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Student Handbook

2023-2024

Release of Directory Information

The Otwell Miller Academy may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes the student's name, address, parents' name(s) and telephone numbers, email addresses, major field of study, participation in official recognized activities and sports, dates of attendance, awards received, teacher-selected student work with no grades displayed, pictures or video images not used in a disciplinary manner, previous schools attended, hair and eye color, race, sex, date of birth, height, weight, and grade level, without consent to media organizations (including radio, television, and newspaper), colleges, civic or school-related organizations, military recruiters, and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request a form (Denial of Permission to Release Certain Directory Information Without Prior Consent) from the Director's office.

An objecting parent or student may use the Denial form to deny consent for the release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released. The school may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first student day of the current school year. Parents have the right to sign the Denial form in the Director's office.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the Otwell Miller Academy shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teacher's manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, EVALUATIONS, OR SCHOOL CURRICULUM

No student shall be required without prior written consent of the student's parent or guardian or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. Political affiliations;
2. Religious beliefs or practices;
3. Mental or psychological conditions that may embarrass the student or his/her family;
4. Sexual behavior and attitudes;
5. Illegal, anti-social, self-incriminating, or demeaning behavior;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
8. Income except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.

Otwell Miller Academy
Dress Code



Students are expected to dress in attire, which is clean and comfortable. Otwell Miller Academy is air-conditioned and students should dress appropriately.

Children should not wear or display clothing which includes vulgar or obscene language or symbols.

Students should not wear "short shorts", bare midriff tops, spaghetti strap tank tops or deliberately slashed or torn clothing. Pajama type clothes should not be worn (unless it is pajama day).

Students are not allowed to bring chains of any type to school or to wear them on their clothing or person.

Students are not to wear baggy pants of any kind. All slacks, jeans and/or trousers of any type are to be worn at waist length. They are to fit properly and not extend under the heel of the shoe/shoes.

Student's hair color is to be natural hair colors only.

If a student's attire does not meet these minimum standards, is a health hazard, or is a classroom distraction, the teacher will send the student to the office for appropriate action as determined by the Director or his/her designee.

Otwell Miller Academy
Student Acceptable Use Policy/Internet Safety Policy

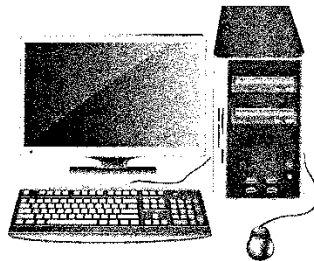
Please read this policy carefully. Your child will be bringing home a form that will need to be signed.

When this document is signed it becomes a legally binding contract.

The Otwell Miller Academy requires your signature and that of your parent/guardian (If you are under 18) before OMA can provide you with an Internet access account. Please be informed that your child will be using computers and the Internet as additional learning resources. You have the option to request alternative activities not requiring Internet access. If you do not want your child to have the opportunity for Internet access, then you must sign the exclusion form located on the signature page.

The technology mission of OMA is to provide vast, diverse, and unique resources to both students and teachers through a technology rich learning environment. This environment will help provide the development of technological skills and experiences that will prepare our students for the 21st Century workforce.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Therefore, no student in OMA may access the Internet without permission and supervision of a member of the professional staff. OMA will be taking precautions to restrict access to controversial material in compliance with the federal Children's Internet Protection Act. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. At Otwell Miller Academy, we firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.



Listed below are the provisions of this contract. If any user violates these provisions, access to technology classes or technology resources may be denied and you may be subject to disciplinary action.

1. Personal Responsibility:

- I accept personal responsibility for using electronic media appropriately for an educational setting.
- I accept personal responsibility for reporting any misuse of the network to the system administrator.

Misuse is defined as, but not limited to, involvement with pornography, illegal solicitation, racism, sexism, obscenity, or other activities deemed harmful to minors, materials that promote illegal behavior, altering system software, the placing of unauthorized information, computer viruses or harmful programs, and the accessing of unauthorized information including "hacking" and other unlawful activities.

- I understand that the use of unauthorized proxy sites is prohibited.

2. Network Etiquette:

- I understand I am expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:
 - a. Be polite
 - b. Use appropriate language
 - c. Never reveal your (or anyone else's) home address, personal phone number, or other personal information to fellow students, school personnel, or individuals or companies on the Internet. Only utilize electronic mail, chat to fellow students, school personnel, or individuals or companies on the Internet. Only utilize electronic mail, chat rooms, and other forms of direct electronic communications under the direct supervision of school personnel.
 - d. Do not use the network in any way that would disrupt service by the network to others.
 - e. Do not use abusive language in any way including bullying or harassing.
 - f. Do not disseminate or print copyrighted material, including articles and software, in violation of copyright laws.
 - g. Never plagiarize.

3. Privacy

- E-mail is not guaranteed to be private. All messages may be reviewed by school officials. OMA reserves the right to access and review all files and internet transactions created/placed on OMA computer infrastructure.

4. Security

- Security on any computer system is a high priority. If you identify a security problem, notify a staff member and a member of the technology staff at once. Never demonstrate the problem to the other users.
- Never share your password or use another individual's account. It is the student's responsibility to save files to a personal storage device before the end of the school year. All student home directories will be emptied at the end of each school year.
- I understand I am responsible for the use of my assigned password and access privilege. Use of a password by someone other than the registered password holder is forbidden and shall be grounds for the loss of access privileges.

5. Vandalism

- Vandalism is defined as any malicious attempt to access, harm, alter, or destroy hardware or software. I understand any vandalism to the computers should be reported immediately to the supervising staff member. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.

6. District Disclaimer

- OMA makes no warranties of any kind, whether expressed or implied, for the service it is providing. OMA will not be responsible for any damages suffered while on the system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. OMA will not be responsible for unauthorized financial obligations resulting from district-provided access to the Network. OMA specifically disclaims any responsibility for accuracy of information obtained through its services.

Whether this document is signed or not, proven malicious intent will result in disciplinary action in accordance with OMA's student policy. Misuse of the Network or Internet, which results in breaking local, state, or federal laws, may result in prosecution under applicable state and federal statutes.

Extra-Curricular Events:

- Only those students participating in an after school event may remain after 3:30 pm. When extracurricular events begin right after dismissal, a note should be sent to the classroom teacher advising them of such arrangements.
- **Attendance concerning extracurricular and athletic events:**
If you are absent the day of an extracurricular or athletic event, you cannot attend or participate in the event that evening. You must attend to be or participate in the extracurricular or athletic event. If you leave school for an illness at any time during the day, you may not attend or participate in any event that evening. If you are coming into school from an illness, you must be at school by 11:30 am. to be eligible to participate in the event that evening. Students are encouraged to attend extracurricular events to show their school spirit. Parents are strongly encouraged to attend the event with their children. Students in attendance are expected to watch the event and limit movement from place to place.
- **Extra-Curricular Eligibility:**
Prior to the start of a sports' season, coaches will hold an athlete/parent informative meeting where eligibility requirements will be explained. Students must have a 60% or better in each of the core ISTEP subjects (Language Arts, Math, Science, and Social Studies). Language Arts will be determined by averaging Reading, Grammar, and Spelling. Students may not score below 60% in more than one non-ISTEP class. Grades will be checked at mid-term and the end of the nine week grading period (semester grades will take precedent).
Students who receive one F on their report card in one grading period, will not be able to participate in extracurricular activities during the next grading period.



Re: Legal consequences for truancy

Dear Parents and Students:

No doubt you have been repeatedly told about the value of an education. School Attendance is directly related to grades and graduation from school. A person who graduates from high school makes more money over his or her lifetime than someone who does not graduate. When a child misses school, he or she is prevented from obtaining an education that will help him or her succeed in life.

Education is so important that Indiana law, with a few exceptions, require the parents and/or guardians of children from 6 to 18 years of age, must provide that dependent with an education. A person who knowingly or intentionally deprives a dependent of the education required by law commits "Neglect of a Dependent," a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows there is a penalty for a Class D felony, which can be from the minimum of 6 months up to the maximum of 3 years' incarceration. The presumptive or standard sentence is 18 months' incarceration. A person can also be fined up to \$10,000.00 for committing a Class D felony.

In addition, it is unlawful for a parent or guardian to fail, neglect, or refuse to send his or her child to school in compliance with the compulsory attendance law. Such a violation is a Class B misdemeanor, which is punishable by up to 180 days incarceration and/or up to \$1,000 fine. As you can see, Indiana law considers a child's education to be very important and provides for very serious consequences for parents and guardians who do not send their children to school and provide their children with an education.

Children who are in grade school usually depend on their parent or guardian to ensure they make it to school, as such, we generally hold a parent or guardian responsible for a child's failure to attend school. Nevertheless, there can also be consequences for the child, in addition to being deprived of an education.

Indiana law says that a child who fails to attend school as required by law commits a delinquent act. If juvenile proceedings are initiated, the child could be placed on six months of probation and warned of the consequences for not attending school. Those consequences could be the Court ordering placement in detention, performance of community service, participation in psychological therapy, imposition of a curfew, screening for illegal drugs, and/or removal from the custody of the parent or guardian. If a child fails to attend school one additional time without a valid excuse, any or all of these consequences may be imposed by the judge

Attendance

The attendance policy at OMA is based on the premise that something important happens each day in each class. Research has proven that there is a direct relationship between good attendance and successful academic achievement. The following attendance policy has been developed to promote good school attendance.

- A Five-day letter will be issued by mail to the parents of every student who reaches five **unexcused** absences within the school year.
- An 8-day letter will be issued by mail to the parents of every student who reaches 8 **unexcused** absences within the school year. Parents must call the school and arrange a conference with the school Director.
- At **10 days** the attendance officer will contact you to report that the student has reached the state's maximum days of absences.
- Any additional absences may be reported to the Prosecutor and Pike County review board if deemed necessary for the child's academic needs.

***It is the parent's responsibility to call the school by 9:00 am.
the day a child is absent.***

Documented absences not counted toward the county attendance policy include:

- a. Medical, dental, and/or other clinical appointments for the student.
- b. Students' illness, hospitalization, or surgery documented by a statement from the doctor.
- c. Funerals of relatives or friends must be verified in writing by the parents.
- d. Court appearances where the students are required to attend. Proper paperwork from the court is required.
- e. If found mentally or physically unfit.
- f. Illness or mental or physical incapacity is an authorized excuse providing the parent or guardian produces a certificate of the incapacity for the attendance officer within six (6) days after it is demanded. Valid if signed by an Indiana Physician or by an individual holding a license to participate in osteopathy or chiropractic services in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Tardy Policy:

- a. A child will be considered tardy in the morning after 8:15 am.
- b. A child will be considered tardy in the afternoon if they leave before regularly scheduled dismissal.
- c. At 10 days total , OMA's attendance officer will contact you.

Parents Are Welcome at School!
All visitors to the school must sign-in at the office!

1. **School Entrance Age:** A child must have reached his or her fifth birthday on or before August 1 of the current school year to be eligible for Kindergarten. A child must have reached his or her sixth birthday on or before August 1 to be eligible for the first grade.
2. **New Entrants:** Certified birth certificates are required for all enrollees. Immunizations are required by State Law and must be complete for attendance to school. No student is to be admitted to OMA without documentation of current and appropriate immunizations.
3. **Make-Up Work Policy:** For short absences (one or two days), the child will be given homework upon return to school. In case of prolonged illness, parents may make arrangements with the teacher about work. **Homework may be picked up in the office after 3:00 pm.** Assignments or class work missed may be made up if the absence is excused. Make-up work is required. This is the responsibility of the student.
4. **Lost and Found:** Students may return items found in the room to the teacher. Items outside the classroom (hall, cafeteria, restrooms, outdoors) can be turned in to the office. We also have a lost & found box in the front office. Students may notify their teacher or the office of the lost items. Items will be donated at the end of the school year. Parents should notify the office or your child's teacher of missing items.
5. **Going To and From School:** Town students are requested to go directly to and from school unless they have a written request to do otherwise. Bus students are asked to bring a written request if they are returning home by any means other than their regular bus. This also includes permission to go home with another child.
If your child is to go home with some other student, please send your child's teacher a note.
6. **Hands Off:** We have a "Hands Off" policy at OMA. Please keep your hands off other students and staff inside and outside of the building.
7. **Study Habits and Homework:** Homework serves valid purposes when it: (1) provides essential practice in needed skills; (2) trains students in good work habits; (3) affords opportunities for increasing self-direction; (4) enriches and extends school experience; (5) helps students learn to budget time; (6) brings students into contact with out-of-school learning resources; and (7) promotes growth in responsibility.

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk, lights, book, supplies), reserve time for homework, and turn off the television.
3. Encourage their children but avoid undue pressure.
4. Show interest in what their children are doing but do not do the work for them.
5. Understand what the school expects homework to accomplish. Children may improve their study habits by observing the following;
 - a) Be sure you clearly understand each assignment. Form the habit of using a certain time and a certain place for the study of each subject.
 - b) Try to develop the skill of working independently of others.
 - c) Spend enough, but not too much, time with each subject.

8. Gifts and Parties:

- Traditional holidays will be celebrated as designated by grade level. Please check with your child's teacher for possible food allergy concerns of any students.
 - Gift exchanges are permitted only at Christmas and must follow the price and rule guidelines set at the time.
 - Any food items sent to school for classroom celebrations or extended after school functions pertaining to students, must be commercially prepared and packaged with a list of ingredients and nutritional value on the label. This is for the safety of those with food allergies and for diabetic calculations.
 - If a student participates in after school programs where snacks may be involved it will be the parent's responsibility to notify those in charge of the programs of any student allergies or food limitations.
 - Healthy, nutritious snacks are encouraged.
 - Drinks, preferably juice, should be in individual containers.
 - Invitations for personal parties held outside the school day are the responsibility of the parent and will not be distributed at school.
 - No deliveries of personal gifts (balloons, flowers, etc.) to individual students will be allowed at school.
9. **Knife Policy:** PL 72-2006 makes possessing a knife on school property or on a school bus a Class B misdemeanor. The law makes the offense a Class A misdemeanor if the offender has previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. The law adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency.
10. **Shoes:** Students should wear safe shoes that fit properly. Flip flops, clogs, and high heels are not recommended. It is recommended that sandals have a back strap. Teacher discretion will be used to determine the safety of the shoes.
11. **Respect and Responsibilities:** The image of the school is reflected through its students, staff and supporting personnel. The safety and privileges of you and your classmates come first. You are responsible for your actions and should realize consequences can result from your behavior.

Your respect of the people, the building, and its fixtures will in turn reflect the respect shown to you.

12. **Care of Building:** All students are expected to cooperate with the custodians in keeping the building and playgrounds clean and orderly. Wastebaskets are placed throughout the building to receive wastepaper and other refuse. Defacing or being destructive of school property is a sign of immaturity. Parents of students guilty of destroying school property will be held responsible. Chewing gum can be a tremendous custodial problem in our school; therefore, it is not permitted at school.

13. **Safety Procedures To and From School:** STUDENTS GOING TO AND FROM BUSES: Use the sidewalks; no cutting between cars and buses. Please go directly to your bus and get on it. Playing around the bus is dangerous and is not permitted.
STUDENTS WHO WALK OR ARE DRIVEN TO AND FROM SCHOOL: For safety reasons and to avoid bus traffic, arrange your time to arrive **no earlier than 8:00 am.**

Grading and Report Cards

Students will be given a grade report every nine weeks. Parents do not need to sign the report nor return it to school. All core subjects will be given a letter grade. Students will also be given a letter grade in the area of citizenship and conduct.

If parents have any questions or concerns, they can contact the student's teacher. Email is a good way to correspond with teachers. The email address for all OMA staff is the first initial of their first name plus their last name followed by @oma.school. However, if email is not convenient for you, please feel free to call the office anytime.

Students in grades 4 and 5 will be eligible for Honor Roll with the following qualifications: Distinguished Honor Roll- All A's; Regular Honor Roll- All A's with no more than one B.

14. Grading Scale:

A+	100 & up	C+	79-77	S	SATISFACTORY
A	99-93	C	76-73	N	NEEDS IMPROVEMENT
A-	92-90	C-	72-70	U	UNSATISFACTORY
B+	89-87	D+	69-67	I	INCOMPLETE
B	86-83	D	66-63		
B-	82-80	D-	62-60		
		F	BELOW59		

15. **Early Dismissal:** If your child must leave school early for some permissible reason, (for example, a doctor's appointment) a parent or guardian must come to the school office and sign the student out.
16. The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:
- Children are released from school only to their parents or to persons authorized by their parents or guardians.
 - A copy of the legal papers needs to be on file in the Director's office if a student is not allowed to be released to an unauthorized individual.
17. **Visitors:** Parents and members of our school community are welcome to visit our school facilities. Any visitor to the school or on school grounds must report, sign in, and receive a visitor I.D. badge at the office before entering the student area. All visitors are expected to leave promptly when their business is completed. Students may not bring younger/older brothers and sisters to school with them. Visitors are not permitted to attend class without special permission from the Director. Teachers will not admit unauthorized visitors to the classroom without permission from the office. All bags, purses, briefcases, etc. may be subjected to a search by an authorized staff member. Please view this as a safety factor for your child's school. If you do not want your item checked, please leave it in your vehicle.
- 18. Volunteers:** Parents, grandparents, and other family members are an important part of a child's life. We encourage you to become involved in school programs. There are many ways to do this:
- Volunteer in the classroom
 - Be a guest speaker for programs or projects
 - Join the PTO

Those interested should contact the Director.

All Volunteers/Chaperones will be asked to submit information for an annual background check through the OMA Office.

- 18. Evacuation Drills:** All schools in Indiana are required to have a bus evacuation drill each semester, a tornado drill four times a year, a lock down drill four times a year, and a fire drill monthly. During drills, students should follow the practiced drill pattern as quickly as possible without running. No talking is permitted during the drill. This is important in case of a real emergency so that all students hear the necessary directions.
- 19. Report Cards:** Report cards are issued four times a year after each nine weeks grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange an appointment with the child's teacher. Students who receive one on their report

card, in one grading period, will not be able to participate in extracurricular activities during the next grading period.

20. Lunchroom Policy: A nutritious lunch is served daily; therefore, all students are encouraged to participate in the lunch program. Occasionally a student may lose or forget his lunch money and if this occurs, he may charge his lunch for that day. A special form is available to pupils not financially able to pay. If you want to apply for free lunches for your children, the forms should be completed and returned immediately.

No food will be carried from the lunchroom to other parts of the building unless a teacher or lunchroom supervisor gives permission. If a child brings his lunch, the drink must be in a sealed, plastic container. No soft drinks are permitted. Students may purchase a drink if desired.

21. Meals: All Meals Breakfast and Lunch are free to all students. Extra meal items may be purchased at the following rates: \$1.85 entree, \$.85 side item, \$.55 milk (Prices subject to change per USDA)

Makes checks payable to: Otwell Miller Academy.

All checks must have a date of birth or driver's license number on the check.

22. Computerized Lunch Program: Parents should make deposits to their child's lunch account on Mondays or the first day of the school week. Parents will be notified when they have a negative balance at which time a deposit should be made. Parents can make deposits by the month if they so choose. Please call the cafeteria if you have any questions.

23. Bus Rules: School bus drivers are to have control of all school children transported between the homes of the children and the school. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, and see that no child is imposed upon or mistreated while in his or her charge. School bus drivers shall ensure that all passengers observe the following regulations:

Each pupil shall be seated upon entering the bus.

A. No pupils shall stand or move from place to place during the trip.

B. Loud, boisterous or profane language or indecent conduct shall not be tolerated. Students may lose the right to ride the bus for inappropriate behavior. Parents will be notified of the infraction or misbehavior.

- C. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable matter.
- D. No windows or doors will be opened or closed except by permission of the driver.
- E. Students must have a bus pass to board a bus other than their home bus. Bus passes may be obtained from the office.
- F. Students suspended from one bus may not ride another bus to school. If you are suspended from one bus, you are suspended from all buses.
- G. Cell phones are not allowed to be used on the bus without permission from the bus driver.

Playground Rules

Swings

Do not jump out of swings.
Face the playground area when swinging
Do not stand on swings.

Slides

Go down the slides on your bottom.
Do not run/walk up slide.
Exit the slide when you get to the end.
Do not climb on outside of tunnel slide.

Jump Ropes

Use only for jumping.
Do not put around waist or
neck of other students, or your own.

Basketball Court

Use only basketballs in this area.
Do not kick basketballs.
Do not throw balls against the
building.

- Do not run down sidewalk
- Do not play tag on the equipment.
- Keep shoes on at all times.
- Do not throw sticks, rocks, acorns, etc.
- Do not run with sticks.
- When the grass areas are wet and/or muddy, students will be restricted to rocks
- Footballs, soccer balls, baseball equipment, and Frisbee's should only be used in areas of the grassy field.
- Students must have permission from the playground teacher to enter the building during recess time.

When the whistle blows:

Stop playing and get in line.

Do not bounce balls.

Form two lines coming up sidewalk.

Stay in line.

When you enter the building, be QUIET.

If holding one of the doors, stand and keep your hands down (no high 5's).

Recess (Inside Classroom)

- Students must stay in their own classroom unless permission is given to leave.
- The radio, tapes, and CD's can only be played at recess with the teacher's permission.
- No objects may be thrown in the classroom or hall.
- Students should be seated in the room during recess, but are allowed to choose where they want to sit at the beginning of recess.

Otwell Miller Academy

Policy/Guidelines for Management of Head Lice in the School

Responsibility of the School Nurse

The OMA registered nurse is the health care professional, who will communicate with and act as consultant for the staff, family and student. The nurse will provide instruction and support to the student and family.

Responsibility of the School

1. Any student within the school suspected of having head lice may be examined.
2. Any sibling or close contact of the infected student who is within the school may be examined.
3. Confidentiality must be maintained.
4. An individual will be sent home upon evidence of living lice.
5. Instruction in treatment with an FDA approved product will be provided to the caregiver for any student sent home.
6. When the individual returns to the school after a substantiated case of head lice, and proper treatment has been given, he or she should be examined by the school nurse.

Transportation Responsibilities

1. When a child has been diagnosed with an active case of head lice, the parent, guardian, or designated person on the current health information sheet will be contacted to transport the child home. Parents or guardians of students who drive to school will be contacted before the student is sent home.
2. In rare situations when the school personnel have communicated with persons listed as contacts for the student, and no transportation is available, the child will be sent home at the end of the day by the regular means for that student. This may be by bus or by individual transportation.
3. It will be the responsibility of the parent or their designated person to transport the child to school after being properly treated for head lice.

AIDS Policy

Children with HIV (human immunodeficiency virus) should be allowed to attend school because the disease is not transmissible through normal school contact, and may be excluded only if their behavior poses a threat to the health and safety of the school community (IC 16-41-9-3). Any student, whether HIV-infected or not, who lacks control of body secretions, who displays behavior such as biting, or who has open skin lesions that cannot be covered require a more restricted school environment. A child with no HIV infection (as with any other immunodeficient child) may need to be removed from the classroom for his/her own protection when cases of measles, chickenpox, or other infectious diseases are occurring in the school population. This decision should be made by the child's health care provider or the county public health officer in consultation with the parents or guardian, school nurse, and/or the school medical adviser without releasing the child's identity, if not known to the general school population. School staff involved in the care and education of a child with HIV infection must respect the student's right to privacy.

Health Services Department

Any medication given at school, including Over the Counter Medications, will require a physician's order. Indiana Code will be followed regarding the administration of medications provided by the parent to the school for students. The parent/guardian of a student requiring medication during school hours should contact the school nurse for information pertaining to the administration of such. The law permits any student with an acute or chronic disease or medical condition to possess and self-administer medication required on an emergency basis while in school or at a school-sponsored activity. A form needs to be completed by the prescribing physician, the parent, and the student to allow possession and administration. The form should be picked up from and returned to the nurse's office on completion by the physician. Indiana Law, along with individual safety factors, will also be followed regarding the release of medication from the health office to the student.

Every student entering OMA must conform to the Indiana State Health Department Immunization Guidelines.

Health Screenings mandated by State Law will be conducted on students as follows:

Visual Screening: Kindergarten or First, Third grades

Hearing Screening: First and Fourth grades

Screenings will also be conducted on any student new to the school or as a follow-up. In addition: height, weight, and head lice screenings may be performed on students.

To ensure the health and safety of each student while at school, an **Annual Health Update** form is provided to each student for the parent to fill out and sign. This form is a part of each student's health record and will assist in the treatment of health concerns along with the release and transportation from school due to such concerns, should the parent or guardian

not be available. Any student requiring a medical procedure or prescription medication on a regular or as needed basis while at school may require an individual health plan with the parents input. Information pertinent to a student's daily activities may be shared on a need to know basis with the school health team involved with that student. The team may include any staff member who will share in a responsibility affecting that student.

Students should not be sent to school if he or she has had a fever or presented signs or symptoms of a contagious condition in the last 24 hours. Contact the nurse's office to discuss medical conditions, questions relating to medications or treatments or any other health concerns.

Meningococcal Vaccine

An Indiana Law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with the infected person. Fortunately, there is an immunization available and the US. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's healthcare provider about meningococcal disease and vaccination.

Retention Guidelines

for K-5

2020-2021

Students who fail to meet the following minimum standards or guidelines will be subject to retention. A student may be considered for retention if he/she has not, by the end of the current school year, been able to:

Kindergarten-

Kindergarten students may be retained due to slow maturation and/or failure to meet kindergarten retention guidelines.

1. Recognize and name upper and lower case letters in random order.
2. Recognize and name numerals from 0 to 20 in random order and count up to 20 objects.
3. Count to 100 by ones.
4. Recognize and name 7 basic shapes.
5. Recognize and pronounce the vowel and consonant sounds.
6. Print their first name.
7. Attend school at least 90% of the time.
8. Be at the established level for Wireless Generation's Dibels, mClass math, and Test of Reading Comp.
9. Recognize most sight words and read consonant-vowel-consonant words.
10. Write to convey a message at Level 6 (Blackburn Cramp).

First Grade-

1. Recognize, count, and write the numerals from 0 to 100 in random order.
2. Master addition and subtraction facts through the sum of 20.
3. Recognize and make letters in random order, in upper and lower case manuscript and know consonant and vowel sounds.
4. Spell from a first grade spelling list with at least 70% accuracy.
5. Read at grade level and master vocabulary and sight words from the reading series.
6. Write a first grade level sentence with beginning capitals and end marks.
7. Attend school at least 90% of the time.
8. Maintain 70% or above year-end report card averages in academic areas.
9. Master math concepts (count money, tell time, etc.) according to State Standards.

10. Score at or above grade level for Wireless Generation's Dibels, mClass Math, and Test of Reading Comprehension.

Second Grade-

1. Maintain 70% or above year-end report card averages in academic areas.
2. Recognize, count, and write, numerals from 0 to 1,000 in random order.
3. Master addition and subtraction facts through the sum of 20.
4. Add or subtract 2 digit numbers with regrouping.
5. Construct and write a simple sentence.
6. Spell words from a second grade spelling book at 70% accuracy.
7. Write letters of the alphabet in cursive style.
8. Master second grade reading skills.
9. Attend school more than 90% of the time.
10. Find the duration of interval of time in hours, and tell time to the quarter hour.
11. Count quantities of pennies, nickels, dimes, quarters, half dollars, and dollars.
12. Score at or above grade level for Wireless Generation's Dibels, mClass Math, and Test of Reading Comprehension.

Third Grade-

1. Maintain 70% or above year-end report card averages in academic areas.
2. Recognize the value of pennies, nickels, dimes, and quarters, and be able to accurately find the value of a collection of coins and dollars.
3. Master addition and subtraction facts.
4. Add and subtract 2 or 3 digit numbers with regrouping.
5. Master multiplication facts through 7.
6. Be able to tell time to the minute on an analog clock.
7. Recognize the concept of $\frac{1}{2}$ and $\frac{1}{4}$.
8. Construct and write a simple paragraph.
9. Spell words from a third grade spelling book at 70% accuracy.
10. Write legibly in cursive style.
11. Master third grade reading skills.
12. Distinguish nouns and verbs.
13. Attend school more than 90% of the time.

14. Score in tier 3 or 4 on Acuity in Math and Language Arts. If your child scored below in both subjects, they must participate in any available remediation program being offered.

Important Information:

It is the policy of the Otwell Miller Academy that third grade regular education students who do not pass the iREAD 3 test on their second attempt, will be retained in the third grade for all subjects the subsequent school year.

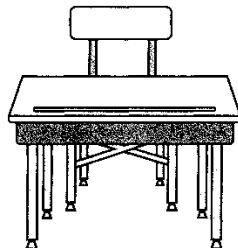
Fourth Grade-

1. Master multiplication and division facts through 9.
2. Recognize the concept of $\frac{1}{2}$, $\frac{1}{2}$, $\frac{1}{4}$, and $\frac{1}{2}$.
3. Make change from \$5.00 using bills and coins of various denominations.
4. State the correct time on an analog and digital clock. Also, add time intervals involving hours and minutes.
5. Construct and write a sentence using proper capitalization and punctuation.
6. Give examples of nouns and verbs.
7. Master fourth grade reading skills.
8. Spell words from a fourth grade spelling book at 70% accuracy.
9. Attend school more than 90% of the time.
10. Maintain 70% or above year-end report card averages in academic areas.
11. Score in tier 3 or 4 Acuity in Math and Language Arts. If your child scored below in both subjects, they must participate in any available remediation program being offered.

Fifth Grade-

1. Master all facts for addition, subtraction, multiplication, and division through 10.
2. Multiply and divide a three-digit number by a one-digit number.
3. Add and subtract fractions with like denominators.
4. Make change from \$10.00 using bills and coins in various denominations.
5. Spell words from a fifth grade spelling book with 70% accuracy.
6. Master fifth grade reading skills.
7. Write a sentence with proper punctuation and capitalization, being able to identify the simple subject and predicate.
8. Attend school more than 90% of the time.
9. Maintain 70% or above year-end report card averages in academic areas.
10. Score in tier 3 or 4 on Acuity in Math and Language Arts. If your child scored below in both subjects, they must participate in any available remediation program being offered.

In the final analysis, it is the teacher, with the approval from the Director, who has to make the decision as to whether a student will be promoted, assigned, or retained. This will come after consultation with the parent or guardian, Director, and other persons who have been working with the student throughout the school year. In no case will retention be a surprise to the parent or guardian.



DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

Display of the United States Flag

The United States flag shall be displayed in each classroom.

Pledge of Allegiance

The Director shall ensure that a daily opportunity is provided for students of the school to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The Director shall determine the appropriate time during which school is in session, for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

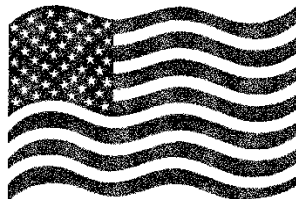
- A. The student chooses not to participate; or
- B. The student's parent or guardian chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting, and shall make no display that disrupts or distracts the other students who are choosing to recite the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hand over their heart, or in an appropriate salute, if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

LEGAL REFERENCE: I.C. 20-30-5-0.5



BULLYING

(1.C. 20-33-8-0.2)

A safe and civil environment in school is necessary for students to learn and achieve high standards; harassment, intimidation, or bullying like other disruptive behavior has no place in the school environment.

As used in this handbook "bullying" means overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted;
2. Physical acts committed; or
3. Any other behaviors committed;
4. By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.

This rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other 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; or using property of equipment provided by the school. (1.C. 20-33-8-0.2)

Reporting: Students should report bullying to the classroom teacher or teacher on duty. If no teacher is immediately available, the report should be made to a counselor or a member of the administration. All school employees are required to report alleged violations of this policy to the Director or the Director's designee. All other members of the school community including students, parents, and volunteers are encouraged to report any action that may be a violation of this policy.

Investigation: The teacher or counselor will be responsible for the initial investigation. A written report will be made to the Director's office. The Director or his/her designee shall conduct a complete investigation of the alleged incident. The Director or the Director's designee is responsible for determining whether an alleged act constitutes a violation of this policy.

Intervention: Some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school or law enforcement officials, respond appropriately to the classroom or school building.

Consequences and appropriate remedial actions for students involved in harassment, intimidation, or bullying range from behavioral interventions in interpersonal relations and social skill development up to and including suspensions and expulsions. In considering a response, the administrator should consider the nature and circumstances of the act, the level of harm, and the nature of the behavior; any past incidences, or past continuous patterns of behavior, and the context of the alleged incident.

Parental Involvement: The school will contact parents whose children are involved in continuous acts of harassment, intimidation, or bullying. A conference will be called so the parent, school, and the child can discuss the problems and possible solutions that will be positive for the student, the parent, and the school.

Staff Professional Development: Staff members will be encouraged to become trained in skills and strategies for positive behavioral interventions. All staff members will receive training covering the identification of bullying, research on bullying, characteristics of bullies, where bullying occurs, and the impact of such bullying on the victim(s).

Follow up: A follow up conference will be held with any student who has made a bullying report. The conference will take place after ten school days to ensure that the problem has been corrected. This conference will be held by the Director or his/her designee, or by the school counselor.

Student Discipline Policy

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-8.1.5.1, the Board of School authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - DIRECTOR:** The Director (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION

Grounds for suspension or expulsion of a student based on misconduct or substantial disobedience, includes but is not limited to the following examples:

1. Using violence, force, noise, coercion, threat, 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 parts 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 educational 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 of any of the other school personnel to conduct an educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. 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.
9. 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function and are validly adopted in accordance with Indiana Law.
11. 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 kind.
 - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether they be available with or without a prescription.
 - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, vulgar, or offensive to school purposes.

12. Knowingly possessing or using, on school grounds or during school hours, an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
13. 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 a 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 to Section 921.
 - c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year.
 - d. The Director shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. Failing to have legal settlement in the attendance area of the school.

The grounds for suspension or expulsion previously listed apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
- b. Off school grounds in a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Other disciplinary actions may be taken by an administrator, a teacher, or other school staff member who has students under their charge to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from the teacher's class for a period not to exceed one class period if the student is assigned regular or additional school work to complete in another school setting.
8. Assignment by the Director of:
 - a. An alternative educational program;
 - b. An alternative school; or
 - c. A special course of study.
9. Removal of a student from school sponsored transportation.

Suspension Procedures

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

- A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
- A written or oral statement of the charges;
- If the student denies the charges, a summary of the evidence against the student will be presented; and,

The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of suspension, describe the student's misconduct, and the action taken by the Director.

Expulsion Procedures

When the Director (or designee) recommends that a student is expelled from school, the following procedures will be followed:

1. The designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student 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 are asked to appear at an expulsion meeting conducted by the designee explained above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail, or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the Director (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 the student, 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 ten (10) days of the receipt of 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 the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

Special Education

Due process procedures for special education students will follow the Indiana State Board of Education Special Education Rules adopted 1-8-92 under Article 7, Rule 15.

Annual Asbestos Awareness Notice To:
All Parents, Building Occupants, and the General Public

August 14, 2017

The Otwell Miller Academy in compliance with the (AHERA) Asbestos Hazard Emergency Response Act is notifying all parents, building occupants, and the general public of the condition of all asbestos materials within our school building.

LEVELS OF DISCIPLINARY CONSEQUENCES

LEVEL 1: Initial Consequences

Staff members may initiate and conduct a conference or make contact with any combination of the following:

- Teacher/student, teacher/parent
- Counselor/case manager/student
- Teacher/counselor, teacher/student
- Teacher/student, counselor/parent
- Recess restrictions
- Other parties deemed necessary
- Letter or note to parent
- Telephone contact with parent

LEVEL 2: Intervention Options

- Administrator/student, administrator/parent
- Time-out: The removal of a student from classes for one-half day or less.
- Detention: Detaining a student for disciplinary reasons before, during, or after school hours.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- School Probation Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Restricted activity: The denial of participation in school activities and/or extracurricular events.
- School/Community Service: Assignment of student to perform school/community service.
- A combination of any Level 1 option and Level 2.
- Other options as discussed among parents, teachers and administrators.

LEVEL 3: In-School Alternatives

- Placement of a student in an in-school suspension program for one-half day or more.
- Placement of a student in a specially designed in-school class or program.
- Placement as outlined above and in combination with Level 1 and 2 consequences.

LEVEL 4: Out-of-School Suspension (1-5 Days)

- Suspension with parent conference.
- Suspension with parent conference and probationary agreement.
- May be in combination with Levels 1, 2, and 3 consequences

LEVEL 5: Expulsion/Expulsion meeting

Expulsion is the denial of a student's right to attend school or school-sponsored activities.

- Suspension with request for an expulsion meeting.
- Expulsion meeting requested without suspension.
- Suspension/casual hearing/expulsion meeting requested.
- Alternative placement after a causal hearing.
- Expulsion, failure to follow determination of hearing examiner.
- Expulsion, failure to appear at due process meeting.
- Expulsion meeting/expulsion.

BEHAVIOR VIOLATIONS

RULE 1 Repeated Rule Violations:

Repeated violations of rules that students are expected to follow. Students who continue to violate the rules will receive more severe consequences.

RULE 2 Student Dress:

Students and parents are expected to display good judgment in making sure students' clothing is neat, clean, and appropriate for the classroom. Students are expected to wear shoes. Inappropriate clothing or other attire that may disrupt the classroom is not allowed. Examples include shirts, sweatshirts, or other clothing with slogans, sayings, or messages that are solicitous, profane, obscene, or advertise such things as beer, illegal substances, etc.; bare-midriff shirts or blouses, short shorts, see through clothing, and other improperly revealing apparel; apparel representative of or worn in a way to indicate affiliation; and/or apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial, ethnic, religious slogans or symbols, or symbols of violence. **Students who are dressed inappropriately will be asked to change the offending article.**

RULE 3 Personal Property:

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. Examples include, but are not limited to:

1. **Toys:** Possession of any toys, games, etc., without permission of the administration and/or teacher (toy weapons may result in more severe consequences, Level 1-5).
2. **Radio, or any Listening and Recording Devices:** Possession of radio, Walkman, CD player, or other electronic devices without permission of the administration.
3. **Pagers/Cellular Telephone:** Possession of a telephone, pager, or similar device on school property.
4. **Other:** Possession of any object that could disrupt the security alarms, look-alike beepers, or other electronic devices/toys.

Items will be confiscated and may be returned to parents at the discretion of the Director/designee.

RULE 4 Misrepresentation:

A student will not lie or cheat. Examples include, but are not limited to:

1. **Altering Report Cards or Notes:** Tampering with report cards, official passes and notes in any manner, including changing grades, or forging names to excuses.
2. **False Information:** Making false statements, written or oral, to anyone in authority.
3. **Cheating:** Violating rules of honesty such as copying another student's test, assignment, etc.
4. **Plagiarism:** Using the work of others or published work. (May cause student to fail a course).

RULE 5 Disrespect:

A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples include, but are not limited to:

1. **Walking Away:** Leaving while a staff member or adult in authority is talking to the student.
2. **Talking Back:** Responding orally in a rude manner to a staff member or adult in authority.
3. **Inappropriate Gestures and/or Actions that can be Viewed as Obscene or Rude.**

RULE 6 Insubordination:

A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples include, but are not limited to:

1. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in authority.
2. **Refusal to Work in Class:** Failing to do assigned work in class.
3. **Refusal to Serve Detention:** Failure to serve detention as directed.
4. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member.
5. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member.
6. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge.

RULE 7 Profanity/Obscenity:

A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:

1. **Swearing:** Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting.
2. **Obscene Gestures:** Making any sign that conveys an offensive, obscene, or sexually suggestive message.
3. **Derogatory Written Materials:** Having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message.
4. **Directed at Staff Member:** Writing, saying, or making gestures that conveys an offensive, obscene, or sexually suggestive message toward a staff member.

RULE 8 Disruption:

No student may disrupt class, school, or a school-sponsored event. Examples include, but are not limited to:

1. **Chronic Talking:** Repeated talking in the classroom without permission.
2. **Horse playing:** Rough or noisy play or pranks.
3. **Harassing/Teasing:** Pestering or tormenting.
4. **Refusing to Remain in Seat:** Getting out of seat or moving seat without permission.
5. **Rude Noises:** Making any unnecessary noise.
6. **Leaving Without Permission:** Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.
7. **Chronic Lack of Supplies:** Repeatedly reporting to class without necessary materials such as books, technology, or class supplies.
8. **Bus Rules:** See *Transportation Guidelines*.
9. **Other:** Any other action that disrupts or interferes with educational activities or the school environment.

RULE 9 Threatening:

A student will not threaten another student or staff member or other person. Examples include, but are not limited to:

1. **Against a Staff Member:** Threatening to strike, attack, or harm any staff member.
2. **Against a Student or Other Person:** Threatening to strike, attack, or harm any student or other person.

RULE 10 Injury to Others:

A student will not cause or attempt to cause physical injury to other students, staff members, or others. Examples include, but are not limited to:

1. **Fighting:** Physical contact by pushing, shoving, or hitting, whether or not injury occurs, is prohibited.
2. **Shoving and/or Kicking:** Pushing and/or kicking anyone.
3. **Hitting, Biting, Spitting, Throwing Objects, or Other Action that Causes Harassment to Another Student or Adult:** Hitting, biting, spitting, or throwing objects at a student or adult.
4. **Throwing Objects:** Throwing any object that may cause injury in any part of the school, on school grounds, at school events, or on school vehicles.

RULE 11 Improper use of School Technology:

A student will not engage in the improper use of technology. Examples include, but are not limited to:

1. Damaging or disrupting hardware or software.
2. Entering or retrieving pornographic material, inappropriate text/files (including files that may contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), or files carrying viruses.
3. Violating copyright provisions without permission.
4. Accessing school records or another person's information or files without permission.

LAW VIOLATIONS

A student may not engage in any activity that is a law violation. The following law violations will result in school consequences, and the police may be contacted. Parents will be notified if possible.

RULE 12 Trespassing:

Entering any school property or into school facilities without proper authority. Includes any entry into school building, school grounds, or school activities during a period of suspension or expulsion.

RULE 13 Gambling:

Playing a game of skill or chance for money or anything of value.

RULE 14 Possession or use of Fireworks:

Using or possessing any explosive device.

RULE 15 Reckless Vehicle Use:

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health and safety, or as disruption to the educational process.

RULE 16 Vandalism/Graffiti:

Causing damage to school property or the property of others. The family will be held responsible for damages.

RULE 17 Possession of Stolen Property:

Having in one's possession property obtained without permission of the owner, generally valued at less than \$250.

RULE 18 Tobacco Products:

Possession and/or use of any tobacco product. (Tobacco products and matches/lighters will also be confiscated).

RULE 19 Petty Theft:

Assisting or participation in unauthorized control of property belonging to any school, any organization, or any individual or group without prior permission. Also, possession of stolen property, or taking or accepting stolen property generally valued at less than \$250.

RULE 20 Electronic Related Crimes:

Engaging in electronic related crimes; computers, phones, faxes, etc.

RULE 21 Inappropriate Sexual Behavior:

Participating in inappropriate sexual harassment or public indecency on school property, at school activities, going to and from school events, or at any time where the behavior may interfere with school purposes.

RULE 22 False Alarms:

False fire alarm or false emergency call.

RULE 23 Pornographic Material:

Possession and/or distribution of pornographic material which would reasonably be considered offensive by community standards for student, which are without redeeming social value, or which contain language considered to be vulgarity or profanity.

RULE 24 Disorderly Conduct:

Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested.

RULE 25 Group or Gang Involvement:

Group or gang involvement includes, but is not limited to, group or gang related coercion; intimidation; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.

The following violations will result in school consequences and the police department will be notified. Parents will also be notified if possible.

RULE 26 Homicide:

Causing the death of another person.

RULE 27 Assault/Battery:

Knowing or intentional touching of another person in a rude, insolent or angry manner. Causing or attempting to cause physical injury or behavior in such a way as could reasonably cause physical injury to students, staff or others. This includes rape, molestation or criminal recklessness.

RULE 28 Weapons:

Possession, purchase, or sale of a knife, weapon, explosive, chemical agent dispenser, or other object that can reasonably be considered a weapon.

RULE 29 Arson:

Setting fire to or damaging any school building or property.

RULE 30 Narcotics/Drugs:

Possession, use under the influence, and/or sale of illegal narcotics and drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants, or any substance which is represented to be a narcotic or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications.

RULE 31 Theft:

Assisting or participating in theft, theft by force and/or theft, repeated petty theft, possession of stolen property and/or taking or accepting stolen property generally valued in excess of \$250.

RULE 32 Firearms:

Possession of a loaded or unloaded firearm, laser gun, electronic stun gun, or any weapon or device that expels a projectile by the action of an explosive. Possession,

purchase and/or sale of any item represented to be a firearm, or any weapon or device that expels a projectile by air.

RULE 33 Illegal Conduct:

Involvement in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates, local, state, or federal law where such conduct poses a danger to the health, welfare, or safety of students, staff, visitors, or interferes with school purposes.

RULE 34 Threat of Illegal Conduct:

Threat of engaging in a law violation of any kind of which constitutes a danger to the safety of others or is an interference with school purposes.

RULE 35 Bullying:

1. This applies when a student is:
 - On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - Off school grounds at a school activity, function, or event;
 - Traveling to or from school or a school activity, function, or event;
 - Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention of bullying.
6. All schools are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in the school.