



# Student Handbook 2025-2026

Otwell Miller Academy  
9958 E Co Rd 150 N  
Otwell, IN 47564  
812-354-0800  
[www.otwellmilleracademy.school](http://www.otwellmilleracademy.school)

# Otwell Miller Academy Student Handbook 2025/2026

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## Children Learn What They Live

If a child lives with criticism,  
he learns to condemn.  
If a child lives with hostility,  
he learns to fight.  
If a child lives with fear,  
he learns to be apprehensive.  
If a child lives with pity,  
he learns to feel sorry for himself.  
If a child lives with ridicule,  
he learns to be shy.  
If a child lives with jealousy,  
he learns what envy is.  
If a child lives with shame,  
he learns to feel guilty.  
If a child lives with encouragement,  
he learns to be confident.  
If a child lives with tolerance,  
he learns to be patient.  
If a child lives with acceptance,  
he learns to love.  
If a child lives with approval,  
he learns to like himself.  
If a child lives with recognition,  
he learns that it is good to have a goal.  
If a child lives with sharing,  
he learns about generosity.  
If a child lives with honesty and fairness,  
he learns with truth and justice are.  
If a child lives with security,  
he learns to have faith in himself  
and in those about him.  
If a child lives with friendliness,  
he learns that the world  
is a nice place in which to live.  
If you live with serenity,  
your child will live with peace of mind.

Dorothy Law Nolte

## **A Message from the Director**

Dear Students and Families,

Welcome to a new school year filled with possibilities, growth, and discovery! I want to remind you that every day presents a new opportunity to learn, grow, and shine. At Otwell Miller Academy, we are committed to providing a learning environment that sparks curiosity, inspires innovation, and challenges students to think critically and creatively every single day to create a school where kind, courageous, and humble leaders are made.

Each student at OMA brings something special to our school. I believe in expecting all students to rise to meet expectations—in academics, behavior, and character. Whether we're solving a math problem, doing STEM activities, reading a new book, or learning how to show mindfulness, we strive to be our best in everything we do.

Our staff encourages our students to find every opportunity to learn something new, both inside and outside the classroom. Each day is a chance to grow, to explore, and to take one more step toward becoming confident, capable, and compassionate individuals.

I believe that a strong partnership among our staff, families, and community is key to our success. Together, we will support our students as they learn, lead, and thrive to build a strong foundation for lifelong learning and achievement.

This year, let's aim high, support one another, and celebrate all the small and big victories along the way.

Always remember – you are capable, you are important, and you belong here.

Let's make this year the best one yet!

*Mrs. Star Riker*

Mrs. Stardom K Riker, MS, CCC/SLP

Director

# **Otwell Miller Academy**

## **School Mission Statement**

The mission of Otwell Miller Academy is to foster the continuous process of learning in all of our students. The primary responsibility for learning lies with the students, aided by the school staff, in cooperation with parents and the community. Our contribution to the learning process is to provide a stimulating and supportive environment based on mutual respect.

## **Statement of Philosophy**

The entire foundation and success of public education depends on the basic concept of self-discipline, which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. This is a responsibility for the development and maintenance of self, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within Otwell Miller Academy. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the Director, administrative personnel, or any teacher of Otwell Miller Academy is authorized to take certain actions reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, referral to special personnel (Director, counselor), parent conferences, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct will subject the student to suspension or expulsion from school.

## **Family Education Rights and Privacy Act (FERPA)**

### **Model Notice for Directory Information**

The *Family Education Rights and Privacy Act (FERPA)*, a Federal law, requires Otwell Miller Academy, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from your child's education record. However, Otwell Miller Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Otwell Miller Academy to include this type of information from your child's education records in certain publications. Examples may include:

- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs

### **Release of Directory Information**

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

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

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

### **Right to Inspect Certain Instructional Materials**

The parent or guardian of a child enrolled in Otwell Miller Academy shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video material, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

### **Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum**

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

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

## Otwell Miller Academy Dress Code

- Students are expected to dress in attire, which is clean and comfortable. Otwell Miller Academy classroom temperatures generally range from 68-72 degrees. Students should dress appropriately for the outdoor weather as well as keeping in mind classroom temperature.
- Students should not wear or display clothing which includes vulgar or obscene language or symbols.
- Students should not wear “spaghetti straps” or “short” shorts, skirts, or dresses.
  - *Spaghetti straps are defined as shoulder straps that are less than 1” wide, therefore, all shirts/tank tops should be at least 1” in width to be considered school appropriate.*
  - *Short is defined as the bottom of the hem of the article falling above the thumb tip when the student’s arms are relaxed at their sides. Meaning that in order to be worn to school, shorts, skirts, or dresses should have a hem that falls below the student’s thumb tip when the student’s arms are relaxed at their sides.*
    - It is also recommended that students wear shorts underneath when wearing skirts or dresses for playground activities.
- If students choose to wear jeans that are designed with rips/tears or holes, the rips/tears/holes are not permitted to be in the area above the thumb tip when the student’s arms are relaxed at their sides.
- If a student’s attire does not meet these minimum standards, is a health hazard, or is a classroom distraction, the teacher will send the student to the office for appropriate action as determined by the Director or his/her designee.



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Parents and Students  
Otwell Miller Academy

Re: Legal Consequences for Truancy

Dear Parents and Students:

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

Education is so important that Indiana law, with a few exceptions, requires children from 6 to 18 years of age to attend school each day that it is in session. The law also requires that a person who has the care of a dependent, such as a parent or guardian caring for a child under 18 years of age, must provide that dependent with an education. A person who knowingly or intentionally deprives a dependent of the education required by law commits "Neglect of a Dependent", a Class D felony. This law does not require that a person intend for the child not to receive an education, only that he or she knows there is a high probability that his actions (or inactions) are preventing the child from getting an education. The sentence for a Class D felony can be from the minimum of 6 months up to the maximum of 3 years incarceration. The presumptive or standard sentence is 18 months incarceration. A person can also be fined up to \$10,000.00 for committing a Class D felony.

In addition, it is unlawful for a parent or guardian to fail, neglect, or refuse to send his or her child to school in compliance with the compulsory attendance law. Such a violation is a Class B misdemeanor, which is punishable by up to 180 days incarceration and/or up to a \$1,000.00 fine. As you can see, Indiana law considers a child's education to be very important and provides for very serious consequences for parents and guardians who do not send their children to school and provide their children with an education.

Children who are in grade school usually depend on their parent or guardian to ensure they make it to school, so we generally hold a parent responsible for a child's failure to attend school. Nevertheless, there can also be consequences for the child, in addition to being deprived of an education. Indiana law says that a child who fails to attend school as required by law commits a delinquent act. If juvenile proceedings are initiated, the child could be placed on six months of probation and warned of the consequences for not attending school. Those consequences could be the Court ordering placement in detention, performance of community service, participation in psychological therapy, imposition of a curfew, screening for illegal drugs, and/or removal from the custody of the parent or guardian. If a child fails to attend school one additional time without a valid excuse, any or all of these consequences may be imposed by the judge.

## Attendance

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

- A 5-day letter will be issued to the parents of every student who reaches five (5) absences within the school year.
- A 10-day letter will be issued informing parents/guardians of the need to meet with the director to put in place a truancy prevention plan
- If a student reaches 10 unexcused or 18 total absences must be referred to the prosecutor and the department of child services (DCS) as required by Indiana state law

Excused absences include:

- Illness verified by a parent and/or physician up to 10 absences
- Illness verified by a medical provider
- Recovery from an accident verified by a note from a medical provider
- Death in the family
- Pre-arranged absences such as - medical, dental or legal appointments verified by an authorized statement; celebration of a bona fide religious holiday; military-connected family event; exhibiting/participating in the State Fair

Unexcused absences are defined as any absence not covered under excused absences OR an absences that has not been verified by a parent/guardian within 24 hours

It is the responsibility of the parent/guardian to inform the school of an absence by 8am!! The preferred method of notification is a direct message to the classroom teacher via Class Dojo or a phone call to the front office at 812-354-0800. **PLEASE, DO NOT SEND A FACEBOOK MESSENGER MESSAGE!!**

## Tardies

- Students are expected to arrive at school on time and be prepared to learn.
- It is the responsibility of the student's parent/guardian to ensure that students arrive on time.
- A student will be counted tardy after 8:00 am
- Excessive tardiness will result in a conference with the director to set up a truancy prevention plan

## Perfect Attendance

To earn perfect attendance, the student must be present every day with no excused or unexcused tardies or absences.

## General Policies and Procedures

1. All Visitors Must Sign-In at the Office
2. School Entrance Age: A child must have reached his/her fifth birthday on or before October 1st of the current school year. A child must have reached his sixth birthday on or before August 1 to be eligible for first grade.
3. New Entrants: Certified birth certificates are required for all enrollees. Immunizations are required by State Law and must be completed for attendance to school. No student is to be admitted to Otwell Miller Academy without documentation of current and appropriate immunizations.
4. Make-Up Work Policy:
  - a. Excused Absence - all work missed must be made up
  - b. Unexcused Absence - all work missed must be made up.
  - c. In School Suspension (ISS) - all work missed must be made up during the ISS day and credit given. Extra day(s) for homework/tests will be by teacher discretion.
  - d. Out of School Suspension (OSS) - all work missed must be made up and turned into the office

*When a student is absent for a number of days, that student will have an equal amount of days missed to turn in make-up work or tests beginning after the first day that the student returns. Work will be considered incomplete until the permitted number of days has passed. After the allotted number of days has been given, work that remains unfinished or incomplete will result in a zero. Homework may be picked up in the office.*

5. Lost and Found: Students should turn in items found in the room to the classroom teacher. Items outside of the classroom (hallway, cafeteria, restroom, playground) can be turned into the office. Students may notify their teacher or office of lost items. Items will be donated at the end of the school year. Parents should notify the office or your child's teacher of missing items.
6. Going to and from School: Parents/guardians are required to provide written or verbal notice to the students' teacher or the front office if a student is leaving school by any means other than what is typical. This also includes permission to go home with another student. **Please notify staff of any transportation changes by 2:00.**

### Safety Procedures To and From School:

- Students going to and from buses - use the sidewalks; no cutting between cars and buses. Please go directly to your bus and get on it. Playing around the bus is dangerous and is not permitted.
- Students who walk or are driven to and from school - for safety reasons and to avoid bus traffic, arrange your time to arrive **no earlier than 7:45**. Additionally, students who are driven to school should be dropped off at the front door or be escorted through the parking lot by an adult and should go directly into the school.
- At dismissal, parents picking up students will need to allow the buses to park in front of the building, allowing the students to load on the bus before car riders will be dismissed.
- In the event that there is a delayed start or early dismissal to the regular school day, parents will be notified via the Remind App and Class Dojo.

7. Student Information Sheets: For cases of emergency, it is strongly requested that you complete and return the Student Information Sheet as soon as possible.
8. Cell Phone, Tablets, and Smart Watches: Students may bring cell phones to school for emergency use after school hours. The phone must stay in the student's backpack and must be **turned off** during school hours. If students take their phone out of their backpack or use it during school hours, it will be taken from the student and remain in the office. The student may get it from the office at the end of the day. If a student is caught a second time using or playing with their cell phone, it will be turned into the office and the parent/guardian will be called to pick the phone up. Smart watches may be worn but if the watch becomes a distraction to the student or others, the student may be asked to remove the smart watch. Additionally, NO cell phones, tablets, or smart watches are permitted to be in the classroom during state mandated testing. **Otwell Miller Academy is not responsible for any student's lost, stolen, or damaged cell phone or tablet.**
9. Textbooks: Textbooks used at Otwell Miller Academy are on the approved list of the Stated Department of Public Instruction.
10. Study Habits and Homework: Homework serves valid purposes when it (1) provides essential practice in needed skills; (2) trains students in good work habits; (3) affords opportunities for increasing self-direction; (4) enriches and extends school experience; (5) helps students learn to budget time; (6) brings students into contact with out-of-school learning resources; and (7) promotes growth in responsibility.

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk/table, lights, books, supplies)
3. Reserve time for homework and turn off the television.
4. Encourage their children, but avoid undue pressure.
5. Show interest in what their children are doing, but do not do the work for them.
6. Understand what the school expects homework to accomplish.

Children may improve their study habits by observing the following:

1. Be sure you clearly understand each assignment.
2. Form the habit of using a certain time and a certain place for the study of each subject.
3. Try to develop the skill of working independently of others.
4. Spend enough, but not too much, time with each subject.

11. Knife Policy: PL 72-2006 makes possessing a knife on school property or on a school bus a Class B misdemeanor. The law makes the offense a Class A misdemeanor if the offender has a previous, unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. The law adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency.

## 12. Gifts and Parties

- Traditional holidays and birthdays may be celebrated as designated by grade level. Classroom teachers will inform families if a classroom party will be held. Please check with your student's teacher for possible food allergy concerns of any students when sending food items to school

- Any food items sent to school for classroom celebrations or extended after school functions pertaining to students **must be commercially prepared and packaged with a list of ingredients and nutritional value on the label.** This is for those with food allergies and diabetic calculations.
  - If a student participates in the after school program where snacks may be involved, it will be the parents' responsibility to notify those in charge of the program of any student allergies or food limitations.
13. **Field Trips:** Field trips are academic activities that are held on or off school grounds. There are also other trips that are a part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parent consent. Students who violate school rules may lose the privilege to go on field trips. The use of field trip chaperones is at the discretion of the classroom staff, as some field trips do not require chaperones while other field trip destinations may only allow a specified total number of participants.
14. **Respect and Responsibility:** The image of the school is reflected through its students, staff, and supporting personnel. The safety and privileges of you and your classmates come first. You and your classmates come first. You are responsible for your actions and should realize consequences can result from your behavior. Your respect for the people, the building, and its fixtures will in turn reflect the respect shown to you.
15. **Care of Building:** All students are expected to cooperate with the custodians and staff in keeping the building and playgrounds clean and orderly. Wastebaskets are placed throughout the building to receive wastepaper and other refuse. Defacing or being destructive of school property is a sign of immaturity. Parents of students guilty of destroying school property will be held responsible. Chewing gum can be a tremendous custodial problem in our school; therefore, it is not permitted at Otwell Miller Academy.

16. **Grade Scale:**

**Student Grade Scale**

A	Excellent	90-100%
B	Above Average	80-89%
C	Average	70-79%
D	Below Average	60-69%
F	Not Satisfactory	Below 60%

**Specials Classes (Music, Art, PE, etc)**

S	Satisfactory Performance
N	Class Performance Needs Improvement
U	Class Performance is Unsatisfactory

17. **Student Daily Schedule**

**Student Daily Schedule**

7:45am - School Doors Open for Students

7:45am - Breakfast Service Begins

8:00am - Student School Day Begins

*Individual classroom schedules and additional recesses are determined by the classroom teacher*

3:00pm - Student Dismissal

18. **Early Dismissal:** If your child must leave school early for some permissible reason - for example, a doctor's appointment - a parent or guardian must come to the school office and sign the student out.

The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them:

- Children are released from school only to their parents or to persons authorized by their parents or guardians.
- A copy of the legal papers needs to be on file in the office if a student is not allowed to be released to an unauthorized individual

19. Visitors:

- Any visitor to the school or on school grounds must report to and sign in at the office before entering the school area.
- All visitors are expected to leave promptly when their business is completed.
- Students may not bring younger brothers and sisters to school with them.
- Visitors are not permitted to interrupt or attend class without special permission from the Director.
- Teachers will not permit unauthorized visitors to the classroom without permission from the office.
- All bags, purses, briefcases, etc. may be subjected to a search by an authorized staff member. *Please consider this a safety factor for your child's school. If you do not want your item checked, please leave it in your vehicle.*
- Volunteers and Chaperones who will be supervising students at any time without a staff member present will require a background check

20. Evacuation Drills: All schools in Indiana are required to have a bus evacuation drill each semester; a tornado drill four times per year; a lockdown drill two times a year, and a fire drill monthly. During drills, students should follow the practiced drill pattern as quickly as possible without running. No talking is permitted during the drill. This is important in case of a real emergency so that all students hear the necessary directions.

21. Report Cards: Report cards are issued four times a year after each nine weeks grading period. If the student's grades are not satisfactory, parents or guardians are advised to arrange an appointment with the child's teacher. Additionally, parents can monitor student grades at any time through PowerSchool.

22. Hands Off Policy: We have a hands off policy at Otwell Miller Academy. Please keep your hands, feet, elbows, etc (all body parts) off other students inside and outside of the building.

23. Lunchroom Policy: A nutritious breakfast and lunch is served daily; therefore, all students are encouraged to participate in the lunch program.

- No food will be carried from the lunchroom to other parts of the building unless a teacher or cafeteria supervisor gives permission.
- If a child brings his lunch, the drink must be in a sealed, plastic container. We do not allow caffeinated or carbonated beverages at lunch.
- Milk can be purchased from the cafeteria if desired.
- All students receive a free breakfast tray and lunch tray daily.  
Student Breakfast Price.....\$2.50/day                      Student Lunch Price.....\$3.00/day  
Adult Lunch Price.....\$5.00/day
- Lunch visitors are welcome and encouraged. If visitors would like to purchase a lunch must notify the office by 9am

24. Computerized Lunch Program: Payment for lunch can be made directly to Otwell Miller Academy via check or cash. Online payments are also available via Titan. Parents will be notified when the balance is below \$2.00, at which time a deposit should be made.

25. Wellness Policy: Federal Law requires every school district to have a wellness policy. These policies address a variety of wellness areas, including nutrition. We want to encourage that any food brought into our school will be as nutritious as possible. Below you will find a helpful list of healthier food options for classroom events and parties:

- Low-fat frozen yogurt
- Low-fat ice cream
- 100% fruit juice boxes
- Vegetables with low-fat dip
- Low-fat pretzels
- Low-fat popcorn
- Low-fat yogurt
- Low-fat trail mix
- Low-fat muffins
- Low-fat smoothies
- Sunflower seeds
- Baked goldfish
- Graham crackers
- Granola bars
- Gingersnap cookies
- Cereal bars
- Fig newtons
- CapriSun water pack
- Unsweetened cereal
- Low-fat cookies
- Whole-grain bagel
- Low-fat brownies
- Fresh fruit
- Angel food cake slices
- Fruit and cheese kabobs
- 100% fruit snacks
- Quesadilla with salsa
- Unsweetened applesauce
- Low-fat string cheese
- Low-fat pudding cups
- Frozen juice bars
- Raisins

26. Student Wellness: Otwell Miller Academy supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school's students. Therefore, it is the policy of the Board to:

- Provide students access to nutritious food and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise; and
- Require that all meals served by Otwell Miller Academy's food service program meet the federal nutritional guidelines issued by the U.S. Department of Agriculture

Each school day may incorporate several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-5, and coordinated with Otwell Miller Academy's food service program. These topics may be integrated with other curriculum as deemed appropriate.

The director or designee shall jointly share the operational responsibility for ensuring that the provisions of this policy and its regulations are met. The director will be responsible for reporting to the board for progress of Otwell Miller Academy in implementing this policy.

The director is also responsible to prepare rules, regulations, and guidelines, to implement and support this policy. Such provisions should address all food and beverages sold and/or served to students at Otwell Miller Academy.

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

#### Kindergarten

- Recognize and name upper and lowercase letters in random order.
- Recognize and name numerals for 0-20 in random order and count up to 20 objects.
- Count to 100 by ones.
- Recognize and name the seven basic shapes.
- Recognize and pronounce the consonant and vowel sounds.
- Print first name.
- Attend school at least 90% of the time.
- Be at an established level on iReady Math and iReady Reading.
- Recognize most sight words and read consonant vowel consonant words.
- Write to convey a message at Developmental Level 6.

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

#### First Grade

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

#### Second Grade

- Maintain 70% or above year-end report card averages in academic areas.
- Recognize, count and write numerals from 0 to 1000 in random order.
- Master addition and subtraction through the sum of 20.
- Add or subtract two 2-digit numbers with regrouping.
- Construct and write a simple sentence.
- Spell words from a second grade spelling list at 70%+ accuracy.
- Write letters of the alphabet in cursive style.
- Master second grade reading skills.
- Attend school at least 90% of the time.
- Find the duration of interval of time in hours and tell time to the nearest 5 minutes.
- Count quantities of pennies, nickels, dimes, quarters, half dollars, and dollars.
- Score at or above grade level on iReady Math and iReady Reading.

#### Third Grade

- Maintain 70% or above year-end report card averages in academic areas.
- Recognize the value of pennies, nickels, dimes, and quarters, and be able to accurately find the value of a collection of coins and dollars.
- Master addition and subtraction facts.
- Add and subtract 2 or 3 digit numbers with regrouping.



- Master multiplication facts through 7.
- Be able to tell time to the minute on a standard clock.
- Recognize the concept of  $\frac{1}{2}$  and  $\frac{1}{4}$ .
- Construct and write a simple paragraph.
- Spell words from a third-grade spelling list with 70% accuracy.
- Write in cursive style legibly.
- Master third grade reading skills.
- Distinguish nouns and verbs.
- Attend school at least 90% of the time.
- Score at or above grade level on iReady Math and iReady Reading.

#### Fourth Grade

- Master multiplication and division facts through 9.
- Recognize the concept of  $\frac{1}{2}$ ,  $\frac{1}{3}$ ,  $\frac{1}{4}$ , and  $\frac{1}{5}$ .
- Make change from \$5.00 using bills and coins of various denominations.
- State the correct time on a standard and digital clock. Also, add time intervals involving hours and minutes.
- Construct and write a sentence using proper capitalization and punctuation.
- Give examples of nouns and verbs.
- Master fourth grade reading skills.
- Spell words from a fourth-grade spelling list with 70% accuracy.
- Attend school at least 90% of the time.
- Maintain 70% or above year-end report card averages in academic areas.
- Score at or above grade level on iReady Math and iReady Reading.

#### Fifth Grade

- Master all facts for addition, subtraction, multiplication, and division through 10.
- Multiply and divide a three digit number by a one-digit number.
- Add and subtract fractions with denominators.
- Make change from \$10.00 using bills and coins in various denominations.
- Spell words from a fifth-grade spelling list with 70% accuracy.
- Master fifth grade reading skills.
- Write a sentence with proper punctuation and capitalization, being able to identify the simple subject and predicate.
- Attend school at least 90% of the time.
- Maintain 70% or above year-end report card averages in academic areas.
- Score at or above grade level on iReady Math and iReady Reading.

In final analysis, it is the teacher, with the approval from the director, who has to make the decision as to whether a student will be promoted, assigned, or retained. This will come after consultation with the parents, director, and other persons who have been working with the student throughout the school year. In no case will retention of a student be a surprise to parents. This applies to all students at Otwell Miller Academy.

## Playground Rules

- Respect all playground equipment
- Respect all students and teachers on the playground
- Be mindful of others wishing to use the equipment/toys
- Do not run down the sidewalk
- Do not kick balls at or over the building
- Do not play tag on the playground equipment
- Keep shoes on at all times
- Do not throw rocks, sticks, acorns, corncobs, etc
- Do not run with sticks or corn stalks
- When the grass areas are wet and/or muddy, students will be restricted to the rock area
- Footballs, soccer balls, kickballs, baseball equipment, and frisbees should only be used in the grassy area
- Students are not permitted to go in the fields surrounding the playground area
- Students must have permission from the playground teacher to enter the building during recess time
- Students must have permission from the playground teacher to enter the parking lot during recess time (such as to retrieve a ball, etc)
- Students must be quiet when entering the building during and after recess
- Jump ropes are to be used for jumping only; jump ropes are not to be tied around the waist or neck and should not be tied to playground equipment
- Slides are to be used as follows:
  - go down on bottom only (no knees, stomach, etc)
  - only go down; do not walk or climb up slides
  - do not climb on the outside of the slide
- Do not climb on the outside of the playground equipment
- One person at a time on the hanging bars

### Indoor Recess

- Respect all items provided to use during indoor recess, regardless of the classroom in which you are playing
- Respect all students and teachers during indoor recess
- Be mindful of others wishing to use the equipment/toys

# BUS RULES

## Bus Safety and Conduct

1. Go immediately to your assigned seat and remain in the seat for the entire bus trip.
2. Remain seated and facing forward while the bus is in motion.
3. Talk in a quiet, reasonable tone of voice. Loud, boisterous, profane language, or indecent conduct will not be tolerated.
4. No teasing, tripping, holding, or using the body in any objectionable manner.
5. Do not throw items.
6. Food, drink, candy, and gum are prohibited.
7. Windows are not to be lowered more than half way, and only with the driver's approval. All body parts must stay inside the bus at all times.
8. Keep the aisle of the bus clear of all items, including backpacks and any other personal items.
9. Phones and electronic devices/games are prohibited unless approved by the bus driver.
10. Be respectful of the driver and follow all directions given by the driver.
11. Treat all school property with respect.
12. The same conduct rules in the classroom apply to the bus.
13. Remain completely silent when the bus stops at railroad crossings.
14. All students must have a bus pass to ride a different bus or to another location other than their usual bus stop.
15. Students will be released at their bus stop only, unless prior permission has been given by the school.
16. No skateboards, scooters, etc are permitted on the bus.
17. No pets are permitted on the bus.
18. The Transportation Department designates the bus stops.
19. Students are to be at their designated bus stop, waiting for their bus, five minutes prior to the scheduled pick up time.
20. It will be the parents/guardians responsibility to transport the students if they miss the bus.

*If these conduct rules are not followed, a student will receive consequences based on the severity and number of infractions.*

### Minor Violations

- Students turning around in the seat and not sitting down.
- Being out of seat while bus is in motion.
- Not sitting in assigned seat.
- Pushing, general horseplay.
- Eating, drinking, littering
- Inappropriate language
- Loud talking

### Major violations - such as, but not limited to:

- Instigating a fight on the bus.
- Physical or verbal abuse of the bus driver or passengers; vulgar language, threatening actions, etc.
- Insubordination, defying the bus driver and willfully failing to follow directions of the bus driver
- Possession of controlled substances, alcohol, tobacco, or weapons

## Health Services Department

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

Every student entering Otwell Miller Academy must conform to the Indiana State Health Department Immunization Guidelines per Indiana code 20-34-4-1

Screenings mandated by State Law will be done as follows:

Visual Screening: Kindergarten or First, Third, Fifth

Hearing Screening: First, Fourth

Universal Dyslexia Screening: Kindergarten, First, Second

Screenings will also be done on any student new to the corporation or as a follow-up.

In addition, height, weight, and head lice screenings may be performed on students.

To ensure the health and safety of each student while at school, an ***Annual Medical Update*** form is provided to each student for the parent to fill out and sign. This form is a part of each student's health record and will assist in the treatment of health concerns along with the release and transportation from school due to such concerns, should the parent or guardian not be available. Any student requiring a medical procedure or prescription medication on a regular basis while at school may require an individual health plan with the parents' input. Information pertinent to a student's daily activities may be shared on a need-to-know basis with the school health team involved with that student. The team may include any staff member who will share in a responsibility affecting that student.

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

- *A fever is defined as a body temperature of 100.4 degrees F or higher*
- *Students may return to school when they have been fever-free without the use of fever-reducing medications* such as acetaminophen or ibuprofen *for 24 hours*
- *Students should not return to school until they are free of contagious symptoms (fever, vomiting, diarrhea) for 24-hours*

## **Meningococcal Vaccine**

Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18)

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

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

## **Policy for Management of Head Lice in the Schools**

OMA will follow CDC and state guidelines regarding the management of head lice. Head lice is a nuisance, not a public health hazard. If a student is suspected to have lice, the student should be sent to the nurse to evaluate. If found to have lice or nits, then hair, if long, should be pulled into a ponytail and information sent home to parents on how to treat. A lice treatment kit will also be sent, if available. The student should be treated for head lice at home, before returning to school. Upon returning to school, the student should be sent to the nurse to evaluate and the student return to class, at nurse’s discretion. Students should remain in class. If a student is in need of being sent home, the nurse and/or director should make that determination.

- Any student within the school suspected of having head lice may be examined.
- If a student is suspected of having head lice, examination should be done discreetly in the classroom or preferably in the nurse’s office.
- Any sibling or close contact of the infected student who is within the school may be examined.
- Confidentiality must be maintained.

## **Communicable Diseases Policy**

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

## **Display of Flag and Pledge of Allegiance**

### **Display of the United States Flag**

The United States Flag shall be displayed in each classroom.

### **Pledge of Allegiance**

The building director shall ensure that a daily opportunity is provided for students of the school to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The classroom teacher shall determine the appropriate time when school is in session for the recitation of the Pledge.

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

- The student chooses not to participate; or
- The student's parent chooses to have the student not participate

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

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

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

The Director may establish procedures to implement this policy.

Legal Reference: I.C. 20-20-5-0.5

## **Moment of Silence**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state, either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be, and shall not be conducted as a religious exercises. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building directors and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

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

LEGAL REFERENCE: I.C. 20-30-5-4.5

## Student Discipline Policy

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1.5..1, the Board of School Trustees authorized administrators and staff members to take the following actions:

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

### Grounds for Suspension or Expulsion:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, bare are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act, the convening or continued functioning of any school or education function, or 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 school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
7. Engaging in unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes interference with school purposes or educational function.
8. Failing in a substantial number of instances to comply with directions of teachers and other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. Engaging in sexual behavior on school property
  - b. Disobedience of administrative authority
  - c. Willful absence or tardiness of students
  - d. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
  - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, vulgar, or offensive to school purposes
11. 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 have a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, min or any similar device
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter - any compilation 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



- According to Section 921, the following devices are not considered to be a firearm:
  - An antique firearm
  - A rifle which the owner intends to use solely for sporting, recreational, or cultural purposes
  - Any device which is neither designed nor redesigned for use as a weapon
  - Any device, although originally designed for use as a weapon, which is designed for use as a signaling pyrotechnic, line throwing, safety, or similar device
  - Class C common fireworks
- c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar. The director may reduce the length of the expulsion if the circumstances warrant such reduction.
- d. The director shall notify the county prosecuting attorney's office when a student is expelled under this rule

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

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

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

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

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

**Suspension Procedures**

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

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 oral statement of the charges
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. 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 a situation, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or legal guardians of suspended students 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 director.

**Expulsion Procedures**

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

1. The director or designee will conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to expulsion
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the director or the person designated above. Failure by a student or student's parents 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail, or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting
4. At the expulsion meeting, the director or designee will present evidence to support the charges against the student. The student or parents will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard in the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

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 notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

**Special Education**

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

## Levels of Disciplinary Consequences

### Level 1: Initial Consequences

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

- a. Teacher/student
- b. Teacher/parent
- c. Counselor or case manager/student
- d. Teacher/counselor
- e. Teacher/student
- f. Counselor/parent
- g. Recess restrictions
- h. Letter or note to parent
- i. Telephone contact with parent
- j. Contact with other parties deemed appropriate

### Level 2: Intervention Options

Staff members may recommend any of the following and must be discussed with the director:

- a. Referral to administrator
- b. Removal of student from class for one-half day or less
- c. Detention - Detaining a student for disciplinary reasons may take place before, during, or after school hours
- d. Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations
- e. School Probation Agreement with Student/Parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parents as well as the date when the contract will be reviewed
- f. Restricted activity: The denial of participation in school activities and/or extracurricular events
- g. Restricted activity: The denial of participation in school activities and/or extracurricular activities
- h. School/community service: Assignment of student to perform school/community service
- i. Any combination of Level 1 and Level 2

### Level 3: In-School Alternatives

Director or designee may implement any of the following:

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

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

Director or designee may implement any of the following:

- a. 1-5 day suspension with parent conference
- b. 1-5 day suspension with parent conference and probationary agreement
- c. 1-5 day suspension with any combination of Levels 1, 2, and 3 consequences

## Level 5: Expulsion meeting/expulsion

Expulsion is the denial of a student's rights to attend school or school-sponsored activities and may be implemented by the director or designee

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

## Rules with Levels of Disciplinary Consequences

Level 1: Conference, Level 2: Intervention Options, Level 3: In-School Alternative  
Level 4: Out-of-School Suspension, Level 5: Expulsion

### Behavior Violations

**Rule 1:** Repeated Rule Violations: Repeated violations of rules that students are expected to follow. Students who continue to violate the rules will receive more severe consequences

Min: Level 1

Max: Level 5

**Rule 2:** Student Dress: Students and parents are expected to display good judgement in making sure students' clothing is neat, clean, and appropriate for the classroom. Students are expected to wear shoes. Inappropriate clothing or other attire that may disrupt the classroom is not allowed. Examples include shirts, sweatshirts, or other clothing with slogans, sayings, or messages that are solicitous, profane, obscene, or advertise such things as alcohol or illegal substances, etc; bare-midriff shirts or blouses, short shorts, see-through clothing, and other improperly revealing apparel; apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial or ethnic slogans, or symbols of violence. Students who are dressed inappropriately will be asked to change the offending article. Repeated intentional violations of the dress code will receive consequences

Min: Level 1

Max: Level 4

**Rule 3:** Personal Property: A student should not bring or possess any object that has no educational purpose and may distract from teaching and learning. Should a student have any such personal items, the items should remain in the student's backpack, unbothered for the length of the school day. As such, students are not permitted to bring personal items to play with/use at recess time.

Min: Level 1

Max: Level 3

**Rule 4:** Misrepresentation: A student will not lie or cheat. Examples include, but are not limited to:

- a. Altering report cards or notes: Tampering with report cards, official passes and notes in any manner, including changing grades or forging names
- b. False information: Making false statements, written or oral, to anyone in authority.
- c. Cheating: Violating rules of honesty such as copying another student's work
- d. Plagiarism: Using the work of others or published work

Min: Level 1

Max: Level 4

**Rule 5: Disrespect:** A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples of disrespectful behavior includes, but is not limited to:

- a. Walking Away: Leaving while a staff member or adult in authority is talking to the student
- b. Talking Back: Responding orally in a rude manner to a staff member or adult in authority
- c. Inappropriate Gestures and/or Actions that can be view as Obscene or Rude

Min: Level 1

Max: Level 4

**Rule 6: Insubordination:** A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to:

- a. Failure to comply with reasonable direction or instruction of a staff member or adult in authority
- b. Refusal to work in class
- c. Refusal to serve detention
- d. Refusal to participate in in-school alternatives
- e. Refusal to report to the office when directed to do so by a staff member

Min: Level 1

Max: Level 4

**Rule 7: Profanity/Obscenity:** A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:

- a. Swearing: Saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting
- b. Obscene Gestures: Making any sign that conveys an offensive, obscene, or sexually suggestive message
- c. Derogatory Written Materials: Having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually suggestive message

Min: Level 1

Max: Level 4

**Rule 8: Disruption:** No student may disrupt class, school, or school-sponsored events. Examples include, but are not limited to:

- a. Chronic talking
- b. Horseplay
- c. Harassing/Teasing/Pestering
- d. Refusing to remain in seat
- e. Unnecessary noises
- f. Leaving without permission
- g. Any other action that disrupt or interferes with educational activities

Min: Level 1

Max: Level 4

**Rule 9: Threatening:** A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to:

- a. Threatening to strike, attack, or harm any staff member or other person
- b. Threatening to strike, attack, or harm another student

Min: Level 2

Max: Level 4

**Rule 10: Injury to Others:** A student will not intentionally cause harm or attempt to cause physical injury to other students, staff members, or others. Examples of injury to others includes, but is not limited to:

- a. Fighting: Physical contact by punching, shoving, or hitting, whether or not injury occurs
- b. Shoving and/or Kicking
- c. Hitting, Biting, Spitting, Throwing Objects, or other actions that causes harm to others

Min: Level 2

Max: Level 4

**Rule 11: Improper Use of School Technology:** A student will not engage in the improper use of technology. Examples include, but are not limited to:

- a. Damaging or disrupting hardware or software
- b. Entering or retrieving inappropriate material or files carrying viruses
- c. Violating copyright provisions
- d. Accessing school records or another person's information without permission
- e. Utilizing another student's login information

Min: Level 2

Max: Level 4

## Law Violations

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

**Rule 12: Trespassing:** Entering any school property or into school facilities without proper authority. This includes entry into school buildings, school grounds, or school activities during a period of suspension or expulsion.

Min: Level 2

Max: Level 5

**Rule 13: Vandalism:** Causing damage to school property or the property of others. The student's family will be held responsible for damages.

Min: Level 2

Max: Level 4

**Rule 14: Possession of Stolen Property:** Having in one's possession property obtained without permission of the owner, generally valued at less than \$250.

Min: Level 2

Max: Level 5

**Rule 15: Tobacco and Vapes:** Possession of controlled substances, alcohol, tobacco, vape devices, e-cigarettes, tobacco look-alikes.

Min: Level 2

Max: Level 4

**Rule 16: Petty Theft:** Assisting or participating in unauthorized control of property belonging to any school, any organization, or any individual or group without prior permission. Also, possession of stolen property, or taking or accepting stolen property, generally valued at less than \$250.

Min: Level 2

Max: Level 4

**Rule 17: Inappropriate Sexual Behavior:** Participating in inappropriate sexual harassment or public indecency on school property, at school activities, going to and from school events, or at any time where the behavior may interfere with school purposes.

Min: Level 2

Max: Level 4

**Rule 18: Inappropriate Material:** Possession and/or distribution of pornographic material which would reasonably be considered offensive by community standards for students, which are without redeeming social value, or which contains language considered to be vulgarity or profanity.

Min: Level 1

Max: Level 4

**Rule 19: Disorderly Conduct:** Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested.

Min: Level 2

Max: Level 4

## **Bullying**

(1C 20-33-8-0.2)

A safe and civil environment in school is necessary for students to learn and achieve high standards; harassment, intimidation, or bullying, like other disruptive behavior, has no place in the school environment. As used in this handbook *bullying* means overt, repeated acts or gestures, including:

1. Verbal or written communications transmitted,
2. Physical acts committed, or
3. Any other behaviors committed:

By a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

This rule applies when a student is on school grounds immediately before, during, or immediately after school hours or at any time the school is being used by a school group; off school grounds at any school event, traveling to or from school or a school activity, or using property or equipment provided by the school.

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

**Investigation** - The teacher or counselor will be responsible for the initial investigation. A written report will be made to the director. The director shall conduct a complete investigation of the alleged incident. The director is responsible for determining whether an alleged act constitutes a violation of this policy.

**Intervention** - Some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school responds appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom or school building level, or by law enforcement officials. Consequences and appropriate remedial actions for students involved in harassment, intimidation, or bullying range from behavioral interventions in interpersonal relations and social skill development, up to and including suspensions and expulsions. In considering a response, the administrator should consider the nature and circumstances of the act, the level of harm, and the nature of the behavior, past incidents, or past contributing patterns of behavior and the context of the alleged incident.

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

**Staff Professional Development** - Staff members will be encouraged to become trained in skills and strategies for positive behavioral interventions. All staff members will receive training covering identifying bullying, research on bullying, characteristics of bullies, where bullying tends to occur, and the results of bullying on the victim.

**Follow-Up** - A follow-up conference will be held with any student who has made a bullying report. The conference will take place after ten school days to ensure that the problem has been corrected. This conference will be held by the director or school counselor.



# Otwell Miller Academy

## Student Internet and Technology Responsible Use Agreement (RUP)

### Otwell Miller Academy (OMA) Technology Vision Statement

Otwell Miller Academy is dedicated to providing a technologically rich learning environment, guiding each student in their pursuit of individual passions and potential, while building modern skills and preparing them for today's workforce and tomorrow's opportunities.

### Introduction

This RUP outlines the guidelines and behaviors that users are expected to follow when using school technologies or devices maintained by the school on or off the school campus

- The use of OMA telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges.
- The OMA network is intended for educational purposes.
- All activity of the network or using district technologies may be monitored and retained. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action.
- OMA makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- OMA reserves the right to amend this agreement as needed.

### Technologies Covered

OMA may provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, OMA will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### Usage

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and follow the specifics of this document, as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures, use good common sense; ask if you don't know.

### Web Usage

OMA provides its users with access to the internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

**Mobile Devices**

OMA may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network will be monitored using the same filter as used in school.

**Personally-Owned Devices**

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. School Board members, employees, and vendors are free to use personally-owned devices on campus.

**Social/Web2.0/Collaborative Content**

Recognizing the benefits collaboration brings to education, OMA may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

**Personal Safety**

Users should never share personal information, including a phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

**Email**

OMA may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from an unknown or untrusted origin; should use appropriate language; should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. School-issued email is monitored and archived.

**Network Etiquette**

Users should always use the internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see.

**Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

**Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

**Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

**Limitation of Liability**

OMA will not be responsible for damage or harm to persons, files, data, or hardware. While OMA employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. OMA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Examples of Responsible Use**

I will...

- Use school technologies for school-related activities.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Be cautious to protect the safety of myself and others.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Cite sources when using online sites and resources for research.
- Recognize that the use of school technologies is a privilege and treat it as such.
- Help to protect the security of school resources.

**Examples of Irresponsible Use**

I will **not**...

- Use technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Use text and messaging services outside of Google Classroom/Google Hangouts without permission of the classroom teacher.
- Gain access to other student's accounts, files, and/or data.
- Listen to or view media or books that are labeled "explicit"
- Illegally install or transmit copyrighted materials.
- Use chat rooms or sites selling term papers, book reports, and other forms of student work.
- Post personally-identifying information about myself or others.
- Agree to meet someone in real life that I met online.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Violations of this Responsible Use Agreement**

Violations of this policy may have disciplinary repercussions determined by building administrators, including:

- Notification to parents
- Suspension of network, technology, or Chromebook/computer privileges
- Detention, suspension and/or expulsion from school and school-related activities
- Legal action and/or prosecution
- Financial Consequences

**District-Issued Chromebook**

These rules apply to all students using a district-owned device, grades K-5

While enrolled at OMA, students may be issued a Chromebook for educational use both on-campus and off-campus. All district-issued Chromebooks are the property of OMA. Any fees attached to these devices (and the payment of those fees) does not render ownership of the devices to students, or their parents/guardians.

**Handling and Care of the Chromebook**

- The user must keep the Chromebook in the district-provided protective case at all times.
- Chromebooks must remain free of any writing, drawing, or labels that are not applied by OMA.
- Do not remove or deface the asset tag applied to the device by OMA.
- Use the Chromebook on a flat, stable surface.
- Do not set books on the Chromebook.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not expose the Chromebook to extreme temperatures or elements including water and sunlight.

**Power Management**

- It is the user's responsibility to charge the Chromebook's battery so it is fully charged by the start of the next school day.

**Transport**

- The Chromebook should be transported in its protective case at all times.
- Do not leave the Chromebook in a vehicle for extended periods of time or overnight.
- Do not leave the Chromebook in visible sight when left in a vehicle.

**Monitoring and Supervision**

- Do not lend your Chromebook to a classmate, friend, or family member.
- You are responsible for the safety/security of the Chromebook and any activity on it at all times.

**How to Handle Problems**

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (for example: connection, charging cables, etc). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of OMA for repairs.

**Screen Care**

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook screen with anything (pen, pencil, etc) other than approved Chromebook screen cleaners.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use a glass cleaner.
- Never leave any object on the Chromebook. Do not stack notebooks, books, or other items on top of it and do not place pencils or pens in the hinge when open. This is one of the most frequent causes of broken screens.

**Personal Health and Safety**

- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad).
- Take frequent breaks, alternating your physical position to minimize discomfort.

**Chromebook Repairs resulting from accidental damage: Students will be allowed an annual limit to include OMA coverage of expenses associated with (1) accidental damage repair, not to exceed \$30. Any damage occurring after the first incident, or exceeding \$30, will be the student/parent responsibility. Accidental damage includes broken screens and keyboards.**

**Repairs resulting from negligence or misuse: Student/parent will be responsible for the full cost of repairs or replacement of the Chromebook.**

**Repairs resulting from device failure at no fault of the student will be covered by OMA.**

## Otwell Miller Academy Student Acceptable Use/Internet Safety Policy 2025-2026

\*\*\*\*\*SIGN THIS PAGE AND KEEP IT WITH YOUR COPY OF THE STUDENT HANDBOOK FOR YOUR REFERENCE\*\*\*\*\*

I understand and will abide by the provisions and conditions of this contract (as shown in the student handbook). I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to my school principal. All of the rules of conduct apply when I am on the OMA network.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

As the parent or guardian of this student, I have read the OMA Student Acceptable Use Policy. I understand that this access is designed for educational purposes. OMA will take precautions to eliminate controversial material; however, I also recognize that it is impossible for the OMA to restrict access to all controversial materials. Therefore, I will not hold them responsible for material acquired on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**EXCLUSION FORM:** Sign this ONLY if you DO NOT want your child to have internet access at school. I do NOT wish to have my child participate in internet activity at Otwell Miller Academy.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Handbook Agreement 2025-2026

All students will be bringing home a student handbook. **Please read this handbook with your child.** There is very important information enclosed in the handbook including the attendance policy, lunch prices, the dress code, and retention guidelines.

Please sign and return this page when finished reading the handbook.

I acknowledge that I have read the Otwell Miller Academy student handbook with my child.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

## Otwell Miller Academy Student Acceptable Use/Internet Safety Policy 2025-2026

\*\*\*\*\*SIGN THIS PAGE AND RETURN IT TO YOUR CLASSROOM TEACHER\*\*\*\*\*

I understand and will abide by the provisions and conditions of this contract (as shown in the student handbook). I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to my school principal. All of the rules of conduct apply when I am on the OMA network.

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