

Oregon-Davis Elementary School Student Handbook 2019-2020



WELCOME BACK

Dear Parents,

Let me be the first to say welcome back to school! I am looking forward to meeting and working with all of you during the 2019-2020 school year. You are welcome and encouraged to stop by the school whether it's to volunteer, have lunch with your child, or simply say hello. Open communication is an integral part of your child's success.

At Oregon-Davis Elementary we strive to make sure that students are provided high quality learning opportunities necessary to prepare them for our ever-changing global society. Our teachers are looking forward to working with each family and the community to ensure success for each child.

I would like to close by once again telling you how much I am looking forward to working with the parents, students, and staff at Oregon-Davis Elementary. Thank you for the opportunity to work with your children. I am truly honored.

Sincerely,

William Bennett, Principal

Vision Statement:

Through academic readiness and career development, we strive to teach the next generation skills that benefit students and the community.

Mission Statement:

Our mission is to develop students with strong character and a positive attitude who exhibit personal growth, citizenship, and academic mastery through collaborative, academic, and social opportunities.

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OREGON-DAVIS ELEMENTARY SCHOOL 2017-18 STUDENT HANDBOOK GENERAL PUBLIC INFORMATION

INTRODUCTION

The purpose of this handbook is to acquaint Oregon-Davis students and parents with the rules and regulations that pertain to Oregon-Davis Elementary School and the expected conduct of our students. It is through these rules, policies, and this handbook that you will know what is expected of you. The administration and faculty holds every student responsible for information contained in this handbook. Should you have questions that are not answered by this handbook, please contact the office for further assistance. Any rule or regulation in this policy book may be superseded by a school board mandate or policy. The Oregon-Davis School Board Policy Book is available for viewing in the Superintendent's office or online.

CHAIN OF COMMAND

Should a parent have a concern with their child's teacher, they should **first** contact the teacher. If after communicating with the teacher, the parent is not satisfied that the situation was resolved appropriately, they should contact the principal. If after communicating with the principal and the parent is still not satisfied, they should contact the superintendent. If the parent is still not satisfied, they should address their concerns to the school board.

EQUAL OPPORTUNITY

Oregon-Davis School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin, including limited English proficiency. Educational services, programs, instruction, and facilities will not be denied to anyone in the Oregon-Davis School Corporation as the result of his or her race, color, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaints, please contact:

Superintendent, Dr. Donald Harman, Oregon-Davis School Corporation 5998 N. 750
East, Hamlet, IN 46532 (574) 867-2111
Title IX (sex) Section 504 (handicapped), Americans With Disabilities Coordinator

CONFIDENTIALITY

The confidentiality rule permits a parent/guardian to inspect and review any education records relating to his/her children, which are collected, maintained, or used by the school. We encourage all parents to take an active role in our school system. If parents or guardians have concerns or questions, please contact the principal.

DIRECTORY INFORMATION

The school may make available students' directory information to organizations that make students aware of educational or occupational options. These organizations include but are not limited to colleges, universities, and military services. This is in accordance with school board policy. (Policy 8330)

SECTION 504

Section 504 of the Rehabilitation Act of 1973 was enacted to eliminate discrimination on the basis of disabilities in any program or activity receiving federal financial assistance. For any students with disabilities as defined in Section 504 of the above act, a public school corporation must provide a free appropriate public education to the student. For any employees with disabilities as defined in Section 504 of the above act, a public school corporation must make reasonable accommodations to the known physical or mental limitations of the student. For further information please contact:

Kari Camery, School Psychologist
Oregon-Davis Schools' Section 504 Coordinator
(574) 867-2711

OFFICE HOURS

6:45 am - 3:15 pm CST

SCHOOL HOURS

The regular school day begins at 7:25 am CST and the last class ends at 2:25 pm CST (except Friday release time is 1:55 pm CST). At 6:55 am CST students are allowed to go to the cafeteria for breakfast and at 7:00 am CST to the lockers and the classrooms. Any student arriving after 7:30 am CST MUST enter through the office and sign in with the presence of a parent/guardian. Students may enter building at 6:45 am CST.

LUNCH PRICES

Breakfast is free to all students, and lunch is provided for a cost. Families that apply for and are granted assistance will have their child's lunch provided to them at a reduced cost or even free. To see if you and your family are eligible, please visit the office for the proper paperwork. Lunch fees are as follows:

K-5th grade \$2.45

6th-8th grade \$2.55

EMERGENCY PROCEDURES

In case of a fire drill, fire, tornado drill, tornado, lockdown or any other emergency situation, all rooms have posted directions as to the procedures for such drills. There should be no inappropriate behavior, talk, or distractions during these procedures.

Teachers are to take a class roster with them during all room evacuations. The School Safety Plan will be followed.

VISITOR'S POLICY

Visits by parents or guardians of Oregon Davis Elementary School students are encouraged at the parent's convenience. While making prior arrangements would be appreciated, notice of a visitation by a parent is not required. All visitors to Oregon Davis School must register in the Main Office as soon as they arrive at the building.

SCHOOL RELATED INFORMATION, SEVERE WEATHER - SCHOOL CLOSING OR DELAY

In the event that Oregon-Davis Schools needs to release school-related information or announce a school cancellation or delay, a notification will be posted on the school's Facebook page, sent out via messenger call, and also sent to local media outlets. If school is to be delayed or closed, this will be done, if at all possible, before 6:45 a.m.

Local media outlets:

99.3 WKVI - Knox

92.9 WNDV- South Bend

Ch 16 WNDU-TV

94.3 WTCA - Plymouth

96.7 WCOE - LaPorte

101.5 WSNS- South Bend

Ch 22 WSBT-TV

Ch 28 WSJV-TV

STUDENT LOCKERS AND BOOK BAGS

Each student is assigned a locker for the storage of books and equipment. Students are not to share lockers. Report all locker problems to the main office. Since lockers are a permanent part of the building, students are expected to keep them in good condition. Lockers will be inspected at t

Allowing students to use lockers in no way supersedes the Principal's authority or control over the use of the lockers. The Principal or his/her designee shall possess the authority to examine the contents of any locker located on school premises when he/she has reasonable suspicion to believe that the contents of the locker may include elements which:

- Present an immediate threat to the health, safety and welfare of students or staff.
- Are illegal to possess.
- Would contribute to the disruption of the normal education program.
- Have been reported stolen or lost.

The student is presumed to have no expectation of privacy in that locker or its contents. Students desiring to make use of school lockers will be advised at the time of acquiring the privilege of locker use, that such use is a privilege granted by the school system, and of the conditions specified for such use. Failure to comply with the conditions of use will result in revocation of the student's permission to use a locker.

The decision to examine a student's locker will be made by the principal or his/her designee. The search will, when possible, be made in the presence of the student and at least one other adult witness. In the event of an emergency that may threaten the school or student safety, the locker may be searched without a student present. The discovery of illegal and/or dangerous materials will be reported to the parent/guardian, superintendent of schools, and when necessary, law enforcement officials.

VALUABLE ITEMS

Students should not bring items such as jewelry, expensive clothing, large amounts of money, or other valuable or expensive items to school. Students who bring such items to school do so at their own risk. These items may be left in the Main Office. However, the school assumes no liability for any loss, theft, or damage of such items left in the office or any other areas of the school or school grounds.

TELEPHONES

Every classroom has a telephone. Students may use classroom phones with teacher permission to contact parents or guardians. Cell phones are to be turned off and kept in lockers during school hours. Cell phones are not to be used during the school day (7:25 am-2:25 pm CST).

Camera/Video Recording

There is to be no unauthorized videotaping or photographing of any part of the building, grounds, students, and staff without the prior written consent of the Oregon-Davis School Corporation. This section is not intended to prevent parents or other interested parties from videotaping extra-curricular activities.

EXTRA CURRICULAR AND SCHOOL SPONSORED EVENTS

Students attending any school sponsored event or extracurricular activity is still beholden to school policies and expectations. Violations of school rules will be dealt with in the same manner as other school policy/rules violations.

SECLUSION AND RESTRAINT

Seclusion and Restraint information is available for review on the Oregon-Davis School Corporation Homepage and a hard copy can be found in the Oregon-Davis Elementary School office in accordance to school board policy 5630.01 V2.

HARASSMENT/ BULLYING

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student, a staff member, or any person associated with the school corporation while on Corporation property, or at any school-related event that takes place on or off Corporation property.

SEXUAL HARASSMENT

Students will not exhibit or demonstrate unwelcome, persistent offensive behavior (language, threatening remarks, physical contact or degrading activity) toward one another or toward school employees. Students may file verbal or written complaints with the building principal. All complaints will be promptly and thoroughly investigated by the building principal. The investigation will be confidential. A student who violates this policy is subject to disciplinary action and could lead to suspension and/or expulsion.

A. Verbal:

Harassing another student or school employee on or off school grounds through conduct or communications including, but not limited to, unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature,

verbal harassment or abuse; repeated remarks to a person with sexual or demeaning implications, pressure for sexual activity; suggesting or demanding sexual involvement accompanied by implied or explicit threats; verbal sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

B. Nonverbal: (under certain circumstances)

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment, making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact: (under certain circumstances)

Threatened, attempted, or actual unwanted bodily contact, including pinching, pushing the body, or coerced sexual intercourse.

GENERAL / ETHNIC / RELIGIOUS / DISABILITY HARASSMENT OR BULLYING

A. Verbal:

1. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning, but not limited to, a person's gender, national origin, religious beliefs, and/or disabilities.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person because of, but not limited of such person's gender, national origin, religious beliefs, and/or disabilities.

B. Nonverbal

Placing in the school environment objects, pictures, or graphic commentaries which should be interpreted as being harassing in nature or making insulting or threatening gestures concerning, but not limited to, of such person's gender, national origin, religious beliefs, and/or disabilities.

C. Physical:

Any threatened, attempted, or actual intimidating or disparaging action against a person because of, but not limited to, that person's gender, national origin, religious beliefs, and/or disabilities.

HARASSMENT/ BULLYING COMPLAINT PROCEDURES

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact an adult staff member. A parent or student may also submit a bullying complaint via the [school corporation website](#).

B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact an adult staff member or the Superintendent of schools. The student may submit a written or oral report. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student- abuser be reported to proper authorities.

CHILD ABUSE

Under Indiana law any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a "mandated reporter." While reporting child abuse is everyone's responsibility, Indiana law requires some in certain occupations to do so. These professional reporters are staff members in a medical or other public or private institution, school, facility, or agency. These reporters are legally obligated by their profession to report alleged child abuse or neglect. If you suspect a child is being abused, call the Child Abuse Hotline at 1-800-800-5556. [Click here for more information.](#)

RECOMMENDATIONS FOR STUDENT SUCCESS

PARENTS, STUDENTS, TEACHER RESPONSIBILITIES

Parents cannot be held responsible for their child's assignments, but should provide a positive atmosphere for learning. Teachers are responsible for assigning meaningful work. The teacher is also responsible for attempting to make sure the student has clear understanding of the individual assignments. The final responsibility for learning ultimately rests with the student. He or she must provide the energy and the attitude.

HOMEWORK EXPECTATIONS

Homework is an out-of-school assignment that contributes to the educational process of the student. The purposes of homework are to improve the learning processes, aid in the mastery of skills, and to create and stimulate interest on the part of the pupil. Classroom teachers have procedures that they will communicate with families.

TEACHER'S ROLE

- Homework assignments should be specific, clear and concise.
- Homework should include activities that have direct application to classroom studies.
- Teachers should develop procedures for monitoring the completion of assignments. Care and good judgment should be exercised by teachers to instill a positive attitude toward all homework.
- Parents should be notified if a student consistently fails to do homework assignments

STUDENTS' ROLE

- Students should clarify with the teacher any questions pertaining to the instructions before leaving class - its purpose, when it is due and how it should be done.
- Students should take home any materials and information needed to complete the assignment.
- Students should learn to budget time.
- With parental support and encouragement students should:
 - Set aside a special time in which to do the assignment
 - Find a special place free from excessive noise and distractions in which to work
 - Organize time so that assignments can be completed in a reasonable length of time
 - Check carefully the completed assignments
 - Students should return all work completed to the teacher by the date requested
 - Students should make up work missed during an absence

PARENTS' ROLE

- Parents should provide a quiet, well-lit place for "Homework Time"
- Parents should encourage and support their children's efforts
- Parents should communicate with the teacher whenever their children have difficulty with homework
- Parents should encourage their children to seek help and ask questions of the teacher when in doubt.
- When a child is absent from school and a parent would like to pick up schoolwork, we

ask that parents please call first thing in the morning so the teacher will have adequate time to put together work for the student.

COMMUNICATION

If a student is struggling in a class, the teacher will give notification to the parent via e-mail, phone call, or progress report. If there is a parental concern about their child's grade in a class, parents should feel free to contact that teacher to discuss the matter. Links to staff email can be found here. Parents are also encouraged to check Powerschool to monitor student grades.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are an integral part of a student's academic success. We ask you to phone the school anytime you feel that a conference is necessary. Please show us the courtesy of phoning before you wish to confer with any staff member.

VISITATION POLICY

Visitors must register at the main office as soon as they arrive in the building. Parents are always welcome; please notify teachers if you will be visiting. At the beginning of the year, parents will be given paperwork to fill out a Limited Criminal Background check if wishing to visit, chaperone, have lunch, or help in the classroom. This is for the safety of all of our students and staff.

ACADEMIC INFORMATION

SCHOOL IMPROVEMENT PLAN

ELA-ISTEP+ Reading comprehension in fiction and nonfiction informational texts are low and in need of improvement on ISTEP+, Pivot Inspect and McLass TRC assessments.

Math- ISTEP+ Math scores at all grade levels need improvement.

Attendance-Overall attendance is at, or slightly below 95%. However, we had 37 students with 10 or more absences.

ILEARN/IREAD 3

Students who have not passed the ILEARN/or IREAD 3 assessments will be encouraged to attend after school remediation. In accordance with I.C. 20-25-14-1, a

local school corporation may require remediation of a student who scored above the state achievement standards.

STUDENT RETENTION

Students will be promoted based on the required competency level reached for that grade level or upon the recommendation of the instructor and/or administrator. If a student demonstrates academic success beyond the assigned grade level that student would be assessed to determine whether further promotion is necessary. At this time social and emotional development would be a key indicator. A child cannot be retained for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

Students will be retained based on demonstrated insufficient progress required to be placed in the next grade level upon the recommendation of the instructor and/or administration and/or ILEARN competency testing.

Parents are to be notified early in the school year as to the school's possible intention in this direction. This should take place by the end of the fourth grading period. For kindergarten students, this should take place prior to the last grading period. Either placement will take into account the age, social adjustment, parental support and alternative program placement. Students in 3rd Grade are required to pass the IREAD 3 assessment to go on to 4th grade. Special needs students with an IEP may be promoted to 4th grade pending the decision of the case conference committee.

GRADING SCALE

90-100%.....	A
80-89%.....	B
70-79%.....	C
60-69%.....	D
59% & below.....	F

HONOR ROLL POLICY

Distinguished Honors	All A's
Regular Honors	All A's and B's

THREE-STAR BANQUET

Children in 4th, 5th, and 6th grades who receive Honor Roll for the first 3 grading periods will be invited to attend the Three-Star Banquet in the spring.

TITLE 1 PARENT INVOLVEMENT POLICY

Oregon-Davis Elementary School encourages parents to develop a home-school partnership with a shared responsibility for the total development and education of their child by providing a cooperative nurturing home that supports the school's mission. Our school compact guides and establishes a joint partnership with activities to support the

high expectations our teachers have for their students to ensure success. According to the new Federal Title 1 regulations, each school must share responsibility with parents for high student performance by developing a school-parent compact with the parents of children participating in the program. These compacts must outline how parents, staff and students will share responsibility for promoting high student achievement. Compact forms are available at the administration office.

Parent Notification Letter

August 1, 2019

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Oregon-Davis School Corporation to every parent of a student in a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;

If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;

The teacher baccalaureate degree major, graduate certification, and field of discipline; and

Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the school principal at 574-867-2711.

Sincerely,

Dr. Donald E. Harman
Superintendent

TITLE 1 COMPLAINT POLICY

Oregon-Davis School Corporation strives to meet the needs of all families and students served through Title I. However, if at any time we have failed to meet your expectations, we want to know about it. A complaint may be submitted by an organization or an individual, and must be submitted in writing. If you believe that Oregon-Davis School Corporation violated any federal or state law, rule, or regulation, please contact William Bennett, Title I Program Administrator, at 574-867-2711.

REGISTRAR

STUDENT RECORDS

Parent and student requests to examine personal school records will be honored. Existing federal and state statutes will be followed.

RIGHT OF NON-CUSTODIAL PARENTS

Non-custodial parents' rights will be respected regarding visiting school, parent-teacher conferences, progress reports, student records, etc. A court order must be witnessed before either parent's rights will be denied.

CHANGE OF PHONE, CONTACT, OR RESIDENCY INFORMATION

Communication between the school and the home is done via telephone, email, and/or letter. It is imperative that the correct mailing address, telephone number, and email address be on record. Students who move and/or change their telephone numbers/home address/email address have 10 business days to show proof of residency and should notify the office of such changes.

INSTRUCTIONAL FEES

Oregon-Davis School Corporation in accordance with the State of Indiana Statute assesses Instructional rental fees. These Instructional fees include fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student. Instructional fees will be assessed for every student. The State of Indiana does offer textbook assistance (textbook assistance is not available for insurance plans) to those families who qualify for free and reduced lunches. If you believe that you may be eligible for assistance and have not already done so, please contact the office to complete an application.

Instructional fees are distributed at the time of registration. There will be additional notifications for outstanding fees sent during the school year. Once the school year is over, any outstanding fees will be referred to the Superintendent's office and may be referred to a collection agency.

Instructional and lunch fee payments may be made at the school in the main office using cash or check. Families may opt to make online payments using a credit card by visiting the [Make a Payment](#) tab on the school's website.

Instructional fee charges will be prorated for students who transfer in or out during the school year. This will be calculated on the following basis:

For students entering during:

- *First nine weeks = 100%
- *Second nine weeks = 75%
- *Third nine weeks = 50%
- *Fourth nine weeks = 25%

Book rental refunds for students transferring out:

- *First nine weeks = 75%
- *Second nine weeks = 50%
- *Third nine weeks = 25%
- *Fourth nine weeks = 0%

K - \$77.00
 1st - \$76.50
 2nd - \$77.00
 3rd - \$79.75
 4th - \$80.25
 5th - \$80.25

6th - \$80.25

REMINDER: Textbooks and iPads are only rented. They must be returned in the same condition as when issued or parents will be responsible for the extra cost to replace these instructional fees. Please stress the importance of taking care of textbooks and technology to your child(ren).

ATTENDANCE INFORMATION

OREGON-DAVIS ELEMENTARY ATTENDANCE POLICY

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of becoming functional, responsible adults. In addition, when students are expected to attend school and be on time for classes, they develop self-discipline and responsibility necessary for life. Students who miss a class will never be able to retrieve completely that learning experience. The interaction with the teacher and fellow students can never be effectively duplicated. Accordingly, if students are to receive maximum benefits from the educational programs of Oregon-Davis Elementary, students need to be in attendance on all prescribed school days except those exempted by law or by policies of Oregon-Davis Elementary School approved by the Oregon-Davis School Corporation.

ATTENDANCE PROCEDURES

1. If a student is absent for any reason the school must be notified before 8:30 a.m. CST with a phone call to 574-867-2711 or email to the school secretary, dhayes@od.k12.in.us. Messages may also be left on the voice mail, ext. 1990
2. Upon returning to school, the student must bring written verification from the parent/guardian, doctor, or a proper official or the absence will be considered unexcused and will be treated as a truancy, if a phone call or email was not made or sent to the school on the day of the absence.
3. The teacher will take attendance electronically at the start of the school day.
4. The school discourages students from taking family trips/vacations during the school year. If there is a need for a prearranged absence, the building principal must be notified at least one week in advance or the student will be considered truant. (Pre-arranged absences will not be excused during final exams.) Prior to leaving, it is the parents/student's responsibility to make arrangements with the individual teachers for the work that the student will miss during the pre-arranged absence.

ATTENDANCE POLICIES

Excused and unexcused absences will count toward the total number of absences a student has for the entire school year.

Duty of Parent

It is unlawful for a parent to fail to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public school (Indiana Law I.C. 20.8.1-3-34). Parents will be notified when their child has missed more than 10 school days. The child's classroom teacher and an administrator will meet with the parent/guardian to discuss options that could include the possibility of retention.

Excused Absences

Attendance is an important part of a student's education. However, the following conditions may require a student's absence from school and would be excused.

- Personal illness
- Attendance at funeral of close relatives
- Medical and dental appointments
- Approved religious holiday observances
- School sponsored/authorized activities – student will not be counted absent
- Other absences authorized by the STATE – student will not be counted absent (State Fair)

If a student is absent for any reason, the school should be notified before 8:30 a.m. CST with a phone call (574-867-2711) or email to the school secretary (dhayes@od.k12.in.us). Upon returning to school, the student must bring a written note from parent/guardian or doctor, if a phone call or email was not made or sent to the school the day of the absence. Otherwise the absence will be considered unexcused without a phone call or an email.

If extended illnesses or absences occur, the school reserves the right to require a statement from a physician or appropriate professional. Students should have a note to be excused from P.E. / Swimming class or to stay in at recess.

PROJECT ATTEND

Oregon-Davis School Corporation has partnered with Starke County Probation, Starke County Prosecutor's office, and Department of Child Services to implement Project Attend. Project Attend lays out specific steps that will be taken in the event of student truancy and unexcused absences. For more information on Project Attend, please visit: <http://odschools.org/2016/04/01/project-attend/>.

CONSEQUENCES FOR EXCESSIVE ABSENCES AND TRUANCIES

I.C.20-33-2-27 states that it is unlawful for a parent to fail to ensure that the parent's child attends school as required.

For more information on OD Project Attend, please visit the [school corporation web page](#).

ILLNESS OR INJURY DURING SCHOOL DAY

ILLNESS AND/OR ACCIDENT

Protect your child against various contagious diseases by providing all vaccinations and inoculations as advised by you family physician. Being healthy is important to being a good student. Check your child each day, not only to be sure of cleanliness and to be sure that your child has necessary materials, but also to be sure your child does not have a fever, runny nose, nausea, sore throat, cough, skin rash, or anything else that might be a warning of illness. If there is any indication of illness, don't send your child to school, not even to ask the nurse if she thinks the complaint is valid. A nurse is not supposed to diagnose.

If your child has been out of school because of illness, be sure, by frequent temperature checks, that there hasn't been any fever for 24 hours (without Tylenol) before allowing a return to school. If the illness was chicken pox, measles, or mumps, it would be wise to have your doctor assist in the decision as to when your child should return to school. If your child has been out for any reason, a written excuse stating the reason for the absence will be necessary when student returns to school.

In the event of any serious illness or accident, you will be contacted immediately. Therefore, we need an up-to-date home phone, business phone and emergency number on file. The school must also have pertinent information (i.e. allergy to bee stings, subject to seizures or asthma attacks). It is the responsibility of the parent/guardian to make sure all information is up to date.

A student should not come to school under the following conditions:

- A temperature above 100 degrees or – or other associated signs of illness.
- A student should be fever free for 24 hours without the use of Tylenol /Ibuprofen before returning.
- Any inflammatory eye condition.
- Any cough associated with other sign of disease.
- Any vomiting with 24 hours.

If you have any question you can contact the school nurse at 867-2711.

EMERGENCIES: Nothing in this policy should deter any school employee from initiating quicker action than outlined in regulations if a student is in need of immediate medical assistance.

HEAD LICE: When a child is picked up from school for evidence of head lice, the parent will be given verbal instructions on treatment. The parent(s) will be informed that the student should be brought to school to be checked by the nurse prior to returning to class. They should not ride the school bus.

IMMUNIZATIONS

In compliance with state law, any student enrolling in school for the first time is to furnish the school with a written immunization history accompanied by the physician's certificate or other documentation. No child entering Kindergarten or first grade, by law, is to be permitted to attend school for more than 20 school days beyond the date of enrollment. The exception to this is to file a religious or medical exemption yearly with the school.

MEDICATION

No medication shall be administered to a student without the written and dated consent of the student's parent. All medication brought to the school must be in the original container by a parent or guardian. Prescription medications may be given by approved school personnel to a student if:

1. Written prescription from the student's physician. Student medication form filed with the nurse.
2. Only medication in its original container will be accepted. It must include the date, student's name, and the name of the medication with the exact dosage.

Nonprescription medications may be given at school if:

1. The medication must be in the original container. Medications will not be accepted in an envelope or plastic bag.
2. The medication must include a note from the parent describing/ naming the medication, the exact dosage, and the time to be given.
3. All medications must be provided by the parents.

MAKE UP WORK FOR STUDENT ABSENCES

Students have the same number of days to make up all school related work missed due to an absence as the number of days the students have missed, (eg. student misses 3 days, then has 3 days to make up the work).

STUDENT ASSISTANCE TEAM INTERVENTION

1. The Student Assistance Team consists of the School Nurse, School Psychologist, Special Education staff, and Teachers. This team meets to discuss and plan interventions to help referred students succeed. The student and/or parent(s) may also be asked to join the meeting; however, interventions are

usually recommended by the team only, and a parent letter is sent home describing the recommendations.

2. The administration, staff, parent or student has the right to refer someone to the Student Assistance Team ("STAT") if they have tried everything in their power to help the student and need additional help intervening with the student. Typical referrals in the past have been continued failure despite parent-teacher conferences, a sudden change in a student, substance abuse, severe disruptive behavior (emotional or behavioral), extreme low self-esteem, or simple concern about a student and his/her lack of success.
3. Testing through the Joint Educational Services for Special Education (JESSE) may be recommended if interventions have been tried but have failed to help the student succeed. Testing can be done only with parent permission and approval.

AUTHORITY OF STAFF/SCHOOL BEHAVIOR EXPECTATIONS

GUIDELINES FOR STUDENT BEHAVIOR

We believe that each student makes choices in life and should be prepared to accept the consequences of those choices. Each student should have the opportunity to avoid a consequence by knowing in advance of impending results of an action.

At Oregon-Davis Schools we are committed to having a safe, quality education program. In order that this may be accomplished, there must be rules established and endorsed for the well-being of all our students. It is not good to have a few children keeping others from learning. Therefore, the staff at Oregon-Davis has established reasonable standards of conduct. Children must behave within these standards or they will have to face appropriate consequences. These consequences range from simply talking to the child to expulsion from school and they may include corporal punishment.

Schoolwide and classroom discipline plans are established in the best interest of the students. Our policy is that all students can behave at school. The responsibility of good student conduct lies first with the student. Students will be held accountable for their actions. The teacher is to help students develop self-discipline, to prevent or stop unacceptable behavior and to present clear expectations for appropriate student conduct.

The vast majority of our students are well behaved and we reward children for positive behavior and good work. At Oregon-Davis the administration reserves the right to determine the extent and nature of the discipline to be used. Teachers have the right and the responsibility to discipline any student at the school. Supervision includes on school premises, on the way to and from school, on school trips and at any regular school hours.

If a student continues to present a behavior problem to a teacher the situation should be corrected. The classroom teacher has the right to teach and discipline problems that interfere with the teaching process will be written up and referred to the office. The administration will work with the teacher and take whatever steps necessary to correct and alleviate the problem.

CELL PHONE/ELECTRONIC DEVICE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

CLASSROOM DISCIPLINE

Teachers are to provide and review with students their classroom expectations, procedures, and rules at their first meetings. These rules and procedures are expected to be followed. If there are infractions, teachers are to work through solutions with students. For major or habitual violations, the student may be referred to the office for further consequences.

INAPPROPRIATE BEHAVIORS

Students are expected to show respect to staff, other students, school property, and themselves. Inappropriate behaviors will be addressed in an appropriate manner.

Some of these behaviors include, but are not limited to:

- Inappropriate conduct, speech, drawings, or writing--students are entitled to a school environment free from lewd, vulgar, obscene, or sexually explicit language or actions. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to the school purposes is prohibited. Violations deemed disreputable may be punishable by disciplinary actions including suspension or expulsion. False and malicious statements and/or defamation of character or reputation in writing by any student towards any other person will not be tolerated. Such conduct will be subject to appropriate disciplinary actions including suspension or expulsion.

- Gang related activities--street gangs, criminal organizations, and criminal organization activity have no place at Oregon-Davis Elementary School. Students who individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties spelled out here. For further information please see the school corporation's Criminal Organization and Criminal Organization Activity and Policy 5840.
- Inappropriate items. These are items that are disruptive, dangerous, or detrimental to the school and learning process.
- Students must not bring open beverage or food containers into the school building. All containers are subject to an inspection. No food or drink is to be consumed outside the cafeteria.

STUDENT DRESS AND GROOMING

The school considers the appearance of students relating to dress and grooming as an important factor for an effective and desirable atmosphere for learning and future work experiences. Student dress and appearance should not be disruptive or distracting to others. The Oregon-Davis Elementary School emphasizes cleanliness, neatness, and appropriateness in the educational environment. The decision on the appropriateness of student dress and appearance is ultimately up to the discretion of the school administration. It is the responsibility of the student to consult with the principal if there is a question as to what is acceptable or unacceptable prior to the start of the school day.

- No tank tops, spaghetti straps, open mid-riffs, open backs, or see-thru clothing.
- Shirts must cover the shoulders and have sleeves.
- No clothing that exposes undergarments or inappropriate body parts.
- No pants with holes that are inappropriate/revealing.
- No shorts or skirts with holes, and the length must be appropriate and not revealing.
- No articles of clothing that display reference tobacco, alcohol products, drug, sexual innuendos, etc.
- No hats, hoods, or bandanas, unless authorized by the administration.
- No clothing item or personal appearance that causes a disruption of the educational process.

BEHAVIOR IN PUBLIC SPACES

CAFETERIA

LUNCH AND BREAKFAST

Lunch prices will be announced at the start of the school year and posted on our weekly newsletter/menu which is given to students the last school day of each week. Students who accumulate a negative amount in their account greater than two meals will receive an automated informational call to their home.

Breakfast is free to all students. It will only be offered as a complete meal, with no individual items available to purchase. Breakfast is available from 7:00-7:20 am as the students enter the building in the morning.

Those families who qualify for **Free or Reduced status** need to **reapply** every August to keep that status active. Also, you may apply for financial assistance at any time during the school year, if your financial status changes. We now accept checks, cash, or you can pay online by going through the school website with credit card.

LUNCH RULES:

1. We use good manners in the dining room at all times.
2. We make sure the area around our table is left as nice and clean as we found it.
3. We do not trade food
4. Follow general school rules at all times.

FIELD TRIPS

It is the philosophy of our staff that field trips can be an exciting and effective means of learning for our children. They are an important extension of the classroom, must be educational in nature and curriculum related. Therefore, children are expected to take part in these learning experiences. However, students may be excluded from these trips for attendance, discipline problems, failing grades in other classes and by administrative discretion.

Teachers must acquire approval prior to arranging the field trips, and students and parents will be notified at least one week in advance of the details/itinerary of each trip.

PLAYGROUND RULES

1. Be respectful.
2. Obey the adult(s) in charge.

3. Walk to and from the building in an orderly manner.
4. Keep hands, feet, objects and hurtful words to yourself.
5. Use the playground and equipment safely and properly.
6. Show courtesy by taking turns and including others in your activities.

PLAYGROUND AND EQUIPMENT GUIDELINES

1. We do not throw rocks, snowballs, dirt, etc.
2. Food on the playground is not permitted during recess.
3. Do not push, stand, or jump off swings.
4. We do not return to the building without teacher permission.
5. We do not leave the playground area for any reason without teacher permission.
6. We stay far enough away from the building that balls do not go on the roof.
7. We do not bring skates, roller-blades, or skateboards to school.
8. We stay away from the wooded area and all doors during the recess period.
9. We always follow the general school rules.

RECESS

The school office will make a daily check to determine if we are above 0 degrees wind-chill for outdoor recess. However, students should always dress appropriately for weather conditions. Parents, please mark your child's clothing and personal property. A doctor's note is required for a child to be excused from recess for more than a day.

SCHOOL BUS

Riding the school bus is a privilege. Students are expected to maintain appropriate behavior on the bus and follow the direction of the school bus driver. The driver's primary objective is to transport students to and from school in a safe and efficient manner. Any student behavior that hinders that will be addressed. Discipline for school buses will follow the same procedures as a classroom; however, a student may be suspended from riding the bus if inappropriate behaviors persist.

CONSEQUENCES FOR MISBEHAVIOR

DUE PROCESS

Due process of law will be provided to students in all discipline matters. This includes the opportunity to be informed of the provisions of the Code or other school regulations or procedures allegedly violated. Students will be given the opportunity to respond. Any student recommended for expulsion shall be entitled to have standard legal procedures provided by law prior to any decision being made on that expulsion.

DETENTION

Detention is considered the basic consequence for misbehavior. A time is assigned for students to serve.

POSITIVE ALTERNATIVE TO STUDENT SUSPENSION (PASS)

PASS will be assigned for 1- 4 days and will be supervised by a school staff member. Students are expected to bring all classwork to PASS and keep busy for the entire time. Students will not be allowed to have access to their personal cell phones during this time. If one is brought to PASS, it will be held in the office until the end of the day. Work completed in PASS will be accepted for credit/grades by the students' teachers.

OUT OF SCHOOL SUSPENSION (OSS)

OSS is assigned for 1-10 days. The suspension includes all extracurricular and school sponsored activities including athletics. **Work completed during OSS is expected to be completed and will be accepted for credit and/or grades.**

TOBACCO - ALCOHOL - DRUGS

The following regulations addressing tobacco, alcoholic beverages, and drugs pertain to all campus grounds and all school related functions:

TOBACCO

Students are not permitted to possess, use, or transmit lighters, matches, or any tobacco product--including electronic and vapor smoking devices on school grounds or under any of the conditions above. Students found to be possessing, using, or transmitting tobacco products will be assigned to three (3) days Out- School Suspension for the first violation of this rule. A second violation will result in a five (5) day Out-School Suspension. Any student accumulating a third tobacco violation within a school year will be suspended from school for five (5) days, and a recommendation for expulsion will be made to the Superintendent.

ALCOHOL

Students are not permitted to possess, use, transmit, or be under the influence of an alcoholic beverage under the conditions listed above. Students found using, possessing, transmitting, or being under the influence of alcohol will be subject to the following procedures: the student will be suspended from school and a recommendation for expulsion will be made to the Superintendent.

DRUGS

A. Any student found possessing, using, transmitting, or being under the influence of any illegal drug will be suspended from school and will be recommended for expulsion from school.

B. A student found acting under the belief or with the intent of possessing, using or transmitting an illegal drug will be subject to the above.

C. A student found possessing, using, transmitting, or being under the influence of caffeine- based pills, substances containing phenylpropanolamine (PPA), or stimulants of ANY KIND without a prescription will be subject to the above procedure.

D. A student found possessing or providing to any person anything used or designed to be used primarily for storage, processing, delivery, or consumption of alcohol, stimulants, hallucinogens, narcotics, intoxicants, inhalants, marijuana, or depressants (e.g. pipes, rolling papers, roach clips, etc.) will be subject to the above procedure. Any student found in violation of the Alcohol and/or Drug policy will automatically be given a chance to seek the appropriate services to address their substance use. At the time of the violation, the student and his/her parent(s) will be given a list of approved facilities in the area who do substance abuse evaluations. The student and family have the option to choose one of the approved facilities, and to complete a substance abuse evaluation, at their own cost. At that time, the evaluator will make a recommendation for intervention, depending on the assessment outcome. The student and family can follow through with what the evaluator recommends for intervention or choose to not follow through. If the student and family choose not to seek a substance abuse evaluation, immediate action will be taken to expel the student, as the policy states. If the student and family follow through with the evaluator's recommendation and agree to allow the School Counselor and the agency to communicate throughout the intervention process in order to track progress, the student and his/her family would meet with the Principal, the Counselor, and the family to further evaluate and make recommendations on the status of the student at Oregon Davis Elementary School.

GROUND FORS SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience adhere to school board policy and the Indiana Codes referenced therein. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school

purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Engaging in conduct or speech that threatens, intimidates or coerces another student, staff or adult volunteer at school or at a school function.
 3. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 4. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
 6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 7. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
 8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Proper use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - A. engaging in sexual behavior on school property
 - B. disobedience of administrative authority
 - C. willful absence or tardiness of students
 - D. knowingly possessing, using, or transmitting any substance which is represented to be "or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, "marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kinds e. possessing, using, transmitting or being under the influence of caffeine-based "substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
 - F. including, but not limited to, forgery or misuse of pass
13. Knowingly possessing or using, on school grounds during school hours, an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
14. Repeatedly refusing to follow the directions of supervising school employees; engaging in acts of serious disrespect to school employees including teachers, administrators, and non-certified staff member (secretaries, bus drivers, cafeteria personnel, custodians and aides).
15. Engaging in the use of profane, obscene, or defamatory language directed at a person is on duty or at a school event.
16. Obscenity or sexual misconduct in any form whether by word or action within the jurisdiction of the school corporation.
17. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
18. Harassing another student or school employee on or off school grounds through conduct or communications including, but not limited to, unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, verbal harassment or abuse; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; pressure for sexual

activity; suggesting or demanding sexual involvement accompanied by implied or explicit threats. Students will not exhibit or demonstrate unwelcome, persistent offensive behavior (language, threatening remarks, physical contact, or degrading activity) toward one another or toward school employee. Students may file verbal or written complaints with the building principal. All complaints will be promptly and thoroughly investigated by the building principal. The investigation will be confidential. A student who violates this policy is subject to disciplinary action and could lead to suspension and/or expulsion

19. Students are not permitted to possess, use, or transmit any tobacco product on school grounds.
20. The showing of gang-related symbols, colors, or clothing which causes a disruption in the learning environment and to school purposes, shall be grounds for suspension or expulsion.
21. POSSESSION OF A FIREARM
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one- quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - any device, although originally designed for use as a weapon, which is redesigned for use as a signaling pyrotechnic, line throwing, safety or similar device
 - Class C common fireworks
 - c. The penalty for possession of a firearm: 5 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a

student is expelled under this rule. The grounds for suspension or expulsion Listed above apply when a student is:

- on school grounds
- off school grounds immediately before or after school
- any time when the school is being used by a school group
- off school grounds at a school activity, function, or event
- traveling to or from school or a school activity, function, or event
- on the school bus This includes any unlawful activity meeting the above
- criteria which takes place during weekends, holidays and other school breaks, and the summer period when a student may not be attending classes or other school functions.

SUSPENSION AND EXPULSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a) a written or verbal statement of the charges
 - b) if the student denies the charges, a summary of the evidence against the student will be presented;
 - c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. The suspension includes all extracurricular and school sponsored activities including athletics. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
 1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
 2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a

student or a student's parent/guardian to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of the notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

KINDERGARTEN AND ENTRANCE REQUIREMENTS

A child must be five (5) years of age on September 1 of the current school year to begin kindergarten. Children entering from another school district, which has a different entrance age requirement, will be allowed to enroll in the grade level from which they came.

Parents of a child who enrolls in kindergarten or from another school must present a birth certificate and a student health and dental record of examination and immunizations to the school office to be placed in their child's permanent record file. Kindergarten students will be administered standardized instruments to determine their developmental level. Any student who has not attended Oregon-Davis Schools previously must present proof of immunization for diphtheria, tetanus, whooping cough, measles, rubella, polio and mumps.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

<https://drive.google.com/file/d/0B31PTaJciZ5rR0g2bHdDT0JKaE9zTWF6WENaT0tldWF2Q3hB/view?usp=sharing>

TECHNOLOGY INFORMATION

TECHNOLOGY USE EXPECTATIONS

Students will be assigned a device to use for school purposes only. Students will receive an iPad and charger. Students are responsible for maintaining these devices. The devices should be returned at the end of the school year in as good a condition as they were when handed out.

These electronic devices are part of the instructional process, which means students are to use them for this purpose. Playing games, creating videos, sending messages, or otherwise distracting from the educational expectations may result in disciplinary action and/or removal of the device for a period of time. Students need to follow the classroom rules and expectations spelled out for each teacher's classroom.

Parents and students will need to read, sign, and have on file the Network and Internet Access Agreement For Student and Student Device Checkout Form before being assigned a device. It is vital that students and parents read and understand these agreements to ensure the appropriate use of technology.

The technology is NOT student property--it remains the property of Oregon-Davis School Corporation and as such, all aforementioned agreements must be followed.

This agreement is entered into this _____ day of _____, 20_____

between _____, hereinafter referred to as Student, and the Oregon-Davis School Corp., hereinafter referred to as Corporation. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will

(1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. The intent of the contract is to ensure that students will comply with all Network and Internet acceptable use policies approved by the Corporation. In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The Corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

B. The Corporation reserves all rights to any material stored in files, which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their Corporation-approved computer account/access to transmit, obtain, view, download, or otherwise gain access to such materials.

C. All information services and features contained on Corporation or Network resources are intended for the private use of its registered users and any use of these resources for commercial- for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

D. The Corporation and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a Student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Corporation. Misuse shall include, but not be limited to: (1) intentionally seeking information on, obtaining copies of, or modifying files, other data,

or passwords belonging to other users without permission

(2) misrepresenting other users on the Network

(3) disrupting the operation of the Network through abuse of the hardware or software (4) use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks

(5) interfering with others use of the Network

(6) extensive use for non-curriculum-related communication

(7) illegal installation of copyrighted software

(8) unauthorized down-sizing, copying, or use of licensed or copyrighted software

(9) allowing anyone to use an account other than the account holder

(10) the use of Internet resources in any manner which would violate Federal, State or " Local laws.

F. The use of Corporation and/or Network resources are for the purpose of (in order of priority)

(1) Support of the academic program

(2) Telecommunications

(3) General Information

(4) Recreational

G. The Corporation and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The Student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

I. The Corporation and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The Corporation and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users.

J. The Student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware, or software which infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the Corporation.

K. The Student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the Corporation Network Director/

Building-Level Principal. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

L. The Student may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.

M. The Corporation reserves the right to log computer use and to monitor file server space utilization by users. The Corporation reserves the right to remove a user account on the Network to prevent further unauthorized activity.

I will receive a device and accessories noted below to use for school related purposes during the school year. I understand I will not be issued a device unless I return this form signed by a parent/guardian.

I have read and understand the Acceptable Use Policy and Device procedures pertaining to the use of the device.

Oregon-Davis School Corporation has insured the devices for the current year. I understand there will be the following charges for each occurrence if the device or accessories are damaged, lost, or stolen:

- First Accidental Breakage: The cost of repair will be paid from the student's rental fee up to \$60
- Second Accidental Breakage: Student/parent will pay the cost of the repair up to \$100 -- money due or payment plan must be developed before the device is returned to the student. No loaner device will be issued.
- Additional Accidental Breakage will require the student/parent to pay the retail price of the device. The student and parents/guardian will meet with school administration to ascertain consequences.
- **If the student deliberately damages or continues to show careless behavior with the device, the school will repossess the device and the student/parent will be responsible for the cost of damage to the device.**

I will immediately report theft or damage to a teacher and to the technology help desk. For hardware or software issues, I will report the issues to the technology help desk.

I understand that the privilege of using the device may be revoked if:

- I walk around with the device not in a case (iPad only).
- I do not use the school provided protective bag.
- I leave the device in an unsecured area.
- My device is maliciously damaged or worked on by an outside vendor.
- I damage another student's device.
- I commit recurrent reckless activities
- I disregard Oregon-Davis School Corporation's AUP.

I understand that I may use the device to connect to the Internet at home, but my parent/guardian is responsible for acquiring an Internet Service Provider.

I understand that no software will be downloaded or installed on the device, unless approved by administration.

I understand that my student will receive a device. I have read this agreement form and understand the financial responsibility if damage occurs. My student has my permission to receive this equipment.

Parent/Guardian Signature: _____ Date: _____

Item Description: **Apple iPad Apple iPad Charger**

I will return the device and all accessories listed above at the end of the current school year or before if I withdraw from Oregon-Davis School Corporation. I have read and understand the provisions of the

Device Checkout Agreement and I agree to abide by them. I will be responsible for all equipment listed above.

Student Signature: _____ Date: _____

Student Printed Name: _____

School Official: _____

William Bennett, Elementary Principal