

EDWIN JOEL BROWN MIDDLE SCHOOL  
STUDENT HANDBOOK  
2020-2021 SCHOOL YEAR



“HOME OF THE UNSTOPPABLE BRUINS”

Ms. Shawna Welch, Principal

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## *A Message from the Principal*

Dear Parents/Guardians:

Greetings and welcome to Edwin Joel Brown Middle School, home of the Unstoppable Bruins! As the 2020-21 school starts there may be some feelings of uncertainty and trepidation, but we want to assure you and your student that the administrative team and staff at Edwin Joel Brown will create an environment in which every child is safe to learn. We are very excited about the new school year and the opportunity to serve you and your children. We hope the information in this handbook will provide you the necessary information about the expectations that will be put in place at Edwin Joel Brown Middle School.

During the 2020-21 school year, the district will continue to focus on improving student achievement by improving literacy, mathematics, and attendance in all of the schools in Dayton. We are committed to the mission of Dayton Public Schools, “Dayton Public Schools provides a high quality education in a safe environment that prepares our students for success in school, work and life by providing a highly effective trained staff working each day with community resources.” In order to meet this goal, we need your support. We believe that the school staff working together with our families can create a dynamic team that will be able to assist our children in their academic, social and emotional growth. We need our students here every day, on time, and ready to learn. There’s an old saying which stands true today.... **“If you miss school, you miss out.”** We don’t want any child to miss out, so please make every effort to have your child here every day.

We also believe that students need to take responsibility for their own learning. At the end of each day he/she should reflect on:

- What he/she felt about their school/class on this day
- What he/she learned that day
- What skill(s) he/she needs to practice
- If/When he/she was upset
- The things he/she would change about their day

We’re looking forward to an outstanding school year and want you to be a vital part of the Edwin Joel Brown school family. A great deal of time has gone into the planning of various programs and we encourage all students to become involved. Please feel free to visit and volunteer anytime. Your support of the school and its’ policies and procedures is greatly needed and appreciated.

Sincerely,

Shawna L. Welch

## **EDWIN JOEL BROWN MIDDLE SCHOOL SCHOOL HOURS**

Bell Schedule 7:00 – 2:00

Office Hours 6:30 - 2:30

Teacher Day 6:45 - 2:15

Breakfast 6:45

Tardy slips issued 7:10

### Lunch Schedules

Lunch 8B/Self Cont/PLTW/Hlth/Gym 10:00 - 10:30

Lunch 8A/Art/Choir 10:35 – 11:05

Lunch 7A/Read and Math Lab 11:10 - 11:40

Lunch 7B 11:50 - 12:20

Dismissal 2:00

## **Arrival and Dismissal**

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Student safety at arrival and dismissal is a top priority at Edwin Joel Brown Middle School. Since students will be arriving by bus, drop off/pickup, or walking, it is very important for the safety of students that **ALL** parents and students follow the following guidelines:

- The student's school day begins at 7:00 a.m. and ends at 2:00 p.m. The school doors will open at 6:45 a.m.. There will not be supervision prior to this time, so students should not arrive early. Students are expected to immediately leave the school grounds following school, unless scheduled for extracurricular activities.
- Any student arriving after **7:10 a.m.** must get a tardy slip from the attendance office.
- Once students arrive, they are to remain on school grounds until signed out by a parent or guardian, or until dismissal.

### **Early Dismissal**

Early dismissal is permitted in the event of an emergency or for doctor's appointments. Any student leaving early must be signed out by a parent or guardian in the main office. Parents will not be able to sign their student signed during the last 30 minutes of the school day. ALL early dismissals must be completed prior to 1:30 p.m.

### **Changes in Transportation**

Any change in regular dismissal routines for the student must be submitted in writing by the parent or guardian using the Alternate Transportation Form which can be found in Appendix of this manual. If the event of an emergency, the parent or guardian must contact the secretary at 937-542-5740 no later than 1:00 p.m. to make any changes. Please note: Bus riders will only be transported on the bus to which they are assigned.

### **Bus Transportation**

#### **Arrival**

- Busses will drop students off in the parking lot located in front of the cafeteria door and main door.
- 7th Grade students will enter the building through the cafeteria door and proceed up the staircase to the second floor.
- 8th Grade students will enter the building through the main door and proceed to the 8th grade area on the first floor.

#### **Dismissal**

- Busses will line up in the parking lot located in front of the cafeteria and along Willowwood St.
- 7th Grade students assigned to the Washington House will exit the back staircase and out the exterior cafeteria door (Door #2).
- 7th Grade students assigned to the Maya Angelou House will exit the main staircase and out the main entrance (Door #1).
- 8th Grade students will exit the main entrance (Door #1).
- All Bus riders will exit the front entrances facing Fairview.

### **Parent Pick Up/ Drop Off**

Parents or Guardians will use the **loop on Birchwood** to drop off and pick up students. To ensure the safety of all students, parents are expected to stay in their vehicles during drop-off and pick-up. Students will be sent out to the vehicle once the vehicles in the loop are at a complete stop. Students will only be released to those

persons listed on the students emergency medical release form who you have given prior authorization to pick up. Parents or guardians are expected to update these records annually.

### **Arrival**

- 7th Grade students will enter the building through the cafeteria door.
- 8th Grade students will enter the building through the main door.

### **Dismissal**

- 7th Grade pickups will exit the main staircase and report to 1208/1210. From these two classrooms, pickups will be called to Birchwood Loop upon parent arrival. (Door # 14/13)
- 8th Grade pickups will report to 1210/1208. From these classrooms, pickups will be called to the Birchwood Loop upon parent arrival. (Door #13/14)
- All pickups will exit onto Birchwood Avenue.

### **Walkers**

#### **Arrival**

- 7th Grade students will enter the building through the cafeteria door.
- 8th Grade students will enter the building through the main door.

#### **Dismissal**

- 7th Grade walkers will exit through exterior doors in the main lobby area facing Parkwood. (Door # 9).
- 8th Grade walkers will exit through 8th Hallway exterior door (Door #10).
- All walkers will exit onto Parkwood Avenue.

## **Breakfast and Lunch Guidelines**

Breakfast and lunch is free for all students at Edwin Joel Brown Middle School. Nutrition Services will provide menus for each student. Students will not be permitted to have outside food without prior consent from administration, unless it is a packed lunch. Breakfast will be served starting at 6:45 a.m., upon arrival. Breakfast will be a “Grab and Go” option that will be consumed in the student’s homeroom.

All students will eat lunch in the cafeteria and are expected to conduct themselves in a quiet and orderly fashion. The behavior expectations will be posted throughout the cafeteria to help provide a clean, quiet, atmosphere for students to eat lunch.

## **Bus Expectations and Safety Regulations**

Students riding the school bus to and from school are expected to demonstrate the same behavior expected at school. Students who fail to cooperate with bus drivers or who fail to comply with basic safety regulations ***may be denied the privilege of bus transportation and are subject to disciplinary action.***

### **Bus Expectations**

- Load and unload from their bus at the designated stop in orderly fashion.
- Ride assigned bus and unload at regular stop, unless the alternative transportation form is completed and submitted in advance.
- Refrain from eating, drinking, and/or littering on the bus.

- Keep noise to a minimum. Students may talk quietly to the person beside them, if the driver permits.
- Follow all directions of the driver, including being silent at railroad crossings.
- Refrain from use of abusive language at all times.
- Remain in the same seat while the bus is in motion.
- Refrain from throwing anything (inside or outside) while on the bus.
- Refrain from hanging any object or parts of your body out of the bus window.
- Cross the street at least ten feet in front of the bus.
- When dismissed from school, students need to report promptly to their assigned bus.

### **Inappropriate Bus Behavior**

Any student who violates the school bus expectations or safety guidelines will be subject to progressive discipline. For initial incidents the assigned bus driver will make all attempts to address the concern through assignment or reassignment of seats, consultation with parent and/or student, or other appropriate means. If the behavior persists (or if the severity of the behavior warrants it), the assigned bus driver will complete a bus referral. This referral will be reported to the transportation supervisor, and may involve resolution through the building administrator or designee.

### **Cell Phone Policy**

Students are not permitted to carry cell phones during school hours. Student cell phones will be turned in to school staff upon arrival, and will be returned to students at dismissal. All cell phones will be locked up by school personnel for safe keeping throughout the school day.

Students who do not follow this policy, and are found to have a cell phone during the school day will have their cell phone confiscated and a parent will be required to pick it up after school hours. Edwin Joel Brown Middle School nor Dayton Public Schools is responsible for any students' cell phones that are lost or stolen.

### **Change of Address and/or Telephone Number**

If at any time during the school year, a change occurs in your home address or telephone number, please let the school know **immediately**. A change of address can be completed at the school with proof of your new address. A utility bill, telephone bill, or renter's agreement or mortgage statement are some examples of the documentation that can be used to change your address at school.

If there is a change in the telephone number, where a parent may be reached during the day, please report this to the school. The accuracy of records is essential in handling emergency situations which may arise.

### **Emergency Drills Guidelines**

Edwin Joel Brown Middle School will perform regularly scheduled State Mandated Emergency Drills. These drills include fire, tornado, crisis, and full evacuation drills. All students will be expected to respond to all drills whether intentional or false. Students will learn and practice proper drill expectations as a part of his/her education.

- Fire – evacuation to areas around the perimeter of the building.
- Tornado – moved to the areas that have been assigned to each classroom.
- Crisis – locked in a classroom out the sight of an intruder.
- Evacuation – moved to off site location

## **Field Trips and Extracurricular Activities**

All students have the right to attend field trips scheduled for their grade level or class. An administrator may refuse a student the right to participate as a result of documented improper behavior. Prior to a student's participation in a field trip, Parents will be notified about the field trip.

Students must have a signed permission slip, signed registration form and emergency medical form on file, and updated parent contact information to participate in any off-site field experience.

Any Student planning to participate in athletics or other extracurricular activities, must meet the following qualifications:

- Academic Requirements:
  - Passing 5 courses
  - Maintain a minimum of 1.0 GPA
  - Attend study tables if the student's GPA is 2.0 or below.
- Obtain a pre-participation physical and turn in a physician signed documentation.

## **Fundraiser Guidelines**

Students involved in fundraising for organizations other than Edwin Joel Brown Middle School may not sell items or take orders from staff during school hours. They must have written permission from the building principal and/or designee to carry out these tasks. Advertising material (fliers, postcards, etc) may be posted in school with administrative consent.

## **Homework**

Research indicates that middle school students should receive work to practice at home averaging about 45– 60 minutes at least 3 to 5 times per week. This practice should be appropriate for their skill level and allow the student to improve their skills. The expectation is that students will have homework in all subject areas including elective classes. Teachers will discuss, correct, and return homework within the week the assignment is given. Individual class homework expectations will be shared in the course syllables.

## **Parent Conferences**

Edwin Joel Brown Middle School will schedule two formal parent teacher conference dates throughout the school year. For the 2020-2021 School Year, these will take place in October 2020 and February 2021. The school will provide additional written communication in advance to schedule conferences. Additional conferences may be scheduled at the request of the parent and/or teacher. However, no conferences will be scheduled during instructional time.

## **Parent Volunteers or Visiting Campus**

Parents are welcome to visit and observe their child in the classroom. Please contact the school administrator to schedule a visit. Parents MUST SIGN IN at the main office before going to a classroom. The office will notify the teacher of your arrival. This is to ensure safety for all students.

Parents are encouraged to participate at Edwin Joel Brown Middle School as volunteers to improve the quality of education for Edwin Joel Brown Middle School Students. Volunteers must complete the online application, complete a background check as well as "The Dayton Way" program. Volunteers will be approved through the district and then will be signed off on by the building principal. All volunteers must sign in and receive their visitor's pass for the day.

## **Report Cards and Interim Reports**

Students will receive report cards at the end of each quarter (4 times per year). Students will also receive interim reports mid-quarter to inform parents about their child's progress.

### **Dates of Issuance for Report Cards:**

- First Quarter Ends: October 9, 2020
- Second Quarter Ends: December 18, 2020
- Third Quarter Ends: March 12, 2020
- Fourth Quarter Ends: May 20, 2020

## **Recognition and Awards**

Student awards may be presented at the end of each grading period. Students may be recognized for the following:

- Honor Roll
  - Superintendent' Scholars – 4.0 (All A's) (based on quarter).
  - Principal – 4.0 and above (All A's). No D's or F's.
  - High Honors- B+ average 3.5-3.999 No D's or F's
  - Honors – B average 3.0 – 3.499. No D's or F's.
- Attendance
- Citizenship
- Participation in student activities
- Effort

## **Restroom Guidelines**

Students will have an opportunity to use the restroom in between classes. Students will not be permitted out the classroom during the first and 10 minutes of each class. Students MUST present their agenda to receive permission to leave the classroom to visit the restroom.

The teacher will share the expectations about the number of times a student will be permitted to visit the restroom per quarter. This information will be shared in each teacher' course syllabus.

## **School-Wide Expectations**

We believe in creating a positive school environment through the practices of PBIS (Positive Behavior Intervention Support). While all students are expected to follow the Dayton Public School Code of Conduct, at Edwin Joel Brown Middle School are behavioral expectations are to:

- Be Safe
- Be Respectful
- Be Responsible

Violations of the school rules will result in disciplinary action. Any administrator may assign, but not limited to, the following interventions:

- Verbal warning
- Refocus sheet
- Phone call home



- Loss of privileges
- Parent conference or observation in classroom
- Friday School
- In-school suspension
- Out of school suspension

Any student who is out of school suspended (OSS) may not be in any Dayton Public School building, may not attend any school activities, or be on any Dayton Public School grounds at any time during the suspension. Students may complete work given in class during the absence. Parents may request assignments by calling the office or emailing the teacher directly. Students should make an attempt to retrieve any work (both in class and online) and complete the work during the absence.

### **Prohibited Items**

In order to ensure that safety of all students, students are not permitted to bring the following items to school:

- Any items listed in violation of the Dayton Public Schools Student Code of Conduct, this includes weapons, illegal substances, and tobacco products (including vapes or e-cigarette).
- Cash and other valuables
- Candy, gum, pop, fast food, and energy drinks
- Rattail combs, metal picks, and hair brushes
- Permanent markers
- Body sprays, perfume, colognes (unscented body lotion and deodorant may be kept in the student's locker)

### **Hall Sweeps**

Students are allowed three minutes between classes. This is ample time for a student to move from one class to another, and still allow time for the restroom. Students are considered late when they arrive at class after the bell. Students who are late for class, will be caught in a hall sweep.

1st offense - Warning to student

2nd offense - Call to parent/guardian

3rd offense - Friday Night School

### **Friday Night School**

Students may be assigned a Friday Night School by a lead teacher and/or administrator due to violations of the Student Code of Conduct, or as a result of multiple hallsweeps. When a student is assigned a Friday Night School, the student will receive a Friday Night School Form completed by either a lead teacher or administrator. Parents will be notified when their child receives a Friday Night School. Friday Night School will take place on Friday afternoons after school from 2:30 - 3:30 p.m. Students will need to be picked up by a parent or guardian, or plan to walk home following Friday Night School. There will be NO district transportation provided.

## **School Issued Materials**

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Students will have Textbooks and ChromeBooks (laptops) issued by their classroom teacher(s) or by the Bookroom Chairperson. The school will maintain a record of assigned books and ChromeBooks. Students are responsible for the proper care of the textbooks, ChromeBooks and all other district issued learning materials. Lost or damaged items will be the responsibility of the parent or guardian of the student. Students are expected to have all required course materials in class everyday.

ChromeBooks and other school materials may be assigned to go home if it is determined as deemed necessary by school personnel. Students and parents must sign a Dayton Public Schools Technology (or Chromebook) Agreement prior to the release of district owned technology devices.

## **Student Attendance**

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It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. The Dayton Public School District is required to follow the new State of Ohio law - House Bill 410. Dayton Public Schools have a commitment to provide a high quality education to its students. To achieve this goal, students must attend school regularly. Chronic absences, tardiness, or early release disrupts the learning process. Make up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home come together to assure students achieve a high attendance rate.

The Ohio Department of Education classifies all students who miss 10% or more of the school year as “Chronically Absent”. Exhaustive research shows students who are chronically absent perform below their peers and fall behind in school. As such, schools in Ohio are required to develop attendance intervention plans for students classified as excessively absent. In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and school certificate, or has been determined to be incapable of profiting substantially from further instruction.

While it is the school’s duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child. (Section 3321.01 of Ohio Revised Code)

- A. Students are permitted 38 hours of absence in a month or 65 hours (10 days) each school year by parent note, call or email. Beginning on the 39th hour or 66th hour of an absence, professional documentation is required. The professional (doctor) note must specify the date(s) of the excused absence. Students have 3 school days after they return to school to submit documentation for professional excuses. The hour requirement is total, cumulative absences (excused and unexcused). This is a new state requirement from H.B. 410.
  
- B. Absence from School Procedures for All Students
  - a. The parent/guardian should call or email the school office before 7:00 am to report an absence.
  - b. The parent/guardian must present a note stating:
    - 1. Date(s) of absence
    - 2. Reason for absence
    - 3. Signature of parent/guardian
    - 4. Phone number where parent/guardian may be reached

- C. If the appropriate school officials are not notified of an absence, the student will be considered unexcused. Students have 3 school days after they return to school to provide documentation to change an unexcused absence to an excused absence. **The school district reserves the right to investigate the cause of each single absence as warranted. It is the school, not the parent or guardian, that may determine whether an absence is excused or unexcused.**
- D. As cited in the Ohio Revised Code, absences from school that are excused, but count toward allotted days absence are:
- a. Personal illness
  - b. Illness in the family necessitating the presence of the child
  - c. Quarantine of the home
  - d. Death of a relative
  - e. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
  - f. Observation of a religious holiday
  - g. Out-of-state travel (up to a maximum of five days (30 hours) per school year) with prior approval from building administration. Parents must contact the building administration 3 days prior to the start date of the travel.
  - h. Such good cause as may be acceptable to the Superintendent
  - i. Medically necessary leave for a pregnant student
  - j. College visit
- E. Students requesting an early dismissal or arriving late to school because of a medical appointment may be excused if a note from the medical office is presented to the school office upon return.
- F. No student can sign himself or herself out without parent permission.
- G. If a student does not attend school on a school day due to illness, fever or communicable disease, he/she is not permitted to attend school/extracurricular activities on that day.

## **Student Health and Wellness**

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### **Immunizations**

Ohio Law requires that a student's immunization records be on file in the school on the first day of school. Students who do not comply with the immunization requirement, may be excluded from school until he or she is in compliance with the requirements.

Students entering the 7th grade this school year will be required to take a Tdap or Td vaccine prior to the start of the school year. The cost of immunizations is the responsibility of the parent or guardian.

### **Injury and Illness Procedures**

The clinic is always open during the school day and staff is available to care for students who are feeling ill or have an injury that requires attention.

If it is not an emergency situation, students should ask their teacher to go to the clinic so the teacher will know where students are located. Students who become ill or injured at school will need to be seen in the clinic for care.

If the student appears too ill or injured to remain in school, the clinic staff will contact parents/guardians to make the arrangements for their child to go home. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.

**If a student is ill or injured and must be dismissed early, the student will only be released to those listed on the Emergency Medical Form.** In order to pick up ill or injured middle school students at schools, parents/guardians or the designated contact must come into the school office and show photo identification to sign the child out of school.

To help prevent the spread of contagious illness, please keep an ill student at home until he/she is free of the following symptoms for 24 hours: FEVER ABOVE 100 DEGREES (Orally), VOMITING, DIARRHEA, UNDIAGNOSED RASH, CONJUNCTIVITIS (Pink Eye). These guidelines are recommended by the American Academy of Pediatrics.

### **Medications**

Students requiring prescription or over-the-counter medication during the school day are required to have a signed medical consent on file. To obtain this consent, the parent or guardian will need to contact the school nurse at **937-542-5754**. Students are not permitted to be in possession of any medications (prescription or over-the-counter). These medications will be maintained by the school nurse. The school nurse is responsible for storing and maintaining record keeping of the administration of medications. Parents will be called to pick up unused medications prior to school closing.

### **Student Internet Guidelines**

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Students shall abide by the Dayton Public Schools Acceptable Use Policy as it relates to computer use and access to the Internet. This would include any violation(s) as defined in Level I, Level II, or Level III offense in the Dayton Public Schools Code of Conduct.

Parents/guardians and students are expected to sign and return the Dayton Public Schools Acceptable Use Policy which can be found in the Appendix of this book.

### **Truancy Policy (HB 410)**

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#### **Habitual Truant:**

- A. Habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school:
  - a. 30 Consecutive unexcused hours
  - b. 42 Unexcused hours in a month
  - c. 72 Unexcused hours in a school year
- B. Dayton Public Schools is required to follow the new State of Ohio law - HB 410.
- C. Tardy/Early Dismissals: All minutes/hours of school missed by a student will count toward each student's absence rate. The State of Ohio defines a chronically absent student as one who has missed 10% or more of the school year.
- D. Early dismissals for the purpose of medical appointments will be approved under the following circumstances:

- a. Written note or phone call from a parent/guardian must be presented to the secretary with the student's name, grade level, phone number, and where the parent/guardian can be reached before the dismissal can be processed
- b. Early dismissals that cannot be verified will be denied.
- c. Tardy and Early dismissals follow school district policy and Ohio law regarding classification of excused and unexcused outlined under the attendance policy.

## **Uniform Policy and Out-of-Uniform Student Dress Code**

Edwin Joel Brown Middle School has a designated uniform policy. Students are expected to wear Khaki (tan) bottoms and a Navy Blue Collared shirt daily. For boys, uniform pants will be at waist level, and shirts are tucked in. For girls, shorts, skirts, or skorts cannot be shorter than 3" above the center of the student's knee (with or without leggings), and shirts are tucked in.

Students who have purchased a Bruin Sweatshirt may wear it over their uniform shirt, and shorts are only permitted to be worn during the **1<sup>st</sup> and 4<sup>th</sup> quarters**.

Students are expected to wear appropriate footwear at all times. All open toe or open heel shoes/sandals, flip flops, slides, house slippers, high heels, or shoes with skate wheels are not permitted.

Outdoor wear (coats, jackets, hats, gloves, headgear, scarves, sunglasses) may not be worn during school hours within the school building.

Extra-long belts, chains, bandanas or other items that are associated with gang culture are not permitted to be worn.

Head scarves, bonnets and "do rags" are not to be worn in the school building, or on school buses.

Other "Bruin" spiritwear or apparel can be worn on specified days as approved by the building administration.

### **Out-of-Uniform Student Dress Code**

The out-of-uniform student dress code will be followed on days identified by the administration as out-of-uniform days. Students are expected to maintain school appropriate attire on these days.

- Clothing and accessories will be without vulgar, suggestive, and/or offensive elements.
- Clothing and accessories will be without the promotion of alcohol, tobacco, weapons, drugs, and/or gang related affiliations/symbols.
- Clothing and accessories will be respectful to ethnic, cultural, gender identity, sexual, political, or religious differences. Such clothing and accessories must not cause a material or substantial disruption to the school environment, or it must not be reasonably foreseeable that the message will cause such a disruption.
- Clothing must cover the chest, stomach, back, buttocks, and undergarments.
- During school hours, students will remain free of wearing hats and hoods in the building. Only religious, culturally specific, and/or medically necessitated head coverings are permitted.
- Students will avoid wearing muscle shirts, undershirts, tank tops/spaghetti straps.
- Shoes must be worn at all times.

Students are expected to dress in a manner that does not disrupt the teaching and learning of others as determined by the local school community; administration reserves the right to make the final decision

regarding the appropriateness of attire, and parents may be called to bring appropriate clothing if necessary.

## Edwin Joel Brown Middle School Chromebook Protocol/Usage Information

Students: Students will be assigned one Chromebook for which they and their parents will be responsible for returning to the Edwin Joel Brown staff member who issued it. All Chromebooks will be proper working when they are and that is the condition that they should be in when they are returned. The required documentation will be signed by the student and parents.

Each student will be responsible for

- Getting their Chromebook in the morning (Putting a case on when available)
- Carrying their Chromebook from class to class while in attendance at school
- Keep the Chromebook closed when not in use
- Keep track of their Chromebook when not in use
- Chromebooks do not go into the restrooms
- Be responsible for reporting any issues to the teacher and BTC
- Connecting the Chromebook to the charger in the homeroom cart and making sure it gets charged each evening

Parents will

- Will be held responsible if a student's assigned chromebook is broken
- Will encourage their student to take care of their assigned chromebook
- Will monitor Chromebook usage if the chromebook is taken home

Teachers will

- Label and assign Chromebooks using DPS board tag as well as class identification to students in their homerooms.
- Keep an updated record of Chromebooks assigned to homeroom students using the DPS board tag and classroom numbering system
- Inventory of Chromebooks daily.
- Report problems or issues to the BTC in a timely manner
- Daily inventory of chromebooks.

Secretaries will

- Ask students who are withdrawing, to turn in their assigned Chromebook and then return it the homeroom teacher

BTC will:

- Keep an accurate record of Chromebooks in the building and where each one is located
- Report broken Chromebooks to IT, administration, and the homeroom teacher
- File a quarterly report with the building administration about the current condition of Chromebooks.

Administrators will:

- Have students who are in admin care use their assigned Chromebooks to complete daily work
- Hold students/parents responsible for damages done to their assigned Chromebooks
- Inform staff of breakage rates and remind them to monitor and manage the Chromebooks in their students' possession

Parent Copy (keep for your records)

I have read and agree to the conditions of the Chromebook Protocol and the Dayton Public Schools Internet Usage policy.

Chromebook # \_\_\_\_\_ Room Number \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

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Return this copy to school

School Copy

I have read and agree to the conditions of the Chromebook Protocol and the Dayton Public Schools Internet Usage policy.

Chromebook # \_\_\_\_\_ Room Number \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_





# LOAN OF EQUIPMENT AGREEMENT

2020-2021 School Year

Student Name:

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School:

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Student Address:

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Parent Name:

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Parent/Guardian Street Address:

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Zip Code:

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Description of equipment borrowed

Chromebook with Power supply/Cable

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Board Tag #

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Specified return date:

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**Declaration**

I have read and agree to the terms outlined in the attached **DAYTON PUBLIC SCHOOLS' CHROMEBOOK TERMS AND CONDITIONS.**

Parent/Guardian (print name)

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Date

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Parent/Guardian signature

Date

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## **DAYTON PUBLIC SCHOOLS**

### **CHROMEBOOK TERMS AND CONDITIONS**

#### **Section 1. Chromebook to Remain District Property**

Each student in the program shall receive one Chromebook. The Chromebook remains the property of the District. The Chromebook is being furnished to the student for school purposes only. The student must return the Chromebook in good condition to the District at the conclusion of the school year in accordance with the directives provided by the District.

#### **Section 2. Care for Chromebook**

Students must take care of the Chromebook while it is in their possession. Students may not deface, destroy, alter, modify, or cause any harm to the Chromebook through neglect or carelessness. Students must use the protective case, store the Chromebooks in a secure place, and abstain from eating and drinking while using the Chromebook.

Students and the undersigned parent/guardian(s) will be responsible for paying for any damage or any lost or missing Chromebook in accordance with the Schedule of Charges.

#### **Section 3. Acceptable Use Policy**

The student's use of the Chromebook shall be subject to the District's Acceptable Use Policy (File: EDE/EDE-R) at all times, including while using the Chromebooks off school property. In addition, any use of school email, school internet, or other technology resources by students shall be subject to the District's Acceptable Use Policy.

The following conduct is strictly prohibited while using the Chromebooks, school email, the District's internet, or any other District information technology resource:

1. Misrepresenting identity or affiliation or using another person's account, log-in ID, or password without authorization.
2. Spreading unsolicited bulk messages.
3. Unauthorized attempts to exploit the security capabilities of a computer system or network for any purpose.
4. Monitoring network traffic, intercepting, disrupting or altering electronic communication packets.
5. Unauthorized uploading or downloading of any inappropriate materials, creating or using computer viruses and/or any attempt to harm, physically damage, or destroy equipment, materials, or the data of another user.
6. Connecting or using of any personal device or removable media including but not limited to USB flash drives, jump drives, hard drives, CDs/DVDs, memory cards, PDAs, MP3 devices, laptops, printers, gaming devices, netbooks or any device to which data can be transmitted to or from without prior permission.

7. Theft or copying data to unauthorized external devices.
8. Unauthorized commercial activity for personal gain.
9. Harassment: The District's policies against sexual and other harassment apply fully to the use of Chromebooks. Any violation of those policies is grounds for discipline up to and including termination. This prohibition includes transmitting pornographic material, as well as sexually connotative or profane jokes or stories.
10. Transmitting (including sending, requesting to receive, or forwarding) material that is threatening or harassing and that is based on sex, race, color, national origin, religion, sexual orientation, ancestry, age, or disability, or that is obscene, derogatory, belligerent, threatening, defamatory, intimidating, abusive, or otherwise inappropriate material that (a) is so severe, pervasive, or objectively offensive that an individual is effectively denied equal access to the District's resources and opportunities; or (b) is reasonably expected to create a substantial disruption or interference with the work of the District or the rights of other individuals.
11. Any illegal activity.
12. Encouraging the use of drugs, alcohol or tobacco or promoting unethical practices of any activity prohibited by law or District policy.
13. Transmitting patently harassing, intimidating, abusive material to or about others.
14. Transmitting lewd, vulgar, profane, indecent or plainly offensive speech.
15. Causing congestion on the network by sending items such as "chain-letters" or "broadcasting" inappropriate messages to large groups.
16. Sending copies of documents in violation of copyright laws.
17. Opening any kind of executable attachment; including but not limited to .vbs, .bat, .com, .msi, .rar, .zip or .exe file without prior permission from the District.
18. Downloading any material unrelated to school purposes including, but not limited to, sex, illegal drugs, criminal skills, hate speech, gambling, videos, movies, music files, or other material without permission.
19. Downloading any software, web-based application, or other application to the Chromebook without prior permission.
20. Modifying or attempting to modify the privileges and capabilities set up on the Chromebook for the exclusive use of the student to whom it was assigned.
21. Adding, deleting, accessing, or modifying other students' accounts on the Chromebook or any school computer.
22. Using school email for non-school purposes.
23. Accessing chat rooms or non-school related social networking groups, sites, or instant messaging. Use of social networking groups, sites, or instant messaging is strictly prohibited during the school day unless express permission is given by a teacher or administrator.
24. Bypassing or attempting to bypass filters on school district internet or WiFi or any filters or firewalls installed on Chromebook programs.
25. Posting or sharing photos, videos, or other information on the internet that relates to other students, faculty, or staff.

#### **Section 4. Parent/Guardian(s) Responsibilities**

Parent/Guardian(s) are responsible for supervising the student's use of the Chromebook at home and off school property, including the use of email and the internet. Parent/Guardian(s) are required to review the District's Accessible Use Policy and to familiarize themselves with the terms of this Agreement.

Parent/Guardian(s) agree to report any damage, malfunction, and need for repair to the District as soon as practicable. Parent/Guardian(s) agree that any use by parent/guardian(s) shall be in accordance with this Agreement. Parent/Guardian(s) understand and agree that the student and parent/guardian(s) shall be responsible for any misuse of the Chromebooks and any violation of this Agreement. Parent/Guardian(s) agree to the terms of this Agreement, including but not limited to terms concerning charges for loss, damage, or misuse of the Chromebooks.

#### **Section 5. Incidental Personal Use**

Incidental personal use of the Chromebooks by the student and his parent/guardian(s) is permitted to the extent such incidental personal use is in accordance with this Agreement and the District's Acceptable Use Policy, and the personal use does not interfere with the school use of the Chromebooks.

Personal use of District email and District internet is subject to all of the restrictions contained in this Acceptable Use Policy and this Agreement. Personal use shall not impede users' ability or the ability of others to efficiently perform and complete District work or adversely impact access to or the use of the internet by others for school purposes. Personal use shall be consistent with any other applicable provisions of this Agreement and with the other policies of the District.

#### **Section 6. Inappropriate Use of Chromebooks, Internet, or Email**

Students and parent/guardian(s) are advised that access to the internet includes the potential that a student will access inappropriate material online. However, parent/guardian(s) acknowledge that misuse of the Chromebooks, District internet, or District email can result in exposure to inappropriate material. Every user, including student and parent/guardian(s) are responsible for his or her own use of the Chromebook, the internet, and email.

Students must report any misuse of Chromebook, District internet, and District email that he or she is aware of.

In addition, students and parent/guardian(s) are advised to use Chromebook, District internet, and District email safely. Students should not reveal name, address, phone number, or other personally identifiable information to individuals online. In addition, students are prohibited from engaging on online chat rooms, social media platforms, or other social networking websites are prohibited (unless expressly permitted by a teacher or administrator in connection with a school activity).

#### **Section 7. Expectation of Privacy**

Users shall have no expectation of privacy in the Chromebook or any email, instant message, documents, text message, or other electronic communication sent, received, or stored by the Chromebook. Users must not consider these communications to be private or confidential. All emails, instant messages, documents, text messages, and other information that is accessed, stored, created, received, or sent through the Chromebooks is the property of the District. Authorized District personnel may view files, communications, data, or any other electronic communication at any time for any reason.

The District reserves the right to monitor all uses of the Chromebooks, including but not limited to, electronic mail, facsimiles, voicemail, Internet activity, file/scan/copy/print activities, and all user/PC interactions. From time to time, the District may request the student to submit the Chromebook to the District for inspection and review. Students and parent/guardian(s) shall cooperate with the District in inspecting Chromebooks.

All correspondence transmitted on or from the Chromebook is subject to inspection and copying in accordance with the Ohio Public Records Act (R.C. 149.43).

### **Section 8. Strict Liability for Misuse by Any Person**

The District expects ethical and responsible conduct from all students in the use of Chromebooks. Users shall be held strictly accountable for any unauthorized use. Therefore, students must make every effort to secure the Chromebooks for which they are responsible.

### **Section 9. Use by Other Students or Other Persons**

Students shall not permit other students or other persons to use the Chromebook assigned to them, except for incidental personal use by parents (as defined above). Students shall be held strictly accountable for any unauthorized use.

### **Section 10. Damage and Malfunction of Chromebook**

Students must notify the District of any damage or malfunction of the Chromebook. Students shall not attempt any repair of the Chromebook without prior permission of the District.

Software, application, or other non-hardware issues shall likewise be reported to the District as soon as possible. Students shall not attempt to correct non-hardware issues without the guidance or prior permission of the District.

Any errors, malfunctions, or problems relating to the security of Chromebooks must be reported to the District immediately.

### **Section 11. Replacement and Repair of Chromebook**

- If a student loses his or her Chromebook, the Chromebook will be replaced only after the student or his or her parent/guardian(s) have paid a replacement fee, to be determined by the District.
- If a Chromebook is damaged or destroyed due to the carelessness, neglect, or intentional action, and a repair is not possible or economically feasible, the Chromebook will be replaced only after the student or his or her parent/guardian(s) have paid the replacement fee.
- If a Chromebook requires repair due to the carelessness, neglect, or intentional action, the Chromebook will be repaired and the student will be provided with a temporary replacement Chromebook only after the student or his or her parent/guardian(s) have paid the applicable repair and temporary replacement charge, to be determined by the District.
- If a Chromebook otherwise requires repair, the student will be provided with a temporary replacement Chromebook at no charge while repairs are made.

Whether a Chromebook was damaged, destroyed, or requires repair due to carelessness, neglect, or intentional action shall be determined solely within the discretion of the District. The District's determination regarding the cause of damage, destruction, or need for repair shall not be subject to any appeal. The District reserves the right to resolve repair or replacement issues with each individual student on a case-by-case basis.

### **Section 12. Cleaning Chromebooks**

Students and parent/guardian(s) shall not clean Chromebooks using any chemical, liquid, or spray. Chromebooks may only be cleaned by using dry, clean cloths.

### **Section 13. Bullying**

Bullying is prohibited, including bullying by use of electronic means ("cyberbullying"). Any use of the Chromebooks, District email, District internet, or other District technology resources for bullying or cyberbullying shall result in discipline.

### **Section 14. Board Policy**

Use of the Chromebooks shall be subject to all other Board Policy, including any policy not specifically referenced in this Agreement. Any changes to Board Policy, including the Acceptable Use Policy, shall be incorporated into this Agreement. The Board reserves the right to change any policy.

### **Section 15. Waiver of Liability**

Students and parent/guardian(s) are advised of risks inherent in use of Chromebooks, District internet, and District email. Parent/guardian(s), on their own behalf and on behalf of their student, waive and release any claim for loss, damages, or costs of any kind that is directly or indirectly related to student or parent/guardian(s)'s use of Chromebooks, District internet, and District email. Students and parent/guardian(s) assume all risks and agree to indemnify and hold harmless the Dayton Public School District, the Board of Education and all individual Board members, administrators, teachers, and other school district employees and volunteers from any and all loss, claims, or damages resulting from student or parent/guardian(s)'s use of Chromebooks, District internet, and District email.

### **Section 16. Discipline**

A violation of this Agreement, or any careless, neglectful, or intentional damage or destruction to the Chromebook may result in discipline up to and including expulsion. Violations of law while using Chromebooks, District internet, or District email may result in federal or state prosecution.

### **Section 17. Discretion of the District**

The District, its administrators, and the teachers shall have the full discretion to interpret this Agreement and the Acceptable Use Policy and whether the student's conduct is in compliance therewith. If an administrator or teacher disciplines a student for violating this Agreement or any District policy, or if the student is under investigation for potential inappropriate conduct or violation of this Agreement, the District reserves the right to take away the Chromebook for any period of time or permanently.

Students who have Chromebooks removed shall be permitted to complete assignments on school district computers. Whether to remove a Chromebook from a student shall be solely within the discretion of the District.

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Updated 07/13/2020

## Alternate Transportation Form

Dear Parents,

All students are transported to and from their home address by various means of transportation. If your student will **not** be following their “normal” routine to get home, then you **must fill out** this form. This information is very important to us in order to ensure the safety of your child. We must have this information on file in order for us to change your child’s “normal” mode transportation. We will then follow this routine until we receive notification indicating otherwise. If this form is not on file, your child will use their “normal” means of transportation to get home.

School \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student’s Name \_\_\_\_\_ Home Address \_\_\_\_\_

Parent/Guardian’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_

My child’s normal transportation will be changed accordingly:

Transportation from school:  
(Please check one)

Car Rider                      Person picking child up \_\_\_\_\_

Phone Number \_\_\_\_\_

Walk Home                      Will child walk home with someone? Yes or No

Please list names \_\_\_\_\_

Bus Rider                      Bus Number \_\_\_\_\_

To be dropped off at \_\_\_\_\_

This change will occur from:

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Parent/Guardian’ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_



# Edwin Joel Brown Middle School Student Handbook Contract

Dear Members of the Edwin Joel Brown Middle School family:

This handbook has been compiled and approved by the Edwin Joel Brown Middle School staff and the Dayton Board of Education. It is published for your information and contains policies, rules, regulations, and a school calendar. This handbook is distributed to every family with a student attending Edwin Joel Brown Middle School. Since this handbook is considered a legal contract between the parents and the school, we must have the form below signed and dated.

**Please sign and return to your homeroom teacher.**

**I have read, understand, and agree to follow the school regulations as outlined in the Parent/Student Handbook.**

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Parent/Guardian's Signature

Date

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Student's Signature

Date