRINTING

In order to print at Cienega, software must be installed on your computer. Printing will be tracked through a central print server and will be limited. Additional printing rights may be purchased through the bookstore and may take a few days to activate.

## MISCELLANEOUS

- \* From time to time you will need to update your computer. The latest system and anti-virus updates should be loaded when they become available.
  - \* Files: you are ultimately responsible for backing up your files. Files lost are not the responsibility of Cienega High School. If you can not bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are available in the bookstore. You could e-mail your files to yourself. The Vail School District is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.
  - \* As batteries age, they tend to weaken. It is your responsibility to make sure your machine can hold a charge.
  - \* If your paper did not print, find out why rather than printing more and more copies.
  - \* Should the need arise, the Acceptable Use Policy may be modified by the Vail School District, preferably with notice.
- Cienega High School is not responsible for lost, damaged, or stolen computers.

Vail School District

Cienega High School

Acceptable Use Policy

2009-2010

By signing below, we accept and agree to the above Acceptable Use Policy.

Student Name (Print)

Grade

Student Signature

Date

Parent Name (Print)

Parent Signature

Date

Copyright 2008, Vail School District and Cienega High School

**NEW  
BUSINESS**

## Vail High School 301 goals 2009-2010

1. **ACADEMIC #1** 100% of certified staff will visit other teacher's classrooms per semester and conduct a minimum of 30 minute observations. One of these visits should be at a school other than VHS. Teachers will fill out an observation form and submit them to the principal. Staff that are 4 5ths or more will conduct 3 visits per semester; and staff that work up to 3 5ths will conduct 2 visits per semester. Teachers will be responsible for arranging their own substitutes if needed.
2. **ACADEMIC #2** 100% of Advisor Base classrooms will implement Navigation 101. Navigation 101 is an internet program designed to prepare students for postsecondary life, whether it be college or career. 90% of students will complete all grade specific activities designed to assist with college and career readiness.
3. **COMMUNICATION #1** Certified staff will send postcards home to parents. These postcards are intended to be specific to each student and of a positive nature. The goal is that a staff member will send home an average of one card per month for each class they teach (ex. a teacher who is only 3 5<sup>th</sup> would send home three per month). A record will be kept in the front office so that one student does not receive 15 postcards and another student zero. This will be for the months of September through May with December and March counting as one month combined.