

# Oregon-Davis Jr/Sr High School Student Handbook 2019-2020



## **Motto:**

*We are BOBCATS: Bringing Our Best Character, Attitude, Teamwork, and Scholarship*

## **Vision Statement:**

*Through academic readiness and career development, we strive to teach 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.*

Welcome students and parents to the 2019-2020 school year!

The Oregon-Davis Jr./Sr. High School School provides unique opportunities for our students from a swimming curriculum, an FFA program, agriculture courses, a band program, Advanced Placement (AP) and dual credit courses, a certified lifeguarding course, athletics, and a drama club. Our students also have access to one-to-one devices for learning opportunities.

The Oregon-Davis Jr./Sr. High School continues to foster a B.O.B.C.A.T.S. environment everyday for all students - Bring Our Best Character, Attitude, Teamwork, and Scholarship!

I encourage you to visit the Oregon-Davis School Corporation's website for information as well as follow and access information at the Oregon-Davis Jr./Sr. High School facebook page.

We are planning and looking forward to a GREAT 2019-2020 school year!

*Dr. Donald E. Harman*  
*Superintendent and Jr./Sr. High School Principal*

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## **OREGON-DAVIS JR/SR HIGH SCHOOL 2019-2020 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 Jr/Sr High 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 Any rule or regulation in this policy book may be superseded by a school board mandate or policy.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 (New Link Coming Soon). 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 the parent is still not satisfied, they should contact the superintendent. If the parent is still not satisfied, they should address their concern 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:

Don Harman, Superintendent, 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/guardian 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 employee 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, Director of Guidance Oregon-Davis Schools' Section 504 Coordinator  
(574) 867-4561

## OREGON-DAVIS JR/SR HIGH SCHOOL DAILY SCHEDULE

### MONDAY-THURSDAY REGULAR

Period	Times	Minutes
1st	7:20-8:10	50
2nd	8:14-9:04	50
3rd	9:08-9:58	50
4th	10:02-10:52	50
5th HOUR A BOBCATS	10:56-11:26	30
A Lunch	10:52-11:22	30
5th HOUR B BOBCATS	11:26-11:56	30
B Lunch	11:26-11:56	30
6th	12:00-12:50	50
7th	12:54-1:44	50
8th	1:48-2:35	51

### FRIDAY--EARLY RELEASE

Period	Times	Minutes
1st	7:20-8:06	46
2nd	8:10-8:56	46
3rd	9:00-9:46	46
4th	9:50-10:36	46
5th HOUR A BOBCATS	10:40-11:06	26
A Lunch	10:36-11:06	30
5th HOUR B BOBCATS	11:10-11:36	26
B Lunch	11:06-11:36	30
6th	11:40-12:26	46
7th	12:30-1:16	46
8th	1:20-2:05	45

### 2 HOUR DELAY

Period	Times	Minutes
1st	9:20-9:57	37
2nd	10:01-10:38	37
3rd	10:42-11:19	37
4th A	11:23-12:00	37
A Lunch	11:19-11:49	30
4th B	11:53-12:30	37
B Lunch	12:00-12:30	30
6th	12:34-1:11	37
7th	1:15-1:52	37
8th	1:56-2:35	39

\*No BOBCATS period on two hour delay

**BOBCATS CLASS**

There will be a BOBCATS class for students in the middle of the day. This time will be dedicated to both academic and personal growth. Students will have time for remediation or enrichment, to learn organizational skills, to focus on BOBCATS skills, and to get help with homework. Students **NEED** to report to their assigned BOBCATS class prior to moving to other classes to receive academic help.

**OFFICE HOURS**

6:30 am - 3:00 pm CST

**SCHOOL HOURS**

The regular school day begins at 7:20 am and the last class ends at 2:35 pm (except Friday release time is 2:05 pm). At 7:05 am students are allowed to go to lockers and the cafeteria for breakfast. When the warning bell rings at 7:15 am, students are to make their way to their first class. Any student arriving after 7:20 am **MUST** enter through the office and sign in.

**LUNCH PRICES/PAYMENT PROCEDURES**

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 see the office for the proper paperwork.

Parents can add money to a student's account electronically or pay by cash/check. If paying by cash or check, it needs to be placed in the school provided Lunch Money Envelope. This envelope is to be turned into the office.

Lunch fees are as follows:

7-8th grade \$2.45

9-12th grade \$2.55

**EMERGENCY PROCEDURES**

In case of a fire, 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 and Crisis Plan will be followed.

## **VISITOR'S POLICY**

Visits by parents or guardians of Oregon Davis Jr/Sr High School students are encouraged at the parent's convenience. A parent who wishes to visit a teacher(s) or class(es) during the school day will need to provide at least 24 hours notice. ALL visitors--regardless of the nature of their visit to Oregon Davis Jr/Sr High School--must register in the Main Office as soon as they arrive at the building.

Oregon-Davis Jr/Sr High School students will not be allowed, under any circumstances, to bring visitors with them to classes during the school day. Former students are welcome to visit their teachers after 2:34 pm. Students transferring to O-D from another school may visit the school during scheduled classes, if arranged in advance with the Guidance Office.

## **SCHOOL RELATED INFORMATION, SEVERE WEATHER - SCHOOL CLOSING OR DELAY**

In the event that Oregon-Davis Schools need to release school-related information or announce a school cancellation or delay, a notification will be posted on the school's [website](#), [Facebook](#), 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.

The Superintendent will be in his office from 7:00 a.m. until 4:00 p.m. and may be contacted by calling 867-2111. 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

## **MAKE-UP DAYS**

The school calendar will be adjusted or extended to guarantee 180 student day as required by law. Oregon-Davis Schools has designated four Make-Up Days to accommodate school closures due to weather or other factors. These days are February 14 and 17, 2020, and April 10 and 13, 2020. If any additional make-up days are needed, they will be scheduled at the end of the school year. Any make day not used to recover a day of school will be taken as a day off for students and staff

## **STUDENT LOCKERS AND BOOK BAGS**

Each student is assigned a locker for the storage of books and equipment. Students are not to share lockers unless it has been assigned to them, and it is to be kept locked and in order at all times. 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. During the last week of school, a locker clean-out will be held and at that time, fines and charges will be levied for damage or cleaning made necessary by improper use of the locker.

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 designee shall possess the authority to examine the contents of any locker located on school premises when he 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 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. If taking and storing valuable items in the locker room, be sure to have all items secured in a locker. Students are responsible for providing their own locks for physical education

class. 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.

### **BOOK BAGS**

Non-school issued book bags and backpacks are not allowed during school. Bags must be kept in the school lockers or classroom, except when carrying clothes to and from PE class. There should be no book bags in the cafeteria.

### **TELEPHONES/CELL PHONES**

Students may use the school telephone located in the office for designated school business only (class or club business, or emergency). 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 (7:20-2:34). Students using cell phones will have them confiscated and returned at the end of the day with escalating consequences for repeated violations.

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.

### **WORK PERMITS**

Work permits are issued at the high school principal's office. Students may pick up the "Intent to Employ Card" and have the employer fill it out. The student should then bring the "Intent Card" and an Office Record card to the principal's office. The permits will then be issued.

### **SCHOOL SPONSORED DANCES/PROM**

Students in the appropriately designated grade(s) for any dance will be the only students permitted to attend. In order to go to the prom as a junior, the student must have at least 25 credits by the end of their fifth semester. If he/she does not have at least this many credits, he/she must be a guest of another junior or senior in order to attend. For students from other schools to attend a school sponsored dance, the Oregon-Davis student is responsible for obtaining the appropriate verification and approval for their guest. This form must be turned in to the dance sponsor prior to the dance. By school policy, the use, possession, concealment, or distribution of alcohol, drugs, and/or other controlled substances is prohibited at all school sponsored dances. ODJSHS administration will act upon reasonable suspicion and reserves the right to breath test students at any time during an event.

## **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**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## **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 automatically 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.](#)

### **STUDENT INSURANCE**

The school offers insurance that covers all school activities under the supervision of a coach, teacher, or sponsor. It covers all athletics. All students in physical education classes, shop, lab courses and all athletics are encouraged to secure this insurance. If athletes do not secure the insurance, a form must be signed by the parents giving their insurance company and policy number before he/she can participate for any sports.

## 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 a 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; it is an extension of class work and related to the objectives of the curriculum. The student must accept individual responsibility for the completion of homework.

Homework should be used as a "tool" in the evaluation of the progress of the student. It is not mandated that homework assignments be given a letter grade, but in each case, whether graded or not, the homework assignment must be stressed as an integral part of the learning process. Detention could be assigned for missed assignments at the teacher's discretion.

### PARENTAL INVOLVEMENT

Parents are encouraged to discuss and/or help students, but shall not actually do the work for them. Involvement of parents, in supervision of and aiding in assignments, can bring about an understanding by the parents of classroom activities. Teachers' contact information can be found here (New Link Coming Soon).

### EXTRA HELP

It is a student's responsibility to ask for additional help via conferences with teachers before or after school, or at a time convenient to both during the day. *A teacher may, with parent notification, request a student to stay after school if it is apparent that the student is having difficulty with his/her work.*

### 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. Parents can also check student grades on PowerSchool to monitor student progress. Links to staff email can be found here: (New Link Coming Soon).

## **ACADEMIC INFORMATION**

### **SCHOOL IMPROVEMENT GOALS**

According to Indiana State Statute all public schools, including traditional and charter, are required to complete a School Improvement Plan (IC 20-31-1-1; IC 20- 24.2-4-4) and submit 511 IAC 6.2-3-5(a) to the IDOE. Oregon-Davis Jr/Sr High School's plan can be found [here](#).

### **CAREER PATHWAYS**

The State of Indiana recognizes 13 College & Career Pathway Clusters. Within each cluster are College & Career Academic Pathways. Each student is administered a career interest inventory which is used to determine which College & Career Academic Pathway best fits the student's interest. This information is used to develop a four year plan. Information on career clusters can be found at: <http://www.doe.in.gov/cte>.

### **GRADUATION REQUIREMENTS**

In order to graduate from Oregon-Davis High School, a student must have completed a minimum of forty (40) credits for a General Diploma or a Core 40 Diploma, and forty-seven (47) credits for a Core 40 with Academic Honors, or a Core 40 with Technical Honors Diploma. (Two years of a World Language and/or a Career Academic Sequence, six credits in one subject area, are highly recommended for the Core 40 Diploma.) The coursework will cover a variety of subjects as determined by the State of Indiana and the Oregon-Davis Board of Trustees. In order for a student to be eligible for graduation, he/ she must have met all of the requirements outlined below by the date of graduation. Students who do not complete all requirements by graduation day will not be allowed to walk at graduation.

The Indiana Diploma Requirements for the General Diploma, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors can be found at <http://www.doe.in.gov/ccr/indianas-diploma-requirements..>

In addition to meeting the credit requirements, students must also pass the necessary English and Math Graduation Qualifying Exams or meet the necessary waiver requirements. The waiver requirements can be found on the Indiana Department of Education's website.

## **CREDIT CLASSIFICATION FOR CLASS STANDING**

Throughout high school, students will remain classified with their cohort (the group with which they entered the ninth grade). Students who have not met all of his/her graduation requirements by the end of his/her senior year, can return to school as a fifth-year senior the following school year to complete the necessary requirements and credits needed to graduate.

## **ISTEP+/END OF COURSE ASSESSMENTS – GRADUATION REQUIREMENTS**

For students graduating 2019 -2022, the Graduation Qualifying Exams are made up of the ISTEP+ Grade 10 English and the ISTEP+ Grade 10 Math Exams. These tests are given for the first time to students in the spring of their tenth grade year. Those who do not pass the tests are given subsequent opportunities to pass the test, twice each year after initial failure until passing or graduation whichever comes first. Students under this designation must also meet all requirements for an [Indiana Core 40 Diploma, Core 40 with Academic Honors Diploma, or a Core 40 with Technical Honors Diploma.](#)

Students graduating in 2023 will be on the [Graduation Pathway](#) and will need to meet requirements in three areas: demonstrate academic skills (diploma), demonstrate employability skills, and demonstrate postsecondary-ready competencies.

A student who does not pass these Graduation Qualifying Exams, but completes all of the State and local requirements may qualify for a Waiver. Waiver requirement can be found [at the Indiana DOE website.](#)

## **ISTEP+/END OF COURSE REMEDIATION**

Students who have not passed ISTEP+ or ECA assessments will be required to attend remediation. Also, 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. However, such a student is not subject to ISTEP re-testing and retention requirements. It is the intention of the Oregon-Davis School Corporation to identify those students based on total battery scores, teacher recommendation, and/or principal recommendation to qualify for remediation.

## **WEIGHTED COURSES**

Advanced Placement courses will be weighted for Grade Point Average (G.P.A.) considerations. Weighting will be accomplished by adding 1 point to the value of each passing grade. Students are encouraged to take advanced level courses and be

challenged while recognizing the importance of advanced level education as they continue their pursuit through their high school career.

### **ACADEMIC DISHONESTY (PLAGIARISM)**

Academic dishonesty in the form of plagiarism or cheating will not be tolerated.

Definitions:

Plagiarism - to take and use as one's own the ideas or writings of another.

Cheat - to practice fraud.

Consequences: Any student attempting to present another person's work (written or otherwise) as their own will receive an "F" for that assignment **UNTIL** that student makes up the assignment on his or her own. The teacher will contact home, set a timeline for completion, and MAY assess a point penalty. If it occurs a second time in that class, the student may fail that grading period.

### **GRADE POLICY**

Semester grades will be established on three criteria:

1st 9 weeks grade = 40% (2/5) total	3rd 9 weeks grade = 40% (2/5) total
2nd 9 weeks grade = 40% (2/5) total	4th 9 weeks grade = 40% (2/5) total
Semester exam = 20% (1/5) total	Semester exam = 20% (1/5) total

### **STUDENT RETENTION**

The administration and professional staff at Oregon-Davis Schools want every child to be serious about getting an education and hope that every student works at their fullest potential. However, on occasion it becomes necessary to forcefully encourage students to achieve towards the best of their ability. Therefore, any student in grades 7 or 8 who do not pass 6 of the 8 semester core courses (English, Math, Science, and Social Studies) each year may be retained and will be required to take that particular grade level over. Students in grades 9-12 must earn credits and/or pass classes which allows them to advance from one grade level to another. A child cannot be retained for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

### **GRADING SCALE**

90-100%.....	A
80-89%.....	B
70-79%.....	C

60-69%.....D  
 59% & below.....F

Exceptions from the above system may occur in calculating semester grades for the following reasons:

1. If at any time there is evidence that a student assumes that he has earned enough grade points for a semester credit and cannot get below a D-, the teacher shall have the prerogative of assigning a semester failure grade (F) for lack of continued effort and/or achievement.
  
2. If there are circumstances of attendance problems, course requirements, grade direction trends, or student effort that warrant consideration, the teacher has the prerogative of deviating from the arithmetical average by a maximum of one letter grade. (Example: C to B or D) If a teacher gives a semester grade that deviates from the arithmetic average, this deviation and the reason for it must be explained to the student and his/her parents. Also, a written explanation of the deviation must be kept on file in the Counseling Office.

### **SEMESTER TEST POLICY**

There will be NO exemptions from semester exams. ALL students will take ALL final exams for each semester. Final exams are an important aspect of the academic process as we prepare students for college and career. Teachers are expected to give final exams at the end of each semester on the dates and at the times they are scheduled. Also, if a student will miss final exams, parents MUST provide written notice to the school office NO LATER than two weeks in advance of final exams.

### **CLASS RANK, VALEDICTORIAN / SALUTATORIAN, TOP 10% OF GRADUATING CLASS**

Class rank is computed by using the semester grades for all semesters that a student has in high school. Each student's grade points will be totaled with the sum being divided by the number of credits represented by the courses in which semester grades were earned. The quotient will be the student's "Grade Index" or "Grade Point Average." The grade indexes will be arranged in numerical order making a class rank list. Each student can then determine his/her class rank from this list which is kept by the counselor. Students who earn a Core 40 with Academic Honors or Core 40 with Technical Honors Diploma will be recognized at graduation. The student who completes high school with the highest accumulated grade point average and has earned an ACADEMIC HONORS DIPLOMA will be class valedictorian. The student who ranks second and has earned an ACADEMIC HONORS DIPLOMA will be class salutatorian.

In case of ties or closeness (to within less than .001 point differential) plural awards will be given for valedictorian and salutatorian. The above academic awards will be based on the average of semester grades for 7 1/2 semesters." Students must attend all eight semesters of school to be valedictorian or salutatorian.

### **HONOR ROLL POLICY**

Distinguished Honors .....All A's

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

### **NATIONAL HONOR SOCIETY**

Membership is open to seniors, juniors and second semester sophomores. Students will be selected for membership based on the following criteria:

Scholarship - a minimum of a 3.25 grade point average for three (3) semesters is required for consideration.

Leadership - leadership in organizations inside and outside of school.

Service - contributions made by the candidate to the school, to classmates, and to the community.

Character - positive and negative aspects of character (with emphasis on such traits as honesty, reliability, and ethics.)

### **SUMMER SCHOOL**

High school students who need to make up credits are allowed to take a maximum of two credits during the summer. If Oregon-Davis is having summer school and is offering the needed course(s) during the summer, the student must take it at Oregon-Davis. If Oregon-Davis is not offering summer school, then the student may take the course(s) at another accredited high school with the permission of the Director of Guidance.

### **SCHOOL-TO-WORK**

Senior year students can apply to participate in the School-To-Work program. Those students who meet the criteria and are accepted into the program will be allowed to attend high school on a part-time basis. His/Her day will be shortened by a maximum of two class periods. He/She must already have a job. Students enrolled in this program will not be eligible for mid-term graduation. The following criteria must be met in order to be accepted into the program:

1. The student must be a senior.
2. The student must have passed all classes the preceding semester for the work program.

3. The student will continue to maintain or improve his/her GPA while in the program, or will be required to cut back on work hours, or return to school on a full- time basis.
4. The parents will sign a permission form, which will be included in the application for the program.
5. The student will agree to allow the school to maintain regular contact with the employer in order to monitor the student's attendance, skills and abilities, and growth in his/her area of interest.
6. The student will take responsibility for scheduling his/her work hours around his/her required courses for high school graduation, which is the priority.
7. The student will have demonstrated good citizenship in and outside of school and be aware that all school policies apply while at the job site or school.
8. The student has a good past school attendance record, as well as maintain good attendance while in the program.
9. The student shall be enrolled in the program prior to the semester's start.
10. The student shall work a minimum of 15 hours a week in order to remain in the School-to-Work Program, and provide a work check stub upon request to verify employment and numbers of hours.
11. The school reserves the right to consider each applicant on an individual basis, and can be denied or approved upon consideration.
12. Loss of employment during the semester may result in the student being given suspension and/or expulsion. In case of the student will be granted three (3) weeks to interview and secure another position. Proof of interviews may be requested.

### **SCHOOL-TO-SCHOOL**

Junior and Senior year students can apply to participate in the School-To-School program. Those students who meet the criteria and are accepted into the program will be allowed to attend high school on a part-time basis. His/Her day will be shortened by a maximum of two class periods. He/She must already be enrolled in a college course. Students enrolled in this program will not be eligible for mid-term graduation. The following criteria must be met in order to be accepted into the program:

1. The student must be a junior or senior to participate in program.
2. The student must have passed all classes the preceding semester and have at least a 3.0 cumulative Grade Point Average (GPA).
3. The student will maintain or improve his/her GPA or he/she will be required to return to school on a full-time basis.
4. The parents will sign a permission form, which will be included in the application for the program.



5. The student and parent will agree to allow the school to maintain regular contact with the college instructor(s) in order to monitor the student's attendance, skills, abilities, and growth in his/her area of interest.
6. The student will take responsibility for scheduling his/her college classes around his/her required high school courses.
7. The student will have demonstrated good citizenship in and outside of school and be aware that all school policies apply while at the job site or school.
8. The student has a good past school attendance record which must be maintained during their program participation.
9. The student shall be enrolled in the program prior to the semester's start.
10. The school reserves the right to consider each applicant on an individual basis, and can be denied or approved upon consideration.
11. Withdrawing from the college course during the semester (without prior administrative permission), may result in the student being given suspension and/or expulsion. The student will immediately be required to return to the school full-time.

### **VOCATIONAL PROGRAMS**

Junior and Senior year students can apply to participate in the Vocational Education program. Those students who meet the criteria and are accepted into the program will attend Oregon-Davis Jr.-Sr. High School part of the day and then go to the school that hosts the vocational program he/she is participating in. Students enrolled in this program will not be eligible for mid-term graduation. The following criteria must be met in order to be accepted into the program:

1. The student must be a junior or senior to participate in program.
2. The student **MUST** commit to attending the vocational program schedule. If program classes are in session when OD is not, the student is expected to attend the vocational class.
3. The student must have passed all classes the preceding semester and have at least a 2.0 cumulative Grade Point Average (GPA), and be on track for graduation.
4. The student will maintain or improve his/her GPA or he/she will be required to return to school on a full-time basis.
5. The parents will sign a permission form, which will be included in the application for the program.
6. The student and parent will agree to allow the school to maintain regular contact with the program's instructor(s) in order to monitor the student's attendance, skills, abilities, and growth in his/her area of interest.

7. The student will take responsibility for scheduling his/her college classes around his/her required high school courses.
8. The student will have demonstrated good citizenship in and outside of school and be aware that all school policies apply while at the job site or school.
9. The student has a good past school attendance record which must be maintained during their program participation.
10. The student shall be enrolled in the program prior to the semester's start.
11. The school reserves the right to consider each applicant on an individual basis, and can be denied or approved upon consideration.
12. Withdrawing from the program during the semester (without prior administrative permission), may result in the student being given suspension and/or expulsion.
13. The student will immediately be required to return to the school full-time.

In accordance with IC 20-30-2-2 a student participating in these programs or a shortened school day could have early dismissal or late arrival if accommodated by the master schedule. Therefore, students will not be permitted to have free periods in the middle of the school day. Parents should discuss course selection with their children. Colleges are becoming more selective in their admission process and wish to see students maintain rigorous course loads throughout high school. If a parent is interested in having his/her student's schedule shortened, he/she must complete a written notification that is submitted to the guidance office.

### **SCHEDULE CHANGES ADD / DROP POLICY**

Course changes are limited to the first two days of each semester and changes will only be allowed in certain circumstances. If change occurs after the deadline, a signature of the principal is necessary. *Only students who (1) have failed a class or (2) are receiving a "D" or lower and are on the Academic Honors track have the option of retaking a class.*

### **GUIDANCE PROGRAM**

The Guidance Department has been planned primarily to provide students with information and counsel, which will enable them to plan more intelligently their educational and vocational future, and help them succeed in their personal lives as well. The school counselor provides crisis intervention for students and faculty in need, and plan and implement programs to help all students with life, career, and work skills. School counseling is NOT a substitute for longer-term individual or family therapy, but can be a referral source if those services are needed. Parents are strongly urged to call or schedule an appointment with the counselor for any reason.

For more information about classes, scholarships, and student services, please visit the [Guidance section of the school's website](#).

## REGISTRAR

### REGISTRATION AND COURSE SELECTION

Returning students and parents may use the [online registration form](#) to complete the process. Students new to OD **MUST** register with a parent and meet with guidance to create a student schedule.

### STUDENT RECORDS

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

### 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.

### WITHDRAWAL FROM SCHOOL

Indiana Code 20-33-2-9 states that any student who is at least 16 years of age, but is not yet 18 years of age, *may not withdraw* from school prior to graduation until: 1) an exit interview with the student's parent/guardian is conducted with the principal; 2) the student's parent must give written consent to withdraw; 3) the withdrawal is due to financial hardship, illness, or court order.

### RE-ENTRY TO SCHOOL

Withdrawal from school is for the entire semester. Re-enrollment can take place at the next semester or summer school, unless the student regains residency in our district. Upon re entry, the student will be treated as a new enrollee, requiring the appropriate documents and authorizations from the administration.

### INSTRUCTIONAL FEES

Oregon-Davis School Corporation in accordance with the State of Indiana Statute assesses instructional 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 school at (574) 867-4561 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, check, or credit/debit card. Or families may opt to make online payments using a credit card by visiting the [Make a Payment](#) tab on the school's website.

Instructional fees 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%

### **Rental Fees**

The following are the proposed book fees for **core** classes at each grade level for the 2019-2020 school year.

7th grade: \$139.50

8th grade: \$143.50

Note: The fees listed above are the base fees that cover core classes. Fees may vary based on the elective in which students enroll.

9th grade: \$161.75

10th grade: \$158.50

11th grade: \$105.50

12th grade: \$124.50

Note: The fees listed above are the base fees that cover core classes. Fees listed above may change to reflect individual student course selections, addition of electives, Advanced Placement courses, or other specialized courses--especially at the 11th and 12th grade levels.

## **ATTENDANCE INFORMATION**

### **OREGON-DAVIS JR/SR HIGH SCHOOL 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 Jr/Sr High School, students need to be in attendance on all prescribed school days except those exempted by law or by policies of Oregon-Davis Jr/Sr High 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. with A phone call to 867-4561. Messages may also be left on the voice mail.
2. In the event a phone call was not made prior to the absence, 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.
3. The teacher will take attendance electronically at the start of each class period.
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. (Prearranged absences will not be excused during final exams.) Prior to leaving, it is

the student's responsibility to make arrangements with the individual teachers for the work he/she will miss during the pre arranged absence.

### **ATTENDANCE POLICIES--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 the [school corporation web page](#).

*If a student is not in attendance by 10:40 a.m. or leaves during the school day, that student is ineligible to attend any school event (practice, game, dance, meeting, etc.) that day.*

### **ATTENDANCE CLASSIFICATIONS**

**Excused Absence**—An absence permitted by law or by Board adopted policy: These will count toward the number of days a student is absent.

1. Medical necessities as evidenced by note from parent/guardian or doctor.
2. Attendance at funeral services for non-immediate family members (i.e. aunts/uncles,cousins).
3. Serving a Suspension. (This does not count toward the student's total absences).
4. A student that misses more than 10 minutes of a class because of an appointment or being in the nurse's office.
5. Other absences determined acceptable by the principal. (Evaluated on an individual basis.)

**Exempt Absence** —An absence permitted by law or by Board adopted policy:

These do not count toward the number of days a student is absent.

1. Service as a page for or as an honoree of the Indiana General Assembly.
2. Service on the precinct election board or as a helper for a political candidate with a pre-approved document from the political party chairman.
3. Active duty with the Indiana National Guard.
4. Responding to a subpoena to appear in court as a witness in a judicial proceeding.
5. Religious observances as required by their denominations, and as certified by a church official.
6. Attendance at funeral services for immediate family members (i.e. parents/guardian, brothers/sisters, and grandparents)
7. College visits(s)- 1 in junior year, 2 in senior year if pre-arranged with the Counselor.

**Truancy / Unexcused Absence**--The following will count toward the number of days a student is absent:

1. A student will be considered truant whenever he/she is absent and the absence does not qualify as an excused or exempt absence.
2. A student will be considered truant whenever he/she is absent and upon returning to school fails to provide proper verification of the absence.
3. A student will be considered truant if he/she leaves a class or the school without permission is out of the assigned area, or skips class.
4. A student will be considered truant if he/she is more than 10 minutes late to a class and does not have a pass.

### **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.

[I.C. 20-33-3](#) addresses child labor listing limitations and requirements of a child less than 18 obtaining and holding a job.

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

### **TARDY POLICY**

**Tardy**-A student is considered tardy if they are late to class and do not have a pass or if they are not in the room when the bell rings. Additional teacher rules may apply. It is the feeling of Oregon-Davis Jr/Sr High School that all students will be punctual. To insure the punctuality to class, the following tardy policy has been established for each nine weeks. Tardies are cumulative per class for the nine week period. The consequences are as follows:

1st - warning

2nd - teacher contacts the parent/guardian.

3rd - referred to the administration where they will be assigned a lunch seat.

4th - one day of PASS will be issued.

5th and beyond - will be dealt with accordingly by the administration, which may include but not limited to referral to attend intersession, additional days of PASS, OSS, or student attendance contracts

### **DRIVER'S LICENSES AND ATTENDANCE**

Indiana law (IC 9-24-2-1) prohibits the issuance of an operator's license, learner's permit, temporary motorcycle learner's permit, and motorcycle operator's endorsement

or license, and invalidates a person's license or permit for any student (less than 18 years of age) who meets any of the following conditions:

1. Two or more suspensions from school for the school year
2. Expelled from school or excluded from school due to misconduct.
3. Indiana Code provides that any person, while, of the ages of 13 and 14, who are considered

an habitual truant cannot be issued an operator's license or learner's permit until the age 18.

4. A student who is considered a habitual truant will have their driver's license invalidated by the Bureau of Motor Vehicles for a period of 120 days in compliance with Indiana Statute. Cases in which driving privileges are withheld are subject to review not more than one time per year.

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Students will not be allowed to leave school during the school day without verbal or written permission from their parent or guardian at least one day prior to leaving, unless the parent/ guardian is picking the student up. In addition, students who leave school grounds at any time during the school day must have the permission of the principal or the principal's designee. Failure to do this will result in the action being considered truant. Students returning to school or students who report late to class must sign in at the office. Written verification from doctors, dentists, and other professionals will be presented at this time. Students who leave school without permission from the principal or his designee will be subject to the same consequences assigned for truancy.

Students who are allowed to leave school, but provide transportation for other students who are not given permission, will be considered truant as well. Students will not be allowed to leave school building or miss class to run errands, such as returning to a vehicle or return home to get books and materials.

### **BUS PASSES BEFORE/AFTER SCHOOL**

Students who wish to ride a different bus to or from school need to have permission from the student's parent/guardian prior to riding the bus. If a student wishes to ride a different bus after school, the school should be notified via phone no later than 1:30 pm the day of the request. If a student wishes to ride a bus to school, the school needs to be notified by 1:30 pm the day PRIOR. This allows us ample time to prepare and deliver the bus pass to students.

### **ILLNESS OR INJURY DURING SCHOOL DAY**

1. The school nurse will generally be available at the high school each day.
2. If a student is ill and wishes to see the nurse, he/she must secure a pass signed by



the teacher in charge of the class from which he/she will be absent. Students should not go directly to the nurse, but should bring a pass to the main office so the nurse can be notified.

3. Any students taking medication must notify the school nurse or school administrators and any medication brought to school must be turned in to the office. State law forbids school personnel to give any medications without a parent's or doctor's authorization.
4. No social visiting is allowed in the nurse's office. Students who develop a pattern of visiting the nurse, therefore missing class, will be counseled and contact will be made with parent/guardian.
5. Parents will be notified before a student is to be sent home. It is up to the parent to arrange transportation home for the ill student. Friends or relatives at school will NOT be excused to take another student home.
6. In most cases, students will not be allowed to spend more than one class period in the nurse's office.
7. If a student is in the nurse's office for more than 10 minutes to a class, they will be considered absent for that class period.
8. A student should be fever-free for 24 hours without taking a fever reducing medicine, before returning to school.
8. Students with injuries, illnesses, or rashes should not expect the school nurse to make a diagnosis. They should consult a physician.

## **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. Prescription medications may be given by approved school personnel to a student if:

1. Written prescription from the student's physician is included (a prescription bottle label is sufficient)
2. The prescription must include a note from the student's parent authorizing administration.
3. 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.

Oregon-Davis Schools **does not supply** any over-the-counter medications to

students. All medications must be provided by the parents.

### **TRANSPORTATION HOME BECAUSE OF ILLNESS**

Before a student who has become ill or injured is sent home, the office will notify the parents or guardian to arrange for transportation. In case of an injury which needs medical attention, an attempt will be made to contact the parent for advice. If a parent cannot be reached in case of an emergency, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

### **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 missed, (eg. student misses 3 days, then has 3 days to make up work). It is the student's responsibility to meet with the teacher and/or regularly check online class agendas in order to arrange to complete missed work. Students will have access to **ALL** work missed during any absence regardless of how that absence was classified, and this work will be graded by the teacher--subject to penalties for late work.

### **STUDENT ASSISTANCE TEAM INTERVENTION**

1. The Student Assistance Team consists of the School Counselor, 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**

Students are reminded that they are partners with the faculty, administration, and auxiliary staff at Oregon-Davis Jr/Sr High School. Each of these groups has a specific role in assisting students in fulfilling their potential. A major part of that role is to direct the activities of the students into proper, positive channels. If the students fail to act appropriately, any administrator, faculty, or auxiliary staff has the authority to direct the actions of the students at any place and time on school property or at any school activity.

### **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 disruptive 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 Jr/Sr High 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/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.

### **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. Please see the We are B.O.B.C.A.T.S. (Bringing Our Best Character, Attitude, Teamwork, and Scholarship) handbook for specific details.

### **PUBLIC DISPLAY OF AFFECTION**

Students displaying inappropriate degrees of affection during school or at school functions will be addressed by staff and if they persist, may be referred to the Principal's designee, or a counselor. Students are permitted to hold hands in school. Kissing, hugging, and all other forms of physical displays of affection are inappropriate and not permitted.

### **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 Jr/Sr High 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 open toed shoes may be worn in a lab situation.
- 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**

The cafeteria is an important part of the building. While this is a less formal environment than a classroom, students are expected to exhibit appropriate behaviors while eating.

Students are encouraged to put money into their lunch accounts before the school day begins. Fingerprint scanners will be used in place of lunch tickets. NO food or drinks are to be consumed by students outside the cafeteria during the school day. Students are expected to put their trash in the appropriate place, keep their area clean, and push in their chairs when they have finished their lunch or breakfast.

Once students finish their lunch, they may go to the gym for the last 15 minutes of their lunch period.

### **LIBRARY**

The library is a study space to which all students will have access. Student ID cards are used to check books out of the library. Students are responsible for lost or damaged materials that are taken out of the library. While in this space, it is important for students to respect the rights of other students and maintain a positive learning environment.

### **GYMNASIUM/OTHER SCHOOL ATHLETIC FIELDS**

Students are to follow all school rules at after-school sporting and social events. While we encourage students to be vocal and enthusiastic supporters of athletic teams, students need to display appropriate behavior and public decorum. Any inappropriate behavior or language could lead to discipline which may include but is not limited to being removed from that athletic contest/event to a ban from all after-school activities.

Furthermore, the gym will be open during the last 15 minutes of lunch. Student who wish to play on the main gym floor are to remove their shoes to prevent damage to the surface. Students are expected to act appropriately during this time and are subject to discipline for inappropriate behavior and language.

### **HALLWAY/PASSING PERIOD**

While in the hallways, students are to display an appropriate level of respect and courtesy to all staff and fellow classmates. Students should walk--NEVER RUN--through a hall. Do not congregate in the middle of hallways and high traffic areas limiting others' access to pass.

The passing periods are 4 minutes long, and our own physics class has consistently proven that this is ample time to get to and from classes even from the farthest parts of the building. Be sure to use the restroom during passing periods too, as class time is valuable instructional time.

When class is in session, students are NOT to be in the hallways unless for a specific purpose and with a pass from their teacher. Students who leave during classes are to return as quickly as possible to their class.

### **REST ROOMS/LOCKER ROOMS**

Restrooms and locker rooms are to remain neat and in working order. Students should NOT congregate in these areas--get in and get out as quickly as possible. Students should put all trash in the trash can that are in each of these spaces. Any inappropriate behavior in the rest rooms or locker rooms will lead to discipline up to and possibly including restitution and referral to police.

### **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. Field trips will be limited during the month of May.

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.

## **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, and they will serve this in the PASS room.

### **POSITIVE ALTERNATIVE TO STUDENT SUSPENSION (PASS)**

PASS will be assigned for 1- 5 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 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. **Class work during OSS is expected to be completed and will be accepted for credit under the same guidelines as established for students turning work in from absences.**

### **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 Jr/Sr High School.

### **GROUNDINGS FOR 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 in 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 drugs 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 education function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an education function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an education 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 driver, cafeteria personnel, custodians and aides).

15. Engaging in the use of profane, obscene, or defamatory language directed at a teacher, administrator, supervisory employee, or adult volunteer while such 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 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.


## **STUDENT DRIVERS**

All students requesting the privilege to drive to school are to follow the regulations below:

1. Every student must register the vehicle each school year as soon as the student drives a particular car to school. Student Vehicle Regulations and Registration forms may be obtained from the office. Student drivers shall be required to sign the Random Drug Testing Form before receiving a parking tag.
2. The Registration Form is to be signed by the student and one of his/her parents/guardian.
3. Students shall enter and leave the school ground in a proper driving manner. The speed limit while on school grounds is 5 M.P.H.
4. The vehicle will be parked in the student parking area.
5. No student may enter any vehicle in the parking lots during the school day without written permission from the principal or his designee.
6. Students are to leave their vehicles and the parking area immediately upon arrival at school.
7. Violations of the above regulations are considered a violation of the discipline policy, and will result in suspension and, if flagrant, may result in the loss of driving privileges.
8. Violations of regulations will result in the suspension of driving privileges. First offense- the student may lose driving privileges for two weeks, second offense-the student may lose his/her driving privileges for the semester, third offense-the student may lose his/her driving privileges for the remainder of the school year.
9. Students may have their driving privileges suspended for failing grades and/or bad attendance.

## IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY


### INDIANA 2018–19 Required and Recommended School Immunizations



	REQUIRED		RECOMMENDED
<b>3-5 years old</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 3 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Varicella (Chickenpox)</li> <li>• 1 MMR (Measles Mumps &amp; Rubella)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> </ul>
<b>K-4<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR</li> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> </ul>
<b>5<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR</li> <li>• 2 Varicella</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 Hepatitis A</li> </ul>
<b>6<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 HPV (Human Papillomavirus)</li> </ul>
<b>7<sup>th</sup>-11<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 Hepatitis A</li> <li>• 2/3 HPV</li> </ul>
<b>12<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> <li>• 2 MCV4</li> <li>• 1 Tdap</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 MenB (Meningococcal)</li> <li>• 2/3 HPV</li> </ul>

Number under vaccine denotes the number of cumulative doses needed.

These materials were created by the Indiana Immunization Coalition, Inc. and were funded by the Indiana State Department of Health through a grant from the Centers for Disease Control and Prevention (Award No: 5H4231P000723).



**INDIANA  
IMMUNIZATION  
COALITION**

To learn more about vaccines,  
visit [vaccinateindiana.org](http://vaccinateindiana.org)

**Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio:** \*3 doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

\*For students in grades K-8<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10<sup>th</sup> grade. Parental report of disease history is acceptable for grades 11-12.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses of Hep A is required for grades K-4, 6 and 12.

\*For grades 5, and 7-11, 2 doses of Hep A vaccine are recommended.

For further information see the [DOE Website](#)

## TECHNOLOGY INFORMATION

### TECHNOLOGY USE EXPECTATIONS

Students will be assigned a device to use for school purposes only. All students will receive an iPad Air, a charger, and device bag. Students are responsible for maintaining these devices, which means they will be carried in the school supplied

protective bag only. 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 property of Oregon-Davis School Corporation and as such, all aforementioned agreements must be followed.



## NETWORK AND INTERNET ACCESS AGREEMENT FOR STUDENTS

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 downsizing, 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 fileserver space utilization by users. The Corporation reserves the right to remove a user account on the Network to prevent further unauthorized activity.

**Oregon-Davis School Corporation  
Student Device Checkout Agreement Form**

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: \_\_\_\_\_

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Item Description:

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: \_\_\_\_\_

Andrew Carlin , JR/SR High Assistant Principal