

William E. Miller Elementary

Parent Handbook 2019 – 2020



300 NW Crosby Drive Telephone: 541-355-2500
Bend, OR 97703 Fax: 541-355-2510

Our Story

With the goal of nurturing globally competent citizens, our Miller community is based on high achievement, positive relationships, environmental stewardship and community service.

Miller Student Expectations

Be safe. Be kind. Be responsible. Be green.

For additional and ongoing new information please visit our
website at

www.bend.k12.or.us/miller

MILLER STAFF 2019-20

Please note: changes are possible

To call: 541-355-XXXX

OFFICE

Jen Healy	Principal	2502
Erich Brocker	Assistant Principal	2506
Meredith Blackwell	Office Manager	2501
Caitlin Muhleman	Secretary	2503
Nicole Eisler	Secretary (part time)	2513
Heidi Odman	FAN Advocate	2517
Anita Garland	Nurse	2509

BLUE

Marci Adams	3 rd	2563
Cody McCabe	4 th	2593
Jodi Anderson	3 rd	2520
Doug Campbell	3 rd	2555
Kenan Macomber	5 th	2571
Chelsea Ambrose	3 rd	2573

GREEN WING

Bert Gottschalk	5 th	2592
Erin Kerr	5 th	2596
Betsy Perry	4 th	2567
Stephanie Rodgers	4 th	2568
Alex Rocco	4 th	2559
Julie Stirling	5 th	2589

ORANGE WING

Melissa Hoover	K	2588
Lindsay Fox	K	2557
Meghan Kincaid	K	2556
Sophie Laymon	2 nd	2562
Diana Johnson	K	2560
Ashley Davis	2 nd	2585

YELLOW WING

Joanna Taroli	2 nd	2581
Mara Richardson	1 st	2582
Josi Rogers	2 nd	2575
Erin Young	1 st	2521
Kristen Riley	1 st	2594

SPECIAL EDUCATION

Aubrie Murray	Life Skills	2579
Holly Reynolds	ERC	2574
Miriam Reynolds	Psychologist	2586 (Carol Howe will fill in from Sep – Nov 15)
Stephanie Canfield	Speech	2522

READING SPECIALIST

Amy Campbell	2570
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REGULAR EDUCATION ASSISTANTS

Debbie Turpin
Jessica Fraley
Lisa Hogen
Lindsay Pearson
Carolyn Hasenoehrl
Nicole Eisler

SPECIAL EDUCATION ASSISTANTS

Nancy Vetter
Hayley Sage
Dyana Wurth
Liz Foster
Della Yee-Petrus

SPECIALISTS

Ryan Cruz	Physical Education	2549
Marc Saccoman	Music Education	2544
Cathy Brimacombe	Media Manager	2535

CUSTODIANS

Glen Carey	Maintenance Engineer	2546
Nancy Carriker	Custodian	2546

NUTRITION SERVICES

Julie Jameson	Lead, Nutritional Services	2540
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OTHER PHONE NUMBERS

Miller Fax	541-355-2510
Transportation	541-355-5700
Inclement Weather	541-323-SNOW

School Design Plan

We have three focus areas in our design plan: Academic Excellence, Thriving Citizen and Future Ready. We will work as a staff to create specific activities for our students and professional development for our staff to meet these focus areas.

To support our students to reach **ACADEMIC EXCELLENCE**, we are working in grade level teams to design lessons that include Science, Engineering, Technology and Social Studies into our reading, math and writing instruction.

To help our students become **THRIVING CITIZENS** we will offer many opportunities to interact with our community through community service and inviting community members into our school to share their stories, experiences and knowledge with our staff and students.

To encourage our students to be **FUTURE READY** we will teach students to communicate in an appropriate and safe manner. This will look different at each grade level and will range from learning to be a good listener to interacting online safely.

For more information on our School Design Plan please contact Jen Healy.

Miller Site Council

Jen Healy	Principal		
Erich Bocker	Assistant Principal		
Doug Campbell	Teacher	Alison Milikan	Parent
Meghan Kincaid	Teacher	Jenny Smith	Parent
Bert Gottschalk	Teacher	Leslie Edwards	Parent

Miller PTO

President:	Regina Willingham
Vice President:	Emily Pietrzak
Secretary:	Isabelle Senger
Treasurer:	Wendy Bloom
Fundraiser:	Hollie Sheerer

2019 - 2020 Schedule

Time	Activity
7:30 - 7:55	Breakfast/Playground Access
7:55	First Bell
8:00	Classes Begin
9:15	1 st /2 nd Grade Recess
9:30	Kindergarten Recess
11:00 – 11:45	1 st Grade Lunch/Recess
11:15 – 12:00	2 nd Grade Lunch/Recess
11:10 – 11:55	3 rd Grade Lunch/Recess
11:30 – 12:15	Kindergarten Lunch/Recess
11:40 – 12:25	4 th & 5 th Grade Lunch/Recess
1:00 – 1:15	1 st & 3 rd Grades Recess
1:15 – 1:30	Kinder & 4 th Grades Recess
1:30 – 1:45	2 nd & 5 th Grades Recess
2:30	Mon/Tue/Thu/Fri Dismissal
1:00	Wednesday Dismissal



Sign up for text alerts for weather event, school lockdown or evacuation: You can receive a text message notification. This notification will be sent AFTER students and staff have been secured and emergency responders have been notified. <https://connect.bend.k12.or.us/>

Calendar – Major Events

September 2	Labor Day Holiday - no school
September 4	First day of school - 1 st -5 th Grades Kindergarten: staggered start dates Sept 4 & 5
September 6	Kindergarten: all students attend
September 11	School Improvement Wednesday, Early Release Begins
October 23	No School - Parent / Teacher Conferences 4-8 PM
October 24	No School - Parent / Teacher Conferences 8 AM-8 PM
October 25	No School
November 11	Veterans Day Holiday -- no school
November 25-29	Thanksgiving Break -- no school
Dec 23 – Jan 3	Winter Break -- no school
January 4	School resumes
January 20	MLK Holiday -- no school
January 31	No School – Teacher work day
February 17	President’s Day -- no school
March 23-27	Spring Break -- no school
April 22	No School - Parent /Teacher Conferences 4-8 PM
April 23	No School ~ Parent / Teacher Conferences 8 AM – 8 PM
April 24	No School
May 25	Memorial Day Holiday – no school
June 11	Last Day of School – Out at 2PM

Bend – La Pine Schools will continue with School Improvement Wednesdays - the student day ends at 1:00 while the teachers attend professional development meetings. **Shortened school days will begin on Wednesday, September 11, 2019**

Attendance

Regular attendance at school is one of the most important pieces to a successful education.

- 1. Teaching begins at 8:00 am.**
- 2. Students need to be at school no later than 7:55 am so they can get to their classrooms, take care of their backpacks, etc. and be ready to learn at 8:00 am.**

Please note: being late and missing school days puts students behind socially and academically. It makes it difficult for students to connect with staff and fellow students and it creates difficulty for the teacher and the students since it requires reteaching of content and expectations. Please send your child to school on time, every day.

Character Education and Discipline

The Miller Elementary staff believes that social and emotional skills are important to child development. Our school focuses on 4 clear student expectations: be safe, be kind, be responsible and be green. Students are rewarded throughout the year for following these expectations with Miller Money. Several times throughout the year, many students from each classroom are recognized at a school-wide assembly for showing these characteristics with a certificate and a recognition celebration.

We also have systems in place to correct unwanted behavior. We teach students to use **Stop – Walk – Talk** and teach them to use these steps to let other students know when they are doing something that is not wanted or when they are being a bully. Students are taught to use a calm voice, look the person in the eye and say STOP. If the behavior continues the student is to WALK AWAY. If it still continues, the student should TALK TO AN ADULT. If at any point a student feels unsafe, they may talk to a trusted adult at Miller about the problem.

When a student does something that goes against our expectations the consequences are on a continuum. A student may be coached about the behavior, how it goes against our expectations, and how to handle things differently next time. A student may get an FYI slip. This is a warning that the behavior needs to stop and is recorded so that we can track multiple offenses. FYIs are not recorded in our computer system so you will not be able to see them in Parent Vue. If a child has multiple offenses and continues with a behavior or does something major, like fighting, that student will get a referral. Referrals are recorded in our system and you will be able to see them in ParentVue.

Unwanted Behavior and Bullying are different things. Bullying is a serious issue and we have in place prevention measures. Unwanted behavior can be serious as well. It is important that students and families understand the difference between these behaviors. Please read below.

1. Unwanted Behavior

Unwanted Behaviors are words or actions against another that go against our school expectations – be safe, be kind, be responsible and be green. Unwanted behavior is a one-time choice made by a student against another student.

Some examples:

- A student is talking when she should be working
- A student is saying something mean
- A student is not keeping hands and feet to self
- A student is not playing fairly in a game
- A student is not being safe
- A student is not following directions

2. Bullying

Bullying is unwanted behavior from someone who intends to harm (emotionally or physically), that is **an** unfair match (one student is older, stronger, bigger or is perceived as having an advantage) and is repeated multiple times.

Some examples:

- An older student is teasing a younger student on the bus day after day
- A bigger student is forcing a smaller student to play the same game at every recess
- A quiet student is getting called names in class by an aggressively verbal student on a daily basis

Criteria for Suspension in Bend – La Pine Schools:

- All weapon offenses including guns, knives, and any tool used as a weapon. These offenses shall result in expulsion, per District policy JFCJ.
- Any criminal act committed by a person who, in the judgment of the school administration, has demonstrated “a pattern of behavioral problems at school indicating the potential for further violence.”
- The **Safe Schools Alliance** is a county program comprised of members from local schools, law enforcement, mental health, and the community who are “Working together to provide safe and secure school environments through community and interagency partnerships.” Their purpose is to: Identify violent criminal offenders; Remove them promptly from school; Ensure a risk assessment is performed to protect both the offender and the school community.

Programs and Services Offered

- **Individual Problem-Solving (IPS):** The IPS Team serves as a problem-solving group to help teachers meet the specific needs of individual students. This team addresses academic, social emotional and behavioral concerns.
- **Student Effectiveness Team (SET):** If previous interventions implemented by the teacher/team have been unsuccessful or the school has reason to suspect that a disability exists, then a SET Team referral will be made. This team is comprised of the school’s experts in special education and specially designed instruction. This team will analyze the data that has been collected and either recommend a referral for a special education evaluation or continued implementation of interventions through general education.
- **School Psychologist:** Works with our staff to identify students who are struggling and supports teachers and students with emotional and educational well-being. **Please note that this person is a school psychologist, not a counselor.** This person can help students in the moment to talk through a problem and help them to self-regulate. However, this person’s job does not include counseling students. If parents need some help finding a counselor, the school psychologist can help.
- **School Speech and Language Specialist:** This team assists students with language and articulation development.
- **Special Education Services:** Available for those students with Individual Education Plans (IEP’s). Also included through our Special Education Department is the **Adaptive Education Program (Life Skills).**
- **Music Class:** Two times/week, for 30 minutes, all students attend a class that offers a variety of music appreciation units including vocal, instrumental, and movement skills.
- **Physical Education Class:** Two times/week, for 30 minutes, all students will attend a class that includes fitness, health, conditioning, organized games, and athletic skills. The number of minutes of PE each elementary child is supposed to receive has increased to 45 minutes per week. To

accommodate this new state initiative, our PE teacher will meet with each grade level for an additional 15 minutes each week.

- **Library:** Once a week, for 30 minutes, all students will go to the library to check out and return books. The media center has a computerized checkout system to checkout books, and resource materials to encourage reading and research.
- **Talented and Gifted (TAG):** Students in grades K-5 can be identified as TAG in the state of Oregon. Each TAG student will have PEP (Personal Education Plan). This plan is created with the parent, teacher and student to outline what will be done to challenge a student in the area of TAG identification. This plan may also include areas where the student may be struggling - for example, organization. Also, the district offers a self-contained TAG program for 4th & 5th graders at Juniper Elementary, and for 6th graders at Cascade Middle School.
- **Art Education:** Enrichment opportunities are provided by the PTO. This year they are planning to have 3 school-wide art classes with an artist in residence.

Family Support and Opportunities

- **Family Access Network (FAN) Coordinator:** Available to assist families with social service needs and to make connections with community support systems. Contact information is available at the office.
- **Bend Metro Park & Recreation:** Offers an after school child care option and activities during our School Improvement Wednesday afternoons. Please call 541-389-7275 for more information.
- **Volunteer Opportunities:** Available in a variety of roles, such as working in a classroom, listening to children read, and assisting with special school projects. Please ask your child's teacher how you can become involved. You **must** complete an online Volunteer Application, <https://bib.com/Secure-Volunteer/bend-la-pine/> prior to working with any students or attending a field trip. Your approval is good for 2 years and is valid at all Bend-La Pine schools. All volunteers must sign in with our security system using a valid ID and wear a volunteer or visitor sticker while in the building. No exceptions. Also, if you plan to transport students on a field trip, you must complete a 'Proof of Liability Insurance' form. Qualification forms can be picked up in the office. If you qualified as a driver in previous years, you still must fill out a new form at the beginning of each school year.
- **Parent Teacher Organization (PTO):** Miller has a very active PTO! There are many different ways in which parents can become involved. The PTO provides opportunities for our school to bring parents, staff, and students together for activities and school projects. <http://www.millerpto.org/>

General Information

- **School Breakfast and Lunch Program**

You can save \$725-\$800 per child a year if you qualify for free breakfast and lunch. All grade levels are included. Applications, available in the office or online, may be turned in any time during the year. Parents are invited to come to school to have breakfast or lunch with their children any time.

Breakfast	\$2.00	Juice	\$.75
Lunch	\$3.00	Adult Breakfast	\$2.75
Milk	\$.75	Adult Lunch	\$4.25

- **Online Meal Payments (BLPay):** Parents have the ability to deposit money in their kids' meal accounts online with a credit card or Visa/Master debit card. They are also able to check their child's meal account balances. The program, BLPay, is available at <https://blpay.bend.k12.or.us/>. Parents will first create an account with their email address and a password of their choice. To add students and deposit money they will need their child(ren)'s student ID number (found on their report card or transcript), last name, and school name. There will be a small transaction fee of \$1.50.
- **Accidents:** If your child is injured at school, we utilize basic first aid techniques and make him/her comfortable. We then call parents as soon as possible when necessary. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form. Student insurance is available for purchase. Please contact the school office if you are interested in finding out more about school insurance.
- **After School Sports:** All after school sports are sponsored by other organizations. They are not Miller-sponsored. If your child is involved in after school sports, they need to meet their coach at the designated area after school. Please no cleats in the school.
- **After School Wednesday Programs... Parent Pick Up:** All Park & Recreation instructors, band leaders, scout leaders, etc. will escort the kids to the front of the school and meet parents in the front hallway for pick up. This way parents do not need to sign in, get a badge, sign out and return the badge in the office.
- **Attendance:** Please call the Miller office at 541-355-2500 or email the Attendance Line at miller-absent@bend.k12.or.us if your child will be absent. Please state child's name, date and reason for absence. Please call or email your child's teacher as well. Students arriving after 8:00am must check in at the front office. If your child is unexcused from school, you will receive an automated call and email noting the absence. Please contact the school as soon as possible to resolve the unexcused absence. All students between the ages of 7 and 18 are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.
- **Check Acceptance Policy:** If your check is dishonored by the bank, a service fee will be assessed in accordance to state law and federal guidelines. In providing a check as payment, you authorize electronic representment if your check should return unpaid. Also, you authorize service charges and processing fees, as determined by law, to be debited (at our option) from the same account via paper draft or electronic funds transfer. Customers with returned check inquiries should contact: Envision Payment Solutions, PO Box 157, Suwanee, GA 30024-0157 phone: 877-290-5460 fax: 770-709-3007 email: customerservice@envisionpayments.com

- **Communication:** Communication between home and school is essential to the success of each child. All of us at Miller want to work with families to keep the lines of communication open. We encourage you to communicate directly with your child's teacher and to contact us with any concerns, ideas, and/or suggestions. We are always looking for better ways to develop partnerships with families. Every two weeks the school newsletter, **News From the Den**, will be emailed to families. You also may request a hard copy of the newsletter. In addition, many of our teachers send home a classroom newsletter. You can also check our school website for the newsletter and other pertinent information: www.bend.k12.or.us/miller.

- **District Dress Code Guidelines (CODE: JFCA and JFCA-AR):** The following shall apply to all regular school activities:

Footwear appropriate for school activities must be worn at all times. **Flip-flops and shoes with high heels or open toes are not appropriate for the playground.** Please have children bring gym shoes (no black soles) on the days that their class is scheduled to go to P.E.

Clothing and jewelry shall be safe and not include profanity or sexually suggestive material and shall not advocate racial, ethnic or religious prejudice, depict drugs or alcohol, or any illegal activities.

No article of clothing, or manner of wearing clothing, which is distracting/disruptive to the educational program shall be worn on campus or at school activities. All clothing shall be worn in a reasonable manner that does not expose underwear, undergarments, midriffs, or bottom.

- **Health Policies at School:** Please do not send a sick child to school. **If your child has had a fever or has been ill the night before or the morning of school, he/she should stay home.** Children are expected to be outside before school and at recesses. When the weather and/or wind chill factor drops below 18 degrees the students are kept indoors. If your child is taking medicine and is not well enough to go outside for recesses, please keep him/her at home. **Please notify the office and your child's teacher when your child will be absent.**

- **Healthy Snacks at Schools:** It is the Bend-La Pine Schools belief that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. In compliance with BOARD POLICY EFA, "It is the intent of the Board that district schools take a proactive effort to encourage students to make nutritious food choices. The superintendent shall strive to ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events. This shall include encouraging parents and volunteers to provide healthy options at informal class and/or school events to celebrate special occasions."

If you will be bringing snacks and/or treats for students please be mindful of the nutritional value, the portion size, and provide healthy options if possible. If you would like more information on the Local Wellness Program Board Policy, please log onto the Bend-La Pine Schools website at bend.k12.or.us.

- **Homework Guidelines:** These vary by grade level. Please contact your child's teacher.
- **Picking up your child during school time:** Please have your child in school all day, every day unless he/she is ill. In the event that a student must leave during the school day, please send

your child with a note for the teacher that includes whether or not the child will be returning to school that day and the time your child will be picked up. The teacher will do his/her best to get your child to the office at that time. Call the school when you are on your way and we will call to be sure your child is on his/her way up to the office.

- **If Your Child Becomes Ill:** If your child becomes ill at school, we will contact you. If you cannot be reached, we will attempt to contact the emergency number listed on your registration form. This information needs to be updated as it changes; please use ParentVUE to update your contact information. Please remember that we cannot keep ill children at school.
- **Inclement Weather and Emergency School Closures:** The district has a dedicated message line for weather and school delay information. The number is: 541-323-SNOW. Information should be available by 6:00 am on this line. Or, parents can sign up for a text message through BLConnect: <http://connect.bend.k12.or.us>. Any closures or delays will be on local media outlets as soon as possible, usually before 6:30 am. Parents should listen to the radio or check the local television station for news about school delays or closures. If no announcements about the Bend-La Pine Schools are made, schools are open! Please don't call the school to see if classes are canceled.
- **Interruptions to a Classroom:** We want to keep classroom interruptions to a minimum during the school day. It is our policy not to interrupt classrooms with a phone call unless it is an emergency. Please only make phone calls to the teacher **before or after** school, or during known recess/planning times. The office will not allow telephone use by students to set up play dates. It would also help greatly if you could follow these guidelines:
 1. **Be on time** – Instruction begins at **8:00 am**. Please have your child at school by 7:55 am.
 2. **All visitors must check-in at the office and wear a sticker during their stay from 7:30 – 3:30.**
 3. **Come to the office** to sign a child in or out during the day.
 4. **Send a note for the teacher** with your child regarding changes or new after school instructions, bus changes, etc.
- **Messages to Students:** We have a volunteer who delivers messages to students 15 minutes prior to dismissal. You are welcome to call in **before this time** when your child's after school plans have changed; please arrange play dates before your child comes to school. We will not be able to get messages to students after this time.
- **iPads:** All students in 3rd – 5th grade will be issued an iPad. These are educational tools that will help us to individualize instruction, increase access to resources, and support further opportunities to develop skills for tomorrow's workplace. Please remember that at home the iPad will fall under your home's technology rules. This year the 3rd and 4th grade teams have agreed to keep iPads at school and not send them home during the evenings. Fifth grade students may bring their iPads home but they must return the next day fully charged. If you ever have questions about your child's iPad use, please speak with the teacher or contact Erich Brocker. Insurance for iPad's is available and can be viewed and paid for online on the Miller and District websites.
- **Lost & Found:** Please **label** your child's belongings. We check for names and return items that have been labeled. Our Lost and Found area is located in the center hall next to the music room. Unclaimed items are donated to local charities quarterly.

- **Medications at School:** Children are not to transport any medication to school. Parents must come to school and fill out an 'Authorization to Dispense Medication' form for **prescriptions or over-the-counter medications** to be administered by the office staff.
- **ParentVUE:** ParentVUE is Bend La-Pine School's parent web portal which some of you may be using already. However, if you are new to Bend La-Pine this year or you did not activate your account last fall, please stop by the office and **pick up an Activation Key Letter**. ParentVUE allows parents to update personal information regarding your student throughout the year, ie, email address, phone number, etc. You cannot update your address. If you move, please notify the front office. 
- **Parking Lot Protocol:** The safety of our students is of prime concern. Please observe the traffic flow arrows on our driveway and parking lot. The front parking lot is for parents and community members. The outer loop of the front parking lot is ONE WAY ONLY. The back parking lot is for Bend - La Pine staff ONLY. There will be no student drop off or pick up in the back of the school. Please do not park at the entrance to Miller on Crosby Drive and watch out for our children at all times. Our parking lot is pedestrian friendly, but the traffic flow is slow. We recommend that parents use the Bend-La Pine School buses. The bus routes are available on the district web site.
- **School Safety Drills:** Monthly fire drills and periodic earthquake, and lockdown / lockout drills are practiced to make certain children learn proper safety guidelines in case of an emergency.
- **School Security:** Please help us to keep your child safe by following our security guidelines at Miller Elementary School. During school office hours 7:30 am – 3:30 pm, all adults must enter the school at the front of the building, check in at the office, and wear a visitor or volunteer sticker during the duration of their visit. During those times all perimeter doors and gates will be locked. Bend-LaPine schools utilize an electronic system to allow visitors and volunteers into the school. This security system scans a driver's license and/or state ID and checks the information against the National Sex Offender data base. If no match is found, the system will print a visitor's sticker with a picture identifying them as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. Upon your initial visit, you must present a valid form of ID to the front office staff. Your ID will be scanned into the security system; the process will take approximately 30 seconds. On return visits, you will scan your driver's license in one of the 2 kiosks and then get a visitor or volunteer sticker from the front office. You will use the sticker to check out at the same kiosks. Thank you in advance for your cooperation.
- **School Supplies:** Student school supply lists are available on the Miller website and hopefully at various stores in Bend. Each grade level creates a list of school supplies that each student should bring to class during the first week of school. If your family needs assistance with these purchases, please contact out FAN advocate.
- **Student Technology Use Guidelines:** Bend-La Pine Schools provides students with access to technology resources for educational use. Technology resources include computer equipment and programs, telecommunication devices and services, Internet access, smart boards, projection equipment, Ipads etc. District procedures are in place to protect students and to improve the user experience. Computing or electronic devices or internet connection used on school district premises, even if personally owned, is subject to the following:

- Keep password and personal information private to prevent unauthorized use.
- Use computer equipment appropriately, for school-related purposes only.
- Navigate to Internet sites that are relevant to the topic being researched and are school-related and teacher approved.
- Communicate with others via email or social network services only when doing so is relevant to, or part of, the classroom activity and authorized by the teacher.
- Inform a teacher if District computer settings or equipment have been altered.
- Follow copyright laws and restrictions and always cite research sources when using information from the Internet.
- Keep food and drink away from computers and electronic devices.
- Take care to avoid damaging/modifying technology tools (e.g., computers, projectors, document cameras, iPads, smart boards, printers, Fax, etc.)
- Avoid wasting resources (i.e., printing unnecessary information). Use technology tools with teacher/staff supervision.

Students may not use technology resources including those that are personally owned, for:

- Personal mail, gaming, or social networking services not related to completion of classroom assignment.
- Accessing sites or services blocked by the District, even if doing so on a personally owned device or connection.
- Accessing inappropriate sites (if accessed by mistake, inform teacher immediately).
- Capturing passwords or login information from others or using any device or technology to intercept or modify electronic communications or files.
- Downloading copyrighted software and programs, graphics, music, etc. without proper license or payment.
- Commercial/business purposes. No cyber bullying, illegal or malicious purposes.
- Disclosing contact or personal information about other students. No accessing other student's or staff files without permission.
- Publicly posting or reviewing publicly posted information that defames or degrades other students or staff or that might be considered offensive by another student or staff member. Leave such sites immediately.
- Intentionally modifying or disrupting any District service or communication including web services, telephone and calling services, and student grade records.

"The inappropriate use or abuse of electronic information resources can be a violation of Bend LaPine schools' policy, local, state and federal laws and can result in the loss of privileges and/or prosecution. Guidelines and policies regarding the use of electronic information resources are available online at www.bend.k12.or.us"

- **Toys & Electronic Equipment:** Please do not let your children bring non-essential electronic equipment or toys to school. They are distracting in the educational setting, and could be tempting for other children to take. Any of these items brought to school will be taken away and the parent will have to come and pick it up at the school. Cell phones, and any other communication devices, should be stored in backpacks in the silent mode or turned off and are to be used in emergencies only during school hours.
- **Transportation:** Transportation is available for most children, depending on the distance from school and their individual needs. Bus route information is available on the Bend LaPine web site under the 'Parents' tab. Kindergarten parents must fill out a transportation form during registration and a bus card at the beginning of the year if their student will be riding the bus. If you have any

questions, please call the Transportation Department at 541-355-5700. New app available for bus riders:

The Bend-La Pine Schools ***My Bus Stop*** service enables families to:

- See a student's bus stop on a map
- See the estimated arrival time for the school bus at the stop
- Keep families up-to-date about bus arrival times both for morning pick-ups and afternoon drop offs
- Receive a push notification if the bus is running significantly behind schedule or with other important transportation information

To install the App: To install the app, simply visit the Google Play Store (for Android) or the Apple Store (for iOS), and search for "VersaTrans My Stop" or log-in via the web at My Stop (<https://bus.bend.k12.or.us/>). Make sure you select Bend-La Pine Schools when prompted.

To log in: User Name: Enter your student's 6-digit ID number

Password: Enter your student's birth-date in the format mmddyyyy - For example, 05052003 for a birth-date of May 5th, 2003.

More information:

You can visit <https://www.bend.k12.or.us/district/parents/school-buses/my-stop>

The following items are not allowed on school buses: balloons, live or dead animals or insects, flowers in glass vases, potted plants in ceramic or glass, baseball bats (unless in approved, enclosed bags), skateboards (unless in approved, enclosed bags), food or drinks. Please refer to district policies EEACC and EEACC-AR for further information. If your child will ride the bus to The Boys and Girls Club after school, you must make arrangements with this organization ahead of time.

- **Walking/Biking students:** We are asking that all students who walk or bike use the designated crosswalk in our parking area as well as on the streets. Please walk bikes, etc. in crosswalks and on all sidewalks at the school. Bike racks are provided at the front and back of the school, but students need to bring and use a bike lock. Younger students should be accompanied by an adult.
- **Withdrawal from School:** When a student is transferring to another school, parents will need to contact the office. Students will need to also check out with teachers and the library. Student records will be sent to a student's new school upon receiving a signed release from that school. Students who are absent for more than 10 days will automatically be dropped from our enrollment.