

ONSTED COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
**SEMI-ANNUAL REORGANIZATIONAL MEETING**  
ADMINISTRATIVE CONFERENCE ROOM  
JULY 16, 2018

7:00 P.M. PLEDGE OF ALLEGIANCE

CALL TO ORDER                      President Todd Gentner

APPROVAL OF AGENDA

APPROVAL OF MINUTES

APPROVAL OF DISBURSEMENTS

COMMENTS FROM THE AUDIENCE

REPORTS                              TMP Facility Assessment Report

STUDENT REPRESENTATIVE REPORT

SEMI-ANNUAL REORGANIZATION MEETING  
    Banks of Deposit Selection  
    Attorney Appointment  
    Authorized Signatures  
    Meeting Dates

EMPLOYMENT  
18-19 #001                              Resignation- Andrea Sinkovitz (HS Math Teacher)

DISCUSSION  
18-19                                      Student Handbook/Athletic Handbook Revisions/Updates

ACTION

COMMITTEE REPORTS

SUPERINTENDENT'S REPORT

EXECUTIVE SESSION

ADJOURNMENT

# MINUTES

ONSTED COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING  
ADMINISTRATIVE CONFERENCE ROOM  
JUNE 28, 2018

Meeting called to order at 6:00 p.m. by president Todd Gentner.

Members Present: S. Robinson, K. Williams, K. Brooks, T. Gentner, D. VanBrunt  
(arrived at 6:10) R. Curtis (arrived at 6:20).

Members Absent: J. Terakedis

Others Present: S. Head, D. McGee.

Pledge of Allegiance was led by President Gentner.

Vision and Mission Statements were read by President Gentner.

Agenda approved as presented.

Motion by Brooks to approve the minutes of the regular and executive sessions of the Board of Education meetings of June 18, 2018. Seconded by Robinson. Motion carried 4-0.

Comments from the Audience: None.

Reports:

Motion by Robinson to approve the 2017-18 budget amendments as presented. Seconded by Williams. Motion carried 5-0.

Motion by Williams to approve the 2018-19 budget as presented. Seconded by Robinson. Motion carried 6-0.

Motion by Curtis to approve the 2018-19 budget of other funds as presented. Seconded by Williams. Motion carried 6-0.

Motion by Robinson to accept the proposed tax millage rate as presented. Seconded by Curtis. Motion carried 6-0.

Motion by Curtis to accept the following administrative recommendations: Resignations with regret Erin Richards, Teacher; Joseph Kokenakes, Teacher; and Diana Cude, Bus Driver. Hire Jeanne Kozakiewicz as a cook. Hire Heather Connett as Fitness Center Supervisor. Seconded by Robinson. Motion carried 6-0.

Meeting adjourned at 6:40 p.m.

Kevin Brooks, Secretary  
Board of Education  
KB:nlr



# DISBURSEMENTS

Revenue/Expense Report

	Final Budget	Actual to 6-30-18
	-----	-----
Total Local Revenue	2,534,981.00	2,444,747.60
Total State Revenue	9,719,425.00	7,964,047.37
Total Federal Revenue	274,417.00	235,869.70
Total Transfers & Other	705,124.00	693,599.28
	-----	-----
Total Revenue.....	13,233,947.00	11,338,263.95
	-----	-----
Total Basic Instruction	7,040,925.00	6,915,973.75
Total Added Needs	1,709,674.00	1,662,627.13
Total Support Service-Pupil	654,660.00	640,459.18
Total Support Service-Instruction	142,953.00	120,218.03
Total Support Service-General	377,965.00	364,266.82
Total Support Service-School	715,396.00	705,567.43
Total Support Service-Business	189,347.00	176,349.98
Total Support Service-Maint. & Oper.	1,156,971.00	1,100,740.60
Total Support Service-Transportation	637,260.00	627,967.65
Total Support Service-Central	230,315.00	221,026.67
Total Support Service-Athletic	419,054.00	314,672.57
Total Community Service	2,200.00	892.23
Total Transfers & Other	178,089.00	178,088.21
	-----	-----
Total Expense.....	13,454,809.00	13,028,850.25
	-----	-----
Excess of Revenues over Disbursements	-220,862.00	-1,690,586.30
Fund Balances .....	1,955,488.59	1,955,488.59
	-----	-----
Fund Balances June 30, 2018.....	1,734,626.59	264,902.29

Disbursements for June

OSB account	363,354.94
Electronic payments	1,031,631.18
Athletic account	23,765.24
Total	1,418,751.36

Cash balances per balance sheet:

Cash (general fund checking)	33,611.47
Cash MILAF (savings/investment)	7,403.11
Petty cash	100.00
Payroll cash-First Federal	4,398.31
Cash First Federal Investment Acct.	1,344,329.07
Cash MiClass	42,476.51
Total cash	1,432,318.47

*June disbursements*

363,354.94 +  
 1,031,631.18 +  
 23,765.24 +  
 1,418,751.36 \*

## Check Register for Bank Account ID OSB

From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
191380	06/01/2018	800	Comp Open	002296 BLACKROCK COLLEGE ADVANTAGE 529	Payroll 2017/24	660.00
191381	06/01/2018	800	Comp Open	003872 LENAWEE CARES	Payroll 2017/24	131.00
191382	06/01/2018	800	Comp Open	001315 PAUL M INGBER	Payroll 2017/24	119.83
191383	06/01/2018	800	Comp Open	008565 TRUSTMARK VOLUNTARY BENEFIT SOL	Payroll 2017/24	776.76
191384	06/01/2018	N/A	Fpd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 17-18	667.21+
					FOOD/SUPPLIES 17-18	1,784.95+
					FOOD/SUPPLIES 17-18	1,052.35+
					CHECK TOTAL	3,504.51=
191385	06/01/2018	N/A	Fpd Open	007816 PESG, LLC	Sub teachers 5/13-5/26/18	8,639.20+
					Support staff 5/13-5/26/18	9,819.40+
					CHECK TOTAL	18,458.68=
191386	06/04/2018	N/A	Fpd Open	003492 STATE OF MICHIGAN	SALES TAX-ADULT LUNCH/BREA	30.42
191387	06/04/2018	300	Comp Open	010130 CANDY ROBINSON	GRADUATION/HONOR DECORATIO	215.94
191388	06/04/2018	300	Comp Open	008171 LEGAL SHIELD	Prepaid Legal deductions	57.80
191389	06/05/2018	2	Comp Open	004789 TOLEDO ZOO	KG- TOLEDO ZOO FIELD TRIP	1,012.00
191390	06/06/2018	2	Comp Open	011601 4 IMPRINT	4Imprint/Staff Appreciatio	128.58
191391	06/06/2018	2	Comp Open	010357 A PARTS WAREHOUSE	VEHICLE REPAIR PARTS 17-18	156.00
191392	06/06/2018	2	Comp Open	007970 ABBOTT, THOMSON & BEER, PLC	LEGAL FEES FOR 2017-18	698.75
191393	06/06/2018	2	Comp Open	011689 AMY DICKINSON	ABIGAIL/EMILY LUNCH BALANC	11.10
191394	06/06/2018	2	Comp Open	003863 AUNT MILLIE'S BAKERIES	BREAD PURCHASES FOR 2017-1	87.23
191395	06/06/2018	2	Comp Open	008301 BAXTER GREEN ENTERPRISES, LLC	Fertilizing of all sports	1,500.00
191396	06/06/2018	2	Comp Open	011440 CAMPELLE, INC.	Service and Repair	598.70
191397	06/06/2018	2	Comp Open	011686 CHRIS DOYLE	STUDENT LUNCH ACCT REFUND	40.80
191398	06/06/2018	2	Comp Open	011409 D & F COMMUNICATIONS, INC.	VOIP PHONE SERVICE 17-18	432.61
191399	06/06/2018	2	Comp Open	000217 DAN SCHOLE	MICHAEL'S LUNCH ACCT BALAN	12.50
191400	06/06/2018	2	Comp Open	011691 DOUG SAYLER	DAWSON'S LUNCH ACCT BALANC	13.05
191401	06/06/2018	2	Comp Open	011692 DYLAN BUDD	LUNCH ACCT. BALANCE	14.50
191402	06/06/2018	2	Comp Open	002733 ELIZABETH TERAKEDIS	REIMBURSE 4TH GRADE CONSUM	100.00
191403	06/06/2018	2	Comp Open	007705 GREAT LAKES SPORTS	Classroom Supplies/Thomps	142.34+
					Classroom Supplies/Thomps	130.46+
					CHECK TOTAL	272.80=
191404	06/06/2018	2	Comp Open	003385 HUBBARDS AUTO CENTER	MAINT/CUST/TRANSP SUPPLIES	871.74
191405	06/06/2018	2	Comp Open	006497 JAMIE HILL	4TH GR THINK ENERGY AWARD	100.00
191406	06/06/2018	2	Comp Open	011681 JENNIFER WORKER	HARRISON'S LUNCH ACCT BALA	10.25
191407	06/06/2018	2	Comp Open	011664 KALAHARI RESORT & CONVENTION CTR	CONVENTION CENTER RENTAL	400.00
191408	06/06/2018	2	Comp Open	011602 KELVIN.COM	SCIENCE SUPPLIES	417.40+
					SCIENCE SUPPLIES	99.95+
					CHECK TOTAL	517.35=
191409	06/06/2018	2	Comp Open	004522 LAKESHORE LEARNING MATERIALS	GSRP TRANSITION BAGS	503.80
191410	06/06/2018	2	Comp Open	011444 LENAWEE FUELS, INC	FUEL 2017-18	958.31+
					FUEL 2017-18	587.40+

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From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
						CHECK TOTAL 1,545.71=
191411	06/06/2018	2	Comp Open	011682 MATY JOHNSON	ASHTON'S LUNCH ACCOUNT BAL	20.00
191412	06/06/2018	2	Comp Open	007463 MENARDS	MAINT/GROUNDS SUPPLIES 17-	40.35
191413	06/06/2018	2	Comp Open	004615 MODEL COVERALL SERVICE	UNIFORM SERVICE 17-18	48.62+
					UNIFORM SERVICE 17-18	48.62+
						CHECK TOTAL 97.24=
191414	06/06/2018	2	Comp Open	008163 SMITHFOODS INC.	MILK FOR 17-18	185.20+
					MILK FOR 17-18	68.26+
					MILK FOR 17-18	44.69+
					MILK FOR 17-18	26.70+
					MILK FOR 17-18	44.69+
					MILK FOR 17-18	26.99+
					MILK FOR 17-18	343.21+
					MILK FOR 17-18	104.24+
					MILK FOR 17-18	64.28+
					MILK FOR 17-18	35.98+
					MILK FOR 17-18	101.75+
					MILK FOR 17-18	53.69+
					MILK FOR 17-18	124.70+
					MILK FOR 17-18	34.75+
					MILK FOR 17-18	55.29+
					MILK FOR 17-18	35.98+
					MILK FOR 17-18	65.25+
					MILK FOR 17-18	35.98+
						CHECK TOTAL 1,451.63=
191415	06/06/2018	2	Comp Open	003492 STATE OF MICHIGAN	NONCRIMINAL JUSTICE USER C	35.00+
					NONCRIMINAL JUSTICE USER C	35.00+
						CHECK TOTAL 70.00=
191416	06/06/2018	2	Comp Open	000880 TC'S HARDWARE	MAINT/GROUNDS/TRANSP SUPP	189.84
191417	06/06/2018	2	Comp Open	011622 THREE OLD MILL, LLC	Athletic Mix for Campus Gr	58.75
191418	06/06/2018	2	Comp Open	007088 TRI-COUNTY INTERNATIONAL TRUCKS	BUS PARTS 17-18	503.70+
					BUS PARTS 17-18	56.88+
					CREDIT	56.88-
						CHECK TOTAL 503.78=
191419	06/06/2018	2	Comp Open	007932 VISA	Staff Appreciation Luncheon	266.00+
					GROUNDS SUPPLIES	59.96+
					SPRAYER	318.84+
					FLAP DISC	7.98+
						CHECK TOTAL 652.78=
191420	06/08/2018	N/A	Ppd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 17-18	975.99+
					FOOD/SUPPLIES 17-18	1,534.85+

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From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
					FOOD/SUPPLIES 17-18	665.43+
					CHECK TOTAL	3,176.27=
191421	06/08/2018	N/A	Ppd	Open	010169 VEX ROBOTICS.COM	PLTW SUPPLIES 1,035.21
191422	06/12/2018	N/A	Ppd	Open	003492 STATE OF MICHIGAN	SALES TAX-ADULT LUNCH/BREA 2.70
191423	06/13/2018	2	Comp	Open	010357 A PARTS WAREHOUSE	VEHICLE REPAIR PARTS 17-18 101.85+
					VEHICLE REPAIR PARTS 17-18	410.00+
					CHECK TOTAL	511.85=
191424	06/13/2018	2	Comp	Open	007596 ADRIAN DRY CLEANERS	CHOIR DRY CLEANING 81.42
191425	06/13/2018	2	Comp	Open	002237 ADRIAN LOCKSMITH & CYCLERY	KEY LOCK PURCHASES 17-18 38.85
191426	06/13/2018	2	Comp	Open	009233 ADRIAN SUPER LADNDROMAT	BAND TUXEDO DRY CLEANING 214.00+
					GSRP LAUNDRY SERVICE	19.00+
					GSRP LAUNDRY SERVICE	10.00+
					GSRP LAUNDRY SERVICE	10.00+
					CHECK TOTAL	253.00=
191427	06/13/2018	2	Comp	Open	011574 ASHLEY MUKENSTURM	MILEAGE/HOME VISITS GSRP 67.42
191428	06/13/2018	2	Comp	Open	002427 BRITTON DEERFIELD SCHOOLS	REVISED TUITION CALCULATIO 25,487.00
191429	06/13/2018	2	Comp	Open	001301 CAMBRIDGE TOWNSHIP	ELECTION COST-NON HOMESTEAD 1,941.16
191430	06/13/2018	2	Comp	Open	008013 COMCAST	PHONE SERVICE (VOIP) 17-18 17.83
191431	06/13/2018	2	Comp	Open	005066 DEBARA MCGEE	MILEAGE REIMBURSEMENT 95.07
191432	06/13/2018	2	Comp	Open	010307 DEREK JACKSON	CONFERENCE REIMBURSEMENT 251.25
191433	06/13/2018	2	Comp	Open	010131 FIREFLY COMPUTERS	1300 HS Lib 1,584.00+
					Keyboards	240.00+
					Cart pc's	1,495.00+
					CHECK TOTAL	3,319.00=
191434	06/13/2018	2	Comp	Open	003125 FRAME'S PEST CONTROL	PEST CONTROL 17-18 75.00
191435	06/13/2018	2	Comp	Open	011551 GWEN SUTKA	MILEAGE REIMBURSEMENT 258.95
191436	06/13/2018	2	Comp	Open	010279 JESSICA TILLOTSON	SCHOLASTIC BOOK ORDER FROM 100.00
191437	06/13/2018	2	Comp	Open	010579 JOHN M, SPRINGER	MILEAGE MHSAA ST TRACK MEE 147.66
191438	06/13/2018	2	Comp	Open	004385 JOSTENS	DIPLOMA/COVER 35.67
191439	06/13/2018	2	Comp	Open	003860 L.I.S.D	LCASB LEGISLATIVE BREAKFAS 10.67
191440	06/13/2018	2	Comp	Open	011690 LCVA	ART FIELD TRIP 330.00
191441	06/13/2018	2	Comp	Open	008130 LENAWEE COUNTY CLERK	ELECTION COST-NON HOMESTEAD 2,571.75
191442	06/13/2018	2	Comp	Open	011444 LENAWEE FUELS, INC	FUEL 2017-18 626.21
191443	06/13/2018	2	Comp	Open	004088 LOWE'S BUSINESS ACCOUNT	CUST/MAINT SUPPLIES 17-18 46.45+
					CUST/MAINT SUPPLIES 17-18	3.06+
					CHECK TOTAL	49.51=
191444	06/13/2018	2	Comp	Open	004066 MARSHALL MUSIC CO	INSTRUMENT MAINTENANCE 17- 10.00+
					INSTRUMENT MAINTENANCE 17-	10.00+
					INSTRUMENT MAINTENANCE 17-	10.00+
					INSTRUMENT MAINTENANCE 17-	10.00+

## Check Register for Bank Account ID 058

From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
					INSTRUMENT MAINTENANCE 17-	10.00+
					CHECK TOTAL	50.00=
191445	06/13/2018	2	Comp Open	007463 MENARDS	MAINT/GROUNDS SUPPLIES 17-	10.98
191446	06/13/2018	2	Comp Open	010383 NEOFUNDS BY NEOPOST	POSTAGE FOR MAIL MACHINS 1	1,000.00
191447	06/13/2018	2	Comp Open	009887 PEERLESS SUPPLY CO.	Repair parts	40.76
191448	06/13/2018	2	Comp Open	007478 RONDA PABENHAGEN	REIMBURSEMENT TCHING SUPPL	236.99
191449	06/13/2018	2	Comp Open	001508 SHELLEY MASTIE	REYMBURSEMENT OFFICE CHAIR	114.98
191450	06/13/2018	2	Comp Open	008163 SMITHFOODS INC.	MILK FOR 17-18	63.67+
					MILK FOR 17-18	45.46+
					MILK FOR 17-18	23.59+
					CHECK TOTAL	132.74=
191451	06/13/2018	2	Comp Open	003492 STATE OF MICHIGAN	Notary/Liz George	10.00
191452	06/13/2018	2	Comp Open	001907 THE DAILY TELEGRAM	PUBLISHING EXPENSE 17-18	300.00
191453	06/13/2018	2	Comp Open	011663 THE MASTER TEACHER	EMPLOYEE APPRECIATION	156.38
191454	06/13/2018	2	Comp Open	011446 TONY HELLER	LICENSE P & S ENDORSEMENT	35.00+
					PHYSICAL FOR CDL LICENSE	75.00+
					CHECK TOTAL	110.00=
191455	06/13/2018	2	Comp Open	007088 TRI-COUNTY INTERNATIONAL TRUCKS	BUS PARTS 17-18	135.00+
					BUS PARTS 17-18	80.79+
					BUS PARTS 17-18	224.24+
					CHECK TOTAL	440.03=
191456	06/15/2018	800	Comp Open	002296 BLACKROCK COLLEGE ADVANTAGE 529	Payroll 2017/25	660.00
191457	06/15/2018	800	Comp Open	003872 LENAWEE CARES	Payroll 2017/25	136.00
191458	06/15/2018	800	Comp Open	001315 PAUL M INGBER	Payroll 2017/25	113.03
191459	06/15/2018	800	Comp Open	008565 TRUSTMARK VOLUNTARY BENEFIT SOL	Payroll 2017/25	788.70
191460	06/15/2018	N/A	Ppd Open	002941 GORDON FOOD SERVICE	FOOD/SUPPLIES 17-18	242.35+
					FOOD/SUPPLIES 17-18	856.70+
					CHECK TOTAL	1,099.05=
191461	06/14/2018	300	Comp Open	011444 LENAWEE FUELS, INC	FUEL 2017-18	869.70
191462	06/14/2018	N/A	Ppd Open	009811 BP	FUEL TRANSP/MAINT 17-18	550.14+
					CREDIT FEE	16.00+
					CHECK TOTAL	566.14=
191463	06/14/2018	N/A	Ppd Open	007816 PESG, LLC	Sub teachers 5/27-6/9/18	5,406.02+
					Support staff 5/27-6/9/18	7,464.77+
					CHECK TOTAL	12,870.79=
191464	06/15/2018	300	Comp Open	001933 SET SRG	DENTAL/VISION ADMIN/SEC JU	352.98+

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From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
191487	06/25/2018	N/A Ppd	Open	010180 L.I.S.D. HEALTH CONSORTIUM	HEALTH/DENTAL TCH/CUST JUL	74,548.39+
					Employee contributions	15,055.76+
					July consortium fee	170.00+
					CHECK TOTAL	89,774.15=
191488	06/25/2018	N/A Ppd	Open	008743 PRIORITY HEALTH	HEALTH PREM ADMIN/SEC JULY	13,983.16+
					Employee contribution	3,296.07+
					CHECK TOTAL	17,279.23=
191489	06/25/2018	N/A Ppd	Open	001036 US BANCORP	COPIER PAYMENTS 17-18	6,659.81
191490	06/25/2018	2 Comp	Open	010911 BORCHARDTS MARKET	MISC SUPP BOARD OFFICE 17-	22.31
191491	06/25/2018	2 Comp	Open	004930 BRENDA HUBBARD	PETTY CASH	2.41
191492	06/25/2018	2 Comp	Open	001660 CONSUMERS ENERGY	GAS EXP-HS/PRIMARY 17-18	2,213.00+
					GAS EXP-MAINT GARAGE 17-18	15.12+
					GAS EXP-MIDDLE SCHOOL 17-1	207.61+
					GAS EXP-PRIMARY 17-18	150.95+
					GAS/ELEC EXP-BOARD BLDG 17	452.66+
					GAS/ELEC-BUS GARAGE 17-18	350.90+
					ELECTRIC-ALL BLDGS 17-18	16,253.90+
					CHECK TOTAL	19,644.14=
191493	06/25/2018	2 Comp	Open	010131 FIREFLY COMPUTERS	L300 HS	594.00
191494	06/25/2018	2 Comp	Open	001555 JOSH WONDERS	PLTW CAMP FOOD SERVICE	696.44
191495	06/25/2018	2 Comp	Open	011401 KLEIN BROTHERS	Repair Materials	289.60
191496	06/25/2018	2 Comp	Open	008344 KSS ENTERPRISES	CUSTODIAL SUPPLIES 17-18	7.38
191497	06/25/2018	2 Comp	Open	003860 L.I.S.D	FINGERPRINTING	340.00+
					2017-18 LAURA HAVILAND 2/2	22,853.00+
					CHECK TOTAL	23,093.00=
191498	06/25/2018	2 Comp	Open	004522 LAKESHORE LEARNING MATERIALS	GSRP SUPPLIES	2,331.79+
					GSRP SUPPLIES	1,062.00+
					GSRP SUPPLIES	737.52+
					GSRP SUPPLIES	2,274.93+
					GSRP SUPPLIES	161.96+
					GSRP SUPPLIES	1,286.83+
					CHECK TOTAL	7,855.03=
191499	06/25/2018	2 Comp	Open	004615 MODEL COVERALL SERVICE	UNIFORM SERVICE 17-18	48.62
191500	06/25/2018	2 Comp	Open	008444 MODERN WASTE SYSTEMS	RECYCLE SERVICES 17-18	25.00
191501	06/25/2018	2 Comp	Open	003377 FROMEDICA MONROE CORPORATE CONNE	DRUG TESTING 17-18	82.00
191502	06/25/2018	2 Comp	Open	005340 QUILL CORPORATION	OFFICE SUPPLIES	60.96+
					OFFICE SUPPLIES	13.99+
					CHECK TOTAL	74.95=
191503	06/25/2018	2 Comp	Open	000666 SCHOOL SPECIALTY	Batteries for the MS Libra	39.70

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191504	06/25/2018	2 Comp	Open	007694 VICTORY CUSTOM APPAREL	PLTW CAMP T-SHIRTS	161.25
191505	06/25/2018	2 Comp	Open	007463 MENARDS	MAINT/GROUNDS SUPPLIES 17-	34.56
191506	06/25/2018	2 Comp	Open	011446 TONY HELLER	Fee for Bus Driver Road Te	125.00
191507	06/29/2018	800 Comp	Open	002296 BLACKROCK COLLEGE ADVANTAGE 529	Payroll 2017/26	660.00
191508	06/29/2018	800 Comp	Open	003872 LENAWEE CARES	Payroll 2017/26	88.00
191509	06/29/2018	800 Comp	Open	001315 PAUL M INGBER	Payroll 2017/26	145.86
191510	06/29/2018	800 Comp	Open	008565 TRUSTMARK VOLUNTARY BENEFIT SOL	Payroll 2017/26	774.40
191511	06/29/2018	801 Comp	Open	001616 CITY OF HUDSON	Payroll 2017/24	23.61+
					Payroll 2017/25	22.50+
					Payroll 2017/26	27.45+
CHECK TOTAL						73.56+
191512	06/29/2018	801 Comp	Open	002343 CITY OF JACKSON	Payroll 2017/24	4.34+
					Payroll 2017/25	6.42+
					Payroll 2017/26	1.58+
CHECK TOTAL						12.34+
191513	06/27/2018	300 Comp	Open	009320 FIDELITY SECURITY LIFE IN/EYEMED	VISION PREM TCH/CUST JULY	1,448.37+
					Not on PO	21.43+
CHECK TOTAL						1,469.80+
191514	06/27/2018	2 Comp	Open	003280 IRONFREE & SOFTWATER	WATER FOR COOLERS 17-18	90.00
191515	06/27/2018	2 Comp	Open	003860 H.I.S.D	SCHOOL OF CHOICE AD-RUNDAT	39.09
191516	06/27/2018	2 Comp	Open	004615 MODEL COVERALL SERVICE	UNIFORM SERVICE 17-18	48.62
191517	06/28/2018	N/A Ppd	Open	006677 AFLAC	ACCT #PB191	697.56
191518	06/28/2018	N/A Ppd	Open	004401 MICHIGAN DEPT OF TREASURY	Payroll 2017/24	9,837.97+
					Payroll 2017/25	9,078.60+
					Payroll 2017/26	9,703.11+
CHECK TOTAL						28,619.68+
191519	06/28/2018	N/A Ppd	Open	006660 SPRINT	CELL PHONE SERVICE 17-18	185.40+
					GEO TABS	21.25+
					CELL PHONE SERVICE 17-18	185.57+
CHECK TOTAL						392.22+
191520	06/28/2018	N/A Ppd	Open	006678 REPUBLIC SERVICES #270	GARBAGE REMOVAL 17-18	1,107.78
191521	06/28/2018	N/A Ppd	Open	001645 AMAZON	JUNE ORDERS-MAINT/TECH	600.77+
					TITLE I IPAD CASES	5,031.00+
					IPAD CASES FOR MEDIA CENTE	218.90+
					TITLE II ADMIN BOOK	27.85+
CHECK TOTAL						5,878.52+
191522	06/28/2018	N/A Ppd	Open	010169 VEX ROBOTICS.COM	PLTW CAMP SUPPLIES	164.82
191523	06/28/2018	N/A Ppd	Open	011704 ZENNI OPTICAL	GLASSES FOR STUDENT-TMFF	52.30
191524	06/28/2018	N/A Ppd	Open	007816 PESG, LLC	Support staff 6/10-6/23	2,384.95



Check Register for Bank Account ID 03B

From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
--------	------	----------	--------	-------------	---------------------	--------

CHECK TOTAL	363,354.94
LESS VOIDS	0.00
GRAND TOTAL	363,354.94

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	145	363,354.94	Computer	125	169,600.15
Cleared			Prepaid	20	193,754.79
Void					
Scratch					
TOTAL	145	363,354.94	TOTAL	145	363,354.94

## Check Register for Bank Account ID OSB-AT

From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
117516	06/01/2018	101	Comp Open	011684 COLUMBIA CENTRAL GIRLS BASKETBALL	G BKB SUMMER LEAGUE	220.00
117517	06/01/2018	101	Comp Open	006392 DAN TERRYBERRY	WIPES FOR FOOTBALL/WRESTLI	79.96
117518	06/01/2018	101	Comp Open	000563 IMAGECRAFT	PLAQUES/MEDALS	1,153.60
117519	06/01/2018	101	Comp Open	011252 JONESVILLE HIGH SCHOOL	SOCCER LEAGUE DUES	100.00
117520	06/01/2018	101	Comp Open	002169 KATHY FIEPER	PICTURES FOR V LETTERS	15.00
117521	06/01/2018	101	Comp Open	007639 RHONDA HUBBARD	FOOD FOR STATE	225.00
117522	06/01/2018	101	Comp Open	011382 ROADWAY INN	STATE TRACK BOYS	172.78
117523	06/01/2018	101	Comp Open	011382 ROADWAY INN	GIRLS TRACK STATE ROOMS	345.56
117524	06/01/2018	101	Comp Open	011683 SEAN MOZENA	FOOD FOR BOYS STATE TRACK	125.00
117525	06/01/2018	101	Comp Open	011685 WESTERN GIRLS BASKETBALL	JV G BKB SUMMER LEAGUE	140.00
117526	06/01/2018	101	Comp Open	011688 BOB MANES	SOCCER OFFICIAL DISTRICTS	63.00
117527	06/01/2018	101	Comp Open	011687 PHIL MAURER	SOCCER OFFICIAL DISTRICTS	63.00
117528	06/01/2018	101	Comp Open	010878 TOM BUTTERFIELD	SOCCER OFFICIAL DISTRICTS	63.00
117529	06/01/2018	101	Comp Open	010909 DAMIEN HIRAM	MEET MANAGER SOCCER DISTRI	75.00
117530	06/01/2018	101	Comp Open	011178 ERIN RICHARDS	MEET MANAGER SOCCER DISTRI	50.00
117531	06/06/2018	101	Comp Open	007615 BRAD MASKA	FOOD FOR STATE	120.00
117532	06/06/2018	101	Comp Open	011484 FOREST AKERS	PRACTICE ROUNDS STATE GOLF	126.00
117533	06/06/2018	101	Comp Void	06/06/2018 011057 HOLIDAY INN EXPRESS	ROOMS FOR GOLF STATE	248.46
117534	06/06/2018	101	Comp Open	011484 FOREST AKERS	FINALS FOR GOLF STATE	116.00
117535	06/06/2018	101	Comp Open	011693 HOLIDAY INN EXPRESS	ROOMS FOR STATE GOLF	248.46
117536	06/08/2018	101	Comp Open	007266 ATHLETIC BOOSTERS	BOOSTER TRACK MEET GATE	917.50
117537	06/08/2018	101	Comp Open	003217 CUTTING EDGE ENGRAVING	PLAQUES FOR SOFTBALL	62.00
117538	06/08/2018	101	Comp Open	011121 DEVILS LAKE GC	GOLF COURSE FEE	700.00
117539	06/08/2018	101	Comp Open	000563 IMAGECRAFT	PLAQUES FOR SPRING SPORTS	154.00+
					PLAQUES FOR GOLF	26.00+
CHECK TOTAL						180.00=
117540	06/08/2018	101	Comp Open	065196 LENAWEE PORT-A-TOILETS	PORTA JOHNS SOCCER	160.00
117541	06/08/2018	101	Comp Open	010147 PUREINK SCREENPRINTING	BKB CAMP T SHIRTS	875.00
117542	06/08/2018	101	Comp Void	06/08/2018 007639 RHONDA HUBBARD	PLAQUES FOR TRACK	108.00+
					VOLLEYBALL REGISTRATION	300.00+
CHECK TOTAL						408.00=
117543	06/08/2018	101	Comp Open	010797 SIENA HEIGHTS VOLLEYBALL	SUMMER VOLLEYBALL LEAGUE	150.00
117544	06/08/2018	101	Comp Open	000880 TO'S HARDWARE	FLOWERS FOR THE ENTRANCE	35.90
117545	06/08/2018	101	Comp Open	007694 VICTORY CUSTOM APPAREL	FOOTBALL CAMP SHIRTS	298.25
117546	06/08/2018	101	Comp Open	003217 CUTTING EDGE ENGRAVING	PLAQUES FOR TRACK AWARDS	108.00
117547	06/08/2018	101	Comp Open	007639 RHONDA HUBBARD	VOLLEYBALL REGISTRATION	300.00
117548	06/12/2018	101	Comp Open	003916 ANTHONY AIKEN	ROLL UP DOOR	750.00
117549	06/12/2018	101	Comp Open	011338 BOUDRO WRESTLING	WRESTLING CAMP	3,335.00
117550	06/12/2018	101	Comp Open	010414 JOE KOKEMAKES	REFUND FOR CAMP	50.00
117551	06/12/2018	101	Comp Open	002169 KATHY FIEPER	PAINTING SUPPLIES	30.27
117552	06/14/2018	101	Comp Open	007615 BRAD MASKA	GOLF STATE	52.00
117553	06/14/2018	101	Comp Open	011698 GRAND VALLEY STATE UNIVERSITY	VOLLEYBALL CAMP	3,000.00
117554	06/14/2018	101	Comp Open	000962 JOHNNY MAC'S	QUAKER OATS	145.00
117555	06/14/2018	101	Comp Open	004910 ONSTED HOT LUNCH DEPT	COOKIES AND PUNCH SPRING A	256.40
117556	06/15/2018	101	Comp Open	011670 NORTH AMERICA SPIRIT ASSOCIATION	CHEER CAMP FOR ONSTED SIDE	1,000.00
117557	06/19/2018	101	Comp Open	011670 NORTH AMERICA SPIRIT ASSOCIATION	CHEER CAMP BALANCE	7,300.00
117558	06/19/2018	101	Comp Open	010909 DAMIEN HIRAM	PAINTING HS GYM	208.56
117559	06/22/2018	101	Comp Open	011698 GRAND VALLEY STATE UNIVERSITY	TEAM CAMP	350.00

Check Register for Bank Account ID OSB-AT

From 06/01/2018 to 06/30/2018

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
						CHECK TOTAL	24,421.70
						LESS VOIDS	656.46
						GRAND TOTAL	23,765.24

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	42	23,765.24	Computer	42	23,765.24
Cleared			Prepaid		
Void	2	656.46			
Scratch					
TOTAL	44	24,421.70	TOTAL	42	23,765.24

Electronic Banking Transactions (not included in Disbursements)

Date	Payee	Amount	Description	Total for month
06/01/18	First Federal Bank	190,188.18	Pay 24-Direct deposit/net pay	
06/01/18	TSA Consulting Group	13,247.25	Pay 24-403b/457 deductions	
06/01/18	U.S. Treasury	63,631.52	Pay 24-Payroll taxes	
06/04/18	MPSERS	95,065.66	Pay 24-Retirement, MIP, TDP	
06/14/18	First Federal Bank	176,531.73	Pay 25-Direct deposit/net pay	
06/15/18	TSA Consulting Group	13,247.25	Pay 25-403b/457 deductions	
06/15/18	U.S. Treasury	57,560.89	Pay 25-Payroll taxes	
06/19/18	MPSERS	88,179.74	Pay 25-Retirement, MIP, TDP	
06/20/18	MPSERS	71,698.14	UAAL Stabilization June	
06/28/18	First Federal Bank	186,516.91	Pay 26-Direct deposit/net pay	
06/29/18	TSA Consulting Group	13,247.25	Pay 26-403b/457 deductions	
06/29/18	U.S. Treasury	62,516.66	Pay 26-Payroll taxes	1,031,631.18

# REPORTS



# Update to the 2015 Facilities Assessment

July 16, 2018



# Elementary School

Elementary School Infrastructure		
Category	2015 Totals	2020 Totals
Site	\$183,750	\$216,574
Building Envelope	\$381,075	\$270,142
Administration	\$0	\$0
Building Interior	\$59,333	\$66,666
Circulation	\$0	\$0
Core Academic	\$62,199	\$69,885
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$227,883	\$256,049
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$303,162	\$340,633
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRP	\$0	\$0
Adult Ed. / Post Secondary	\$0	\$0
Code	\$0	\$0
Security	\$0	\$20,225
Mechanical	\$25,000	\$0
Electrical	\$93,750	\$56,180
Plumbing	\$191,668	\$232,212
Building Wide	\$0	\$0
Other	\$0	\$0
<b>Total</b>	<b>\$1,527,820</b>	<b>\$1,528,567</b>

Elementary School Programmatic		
Category	2015 Totals	2020 Totals
Site	\$18,750	\$21,068
Building Envelope	\$0	\$0
Administration	\$0	\$0
Building Interior	\$0	\$0
Circulation	\$0	\$0
Core Academic	\$0	\$0
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$0	\$0
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$0	\$0
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRP	\$0	\$0
Adult Ed. / Post Secondary	\$0	\$0
Code	\$0	\$0
Security	\$75,000	\$84,270
Mechanical	\$0	\$0
Electrical	\$0	\$0
Plumbing	\$0	\$0
Building Wide	\$0	\$0
Other	\$0	\$0
<b>Total</b>	<b>\$93,750</b>	<b>\$105,338</b>

# Middle School

Middle School Infrastructure			
Category	2015 Totals	2020 Totals	
Site	\$502,535	\$564,648	
Building Envelope	\$523,375	\$588,064	
Administration	\$0	\$0	
Building Interior	\$43,250	\$48,596	
Circulation	\$81,250	\$91,293	
Core Academic	\$0	\$0	
Fine Arts	\$0	\$0	
Visual Arts	\$0	\$0	
Performing Arts	\$0	\$0	
Science	\$0	\$0	
STEM / STEAM	\$0	\$0	
Project Based Learning	\$0	\$0	
Lab	\$0	\$0	
Physical Education	\$19,380	\$21,775	
Athletics	\$0	\$0	
Media Center	\$0	\$0	
Furniture Equipment	\$262,145	\$294,546	
Enhanced Curriculum	\$0	\$0	
Food Service	\$0	\$0	
Early Childhood / GSRP	\$0	\$0	
Adult Ed. / Post-Secondary	\$0	\$0	
Code	\$0	\$0	
Security	\$0	\$15,730	
Mechanical	\$0	\$0	
Electrical	\$85,000	\$0	
Plumbing	\$116,666	\$56,180	
Building Wide	\$0	\$0	
Other	\$0	\$0	
<b>Total</b>	<b>\$1,633,601</b>	<b>\$1,680,832</b>	

Middle School Programmatic			
Category	2015 Totals	2020 Totals	
Site	\$18,750	\$21,068	
Building Envelope	\$0	\$0	
Administration	\$0	\$0	
Building Interior	\$0	\$0	
Circulation	\$0	\$0	
Core Academic	\$0	\$0	
Fine Arts	\$0	\$0	
Visual Arts	\$0	\$0	
Performing Arts	\$0	\$0	
Science	\$0	\$0	
STEM / STEAM	\$0	\$0	
Project Based Learning	\$0	\$0	
Lab	\$0	\$0	
Physical Education	\$0	\$0	
Athletics	\$0	\$0	
Media Center	\$0	\$0	
Furniture Equipment	\$0	\$0	
Enhanced Curriculum	\$0	\$0	
Food Service	\$0	\$0	
Early Childhood / GSRP	\$0	\$0	
Adult Ed. / Post-Secondary	\$0	\$0	
Code	\$0	\$0	
Security	\$75,000	\$84,270	
Mechanical	\$0	\$0	
Electrical	\$0	\$0	
Plumbing	\$0	\$0	
Building Wide	\$0	\$0	
Other	\$0	\$0	
<b>Total</b>	<b>\$93,750</b>	<b>\$105,338</b>	



# High School

High School Infrastructure			
Category	2015 Totals	2020 Totals	
Site	\$766,305	\$861,020	
Building Envelope	\$734,500	\$210,815	
Administration	\$0	\$0	
Building Interior	\$38,500	\$43,259	
Circulation	\$0	\$0	
Core Academic	\$0	\$0	
Fine Arts	\$0	\$0	
Visual Arts	\$0	\$0	
Performing Arts	\$118,500	\$133,147	
Science	\$0	\$0	
STEM / STEAM	\$0	\$0	
Project Based Learning	\$12,500	\$14,045	
Lab	\$0	\$0	
Physical Education	\$24,000	\$26,966	
Athletics	\$841,031	\$915,488	
Media Center	\$0	\$0	
Furniture Equipment	\$215,820	\$242,495	
Enhanced Curriculum	\$0	\$0	
Food Service	\$0	\$0	
Early Childhood / GSRRP	\$0	\$0	
Adult Ed. / Post Secondary	\$0	\$0	
Code	\$0	\$0	
Security	\$126,250	\$136,517	
Mechanical	\$2,500,000	\$421,350	
Electrical	\$235,625	\$0	
Plumbing	\$61,250	\$84,270	
Building Wide	\$0	\$0	
Other	\$0	\$0	
<b>Total</b>	<b>\$5,674,281</b>	<b>\$3,089,372</b>	

High School Programmatic			
Category	2015 Totals	2020 Totals	
Site	\$18,750	\$21,068	
Building Envelope	\$0	\$0	
Administration	\$0	\$0	
Building Interior	\$0	\$0	
Circulation	\$0	\$0	
Core Academic	\$0	\$0	
Fine Arts	\$0	\$0	
Visual Arts	\$0	\$0	
Performing Arts	\$0	\$0	
Science	\$0	\$0	
STEM / STEAM	\$0	\$0	
Project Based Learning	\$50,000	\$56,180	
Lab	\$0	\$0	
Physical Education	\$22,500	\$25,281	
Athletics	\$0	\$0	
Media Center	\$0	\$0	
Furniture Equipment	\$109,375	\$122,894	
Enhanced Curriculum	\$0	\$0	
Food Service	\$0	\$0	
Early Childhood / GSRRP	\$0	\$0	
Adult Ed. / Post Secondary	\$0	\$0	
Code	\$0	\$0	
Security	\$0	\$0	
Mechanical	\$0	\$0	
Electrical	\$0	\$0	
Plumbing	\$0	\$0	
Building Wide	\$0	\$0	
Other	\$0	\$0	
<b>Total</b>	<b>\$200,625</b>	<b>\$225,423</b>	

# Board of Education Building

Board of Ed. Infrastructure		
Category	2015 Totals	2020 Totals
Site	\$175,000	\$196,630
Building Envelope	\$91,250	\$102,529
Administration	\$13,125	\$14,747
Building Interior	\$0	\$0
Circulation	\$0	\$0
Core Academic	\$0	\$0
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$0	\$0
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$0	\$0
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRRP	\$0	\$0
Adult Ed. / Post-Secondary	\$0	\$0
Code	\$0	\$0
Security	\$0	\$0
Mechanical	\$437,500	\$0
Electrical	\$0	\$0
Plumbing	\$37,500	\$42,135
Building Wide	\$0	\$0
Other	\$0	\$0
<b>Total</b>	<b>\$754,375</b>	<b>\$356,041</b>

Board of Ed. Programmatic		
Category	2015 Totals	2020 Totals
Site	\$6,250	\$7,023
Building Envelope	\$0	\$0
Administration	\$0	\$0
Building Interior	\$0	\$0
Circulation	\$0	\$0
Core Academic	\$0	\$0
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$0	\$0
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$8,720	\$9,798
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRRP	\$0	\$0
Adult Ed. / Post-Secondary	\$0	\$0
Code	\$0	\$0
Security	\$0	\$0
Mechanical	\$0	\$0
Electrical	\$0	\$0
Plumbing	\$0	\$0
Building Wide	\$0	\$0
Other	\$0	\$0
<b>Total</b>	<b>\$14,970</b>	<b>\$16,821</b>

# Transportation Building

Transportation Infrastructure		
Category	2015 Totals	2020 Totals
Site	\$177,500	\$199,439
Building Envelope	\$79,625	\$89,467
Administration	\$0	\$0
Building Interior	\$0	\$0
Circulation	\$0	\$0
Core Academic	\$0	\$0
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$0	\$0
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$0	\$0
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRP	\$0	\$0
Adult Ed. / Post Secondary	\$0	\$0
Code	\$0	\$0
Security	\$0	\$0
Mechanical	\$0	\$0
Electrical	\$0	\$0
Plumbing	\$37,500	\$42,135
Building Wide	\$616,250	\$596,913
Other	\$0	\$0
<b>Total</b>	<b>\$910,875</b>	<b>\$927,954</b>

Transportation Programmatic		
Category	2015 Totals	2020 Totals
Site	\$0	\$0
Building Envelope	\$0	\$0
Administration	\$0	\$0
Building Interior	\$0	\$0
Circulation	\$0	\$0
Core Academic	\$0	\$0
Fine Arts	\$0	\$0
Visual Arts	\$0	\$0
Performing Arts	\$0	\$0
Science	\$0	\$0
STEM / STEAM	\$0	\$0
Project Based Learning	\$0	\$0
Lab	\$0	\$0
Physical Education	\$0	\$0
Athletics	\$0	\$0
Media Center	\$0	\$0
Furniture Equipment	\$0	\$0
Enhanced Curriculum	\$0	\$0
Food Service	\$0	\$0
Early Childhood / GSRP	\$0	\$0
Adult Ed. / Post Secondary	\$0	\$0
Code	\$0	\$0
Security	\$0	\$0
Mechanical	\$0	\$0
Electrical	\$0	\$0
Plumbing	\$0	\$0
Building Wide	\$0	\$0
Other	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

# Summary

Infrastructure Summary		
Building	2015 Totals	2020 Totals
Elementary School	\$1,527,820	\$1,528,567
Middle School	\$1,633,601	\$1,680,832
High School	\$5,674,281	\$3,089,372
Board of Education	\$754,375	\$356,041
Transportation	\$910,875	\$927,954
<b>Total</b>	<b>\$10,500,952</b>	<b>\$7,582,766</b>

Programmatic Summary		
Building	2015 Totals	2020 Totals
Elementary School	\$93,750	\$105,338
Middle School	\$93,750	\$105,338
High School	\$200,625	\$225,423
Board of Education	\$14,970	\$16,821
Transportation	\$0	\$0
<b>Total</b>	<b>\$403,095</b>	<b>\$452,920</b>

<b>Total</b>			
	2015 Totals	2020 Totals	
Infrastructure Total	\$10,500,952	\$7,582,766	
Programmatic Total	\$403,095	\$452,920	
<b>Total</b>	<b>\$10,904,047</b>	<b>\$8,035,686</b>	

2016 bond attempt was for \$12,950,000

STUDENT  
REPRESENTATIVE  
REPORT

REGULAR  
BUSINESS

ONSTED COMMUNITY SCHOOLS  
2018-19 SCHOOL YEAR

**APPOINTMENTS:**

*Motion:*

- |                   |  |
|-------------------|--|
| Bank Depository   | <ul style="list-style-type: none"> <li>. OSB Community Bank</li> <li>. First Federal</li> <li>. MILAF</li> <li>. United Bank and Trust/Old National Bank</li> <li>. MiClass</li> </ul> |
| Legal Consultants | <ul style="list-style-type: none"> <li>. Thrun Law Firm, P.C.</li> <li>. Abbot, Thomson, Mauldin &amp; Beer</li> </ul>   |

*Second:*

*Vote:*

**AUTHORIZED SIGNATURES:**

*Motion:*

Title	General	Athletic	Internal	Electronic Transfer	Safe Deposit Box
Superintendent	X	X	X	X	X
Business Manager	X	X	X	X	X
Board President	X	X	X		
Board Treasurer	X	X	X		
Athletic Director		X			

*Second:*

*Vote:*

**MEETING DATES:**

*Motion:*

Meet every third Monday of the month at 7:00 p.m. from August 2018 through July 2019 with a Special Budget/Tax Hearing on Thursday June 27, 2019 at 6:00 p.m.

*Second:*

*Vote:*

# EMPLOYMENT



Andrea Sinkovitz  
8619 S. Jackson Rd  
Cement City, MI 49233

June 30th, 2018  
Onsted High School  
10109 Slee Rd  
Onsted, MI 49265

Dear Administration,

Please accept this letter as my formal notice of resignation as High School Math Teacher at Onsted High School, effective June 30th, 2018.

I truly enjoyed my time and am very grateful for the opportunity to be a part of Onsted Schools. In my current situation of stagnant pay, I have decided to pursue an opportunity of future financial security.

Thank you for your advice and mentoring this past year. It has been a privilege to work with you.

  
Andrea Sinkovitz

# DISCUSSION

**Student-Parent Handbook  
2018-2019**



**Onsted Elementary School  
10109 Slee Road  
Onsted, MI 49265  
[www.onsted.k12.mi.us](http://www.onsted.k12.mi.us)  
Phone: (517) 467-7046  
Fax: (517) 467-5604**

**Mrs. Davis, Principal  
Mrs. Upp, Guidance Counselor  
Mr. Stark, Dean of Students**

**The Student Handbook can be found at our website at [www.onsted.k12.mi.us](http://www.onsted.k12.mi.us)**

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.onsted.k12.mi.us](http://www.onsted.k12.mi.us).

**Superintendent**

Steve Head

**School Board Members**

Todd Gentner, President  
Jason Terakedis  
Kevin Brooks  
Roger Curtis  
Keith Williams  
Steve Robinson  
Dave Van Brunt

**Inspire. Challenge. Prepare. Every Person. Every Day**

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### Welcome

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Dear Wildcat Family,

On behalf of the school staff, I am pleased to distribute the Onsted Elementary Handbook for the 2018-2019 school year. The intent of the handbook is to inform you about our programs, routines and activities. Most importantly, it is to encourage your involvement as a valued member of the Onsted community.

This handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide a summary of information about certain Board policies and procedures. If you have any questions that are not addressed in this handbook, we encourage you to talk to our teachers and the building principal. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

The Onsted Elementary Staff truly believes that our school, our programs, and our outcomes will be improved by combining the talents of students, parents, staff and community. As we work together to ensure student success, all our decisions should reflect the Vision of the OCS – **"Inspire. Challenge. Prepare. Every Person. Every Day."** Our students are leaders and we value their leadership in our school and community! We look forward to partnering with you as we continue to **"find our voice"** throughout the 2018-2019 school year. By now, many of you are probably very familiar with that phrase. This is the fourth year that OES students and staff have focused on the 7 habits of highly effective people. On June 1st, 2018, our students and staff lead our annual day of service and leadership. Hopefully, we brightened our community, school, and made someone's day! Students and staff were amazing with their acts of kindness and caring!!! We can't wait for the opportunities to lead, learn, and serve others this year. As we focus on our vision, we will be challenging our students and staff to **be proactive** and to **synergize** this year. These are Habits 1 and 6.

What does it mean to be **proactive**?

- Take initiative.
- Manage change.
- Respond proactively.
- Keep commitments.
- Take responsibility and practice accountability.
- Create positive results.

What does it mean to **synergize**?

- Apply effective problem solving.
- Apply collaborative decision making.
- Value differences.
- Build on divergent strengths.
- Leverage creative collaboration
- Embrace innovation.

We look forward to working together this year to accomplish many goals. Our office staff will be back on August 20th. If you have any questions or need registration information prior to the 20th, please call the board of education office at 517-467-2173. Please join us on August 28th from 4:00-6:00 p.m. to visit our staff, tour the building, sign up to be part of our PTO, and enjoy a hot dog served by our Board of Education at the back to school picnic! Please look for our district, building, and classroom newsletters which will continue to provide valuable information. We look forward to a year full of learning and fun!

Sincerely,



Marsha Davis

Proud Principal of OES

## Section 1--- Introductory Information and General Notices

### Onsted Elementary--Quick Information

#### Daily Schedule

- School doors open at 7:30 a.m. Students who arrive at this time will read in the media center until breakfast opens at 7:40. Please contact Mrs. Davis if you need before school care to make arrangements.
- Students may go to the cafeteria to get their breakfast and take it to their homeroom to eat at 7:40.
- Teaching staff is on duty at 7:45.
- Class begins at 8:00 a.m. Students should arrive prior to 8:00 in order to get to their classroom and be ready to learn. Teachers begin instruction at 8:00 so it is very important to arrive at school before 8:00.
- Buses unload on the blacktop at 7:40 a.m.
- Parking is available in the stone parking lot next to the cemetery. Please do not park in the pick-up/drop-off zone. When dropping off or picking up students, please sign them in and out of the office.
- The drive between the High School and the Elementary is **NOT** a drop-off/pick-up zone.
- Entry doors for students entering behind the school:
  - Kindergarten students will enter the door by kindergarten wing
  - 1<sup>st</sup> and 2<sup>nd</sup> grade students will enter the door at the end of the long sidewalk
  - 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students will enter the door by the music room
  - Doors behind the school will be locked at 7:55 a.m. Please do not drop off students behind the school. Please use the drop off zone in front. Students should sign in at the main office if they arrive after 8:00.
  - Only preschool students will use the entrance to that wing.
- Entry doors for students entering in front of the school:
  - The main entrance is the only door to enter on the front of the building. All other doors are locked and are not intended for daily use. Teachers are on duty at their posts at 7:45 a.m.
- Class ends at 3:00 p.m. Please avoid picking your child up prior to 3:00 if at all possible. We realize emergencies occur but please try to schedule appointments outside of school hours.

**Registration:** Please call the Guidance Counselor's office at 467-7046 with any registration questions. No appointment is needed. *Onsted website registration materials* Please bring the following documents when registering a child:

- ✓ Official birth certificate (not the hospital keepsake)
- ✓ Driver's license
- ✓ Immunization records
- ✓ Proof of residency (i.e. utility bill)
- ✓ IEP and/or any special needs information (if applicable)

#### Visitors

We welcome visitors to our school. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed to the main office. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are asked to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property.

**Cross-reference: MASB 9400 Public/Parent(s)/Guardian(s) Visitors to the Schools, NEOLA 9150 School Visitors**

## Equal Opportunity/Nondiscrimination Statement

The Onsted School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Steve Head, Superintendent  
Onsted Community Schools  
10109 Slee Road  
Onsted, Michigan 49265  
517-467-2174

For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 877-521-2172  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

***Cross-Reference: MASB 8010 Equal Educational Opportunity, MASB 8015 Non-Discrimination and Complaint Procedures, NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity***

## Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## School Volunteers

We appreciate our school volunteers!!! Thank you for spending time with our students at school and for all of the odds and ends that you help us with throughout the school year.

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal and/or our PTO.

Volunteers who chaperone field trips are required to fill out the volunteer form and be approved by the central office prior to the field trip. Chaperones MUST ride the bus to and from the event. Field trips are designed to reinforce lessons from class. They are designed to be special times for our students so we respectfully ask that siblings do not accompany classes on field trips.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. We respectfully ask that volunteers follow all building procedures and guidelines. Some of these include: dress code, emergency protocols, and classroom expectations.

**Cross-Reference: MASB 7485, 9230 Volunteers, NEOLA 3120.09 Volunteers**

### Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list provided by the classroom teacher. The office is unable to release addresses and phone numbers of students.

### Lost & Found

Each year we accumulate boxes of lost and found items that are never claimed. Please mark your children's possessions so that we can return items to the rightful owner. When items are not marked it is hard to make a decision as to who should get the found items when two students are claiming them. If an item has been lost on the bus, check with the bus driver or call the office to see if it was found. Unclaimed items are donated to local charities.

### Personal Communication Devices Policy

We do not allow students to carry mobile phones with them during the school day. If you need to contact a student, please call the Elementary Office at 467-7046 and we will make sure they receive the information. Students are discouraged from bringing mobile phones to school. If a mobile phone is needed, it must be completely turned off and kept in the student's locker or on their teacher's desk during school hours.

- **For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.**
- **Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.**
- **Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.**
- **Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate**



this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day when a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

- The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
- Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
- A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.
- Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
- Students may use school phones to contact parents/guardians during the school day.

## Personal Property of Students

Please do not allow children to bring spinners, toys, footballs, baseballs, electronics (such as phones, iPads, video games and MP3 players), or trading cards to school. We encourage students to interact with one another during recess and field trips. Toys and electronic devices of any type are not permitted to be out of backpacks during school hours. Lockers are not locked. Onsted Elementary does not take responsibility for any missing or stolen items. If you have a question please contact your child's teacher.

## Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced via the Blackboard system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. We will also send out a Black Board mass message. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are usually cancelled.

***Cross-Reference: MASB 4080 Emergency Closings***

## Blackboard Communication System

Blackboard is the system that Onsted Community Schools uses to rapidly notify families and community members of upcoming events, changes in schedules, emergencies, etc.

It is extremely important that information in our student management system is accurate and up to date, as that is where the contact information for **BLACK BOARD message** comes from. If you have had any changes in your email or telephone numbers, please be sure to update it in Home Access Center or get the updated information to the building office for your children. If you have any questions please feel free to contact the school and we will assist you in making your changes.

## Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

## Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

***Cross Reference: PRESS 8:70, Accommodating Individuals with Disabilities***

Communication is extremely important for our students, staff, families, and community to be successful! We encourage parents to work together with teachers to provide the best academic program for each individual child. During the year, parents/guardians may have questions or concerns. If there is a classroom issue, PLEASE, contact the classroom teacher first. If you would like to meet with the building principal, please call to set up an appointment and/or send an email after you have spoken to the teacher. We all need to work together in order to ensure success for our students. We welcome parent/guardian visits but respectfully ask that a mutually agreeable time is scheduled with your child's teacher. Each teacher has a block of time available during the week to meet with parents/guardians as needed. We also schedule parent-teacher conferences two times during the school year. Please refer to the school calendar for the dates and times of conferences.

We invite and encourage you to volunteer at Onsted Elementary and to attend our PTO meetings to support student events inside and outside of school. Our school phone number is 517-467-7046 and our web page is located at [www.onsted.k12.mi.us](http://www.onsted.k12.mi.us). Each teacher has an email address which is located on our web page. Phone calls will be put through to teachers during non-teaching times; otherwise messages will be placed on the teacher's bulletin board for pick up.

## **Attendance**

### **ATTENDANCE PHILOSOPHY**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day.

### **General Guidelines:**

Every school day is important to your child. It is very important that children make it to school on time and ready to learn each day. The best learning takes place during the interaction of the teacher and the child during class discussions. Simply making up the missed work does not begin to take the place of actual class attendance. Students who enter class tardy disrupt the instruction that is taking place and the classroom routine.

- Attendance is taken each morning and afternoon.
  - AM---A student is tardy if they arrive in homeroom class between 8:05-9:30 a.m.
  - A student is absent from the morning session if they arrive between 9:30 a.m. and 11:30 a.m.
  - PM---A student is tardy if they arrive between 11:30-1:00 p.m.
  - A student is absent from the afternoon session if they arrive after 1:00
  - Teachers will document students who consistently leave school before 3:00 p.m.
- Attendance will be entered into TAC by 8:30 a.m. each day. Mrs. Grodi, guidance counselor assistant, is our attendance coordinator. She can be reached at 467-7046.
- When it is necessary for a child to be absent from school, the parent needs to email the homeroom teacher or send a note of explanation. Notes & emails will be filed in the guidance office attendance file cabinet. For the safety and health of staff and students, we require parents to call the nurse (or office) about communicable diseases.

- No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/legal guardian or the parent/legal guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s)/guardian without written permission signed by the custodial parent(s) or guardian.
- Bus notes for the office will be collected first thing in the morning and given to Tina Iott. Information will be documented and given back for the student/teacher to hold on to.
- All children are expected to go out for recess. If a child has an extended illness and a doctor's order to stay inside, please contact Mrs. Dowling prior to the recess time.

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

***Cross-reference: MASB 8020 Attendance, MASB 8030 Truancy, MASB 8090 Release of a Student During the School Day, NEOLA 5200 Attendance, NEOLA 5223 Absences for Religious Instruction, NEOLA 5230 Late Arrival/Early Dismissal, MCL 380.1561***

#### **ATTENDANCE POLICY**

- An excused absence (DX) is defined as any absence where a note is on file from a health professional, school related, legal/court, or funeral.
- An unexcused absence is defined as any absence in which there is no note on file.
- A school related absence is defined as any absence that is an administrative directive for an educational purpose.
- All absences will count toward the allowable limit with the exception of any school related absences and medically excused absences.

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to

clearly and effectively communicate the ways in which absences will be defined. Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

### **Goal**

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

### **Absences**

All absences must be communicated to the school office by the parent or guardian on the day of the absence. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be recorded in blocks with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

### **All counted absences will be handled in the following manner per semester:**

Step 1: After five counted absences a letter will be mailed home to notify the parent. **Staff will work with the family to find an after school option to make up time that is missed.**

Step 2: After seven absences a phone call will be sent reminding parents about the importance of regular attendance.

Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

## **Parents**

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1. Please plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
2. Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
3. Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomachache can be signs of anxiety and should be communicated to school officials.
4. Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
5. Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

## **ATTENDANCE NOTIFICATION**

Student attendance is available for students and parents/guardians using Home Access at <https://hac.lisd.us/homeaccess> and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status throughout the semester using progress reports and report cards.

## **MAKE-UP WORK FOR ABSENCES & SUSPENSIONS**

Students who are absent will be expected to make up all necessary work. Students will be given one school day for each day they are absent to turn in all assigned work. It is always a great plan to have students read a book, practice basic math facts, and write a journal entry each day that a student has to be out of school. Teachers do not typically provide make up work until after a student returns to class. Please discuss this with your child's teacher. Students who have been suspended must have all of their work completed and turned in on the day they return from their suspension in order to receive full credit. Students or parents should contact the office to request make-up work before the start of the suspension.

## **Release Time for Religious Instruction/Observance**

A student will be released from school to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**Cross Reference: NEOLA 5223 Absences for Religious Instruction**

## Assigning Classes; Retention & Promotion

Each grade level team of teachers, the guidance counselor, and the principal will assign each student to the appropriate classroom and program. Any questions or concerns about the placement should be discussed with your child's teacher. School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. The process for retaining a student starts early in the year. Retention is not well supported in the research for effective practices. There are many considerations before a team would decide to have a student repeat a grade. If you have concerns or are wondering about requesting that your child repeat a grade please contact Mrs. Upp or Mrs. Davis.

**Cross Reference: MASB 5010 Grading, NEOLA 5410 Promotion, Placement, and Retention, NEOLA 5421 Grading, NEOLA 5420 Reporting Student Progress**

## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Each grade level works together to develop a homework policy. As a rule of thumb, we assign reading practice and basic math fact practice for homework. Occasionally, special projects may need to be finished at home as well. Work that is missed during an extended absence will be given to the student when they return. Each student has 24/7 access to on-line math and reading programs. Please contact your child's teacher for passwords. If you have questions or concerns please contact the child's teacher.

**Cross Reference: MASB 7580, NEOLA 2330**

## Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact: Sharon Upp, Guidance Counselor.

**Cross Reference: MASB 8860 Homebound Instruction, NEOLA 2412 Homebound Instruction Program**

## Academic Integrity Policy

Onsted Community Schools encourages academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

## **DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as the theft or falsification of records and files.

FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Using the views, opinions, or insights of others without proper acknowledgment
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only
- Note: For any violation, including the first, the consequences range from administrative intervention to expulsion.

### **Section 3--- Student Fees and Meal Costs Fees, Charges, and Fines**

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

***Cross-references: MASB 8990 Fines, MASB 8990 Fees, NEOLA 5513 Care of District Property, NEOLA 6152 Student Fees, Fines, and Supplies, NEOLA 9160 Charges for Industrial/Technical Projects***



## School Breakfast & Lunch Program

Information about our food service program at Onsted Community Schools:

- If a child wishes to carry his/her lunch, please make sure it has the student's name on it.
- Students may obtain milk in the cafeteria.
- Breakfast is served every school day from 7:40 a.m. to 8:00 a.m. **free of charge** for every student K-5<sup>th</sup> grade. Some grade levels use their breakfast items for a morning snack. Please ask your child's teacher.
- Lunch is served every school day unless there is an 11:10 early dismissal. \$2.25
- Students may put money into their Meal Magic account at any time. Meal Magic is the software used to keep track of each child's account. Cafeteria Staff will collect money on Monday mornings in the cafeteria.
- If your child forgets to bring lunch, he/she may purchase a peanut butter and jelly sandwich and milk for \$1.00. They need to repay the cashier the following day.
- The school office will provide free and reduced lunch applications. Students receive the same lunch if they have the free or reduced price. All students walk through the lunch line and the cashier taps their photo and name to apply the charges. No one knows what rate they are paying so it is very confidential. If you have any questions, please contact Mrs. Brenda Hubbard or Mrs. Marsha Davis.
- Questions related to lunch options, etc. may be directed to Mrs. Brenda Hubbard, lunch program supervisor.

**Cross Reference: NEOLA 8531 Free and Reduced-Price Meals**

### Section 4--- Transportation and Parking

#### Bus Transportation

The district provides bus transportation to and from school for students living one mile or more from the school. Pick up and drop off times will be available by calling Beth Berger 2 weeks prior to the start of school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved first thing each morning by the building secretary and transportation department. If you have questions please contact Beth Berger at 467-7761.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation supervisor and/or building principal. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.

6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
12. Eating is not permitted on the bus.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Students may be suspended from riding the school bus for engaging in misconduct. For questions regarding school transportation issues, contact: Phil Stark, Transportation Director. 517-467-7761

***Cross Reference: MASB 4300 Student Transportation Management, NEOLA 8600 Transportation***

### Parking

Parking is available in the stone parking lot on Slee Road next to the cemetery and in the paved church parking lot. There are some marked parking spots in front of the school which are also for visitors. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed, at the vehicle owner's expense. The school is not responsible for vehicles, any possessions left in them, or anything attached to the vehicles.

School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots. Please do not pick up or drop off students in the driveway between the high school and the elementary building.

***Cross Reference: MASB 4090 Traffic and Parking Controls, MASB 8130 Searches of Motorized Vehicles, NEOLA 5514.01 Student Use of Motor Vehicles, NEOLA 5771 Search and Seizure, MASB 4090 Traffic and Parking Controls***

## Section 5--- Health and Safety

### Student Illness

Children can only do their best in school when they are healthy and well rested. Our policy at Onsted Elementary School is to send sick children home to minimize exposure of possible contagious illness to others. Therefore, **children with any of the following symptoms will be sent home from school:**

- **Temperature of 100.0 degrees or higher**
- **Severe vomiting or diarrhea**
- **Rash with a fever**
- **Or any other condition thought to be contagious**

When it is suspected that your child has a condition that can be transmitted to others, we ask that you notify the school office and keep the child home until the contagious period is over. Consult your family physician if you have any doubts. In the event that a child presents with symptoms of a suspected contagious illness, the parent will be contacted.

**After your child has been ill we request the following before they return to school:**

- ✓ **Absence of fever for at least 24 hours (without the use of fever-reducing meds)**
- ✓ **Antibiotic therapy for at least 24 hours (if prescribed)**

**Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

***\*\*Please contact the health department or Nurse Laura Dowling regarding questions. In the event of an exclusion being directed by the Health Department, students who have a waiver may be excluded from classes and school sponsored functions\*\****

***Cross Reference: MASB 8480 Immunization, MASB 8480 Vision Testing, NEOLA 5320 Immunization***

**Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Ensuring that medications are administered safely is a priority to everyone. In order to achieve this, the following procedures will be enforced.**

- A completed Medication Authorization Form must be on file in the school office for each medication (both prescription and non-prescription) your child will be taking at school.

- Both the parent/guardian and the physician must sign this form. This form is required for both prescription as well as non-prescription medications.
- A new Medical Authorization Form must be completed for any change in medication and/or dosage.
- Prescription medications must be supplied to the school office in the original properly labeled bottle. (The pharmacy will divide your child's medication into two bottles)
- Over-the-counter medication must be supplied in the original container and be labeled with the child's name. **Please do not send medication in baggies with your child, as it will not be given.**

All medication must be delivered to the school office by the parent/guardian. **Medication cannot be sent in a child's backpack or pocket for safety reasons.** In an emergency, alternate arrangements can be made, but must be done in advance through the school nurse.

Please remember that these procedures are in place for your child's safety, as well as the safety of the other children. We want our school to be as safe as possible. Medication coming on the bus or in students' pockets creates an extremely dangerous situation. It is our intent to avoid situations like these by having your cooperation in following these guidelines. Any questions may be directed to the school nurse.

***Cross-References: MASB2780 Administration of Medication by School Personnel, MASB8670 Administration of Medication by School Personnel, NEOLA 5330 Use of Medications, MCL 380.1178, MCL 380.1179***

### Guidance & Counseling

The school provides a guidance and counseling program for students. Mrs. Upp, the elementary school's counselor is available to those students who require additional assistance. Please call 467-7046 to speak with Mrs. Upp. The guidance program is available to assist students in developing peer relationships, improving problem solving skills, gaining self-esteem, and increasing responsibility, among many other issues.

***Cross-Reference: MASB 7500 Guidance Program***

### Safety Drill Procedures and Conduct

Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at Safety Drill Requirements---Tornado: 2 per year (1 in March), Fire: 5 per year (at least 1 prior to Dec. 1), Emergency: 3 drills (1 by Dec. 1 & 1 after Jan. 1) There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

***Cross References: MASB 4040 Safety, NEOLA 8420 Emergency Evacuation of Schools, MCL 29.19***

### Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

***Cross-references: MASB 5370 Communicable Diseases, MASB 8510 Communicable Diseases, NEOLA 8450 Control of Casual-Contact Communicable Diseases, NEOLA 8453 Direct Contact Communicable Diseases***

### Head Lice

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students may be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian has treated the child following the directions provided.

The school nurse will follow up and provide support as needed.

***Cross-references: MASB 8515 Head Lice Policy***

### Bed Bugs

The school will observe the following protocols regarding bed bugs:

1. Infested students may be sent home following notification to the Parent/guardian will be notified if bed bugs are found on their child's items.
2. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

**Please visit the Michigan Department of Education website for guidance.**

**[https://www.michigan.gov/documents/emergingdiseases/Bed\\_bugs\\_schools\\_293498\\_7.pdf](https://www.michigan.gov/documents/emergingdiseases/Bed_bugs_schools_293498_7.pdf)**

## Emergency Medical Authorization

Each year, it is necessary to update your child's medical record. You will receive a medical form at the beginning of the year. We ask that you provide us with your child's most current medical history so we are better able to care for your child during school hours. Emergency contact phone numbers are vital to expedite care for your child in the event of an illness or injury. It is imperative that parents keep this information current. Please contact the school office to make any changes.

In an emergency situation, the child will be transported to the nearest medical facility able to render appropriate care. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. In the absence of the school nurse, the most qualified person available handles injuries that occur during the school day. Minor injuries are treated using basic first aid principles and the child is returned to class. If the injury appears to be more serious, a parent will be notified. Parents/guardians will be notified if any head injury occurs.

**Cross-reference: NEOLA 5341 Emergency Medical Authorization**

## Nut Allergy Aware Spaces

- All classrooms will be designated as Nut Allergy Aware Spaces. There will be no classroom projects with peanut butter, peanut shells or bird seed for example.
- We will encourage hand washing.
- Children are free to bring what they would like in their lunches but our hope is that families will choose not to send foods containing peanut butter or nuts.
- Students will be asked to not share foods with other classmates unless a teacher gives approval.
- BIRTHDAYS ARE SPECIAL! But food isn't what makes them special at school. Each teacher has a list of ideas and a procedure in place for their classroom. We do not celebrate birthdays with cupcakes. Thank you in advance for respecting and working with our team to make our students' special day a wonderful experience. We request that families celebrate with non-food items at school such as stickers, pencils, themed erasers, or other trinkets, rather than food.
- Holiday class parties will be communicated to you by your child's teacher. Information will be provided.
- ANY food item sent in to share with students should be pre-packaged and contain an ingredient label. Food without labels will NOT be distributed. Please check with your child's teacher before bringing any celebration treat to school. If you have questions, or would like suggestions for "allergy safe" foods, contact school nurse, Laura Dowling at 467-7046 ext. 2222.

## Section 6--- Discipline and Conduct

### General Building Conduct

The following rules are in place for the safety:

- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school. Please do not bring any toy weapons, objects that could be used as weapons, or real weapons to school at any time.
- Electronic games/devices, radios, tape players, CD players, MP3 players, or cameras are not permitted. They will only be allowed when a teacher hosts a special "reward day" allowing the items listed. These items are not the responsibility of the school.

## School Dress Code/Student Appearance

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Student dress should follow the following minimum guidelines:

- No clothing is to be worn with reference to drugs, alcohol, profanity or sexual connotations.
- Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.
- Hats, hoods, bandannas, and other head coverings are prohibited.
- Sunglasses are prohibited.
- Undergarments are to be worn and unnoticeable at all times.
- Footwear is to be worn at all times. Flip flops are not recommended.
- Dresses, skirts, and shorts must be at least finger-tip length.
- Leggings, tights, dance, yoga pants, and tight fitting pants are allowed. Students are strongly encouraged to wear appropriate length top that reaches finger-tip length.
- Boys are required to wear shirts with sleeves.
- Clothing that is deemed gang related will not be allowed.

Any student who violates the Dress Code will be required to change to appropriate attire before being allowed back in class

***Cross Reference: MASB 8240 Student Appearance, NEOLA 5511 Dress and Grooming***

## Student Discipline

### Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling:
  - a. Tobacco materials.
  - b. Alcoholic beverages.
  - c. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - d. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - e. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or

controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

2. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
3. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
7. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
8. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
9. Being absent without a recognized excuse.
10. Being involved with any public school fraternity, sorority, or secret society.
11. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
12. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
14. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.



The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

Weapon-Free Schools. In order to provide a safe learning environment for all children, our schools must be weapon-free.

### **DUE PROCESS PROCEDURES**

**Definition of Suspension-** "to exclude a student from school for disciplinary reasons for a period of fewer than 60 days".

**Definition of Expulsion-** "to exclude a student from school for disciplinary reasons for a period of 60 or more days".

#### **MANDATORY FACTORS-Section 1310d**

**Before suspending or expelling a student, the following must be considered by the school:**

1. **Student's Age**
2. **Disciplinary History**
3. **Disability**
4. **Seriousness of Behavior**
5. **Whether Behavior Posed a Safety Risk**
6. **Restorative Practices**
7. **Whether Lesser Interventions Would Address Behavior**

**School officials must consider these factors BEFORE suspending or expelling for these offenses:**

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

The 7 Factors must be "considered" before suspending or expelling a student in grade 6 or above for the following offenses:

1. Physical Assault at School Against Employee, Volunteer, or Contractor
2. Verbal Assault at School Against Employee, Volunteer, or Contractor
3. Bomb Threat or Similar Threat

The 7 Factors must be "considered" before expelling a student for possessing a dangerous weapon (except Firearm) in weapon free school zone.

The 7 factors must also be "considered" before expelling a student for criminal sexual conduct or arson.

The 7 factors are NOT required when expelling a student "for possessing a firearm in a weapon free school zone".

#### RESTORATIVE PRACTICES

The school "shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school "shall consider using restorative practices in addition to suspension or expulsion". Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution

*Cross-references: MASB 5205 Weapons, MASB 8220 Alcohol, Inhalants, Steroids and Drug Abuse, MASB 8230 Tobacco Products, MASB 8245 Gangs, MASB 8280 Electronic Communications Devices – Students, MASB 8350 Student Suspension and Expulsion, NEOLA 5136 Cell Phones and Electronic Communications Devices, NEOLA 5530 Drug Prevention, NEOLA 5500 Student Conduct, NEOLA 5520 Disorderly Conduct, NEOLA 5532 Performance-Enhancing Drugs/Compounds, NEOLA 5600 Student Discipline, NEOLA 5610 Emergency Removal, Suspension, and Expulsion of Nondisabled Students, NEOLA 5610.01 Permanent Expulsion, NEOLA 5611 Due Process Rights, NEOLA 5772 Weapons, MCL 380.1303, MCL 380.1311 , MCL 380.1313*

<b>Bullying, Intimidation &amp; Harassment</b>
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Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

#### **Nondiscrimination Coordinator:**

Steve Head  
10109 Slee Road  
Onsted, MI 49265  
467-2174

***Cross-References: MASB 8018 Discriminatory Harassment of Students, MASB 8260 Bullying, NEOLA 5517 Harassment of Students, NEOLA 5517.91 Bullying and Other Aggressive Behavior Toward Students, MCL 380.1300***

### **Cafeteria Rules**

- Please use good manners at all times.
- Please walk to and from lunch.
- Please use inside voices.
- Please do not throw food, milk cartons or other items.
- Please follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Please remain seated while in the cafeteria except to return to the lunch line or return trays.
- Please be silent when staff or presenters make announcements in the cafeteria.
- Please report spills and broken containers to cafeteria staff immediately.

### **Recess and Playground Rules**

It is expected that everyone take advantage of recess. Fresh air and play are integral to social development. If your child is too ill to go out to recess, they should stay home and recover. Exceptions are made for asthma related needs. **Three loud whistle blasts is our signal for immediate attention. If an adult blows the whistle 3 times everyone is expected to stop what they are doing and run to that adult immediately, silently waiting for directions.**

### General Rules:

- Walk to and from the playground
- Follow directions the first time they are given
- Stay in the assigned areas—please do not go into the parking lots without permission
- Name calling and teasing are not respectful
- Use the playground equipment properly
- Pushing, rough playing, and fighting are not allowed
- Please do not eat or drink on the playground
- Students need proper clothing and boots to be allowed to play in the snow
- Football and other rough sports are not allowed. **Please do not bring footballs to school.**
- Students are expected to act safely and show respect on the playground

### **Sporting Events**

Elementary students must be supervised by an adult during school sporting events and any extra-curricular event on campus. Elementary students are expected to stay with a parent/guardian during all sporting events. Footballs are not permitted at JV and Varsity football games. We respectfully ask students to sit with their parents during athletic contests. Students and younger siblings should not be in hallways, etc. during athletic contests.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Parents may be asked to chaperone field trips. Chaperones are expected to ride the bus to and from the location and supervise their assigned group. Siblings may not attend with chaperones. Students are expected to ride the bus to and from the location. Any student being signed out needs preapproval and written parent documentation.

***Cross-references: MASB 7490 Field Trips and Excursions, NEOLA 8640 Transportation for Field and Other District-Sponsored Trips***

### **Sexual Harassment**

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the

school's building principal or to Steve Head who has been designated as the school's sexual harassment grievance officer.

**Cross-reference: MASB 8018 Discriminatory Harassment of Students NEOLA 5517 Harassment of Students MCL 380.1300a**

### Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

**Cross-reference: MASB 8320 Assaults Committed by Students NEOLA 5610.01 Permanent Expulsion MCL 380.1310 MCL 380.1311a**

### Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

**Cross-reference: MASB 8320 Hazing NEOLA 5516 Student Hazing MCL 750.411t**

## Section 7--- Internet, Technology, and Publications

### Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Unacceptable Use** - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;

- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's e-mail system constitutes consent to these regulations.

***Cross Reference: MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail***

***Non-School-Sponsored Publications/Websites***

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
- 4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

***Cross References: MASB 4250 Computer Software Copyright, MASB 4510 Computer Network, MASB 9370 Free Materials Distribution in School, NEOLA 2531 Copyrighted Works, NEOLA 7540.01 Technology Privacy, NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety, NEOLA 7540.05, 7550 Electronic Mail***

## Section 8--- Search and Seizure

### Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

#### Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Cross-references: MASB 8130 Searches of Motorized Vehicles, Lockers, and Students  
NEOLA 5771 Search and Seizure MCL 380.1306 MCL 380.1313**

## Section 9--- Special Education

### Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are



needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

- (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the guidance counselor's office.

***Cross References: NEOLA 2460 Special Education, NEOLA 2460.02 Least Restrictive Environment Position Statement***

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

***Cross References: MASB 7173 Students with Disabilities – IDEA and Section 504  
MASB 8350 Student Suspension and Expulsion, Application to Students with Disabilities  
NEOLA 5605 Suspension/Expulsion of Students with Disabilities***

## **Section 10---Student Records & Privacy**

### **Student Privacy Protections**

#### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

***Cross-References: MASB 7420 Inspection by Parent(s)/Guardian(s) of Instructional Material  
NEOLA 2416 Student Privacy and Parental Access to Information, 20 USC 1232h MCL 380.1137***

**Student Records**

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:  
[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from Mark Haag.

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:"

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. Please advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Beth Grodi, 467-7046.

***Cross-reference: MASB 8940 Student Records, NEOLA 2416 Student Privacy and Parental Access to Information, NEOLA 5780 Student/Parent Rights, NEOLA 8330 Student Records***

### Standardized Testing

Students and parents/guardians should be aware that students in grades 3-5 will take the M-STEP state of Michigan standardized test. Students in grades K-5 will take the on-line MAP test from NWEA in fall, winter, and spring. Students in Kindergarten-5<sup>th</sup> grade will be assessed using DIBELS throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year including good sleeping and eating habits
2. Remind students to work hard to learn every day and ask questions of their teachers when they do not understand;
3. Teach students the importance of honesty and ethics during the performance of these and other tests;
4. Encourage students to relax on testing day.

Progress reports and report cards are issued each trimester in Kindergarten-5<sup>th</sup> grade. You may view your child's current grades on Home Access Center (HAC) through our website.

***Cross References: MASB 7650 Testing Program, NEOLA 2623 Student Assessment***

## Section 12--- Parental Right Notifications

### Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met state certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Beth Grodi in the Board of Education building.

### Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is: Dan Scholz, 467-2182. You may contact Mr. Scholz or Mrs. Upp at 467-7046.

**Cross-References: MASB 8045 *Homeless Children*, NEOLA 5111.01 *Homeless Students*, McKinney-Vento Homeless Assistance Act**

### Reproductive Health Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class. Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation. If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

**Cross-References: MASB 7115 *Sex Education*, NEOLA 2414 *Reproductive Health and Family Planning*, MCL 380.1169, MCL 380.1170, MCL 380.1507, MCL 380.1507a**

## Parental Involvement (Title 1)

The school annually has a meeting for all parents/guardians, which takes place during the back to school picnic in August. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/guardians may wish to become involved include:

Building School Improvement Meetings

Contact: Marsha Davis, 467-7046

District School Improvement Meetings

Contact: Steve Head, 467-2174

The school provides parents/guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions should be directed to Gina Gemalsky or Marsha Davis at 467-7046.

***Cross-reference: MASB 7175 Parent(s)/Guardian(s) Involvement Policy, NEOLA 2112 Parent Involvement in the School Program***

### English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. We have teachers on staff with training in the SIOP model. For questions related to this program or to express input in the school's English Language Learners program, contact Sharon Upp at 467-7046.

***Cross-Reference: NEOLA 225 Students with Limited English Proficiency (LEP)***

### Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. To be added to the list, please contact:

Steve Head  
10109 Slee Road  
Onsted, MI 49265

***Cross-References: MASB 4056 Pest Management, NEOLA 8405 Environmental Health and Safety Issues, MCL 324.8316***

### Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

***Cross References: MASB 8580 Child Abuse and Neglect – Duty to Report, NEOLA 8462 Student Abuse and Neglect, MCL 722.621***

# ONSTED MIDDLE SCHOOL

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## STUDENT/PARENT HANDBOOK

2018-2019



### Parent/Student Involvement Contract

I commit to do all the following to the best of my ability:

- ✓ Ensure that my child understands the contents of the handbook.
- ✓ Pay close attention to correspondence from my child's school.
- ✓ Ensure that my child attends school each day and arrives on time. Class starts at 8:00 a.m. and ends at 3:00 p.m.
- ✓ Review homework assignments and offer assistance when needed.
- ✓ Monitor student attendance and grades on the Home Access Center (HAC).
- ✓ Show an interest in my child by attending school functions and attending parent-teacher conferences.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ✓ I understand the contents of the handbook, and will complete all lessons and homework and promise to follow school rules.

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

The Student Handbook can be found at our website at [www.onstedschools.us](http://www.onstedschools.us)

If computer access is not available to you, please stop by our office and we will provide a paper copy of the Student Handbook

**PLEASE SIGN & RETURN THIS COMPLETED FORM TO YOUR HOMEROOM TEACHER**

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## **Onsted Middle School**

### **Office Staff**

Mrs. Alaina Ellison, Principal                      Ms. Heather Kipke, Administrative Assistant  
Mrs. Tanya Anderson, Behavior Specialist      Mrs. Liz George, Administrative Assistant  
Mrs. Laura Dowling, School Nurse              Mr. Travis Wobrock, CIS Graduation Coach

### **Staff**

Mr. Tony Aiken                                      Mr. Brandon Arnold  
Mrs. Melissa Eddinger                              Mr. Mike Hoffman  
Mr. Matt Hession                                      Mrs. Rhonda Hubbard  
Mr. Jason Hunt                                        Mrs. Paula Kious  
Mrs. Melissa Marks                                      Mrs. Jodi Marsh  
Mr. Bill Morse                                         Ms. Carrie Pennington  
Mrs. Heather Smith                                      Mrs. Jennifer Smith  
Mr. Jeff Thompson                                      Mrs. Irena Tobar  
Mrs. Cheryl Westbrook                              Mrs. Stefanie Wetherby  
Ms Brittany Basch

### **Support Staff**

Mrs. Valerie Cherry                                      Mrs. Sherry Costelli  
Mr. Heidi Gautz                                        Mrs. Paula Jordan  
Mrs. Orena Kidder                                      Mrs. Sue LaFollette  
Mrs. Julie Butler                                        Mrs. Becky Weiss

## **Mission Statement**

The mission of Onsted Community Schools is to engage the community in providing a quality educational environment that promotes successful lifelong learning for our students, staff, and community. In the accomplishment of this mission our actions will reflect these values:

**Integrity, responsibility, loyalty, respect, dedication, and pride.**

## **Notice of Nondiscrimination Policy**

It is the policy of the Onsted Community Schools that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any person believing that the Onsted Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1973, and (3) Section 504 of the Rehabilitation Act of 1973, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Onsted Community Schools

Attn: Mr. Steve Head

10109 Slee Rd

Onsted, Michigan 49265

### **Board of Education Members**

Mr. Todd Gentner, President

Mr. Keith Williams, Vice President

Mr. Roger Curtis, Treasurer

Mr. Kevin Brooks, Secretary

Mr. Steve Robinson, Trustee

Mr. Jason Terekedis, Trustee

Mr. Dave VanBrunt, Trustee

## **Introduction**

The Onsted Community School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity of repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

## **Parent Involvement**

Durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. providing for the proper health, safety, and well-being for their child.

The District is committed to communicating to parents at a level and in a language they can understand, where practicable.

The District shall develop a Parental Involvement Plan by which a school-parent partnership can be established and provided to the parent of each child in the District.

The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Parental Involvement Plan for the District (with building/program specific goals as desired) shall include, but not be limited to, the following strategies:

- A. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- B. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- C. Post PTA/PTO meetings, and parent involvement meetings on the District website and via-e-mail.
- D. Maintain a consistent, District wide effort to communicate regularly with parents.
- E. Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.
- F. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- G. Send folders home (each week, bi-weekly, monthly) to keep parents abreast of individual student progress and maintain open lines of communication.
- H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- I. Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- J. Encourage active faculty participation in PTA or PTSO.
- K. Have students perform at various functions throughout the community.
- L. Encourage parents to serve as chaperones for class field trips and other school activities.
- M. Place current and accurate announcements on the schools marquis throughout the District.

## Relations With Parents

The District encourages parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the District, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the District encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## **When and Where the Code of Conduct Applies**

The Code of Student Conduct applies before, during and after school:

- When a student is at school. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts or other district services.

## **Arriving at School**

Students should not arrive at school prior to 7:45 a.m. Students may enter the building no earlier than 7:30 a.m., and must report directly to the cafeteria, and remain in the cafeteria until they are dismissed. We do not have supervision in the hallways prior to that time.

## **Closed Campus**

The Onsted School District has a policy that requires the Middle School to have what is known as a “closed campus”. It is the student’s responsibility to come on the school grounds as soon as he/she arrives in the morning and remain there all day unless he/she obtained a pass to leave.

## **Leaving the Building**

If it is necessary for a student to be excused from school during the day, a note signed by the parent or guardian is required. This note should be brought to the office before school starts in the morning. The student will be given a pass to be presented to the teacher when it is time for the student to leave. All middle school students are to be picked up at the main office and must be signed out by a parent or someone on the student’s emergency list. If the student returns during the school day, the student must sign back in at the office.

## **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any person who is interested in spending time in the building is required to complete a volunteer form prior to doing so. Spending time in the building must be pre-arranged and permission must be given by the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

## **Enrolling in School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. New students under the age of eighteen must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody if appropriate
- C. Proof of residency
- D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district.



## Guidance

The purpose of the guidance program is to help each student achieve his or her highest psychological, emotional, and social potential. This may be done in several ways. Some methods we use are:

- Helping new students feel comfortable in their new school setting with new teachers and friends.
- Scheduling students in classes they need and desire.
- Personal, confidential counseling is provided whenever a teacher, student, or counselor requests it. The counselor welcomes the opportunity to talk to any student, parent or teacher.
- A testing program designed to determine students' learning capabilities and needs is available.

## Immunizations of Students

All students entering Onsted Middle School shall submit evidence that they have complied with the state's immunization requirements by:

A. Submitting proof of immunizations from a physician that the child has been tested for, immunized or protected against, diseases specified by the Director of Public Health;

B. Submitting a signed waiver from the Lenawee County Health Department. Immunizations are highly recommended, but if you choose to sign a waiver against immunizations, the nonmedical waiver is **only** available by appointment at the Health Department.

If your students immunizations are not up to date, they will not be able to start school, per Michigan Law.

## **Control of Casual-Contact Communicable Diseases & Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the local and State Health Departments.

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff person in school unless there is a definitive evidence to warrant conclusion. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related complex, HIV, HAV, HBV, HCV; and other diseases that may be specified by the State Board of Health.

## **Application to Handicapped Pupils**

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

## **Individuals With Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal IDEA and State law. Contact Alaina Ellison, Principal, at the school's office to inquire about evaluation procedures and programs.

## **Transferring Out of the District**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Onsted Middle School, the parent must notify the principal. Transfer will only be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

## **Withdrawal From School**

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents.

## **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or legal guardian. No student will be released to a person other than a person listed on the student's emergency contact list.

## **Student Records**

The Onsted School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (See AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. Documents no longer needed with social security numbers will be shredded.

## Attendance

### Policy

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

### Absences

All absences must be communicated to the office by the parent or guardian on the day of. **All absences are counted.** It is recommended to have proper documentation on file for the following types of absences, in the event of truancy:

- Funeral Visitations
- The day of a doctor/dental visit
- Hospitalization
- School related activity including suspensions
- Court dates

**Full Day Equivalent Absences (FDE):** A full day equivalent absence is the equivalent number of class period absences to a total full day. Example would be a seven period class schedule, a student that is absent to 1st hour on seven occasions would be charged with 1 full day equivalent, FDE.

All counted absences will be handled in the following manner per semester:

Step 1: After five counted absences a letter will be mailed home to notify the parent/guardian.

Step 2: After nine counted absences, another letter will be sent home. Direct parent communication will take place, and an action plan will be agreed upon to address the

root cause of the absences. The Guidance Office will be notified and discussions to improve attendance will take place.

Step 3: After eleven counted absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 4: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

### **Tardy Policy**

A student who enters a classroom after the start time not only misses learning time, but also interrupts the learning of other students in the class.

Procedure:

- Any student who enters class after the start time will be marked tardy and given a verbal warning.
- Any student who enters a class ten minutes after the start time will be marked absent and will be notified by the teacher. A note will be made in eschool as to the arrival time.
- Any student with a pass from another school official will not be counted tardy.

### **Parents**

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category.

The following, are things that you can do to be a partner in the education of your child.

- Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
- Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.

- Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.
- Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.
- Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

A student must attend school regularly until he/she is eighteen years of age. In the event of absence, the student will:

- Bring a note from home for each absence stating the reason for being out of school and present it to the guidance office.
- Students are expected to take the responsibility for arranging to make up missed work.
- Incomplete grades must be made up before the second week of the following marking period. If not made up, this grade will automatically become an "E" unless prior arrangements have been made with the teacher and administration.

## **PROCEDURES**

When a student is absent, parents/guardians are encouraged to notify the Guidance Office by phone call or in writing within 24 hours. If an absence is called in or a medical note is turned in after 24 hours of the student's return day, the absence(s) will not be coded as medical. Student notes and call logs will be kept and used as verification of absences.

- ★ **Please, kindly refrain from emailing teachers directly regarding student attendance, as they are unable to code absences. Notifying the Guidance Office is requested. They will then notify the appropriate staff, as needed.**

## **ATTENDANCE NOTIFICATION**

Student attendance is available for students and parents/guardians using the Home Access at <https://hac.lisd.us/homeaccess> and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status

throughout the semester using progress reports and report cards. A letter will be sent home informing the student and parents/guardians that absences have exceeded the limit.

**Codes are as follows:**

**Yellow:** Absent - parent calls in or sends a note to explain absence within 24 hours.

**Blue:** Medical (note from doctor), In school/Out of school Suspension, Homebound, School-related, or Funeral.

**Green:** Tardy - Student is late to class but within the 10 minutes of the start of class.

## Student Dress Code

A student will not dress in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Student dress should follow the following minimum guidelines:

- **No clothing is to be worn with reference to drugs, alcohol, profanity or sexual connotations.**
- **Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.**
- **Hats, hoods, bandannas, and other head coverings are prohibited.**
- **Sunglasses are prohibited.**
- **Undergarments are to be worn and unnoticeable at all times.**
- **Footwear is to be worn at all times.**
- **Dresses, skirts, and shorts must be mid-thigh or fingertip length.**
- **Tight fitting pants/leggings are allowed if worn with a top that falls to at least mid-thigh or fingertip length.**
- **Students are required to wear shirts with sleeves (tank tops and spaghetti straps are prohibited). Sleeves should at minimum cover shoulders.**
- **Clothing that is deemed gang related will not be allowed.**
- **Students shall not carry backpacks, purses, or bags to and from class except for physical education courses.**

In addition to the above minimum guidelines, any student who wears clothing that could be considered controversial must have approval from the administration. Any student who violates the Dress Code will be required to change to appropriate attire before being allowed back in class. A lack of responsibility by a student will result in a conversation with the administration and the student will be asked to change attire. Any further issues may include discipline referrals.

## **Scheduling & Class Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handed through the principal's office. Students must request a schedule change prior to the start of the next Semester.

## **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction with administration approval in any class, particularly those dealing with instruction in health and reproductive education.

## **Grading System - Records**

The following marking scale will be used on permanent records.

A = 4.00	D- = 0.66
A- = 3.66	E = 0.00
B+= 3.34	S = Satisfactory
B = 3.00	U = Unsatisfactory
B- = 2.66	I = Incomplete
C+= 2.34	NC = No Credit
C = 2.00	C = Credit
C- = 1.66	
D+= 1.34	
D = 1.00	



## Progress Reports

A computerized progress report will be issued at the midpoint of each semester for all students. These reports will be issued in the teacher's best judgment and the student's best interest. Grades shown on the progress report are the current grade at the time of the report.

## Honor Roll

An honor roll is compiled for each semester. Students on the honor roll must carry a "B" average. A student with a "D" is not eligible to be on the honor roll. A "B" average will consist of a 3.00 G.P.A. (grade point average). Advisory classes are not calculated in the G.P.A.

## Homework

We know that students will be absent throughout the year because of illnesses and emergencies that may arise. We also understand that students and parents like to keep up on schoolwork and not fall too far behind. Because of the large number of students who miss one or two days, it has become a very large task collecting these assignments. In most cases students will not experience any problem in getting their missed work made up after they are feeling better and return to school. **We would like to ask you to please limit your assignment requests until the third day of a student's absence. Please telephone the school on the third day of an absence by 8:45 a.m. if you wish to request assignments and we will be happy to collect any work they may need and have it ready for you to pick up, in most cases, by the end of the day.**

Prearranged absences will require work to be turned in upon the day a student returns to school unless there are questions about missed instruction and work. Special circumstances will be communicated to and considered by the principal.

### **MAKE-UP WORK**

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. A day's absence does not excuse a student from responsibility for all recitations on the day of his return. Grades and/or credit will be withheld in case make-up work is not turned in, and may lead to administrative failure if the situation is not remedied.

## Academic Help Sessions & Interventions

If individual help is needed from a teacher, students are encouraged to seek assistance throughout the school day. Teachers are available during Advisory hour and by appointment during their conference hours. Students are also encouraged to seek out assistance from our Graduation Coach and Guidance Office.

Throughout the year, when a student is achieving below expectations, a plan of action will provide strategies to help the student achieve success. The interventions can include conferences, after-school assistance, or alternative programs. Failure at the middle level is often the result of **choices** (Students choose not to do the work, choose not to listen, choose not to turn in the work, and choose not to accept the consequences). If a student makes those inappropriate choices, retention can be considered.

## Academic Integrity Policy

Onsted Community Schools encourages academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

## Academic Dishonesty

**Academic dishonesty** is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as the theft or falsification of records and files.

## **FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Using the views, opinions, or insights of others without proper acknowledgment
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

## **TEACHER'S PROFESSIONAL JUDGMENT**

A teacher's professional judgment guides the implementation of the OCS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the OCS Academic Integrity Policy.

## **CONSEQUENCES FOR VIOLATIONS**

The District considers violations of the OCS Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school.

**First Offense** - Disciplinary actions may include:

- A warning and a signed student/parental statement that acknowledges the violation/consequence, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student may be suspended.
- The student will receive an “E” grade/“o” credit on the assignment, essay, exam, test, or quiz, in addition, the student will not have the option to make up that grade/credit.
- The student’s semester grade may, at the teacher’s discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and a counselor, and document the incident/follow-up action in eSchoolPLUS.
- The student may be barred from participation in student council, class officers or having leadership role in a club for a period of one year from date of the violation unless stated in that club or organization’s policies and/or constitution.

**Second Offense:**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in eSchoolPLUS.
- The student may be suspended from school.

**Third/Continuing Offenses:**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in eSchoolPLUS.
- The student will be dropped from the class with a grade of “E.”
- The student may be long-term suspended from school.

Note: For any violation, including the first, the consequences range from administrative intervention to expulsion.

## Homebound Instruction

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved the principal. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student, or other caregiver. A physician must: certify the nature and existence for a medical condition; state the probable duration of the confinement; request such instruction; present evidence for the student's ability to participate in an educational program.

## Merit System

Students that meet the following criteria will be rewarded at the end of the quarters with the following incentives: sundaes parties, bowling trip, field trip to the movies, ice-skating, possible sporting events, etc...

- A. No more than one disciplinary referral for the quarter.
- B. Earning no out of school suspensions or in school suspensions.
- C. Less than three countable absences for the quarter. (7 tardies = 1 absence)
- D. A grade of a C- or better in all classes for the quarter.**

The ultimate goal is to qualify for the end-of-year trip. TO qualify a student must meet requirements (a), (b), and (c) listed above. In addition to these requirements, the following criteria must also be met:

- E. A student must achieve a grade of a C- or better in all classes for the last quarter.**
- F. A student must have qualified for two out of the first three merit rewards.

\*Students that have not qualified for the end-of-the year trip, but choose to attend the event will be considered insubordinate and receive disciplinary action.

## Positive Behavior Support

The middle school, in cooperation with the elementary school, has developed a set of *expectations* that we insist **everyone** adheres to while they are on campus or off at school related activities. The following expectations are clearly posted throughout our hallways and in every classroom:

- **Be Kind**
- **Be Respectful**
- **Be Responsible**
- **Be There/Be Prepared**

It is our desire to “catch” our students living up to these expectations, and to reward them for their positive behavior. We acknowledge this behavior with Paw Points, identifying which expectation(s) the student was “caught” doing. These Paw Points can be redeemed for various privileges and items to reward them for meeting or exceeding the expectations.

Additionally, students are recognized monthly for displaying desired “Habits”. These awards are presented at monthly student assemblies. These assemblies may also include recognition for Honor Roll and Sports Awards.

## Acceptable Use of Technology Policy

### **Purpose**

The Onsted Community School District (the "District") encourages and strongly promotes the appropriate use of voice, video, and data technologies to support and enhance learning for all members of its community. To ensure that the available technologies are effectively utilized, the District developed this policy, which provides the guidelines for technology use, defines the responsibilities of the user and the District, and educates users in the appropriate use of technology. All technology users are expected to abide by this policy.

### **Overview**

The technology available to the Onsted community consists of computers, AlphaSmart and e-Mates, keyboards, printers, automated library facilities, digitizing equipment, Internet access, voice and video system, PDA's, TV Media, cell phones, and other technologies. The technologies listed are representative and are not intended to be all inclusive.

The District provides these technologies to support classroom instruction, personal growth and productivity, and communication with the community. All users are expected to exercise good judgment with respect to their use of technology. This includes proper treatment of equipment, appropriate network etiquette, acceptable use of Internet resources, and respect for the privacy and rights of other users. Access is a privilege, not a right. Access entails responsibility.

### **School Responsibilities**

The District will strive to educate its community in the appropriate use of computer, Internet, and other technology resources, and will do its best to provide error-free, dependable access. Each user will be instructed in the proper use of school technology, and in technology policies, laws, and ethics. As technology constantly changes, the operational procedures and expectations for users may also change frequently. The District administration and faculty will inform students of such changes in a timely manner.

In general, Internet use will occur in supervised settings. As a preventative measure, the District uses a proxy server that filters Internet content for inappropriate material. However, while every effort will be made to promote the proper use of the Internet, it is impossible for the District to restrict access to all controversial materials. The District is not responsible or liable for materials acquired on the network.

Users who violate this policy will be subject to consequences. The District administrators and faculty will evaluate each situation separately. Users will be provided an opportunity to present their input and discuss the situation and circumstances. The District will inform parents of any consequences imposed.

### **Family Responsibilities**

Outside of school, families bear the responsibility for setting and conveying the standards that their children should follow, just as they do with other information sources such as television and radio. The District has information available to assist parents and others in understanding the issues and concerns regarding the Internet and its use. The District strongly encourages parents to discuss the privileges and responsibilities and the spirit of this Acceptable Use Policy with their child, and to be involved with Internet use at home.

School administration and faculty are available to discuss any concerns that you or your child may have.

### **User Privileges**

- Users may use all District technology and software for which they have received training for school-related purposes and for recreation when appropriate. Commercial or other unauthorized use of District technology is prohibited. Users agree to follow operational procedures as defined by District faculty and staff.
- Users may have a network account and access to the services that it provides (E-mail, disk storage, etc.) for school activities such as educational research, communication, and production.
- Users may access information from outside resources via the Internet that facilitates learning, personal growth, and educational information exchange.
- Internet use must occur in a supervised environment unless permission is given for independent use.
- Users may download and transfer data files over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and the files are scanned for viruses.
- Users may electronically publish their work provided that it is consistent with District policies and guidelines.

### **User Responsibilities**

- Users shall properly use and care for the technology for which they have been trained, and refrain from using any technology for which they have not been trained. Users should ensure that food and drink is kept away from all technology equipment.
- Users shall conserve limited resources, including but not limited to paper other supplies, network storage space, and computer resources.

- Users are responsible for maintaining the privacy of passwords and accounts.
- Users shall not attempt to learn another user's password, access account, or impersonate another user on the network.
- Users shall respect the property of others by not accessing, modifying, or deleting data files that do not belong to them without permission from the owner or a teacher.
- Each user is responsible for all material in his/her network account and agrees to keep all pornographic material, excessive violence (exceeding what is on Network TV in prime time), inappropriate files or e-mail, and files dangerous to the integrity of the District's systems (such as a virus) from entering the school via the Internet or other sources. Users should not attempt to bypass the district's filtering system, but instead request an override for legitimate educational purposes.
- Users are expected to demonstrate proper etiquette with respect to electronic communications. Users shall not send harassing, discriminatory, obscene, or threatening E-mail, nor send E-mail under a forged name.
- Users are responsible for adhering to copyright and other laws in the use of technologies. Personal software shall not be installed on District computers without permission from a technology coordinator. Students may not use district computers for file sharing.
- Users shall notify a teacher or technology coordinator of any hardware, software, or security problems on the District network.
- Users are not permitted to use school technology to visit non-educational chat sites on the Internet at any time. Students will not be permitted to use school technology for non educational games at any time. Users may not store game applications in network accounts or download them, or copy them to school computers. The district's professional education staff will determine what technology content is educational based upon the district's curriculum content standards and benchmarks.
- Users shall act in a manner consistent with the District Student Code of Conduct.

**Technology misuse includes, but is not limited to the following:**

- Intentionally accessing or attempting to access files, data, or information without authorization.
- Impersonating another on the network.
- Activity which is detrimental to the stability and security of the network and workstations, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
- The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to copyrighted material; harassing, abusive, threatening, or obscene material; excessive violence, material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion.
- Unapproved use of programs or communications during the school day such as but not limited to non educational games and chat rooms.
- Unapproved downloading and/or copying programs and files to a network account or the hard drive such as but not limited to non-educational games. File sharing is not permitted.
- Illegally interfering with the use of technology by others.
- Intentionally wasting technology resources such as disk space, printer ink, or paper.



**Disciplinary Action:**

- Users violating any provisions of this policy may face disciplinary action. The specific action taken will be based on the nature, severity, and frequency of the offense. In addition, the District may refer violations to the appropriate law enforcement authorities. Possible disciplinary actions include:
- Users may be restricted from using District technology and/or software
- for a length of time ranging from one day to one year.
- Users may lose the privilege of having a network account and/or Internet access.
- Users may be required to pay for any unauthorized expenses or damages.
- Users may be required to attend training sessions or perform research related to their inappropriate use of technology before being allowed to resume using District technology.
- Users may face additional disciplinary action consistent with the District Student Code of Conduct.

**Disclaimer**

The District will do its best to provide error-free, dependable computer access and resources to its user community. However, the District makes no warranties of any kind, whether expressed or implied, for the services it is providing. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, equipment failures, or service interruptions. Use of any information obtained via the Internet is at your own risk. The District cannot guarantee the accuracy or quality of information obtained through its services. The District will not be liable for any use of its technology that results in illegal or harmful activities.

Furthermore, users should not expect that e-mail and files stored in network accounts or on District computers will always be private. While the District intends to respect user privacy, it reserves the right to monitor all network activity and data files, including E-mail, to maintain system integrity, to ensure optimal performance, and to investigate alleged policy violations.

**Medication**

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized hereunder.

It is the policy of the board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Unauthorized administration of aspirin or other non-prescription medications shall not be practiced by any school personnel, including school nurses.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school will cooperate with parents in the supervision of medication that the student will use; but the medical person authorized to prescribe

medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

LEGAL REF: MCL, 380.1178; AG Opinion #6476, #5679

### **Medication Administration**

A physician's written order and the parent or guardian's written authorization is required for school personnel to administer medication. **A medical consent form MUST be completed and turned into the main office for medication to be administered.** You can pick up a medical consent form in the main office. All medication (prescription and non-prescription) will be stored and administered in the main office. The school will not provide students with ANY type of medication, including aspirin.

### **Accidents, Injury and Illness**

All accidents/injuries must be immediately reported to a teacher and the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedure.

A student who becomes ill during the school day should request permission to go to the office. Office personnel will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

If you the student is in a physical education class, he/she must report the accident to the PE instructor first.

## Understanding Concussion

### Some Common Concussion Symptoms

<b>Headache</b>	<b>Pressure in the Head</b>	<b>Nausea/Vomiting</b>
<b>Dizziness</b>	<b>Balance Problems</b>	<b>Double Vision</b>
<b>Blurry Vision</b>	<b>Sensitive to Light</b>	<b>Sensitive to Noise</b>
<b>Sluggishness</b>	<b>Haziness</b>	<b>Fogginess</b>
<b>Grogginess</b>	<b>Poor Concentration</b>	<b>Memory Problems</b>
<b>Confusion</b>	<b>“Feeling Down”</b>	<b>Not “Feeling Right”</b>
<b>Feeling Irritable</b>	<b>Slow Reaction Time</b>	<b>Sleep Problems</b>

### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### **SIGNS OBSERVED BY PARENTS**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality change

#### **CONCUSSION DANGER SIGNS**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

#### **HOW TO RESPOND TO A REPORT OF A CONCUSSION**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing

or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

**Remember:** Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

## Student Code of Discipline

It is important that parents, staff and students work together to maintain a **POSITIVE** educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions.

All discipline is based on four goals for Onsted Middle School. They are:

- To create a positive learning/work environment
- To help students choose appropriate behaviors
- To provide a consistent discipline program
- To create a progressive and assertive plan of discipline

Every student and staff member has a right to personal safety and freedom to learn. Students are expected to behave in a manner that will be a credit to the school and themselves at all times. Courtesy to other students, faculty, and all school employees is of the utmost importance, both in and out of the classroom. Each teacher will have established standards and expectations to guide student conduct in classrooms and other areas of the school. Specific consequences will be in place for students who do not follow the guidelines.

### **RESTITUTION**

Restitution will be assigned under special circumstances determined by the principal or designee. Restitution is the act of restorative justice and an act of giving back when poor choices are made. Restitution can include cleaning areas of the school including the lunchroom or school windows. The length of restitution will be based upon the severity of the infraction.

## **DETENTION**

Detentions will be assigned under special circumstances determined by the principal or designee. Detention is the restriction of activity such as lunchtime or before or after school. Detentions will be arranged at least one day in advance. If assigned before or after school, the student's family is responsible for transportation.

If a student causes problems during detention, the principal may decide whether to issue another detention or an in-school suspension instead. If a student does not complete a detention, it will be made up the following school day.

## **IN-SCHOOL SUSPENSION**

In-school suspensions will be assigned under special circumstances determined by the principal or designee. In-school suspension is the exclusion of a student from regular school classes with the students serving the suspension in a designated area of the building. Parents will be notified when students are serving this suspension. Students will not be able to attend their regular classes or participate in extracurricular activities during the day and evening of an in-school suspension.

The student will work on assignments that teachers have turned in for the day. The student may also receive help with study skills, interpersonal relations and counseling from the guidance office.

The following rules will be observed during in-school suspensions:

- The student will report to the office on the assigned day.
- Students will not be allowed to eat in the cafeteria.
- Students will receive two five minute supervised restroom breaks.
- Work assigned must be completed by the end of the day.
- There will be no talking, sleeping or misbehaving.

If a student causes problems during in-school suspension, the principal may decide whether to issue another in-school suspension or an out of school suspension instead. If a student does not complete an in-school suspension, it will be made up the following school day.

## **OUT OF SCHOOL SUSPENSION**

Suspensions can be short-term or long-term in nature. A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. A long-term suspension is

when a student is suspended for more than ten (10) school days. During a long-term suspension, the rights and privileges of attending school, including extracurricular activities, are suspended. A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

Students will receive credit for any work missed during the period of the suspension; however the work must be turned in on the first day the student returns to school. It is the parent's responsibility to pick up the assignments for the suspension period.

**The principal, for any of the following reasons, shall give suspensions:**

- Use or possession of alcohol, tobacco, marijuana, or other illegal drugs
- Possession of guns, knives, other weapons, firecrackers, matches, or pocket pagers.
- False fire alarms or 911 calls
- Grabbing or striking a teacher or staff member
- Any type of explosives or chemicals or combination that could create an explosion
- A student found falsifying an accusation to any adult or student in the building will receive disciplinary action up to and including an out-of-school suspension
- Other serious offenses as identified by the principal

**EXPULSION**

If misbehavior persists or the principal feels the offense is serious enough, such as assaulting a teacher, drug sales, death threats, etc. he may suggest to the superintendent that expulsion be the next alternative.

**TEACHER INITIATED SUSPENSIONS**

A teacher may suspend a student from the teacher's class, subject, or activity if the teacher has good reason to believe that the student engaged in any of the following types of conduct in the class, subject or activity:

- Throwing objects that can cause bodily injury or property damage
- Fighting
- Directing profanity, vulgar language or obscene gestures toward the teacher or other students
- Violating safety rules as communicated in the student handbooks or classroom rules
- Failing to comply with directives given by the teacher
- Expressing racial or ethnic slurs toward the teacher or another student

- Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence
- Possessing/using items that interfere with learning
- Violating district dress code standards
- Excessive tardiness
- Destroying/defacing school property
- Violating computer use policies, rules or agreements

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher-initiated suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible, after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

#### **FAILURE TO FOLLOW PRESCRIBED INTERVENTION STRATEGY**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.



## **STAFF AUTHORITY**

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

- Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school.
- Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.
- All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.
- If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

## **EXPULSION PROCEDURES**

1. The student shall be under suspension pending the recommendation of the Superintendent to the board and pending the board's decision.
2. The Superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parents or guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow what is set forth in the section under suspension.

## **GRIEVANCE PROCEDURE FOR STUDENT AND PARENTS**

The Board of Education of the Onsted Community Schools declares that neither disruption, vandalism nor disobedience of lawful authority can be permitted under any circumstance by students who fall under the Board of Education's jurisdiction.

Contempt for lawful procedure and for the rights of others is directly contrary to the philosophy of this school district.

To guarantee the full rights of citizenship as delineated in the Constitution and its amendments and to provide an orderly method of resolving grievance, the following policy is hereby established and adopted.

Whenever any student alleges that he/she is aggrieved by reason of application as to any administrative rule, regulation, or order, or of any order of any teacher, or other administrative officer in this school system; or whenever any student feels that there are deficiencies in existence in the school system which require remedial action, he/she shall proceed in the manner hereinafter set forth:

1. A grievance shall be reduced to writing and shall set forth with particularity the specific nature of the grievance or the matter allegedly requiring remedial action.
2. The respect in which it is alleged the student has been adversely affected.
3. The relief desired by the student.
4. The reason why the student feels he/she is entitled to the relief sought.
5. Whether or not, in the opinion of the student, other students are similarly affected adversely, and if so, what group or groups of students.

One copy of the grievance shall be delivered to the school Principal. If the grievance is against a teacher, a copy of said grievance shall also be served upon the teacher at the same time as service is made upon the school principal. If the grievance is against the school principal, then a copy of it shall be forwarded to the superintendent. There shall be no publicity released in connection with the filing of a grievance until such time as there shall have been an opportunity for a full and fair hearing as hereinafter set forth.

Within five (5) days after receipt of the written grievance, the principal shall arrange for a hearing at which there shall be present the aggrieved student, the aggrieved student's parent/guardian (if necessary), and the teacher, if a teacher is involved. Where the grievance purports to be filed on behalf of a group of students, they may designate a spokesperson for the group.

Within five (5) days after the hearing, the principal shall in writing, make a determination and recommendation and shall forward copies thereof to the superintendent, the aggrieved student, and where applicable, to the teacher.

If the aggrieved student is dissatisfied with the determination and recommendations of the principal, he shall, within three (3) days of receipt of said report, set forth in writing, his reasons for disagreement and shall furnish copies of the report to the principal and to the superintendent.

### **DUE PROCESS PROCEDURES**

**Definition of Suspension-** “to exclude a student from school for disciplinary reasons for a period of fewer than 60 days”.

**Definition of Expulsion-** “to exclude a student from school for disciplinary reasons for a period of 60 or more days”.

### **MANDATORY FACTORS-Section 1310d**

Before suspending or expelling a student, the following must be considered by the school:

1. Student’s Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

The 7 Factors must be “considered” before suspending or expelling a student in grade 6 or above for the following offenses:

1. Physical Assault at School Against Employee, Volunteer, or Contractor
2. Verbal Assault at School Against Employee, Volunteer, or Contractor
3. Bomb Threat or Similar Threat

The 7 Factors must be “considered” before expelling a student for possessing a dangerous weapon (except Firearm) in weapon free school zone.

The 7 factors must also be “considered” before expelling a student for criminal sexual conduct or arson.

The 7 factors are NOT required when expelling a student “for possessing a firearm in a weapon free school zone”.

### **RESTORATIVE PRACTICES**

The school “shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school “shall consider

using restorative practices in addition to suspension or expulsion". Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution.

### **SHORT-TERM SUSPENSION**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the consequences. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

### **LONG-TERM SUSPENSION OR EXPULSION**

If recommended by the principal, the superintendent shall initiate a hearing with the school's Board of Education, or its designee, to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The Board of Education, or its designee, shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the Board of Education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

An attorney or other adult may represent the student and parent/guardian at the hearing. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the Board of Education or its designee shall issue a decision, including a determination of disciplinary action.

### **APPEAL TO BOARD OF EDUCATION FOR RECONSIDERATION**

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the decision, petition the Board of Education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The Board of Education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

### **SUSPENSION AND/OR EXPULSION OF STUDENTS RECEIVING OR OTHERWISE ELIGIBLE FOR SPECIAL EDUCATION**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

### **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

## **Bullying**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **Dangerous Weapons**

A student will not possess any type of weapon. A student will not possess, handle, transmit, or use a dangerous instrument capable

of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. The legal definition of a “dangerous weapon” is ‘a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.’ (MCL 380.1313).

## **Notice To Law Enforcement Agencies Policy**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-by Shooting	Larceny (Theft)
Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of Property
Sexual Assault	Minor in Possession of Alcohol
Criminal Sexual Conduct	Bus Incident or Bus Accident



## **Student Valuables/School Lockers**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be held responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **LOCKERS ARE SCHOOL PROPERTY**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

### **LEGITIMATE USE OF SCHOOL LOCKERS**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the school principal or his/her designee.

### **SEARCH OF LOCKER CONTENTS**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. According, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker

search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **SEIZURE**

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

### **CANINE SNIFFS**

The use of trained narcotics dogs to sniff objects, as opposed to students, is not considered a search and thus requires no level of suspicion. Periodically, school personnel may use trained narcotics dogs to sniff objects that are not affixed to individual students such as lockers, desks, student vehicles parked in school parking lots, or any articles of personal property that they have discarded or abandoned.

### **NOTICE OF POLICY REGARDING LOCKER SEARCHES**

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

### **REFERENCES**

*The Revised School Code*, 380.1306, 2000 PA 87 (Locker Searches)

*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

U.S. Constitution, Amendment IV

## Electronic Devices

In order to maintain a learning environment that is safe and optimal for student performance, all communication devices/cell phones are prohibited from student use during school hours. School telephones are available in every classroom, as well as, the MS Office. In addition, messages can be left for students in the MS office throughout the day.

**The consequences for using a cell phone/communication device during school hours are as follows:**

- First violation will result in the device being confiscated and turned into the office where it will be noted in the student's discipline file as a violation of the Electronic Device Policy. The device will be returned to the student at the end of the day.
- Second violation will result in a detention for insubordination. The device will be confiscated and returned only to a parent or guardian.
- Every violation thereafter will result in a one day out-of-school suspension for insubordination. The device will be confiscated and returned only to a parent or guardian.

**\*Note: Refusing to turn over a cell phone when asked to by a staff member will be considered insubordinate and result in an automatic in-school suspension.**

Middle School students may use personal communication devices (PCDs) before and after school, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will

be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. However, students may use school phones to contact parents/guardians during the school day with permission.

Other electronic devices and or items not essential to the educational process should not be brought to school. These items may be confiscated if they interfere with the learning of the student and/or others. Items that are confiscated will be returned to the student at the end of the day or parents may be asked to pick them up. Subsequent issues may result in discipline referrals.

### **Student Fees, Fines, and Supplies**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or family may choose to purchase their own supplies if they desire to have a greater quantity of supplies, or desire to help conserve the limited resources of others. The teacher or administrator may recommend useful supplies for these purposes. Fees may be waived or reduced where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for damage, not to make a profit. Financial obligations must be paid prior to a student participating in his/her graduation ceremony.

## **Media Center**

Students are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the library staff about his or her particular need.

## **School Telephone Use**

Students will not use the office telephone for personal calls except in emergency and with staff permission. In the event a student receives a telephone call, he or she will be called out of class only in the case of an emergency. Students may use the office phone for calling home when they are ill at any time. Lunch time use will be allowed for school related business only.

## **Fire & Safety Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provide to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drill consists of a loud warning and flashing of alarm lights.

In order that students may know how to act quickly and without confusion in case of emergency, fire and safety drills will be held throughout the school year. It is important that the student body and faculty empty the building quickly and quietly. Following instructions and maintaining order is essential.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Students will be instructed by teachers of safety procedures.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two times each school year.

## **Emergency School Closing**

Please do not call the school when weather threatens to close the school. If there is any doubt, students and parents should listen to local Adrian radio stations - WABJ (1490 AM), WLEN (103.9 FM) and WQTE (95.3 FM). Onsted Community Schools utilizes a messaging system called, Blackboard. If you are not receiving messages from this system, please call the Board of Education.

## **Change of Personal Information**

Inform the guidance office and principal's office if there is a change of address or telephone number during the school year.

## **Outside Beverages**

Students are allowed to bring water in a clear bottle to consume during class time. Other drinks such as pop, energy drinks that have high levels of sugar and/or caffeine, or coffee are not allowed in the building during school hours. Sports drinks, such as Gatorade may be consumed during lunch.

## **Athletics**

Interscholastic athletic competition is conducted for both boys and girls in grades seven and eight. All participants must have a physical examination on file in the athletic director's office before they participate in a practice. Middle School Athletic Handbooks are available online, in the High School Athletic Office, and in the Middle School office as well.

## **Assemblies**

Assemblies are conducted for information and entertainment. When students enter the gym for the assembly, they are to proceed to the section of seats indicated by their teacher quietly and with a minimum of confusion. Students should sit in their seats, remain quiet, and show appreciation for the program that is planned for them. When the assembly is over student should leave in an orderly manner. Students are to go to their classrooms and come to the assembly under the direction of their teacher, unless otherwise directed by announcement.

## **Hot Lunch Program**

Students who receive free or reduced lunches may not sell or exchange any part of the lunch. Students who do not follow this rule can jeopardize their total family participation in the hot lunch program.

### **BORROWING LUNCH MONEY**

Students who have neglected to bring lunch money will be offered a peanut butter and jelly sandwich or cheese sandwich and milk for \$0.80. This will be the only lunch available for those students who need to borrow. Each student will be issued a borrowed slip that will be kept on file until the \$0.80 is repaid. Students receiving reduced price meals will be charged \$0.40 for the borrowed meal. Students may also borrow for milk, the charge being \$0.30.

## **Cafeteria**

Hot lunch and milk are provided for children. Lunch prices will be announced the first day of school. An a-la-carte line is available in the Middle School cafeteria. Students may purchase a portion of a meal.

Classes are in session during each lunch period. We ask that students observe the following rules:



1. All children remain in the cafeteria and away from the academic wing.
2. There is NO cutting in line. (Students caught cutting will be sent to the back of the line.)
3. Students may not leave the cafeteria until they have cleaned their places.
4. Cafeteria rules are enforced under our Student Code of Discipline.
5. Students are not allowed to go back into the school during lunch without teacher or administrative permission.

## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. A Field Trip and Media Release form is given with the back to school packet.

## Transportation

### **BUS REGULATIONS**

Only regularly scheduled bus students are to ride the school buses. If for some reason a student is to ride another bus, **written notification from the parent is required 24 hours in advance.** These notes are to be turned in to the office for approval. The building principal must approve any emergency of less than 24 hours.

### **OUTSIDE TRIPS**

Any student who rides a school bus to a school function will be required to return on the bus unless cleared through the principal's office. If the student fails to make arrangements about transportation, the student will be denied riding the bus to any more school functions for the remainder of the school year.

### **STUDENT DISCIPLINE ON BUSES**

Riding a bus to public school is a privilege and discipline on the school bus is the basic responsibility of the driver.

**Step 1** - If a student persistently fails to conform to the rules and regulations for student behavior on buses as adopted by the Board of Education, or if the student refuses to obey a reasonable request, the bus driver shall write a School Bus Incident Report. For the first offense the student shall be warned and a notice sent to the parents. For the

second offense the principal may suspend the student and not allow him/her to ride again until the parents or guardian have discussed the matter with the bus driver and principal and have agreed upon a solution to the behavior problem involved. However, if the misbehavior is serious enough to warrant suspension, the principal may take such action at the time of the first offense.

**Step 2** - In the event the parents and/or guardian, the principal and the driver are unable to resolve the problem, the parents and/or guardian may arrange a conference with the Superintendent of Schools.

**Step 3** - If the behavior problem of the child is so severe that he/she is denied the right to ride on a school bus, the parents and/or guardian shall be informed of an opportunity to a full hearing before the Board of Education at the next board meeting.

### **STUDENT RULES AND REGULATIONS FOR SCHOOL BUSES**

- Pupils must obey bus drivers promptly and at all times as they are in full charge of buses and pupils while in transit.
- Pupils should be on time at the designated bus stops.
- Pupils should cross in front of a bus when crossing a highway, not in back of a bus.
- Pupils should stay off the roadway at all times while waiting for buses.
- Pupils should wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- There should be no moving around or changing seats on the bus except as arranged for by the bus driver.
- Pupils should keep their hands and heads inside the bus at all times.
- There should be no loud talking but conversation in normal tones is permissible.
- Pupils should not cause trouble by teasing, pulling hair, scuffling or using unfit language, etc.
- Throwing articles of any kind in a bus is more dangerous than anything else and will not be tolerated.
- Any pupil disfiguring or mutilating a bus will be required to pay for the damage and will be denied further use of buses.
- Pupils should help keep buses clean, sanitary and orderly.
- There will be no smoking on the bus at any time.
- There will be **no eating or drinking** on the buses.
- No dangerous items (matches, lighter, weapons of any kind, etc.) should be brought on the bus.

**The bus is an extension of the classroom and all school rules apply on the bus. Riding the bus is a privilege.**

## **Preparedness for Toxic and Asbestos Hazards**

Onsted Community Schools always makes the safety of our staff and students a priority and in doing so, do our best to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials. Examination of this policy is available at the Board of Education office.

## **Sexual Harassment Policy**

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be knowingly subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. Violation of this policy will result in disciplinary action within the confines of appropriate policies, contracts, rules or other sources of law and procedure.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, board policy and procedures governing sexual harassment within the administrator's building and/or programs and sphere of control and influence.

### **Definition:**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal communication or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, service, advancement, or of a student's participation and/or advancement in school programs or activities; (b) submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; (c) such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse

- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, pictures, magazines, cartoons, screensavers, games, media; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, promotions, pay or performance of public duties.

### **ADMINISTRATIVE PROCEDURES – GRIEVANCE PROCEDURE**

It is the policy of the Onsted Community School District that any person alleging sexual harassment by board members, staff members, or students, may use the procedures detailed in the appropriate collective bargaining agreement, faculty or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator, or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not negatively reflect upon the individual's status, nor will it negatively affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Any board member, employee, or student who believes that she/he has been subjected to sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance office; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
2. Request that the complaint be put in writing, if possible, and assist the complainants if requested.
3. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them, if necessary.
4. Interview the accused and document the interview. Re-emphasize the Board of Education's policy regarding insults, intimidation and harassment without making judgments at this stage.

5. Interview all witnesses identified by the parties and document the interviews.
6. Review the personnel files or student records of the accused for any history of similar behaviors.
7. Make a determination on the merits of the complaint in a written report to the parties and the superintendent.

**If the investigation shows that the complaint is without merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The Board of Education's policy on sexual harassment, insult and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education's Office of Civil Rights, or the Michigan Department of Civil Rights.

**If the investigation shows that the complaint has merit, the following action will be taken:**

The grievance officer will confer with the superintendent and the Board of Education to determine what action is necessary to resolve the complaint and prevent recurrence.

1. The parties will be advised of the results of the investigation and the actions to be taken.
2. Appropriate disciplinary measures will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender, and the judgment of the superintendent and Board of Education
3. All actions will be documented and placed in the personnel or student record files.
4. The Board of Education's policy on sexual harassment insult and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
5. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is

commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education Office of Civil Rights, or the Michigan Department of Civil Rights.

All complaints, interviews and investigation activities will be treated with the strictest confidentiality and utmost discretion. Only those members of the Board of Education, employees, or students whose participation in the investigation of a complaint were essential to its resolution will be informed of it. Furthermore, all such individuals will be asked to maintain confidentiality about the matter unless in the course of exercising their statutory rights.

### **Directory Information**

The Onsted Community School District has established the following information about each student as "directory information":

**Name and address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received, honor roll, scholarships, and telephone numbers only for inclusion in school or PTO directories.**

The district will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Record's Office in writing within ten days from the date of the notification that he/she will not permit distribution of any or all such information.

### **Civil Rights Compliance Officer**

**The Onsted Community Schools Civil Rights Compliance Officer is:**

**Steve Head**

**Superintendent of Schools**

**517-467-2174**

*Onsted High School  
Student Handbook  
2017-2018*



*Inspire-Challenge-Prepare  
Every Person  
Every Day*

*Mr. Ohrman – Principal  
Mr. Hiram – Assistant Principal/A.D.*



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### MISSION STATEMENT

The mission of Onsted Community Schools is to engage the community in providing a quality educational environment, which promotes successful lifelong learning for our students, staff, and community. In the accomplishment of this mission our actions will reflect these values: Integrity, Responsibility, Loyalty, Respect, Dedication, and Pride.

### INTRODUCTION

The Onsted Community School System is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must

assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES**

The Code of Student Conduct applies before, during, and after school:

- When a student is at school...“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff;
- When a student is using school telecommunications networks, accounts, or other district services.

### **APPLICATION TO HANDICAPPED STUDENTS**

This student handbook shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

### **Academic Integrity Policy**

Onsted Community Schools encourages academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

### **DEFINITION OF ACADEMIC DISHONESTY**

**Academic dishonesty** is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as the theft or falsification of records and files.

## **FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Using the views, opinions, or insights of others without proper acknowledgment
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

### **TEACHER'S PROFESSIONAL JUDGMENT**

A teacher's professional judgment guides the implementation of the OCS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the OCS Academic Integrity Policy.

### **CONSEQUENCES FOR VIOLATIONS**

The District considers violations of the OCS Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school.

**First Offense** - Disciplinary actions may include:

- A warning and a signed student/parental statement that acknowledges the violation/consequence, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student may be suspended.
- The student will receive an "E" grade/"0" credit on the assignment, essay, exam, test, or quiz, in addition, the student will not have the option to make up that grade/credit.

- The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and a counselor, and document the incident/follow-up action in eSchoolPLUS.
- The student may be barred from participation in OAC, NHS, student council, class officers or having leadership role in a club for a period of one year from date of the violation unless stated in that club or organization's policies and/or constitution.

### **Second Offense**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in eSchoolPLUS.
- The student may be suspended from school.

### **Third/Continuing Offenses**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in eSchoolPLUS.
- The student will be dropped from the class with a grade of "E."
- The student may be long-term suspended from school.

Note: For any violation, including the first, the consequences range from administrative intervention to expulsion.

## **ATTENDANCE**

### **ATTENDANCE PHILOSOPHY**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day that school is in session.

### **ATTENDANCE POLICY**

Students are allowed nine (9) absences per class each semester. An excused absence is defined as any absence where a note is on file from a health professional, school related, legal/court or funeral. An unexcused absence is defined as any absence in which there is no note as described above. A school related absence is defined as any absence that is an

administrative directive for an educational purpose. **All unexcused absences will count toward the allowable limit of nine per semester.** Students with more than nine (9) absences in a class will receive a failing grade and not receive credit for that class.

All students must carry a full course load and attend all classes. Onsted High School does not allow students to attend school part-time.

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

### **Goal**

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

### **Absences**

All absences must be communicated to the high school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates
6. College Visits (Juniors and Seniors only and no more than two visits per year)

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence. All counted absences will be handled in the following manner per semester:

Step 1: After five counted absences a letter will be mailed home to notify the parent.

Step 2: After seven absences a phone call will be sent reminding parents about the importance of regular attendance.

Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.

Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.

Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

### **Tardy Policy**

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class.

#### **Procedure:**

1. Any student who enters class after the bell will be marked tardy and given a verbal warning
2. Any student who enters a class without a pass ten minutes after the bell will be marked absent. A note will be made in eschool as to the arrival time.
3. Any student with a pass from another school official will not be counted tardy unless otherwise stated on the pass.

### **Parents**

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

- 1 Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
- 2 Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.
- 3 Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home.

Complaints of a headache or stomachache can be signs of anxiety and should be communicated to school officials.

4 Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.

5 Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

#### **ATTENDANCE POLICY EXEMPTIONS**

1. A waiver may be granted after review by the attendance appeal committee for extenuating circumstances.
2. A waiver will be granted if a student receives a B or better as the final grade for a semester class.

#### **ATTENDANCE PROCEDURE**

If a student is absent, parents/guardians are required to notify the office by note or phone call on the day the student returns. These notes will be placed in a student's attendance file to be used if an appeal is requested for excessive absences.

#### **ATTENDANCE APPEAL PROCESS**

Students wishing to appeal their loss of credit will be notified to pick up an appeal form from the office and explain in detail why an exemption should be granted. **Absences due to tardies cannot be appealed.** The principal will decide if the student is entitled to an appeal hearing. If the principal determines that an appeal is warranted both student and parent/guardian will be invited to attend an appeal hearing to present their reasons for requesting an exemption. The attendance appeal committee will render their decision whether to grant the appeal to reinstate credit.

#### **ATTENDANCE APPEAL COMMITTEE**

The attendance appeal committee will be a three (3)-member committee consisting of an administrator and two (2) teachers.

#### **ATTENDANCE NOTIFICATION**

Student attendance is available for students and parents/guardians using Home Access at <https://hac.lisd.us/homeaccess> and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status throughout the semester using progress reports and report cards. A letter will be sent informing the student and parents/guardians that absences have exceeded the limit and an appeal process is available.

**Codes are as follows:** Yellow: Absent-parent calls in or sends a note to explain absence. Blue: Medical (note from doctor), in school/out of school suspension, Homebound, School-related, or Funeral.



### **TARDIES**

Two (2) tardies will equal one (1) absence. Students who arrive late to school must sign-in at the office. Students who are ten (10) minutes or more late to class will be marked absent but will be allowed in class after signing-in at the office. **Absences due to tardies cannot be appealed.**

### **MAKE-UP WORK FOR ABSENCES**

Students who are absent will be expected to make up all work. Students will be given one school day for each day they are absent to turn in all assigned work. (Students are encouraged to contact teachers to receive assignments prior to their return to school.) Students or parents should contact the office to request make-up work during an extended absence of 2 or more days.

### **MAKE-UP WORK FOR SUSPENSIONS**

Students who have been suspended must have all of their work completed and turned in on the day they return from their suspension in order to receive full credit. Students or parents should contact the office to request make-up work before the start of the suspension.

## ***DISCIPLINE***

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction.

There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

### **VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, the school board will act to impose any mandatory sanctions.

A teacher may issue suspensions for up to one day. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsion.

#### **SHORT-TERM SUSPENSION**

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Act of God days do not count toward suspension days.

#### **LONG-TERM SUSPENSION**

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

#### **EXPULSION**

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law

#### **EXPULSION PROCEDURES**

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
2. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent's or guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow what is set forth in the section under suspension.

#### **GRIEVANCE PROCEDURE FOR STUDENT AND PARENTS**

The Board of Education of the Onsted Community Schools declares that neither disruption, vandalism nor disobedience of lawful authority can be permitted under any circumstance by students who fall under the Board of Education's' jurisdiction.

Contempt for lawful procedure and for the rights of others is directly contrary to the philosophy of this school district.

To guarantee the full rights of citizenship as delineated in the Constitution and its amendments and to provide an orderly method of resolving grievance, the following policy is hereby established and adopted.

Whenever any student alleges that he/she is aggrieved by reason of application as to his/her or any administrative rule, regulation, or order, or of any order of any teacher, or other administrative officer in this school system; or whenever any student feels that there are

deficiencies in existence in the school system which require remedial action, he/she shall proceed in the manner hereinafter set forth:

1. A grievance shall be reduced to writing and shall set forth with particularity the specific nature of the grievance or the matter allegedly requiring remedial action.
2. The respect in which it is alleged the student has been adversely affected.
3. The relief desired by the student.
4. The reason why the student feels he/she is entitled to the relief sought.
5. Whether or not, in the opinion of the student, other students are similarly affected adversely, and if so, what group or groups of students.

One copy of the grievance shall be delivered to the school Principal. If the grievance is against a teacher, a copy of said grievance should also be served upon the teacher at the same time as service is made upon the school Principal. If the grievance is against the school Principal, then a copy of it shall be forwarded to the Superintendent. There shall be no publicity released in connection with the filing of a grievance until such time as there shall have been an opportunity for a full and fair hearing as hereinafter set forth.

Within five (5) days after receipt of the written grievance, the Principal shall arrange for a hearing at which there shall be present the aggrieved student, the aggrieved student's parent/guardian (if necessary), and the teacher, if a teacher is involved. Where the grievance purports to be filed on behalf of a group of students, they may designate a spokesperson for the group.

Within five (5) days after the hearing, the Principal shall in writing, make a determination and recommendation and shall forward copies thereof to the Superintendent of schools, the aggrieved student, and where applicable, to the teacher.

If the aggrieved student is dissatisfied with the determination and recommendations of the Principal, he shall, within three (3) days of receipt of said report, set forth in writing, the reasons for disagreement and shall furnish copies of said to the Principal and to the Superintendent.

### **LEVEL I VIOLATIONS**

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

**1. Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

**2. Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

**3. Inappropriate Public Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

**4. Inappropriate Dress and Grooming**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Student dress should follow the following minimum guidelines:

- No clothing is to be worn with reference to drugs, alcohol, profanity or sexual connotations.
- Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.
- Hats, hoods, bandannas, and other head coverings are prohibited.
- Sunglasses are prohibited.
- Undergarments are to be worn and unnoticeable at all times.
- Footwear is to be worn at all times.
- Dresses, skirts, and shorts must be at least finger-tip length.
- Leggings, tights, dance, yoga pants, and tight fitting pants are allowed. Students are strongly encouraged to wear appropriate length top that reaches finger-tip length.
- Boys are required to wear shirts with sleeves.
- Clothing that is deemed gang related will not be allowed.

In addition to the above minimum guidelines, any student who wears clothing that could be considered controversial must have approval from the administration. Any student who violates the Dress Code will be required to change to appropriate attire before being allowed back in class and will receive the following discipline:

- First violation will result in a conversation with the administration and student will be asked to change attire.
- Second violation will result in a discipline write-up and students will be asked to change their attire.
- Third violation will result in student being assigned (2) detentions.
- Every violation thereafter will result in a one day out-of-school suspension for insubordination.

#### **5. Insubordination/Unruly Conduct/Failure to Comply**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

#### **6. Leaving School without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, on campus without permission from authorized school personnel.

#### **7. Negligent or Improper Operation of a Motor Vehicle**

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

#### **8. Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, MP3

players, or other personal and/or electronic communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

**9. Profanity and/or Obscenity towards Students**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

**10. Sexual Harassment (Level I)**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that causes embarrassment, discomfort, or a reluctance to participate in school activities.

**11. Smoking**

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of a school district, including all activities or events supervised by the school district. **E-cigarettes and vapor products are strictly prohibited.**

**12. Tardiness**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

**13. Technology Abuse**

A student will not violate the district's "Technology Use Guidelines."

**14. Trespassing**

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

**15. Truancy**

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

**SCHOOL RESPONSES TO LEVEL I VIOLATIONS**

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before and/or after-school detention;
- Denial of participation in class and/or school activities;
- Weekend detention;
- In-school suspension;
- Other intervention strategies, as needed;

- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

### LEVEL II VIOLATIONS

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

#### 1. **Bullying/Harassment/Intimidation**

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

#### 2. **Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

#### 3. **Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

#### 4. **False Identification**

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

#### 5. **Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

#### 6. **Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

#### 7. **Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

#### 8. **Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

## 9. **Gang Activity**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

## 10. **Hazing**

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

## 11. **Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

## 12. **Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

## 13. **Profanity and/or Obscenity Toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

## 14. **Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

## 15. **Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

## 16. **Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

### **SCHOOL RESPONSES TO LEVEL II VIOLATIONS**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

**NOTE:** Fighting poses an immediate threat to student safety.

In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

### **LEVEL III VIOLATIONS**

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III violation.

#### **1. Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, drug paraphernalia, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

#### **2. Arson (Starting a Fire)**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

#### **3. Extortion**

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

#### **4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.



If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

**5. Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

**6. Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

**7. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

**8. Physical Assault**

A student will not physically assault another person. If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]). "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

**9. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

**10. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

**11. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

**12. Verbal Assault against an Employee**

Verbal assault is defined as any intentional threat or offer to do bodily injury to another by force, under circumstances, which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. **If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).**

### 13. Weapons: Dangerous Instruments

A student will not possess any type of knife including pocket knives. A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

### 14. Weapons: Dangerous Weapons

A student will not possess any type of knife including pocket knives. A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. The legal definition of a "dangerous weapon" is 'a firearm, dagger, dirk, stiletto, and knife with a **blade over three inches in length**, pocketknife opened by a mechanical device, iron bar, or brass knuckles.' (MCL 380.1313)

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C § 921). State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a). "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

### **15. Weapons: Use of Legitimate Tools as Weapons**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

#### **SCHOOL RESPONSES TO LEVEL III VIOLATIONS**

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion; [NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

#### **SUSPENSION OF A STUDENT BY A TEACHER**

A teacher may suspend a student from the teacher's class, subject, or activity for up to one (1) full school day, if the teacher has good reason to believe that the student engaged in any of the following types of conduct in the class, subject or activity:

- Throwing objects that can cause bodily injury or property damage;
- Fighting;
- Directing profanity, vulgar language or obscene gestures toward the teacher or other students;
- Violating safety rules as communicated in the student handbook or classroom rules;
- Failing to comply with directives given by the teacher;
- Expressing racial or ethnic slurs toward the teacher or another student;
- Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence;
- Possessing/using a laser pointer;
- Violating district dress code standards;
- Excessive tardiness;
- Destroying/defacing school property;
- Violating computer use policies, rules or agreements.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the

teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

#### **FAILURE TO FOLLOW PRESCRIBED INTERVENTION STRATEGY: SEPARATE VIOLATION**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

#### **STAFF AUTHORITY**

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

#### **SCHOOL ACTIVITIES**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

#### **MAINTAINING CLASS PROGRESS**

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

### ***DUE PROCESS PROCEDURES***

**Definition of Suspension-** "to exclude a student from school for disciplinary reasons for a period of fewer than 60 days".

**Definition of Expulsion-** "to exclude a student from school for disciplinary reasons for a period of 60 or more days".

#### **MANDATORY FACTORS-Section 1310d**

Before suspending or expelling a student, the following must be considered by the school:

1. Student's Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

The 7 Factors must be "considered" before suspending or expelling a student in grade 6 or above for the following offenses:

1. Physical Assault at School Against Employee, Volunteer, or Contractor
2. Verbal Assault at School Against Employee, Volunteer, or Contractor
3. Bomb Threat or Similar Threat

The 7 Factors must be "considered" before expelling a student for possessing a dangerous weapon (except Firearm) in weapon free school zone.

The 7 factors must also be "considered" before expelling a student for criminal sexual conduct or arson.

The 7 factors are NOT required when expelling a student "for possessing a firearm in a weapon free school zone".

### **RESTORATIVE PRACTICES**

The school "shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school "shall consider using restorative practices in addition to suspension or expulsion". Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution

### **SHORT-TERM SUSPENSION**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided

as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

#### **LONG-TERM SUSPENSION OR EXPULSION**

If recommended by the principal or assistant principal, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing. The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others. At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]). An attorney or other adult may represent the student and parent/guardian at the hearing. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

#### **APPEAL TO BOARD OF EDUCATION FOR RECONSIDERATION**

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

#### **SUSPENSION AND EXPULSION OF STUDENTS RECEIVING OR OTHERWISE ELIGIBLE FOR SPECIAL EDUCATION**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

#### **INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age

and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

### **NOTIFICATION TO LAW ENFORCEMENT AGENCIES**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-by Shooting	Larceny (Theft)
Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of
Property	
Sexual Assault	Minor in Possession of Alcohol
Criminal Sexual Conduct	Bus Incident or Bus Accident

### **GENERAL SCHOOL POLICIES** **TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Purpose**

The Onsted Community School District (the "District") encourages and strongly promotes the appropriate use of voice, video, and data technologies to support and enhance learning for all members of its community. To ensure that the available technologies are effectively utilized, the District developed this policy, which provides the guidelines for technology use, defines the responsibilities of the user and the District, and educates users in the appropriate use of technology. All technology users are expected to abide by this policy.

#### **Overview**

The technology available to the Onsted community consists of computers, AlphaSmart and e-Mates, keyboards, printers, automated library facilities, digitizing equipment, Internet access, voice and video system, PDA's, TV Media, cell phones, and other technologies. The technologies listed are representative and are not intended to be all inclusive.

The District provides these technologies to support classroom instruction, personal growth and productivity, and communication with the community. All users are expected to exercise good judgment with respect to their use of technology. This includes proper treatment of equipment, appropriate network etiquette, acceptable use of Internet resources, and respect for the privacy and rights of other users. Access is a privilege, not a right. Access entails responsibility.

### **School Responsibilities**

The District will strive to educate its community in the appropriate use of computer, Internet, and other technology resources, and will do its best to provide error-free, dependable access. Each user will be instructed in the proper use of school technology, and in technology policies, laws, and ethics. As technology constantly changes, the operational procedures and expectations for users may also change frequently. The District administration and faculty will inform students of such changes in a timely manner.

In general, Internet use will occur in supervised settings. As a preventative measure, the District uses a proxy server that filters Internet content for inappropriate material. However, while every effort will be made to promote the proper use of the Internet, it is impossible for the District to restrict access to all controversial materials. The District is not responsible or liable for materials acquired on the network.

Users who violate this policy will be subject to consequences. The District administrators and faculty will evaluate each situation separately. Users will be provided an opportunity to present their input and discuss the situation and circumstances. The District will inform parents of any consequences imposed.

### **Family Responsibilities**

Outside of school, families bear the responsibility for setting and conveying the standards that their children should follow, just as they do with other information sources such as television and radio. The District has information available to assist parents and others in understanding the issues and concerns regarding the Internet and its use. The District strongly encourages parents to discuss the privileges and responsibilities and the spirit of this Acceptable Use Policy with their child, and to be involved with Internet use at home.

School administration and faculty are available to discuss any concerns that you or your child may have.

### **User Privileges**

- Users may use all District technology and software for which they have received training for school-related purposes and for recreation when appropriate. Commercial or other unauthorized use of District technology is prohibited. Users agree to follow operational procedures as defined by District faculty and staff.
- Users may have a network account and access to the services that it provides (E-mail, disk storage, etc.) for school activities such as educational research, communication, and production.
- Users may access information from outside resources via the Internet that facilitates learning, personal growth, and educational information exchange.
- Internet use must occur in a supervised environment unless permission is given for independent use.
- Users may download and transfer data files over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and the files are scanned for viruses.
- Users may electronically publish their work provided that it is consistent with District policies and guidelines.



### **User Responsibilities**

- Users shall properly use and care for the technology for which they have been trained, and refrain from using any technology for which they have not been trained. Users should ensure that food and drink is kept away from all technology equipment.
- Users shall conserve limited resources, including but not limited to paper other supplies, network storage space, and computer resources.
- Users are responsible for maintaining the privacy of passwords and accounts.
- Users shall not attempt to learn another user's password, access account, or impersonate another user on the network.
- Users shall respect the property of others by not accessing, modifying, or deleting data files that do not belong to them without permission from the owner or a teacher.
- Each user is responsible for all material in his/her network account and agrees to keep all pornographic material, excessive violence (exceeding what is on Network TV in prime time), inappropriate files or e-mail, and files dangerous to the integrity of the District's systems (such as a virus) from entering the school via the Internet or other sources. Users should not attempt to bypass the district's filtering system, but instead request an override for legitimate educational purposes.
- Users are expected to demonstrate proper etiquette with respect to electronic communications. Users shall not send harassing, discriminatory, obscene, or threatening E-mail, nor send E-mail under a forged name.
- Users are responsible for adhering to copyright and other laws in the use of technologies. Personal software shall not be installed on District computers without permission from a technology coordinator. Students may not use district computers for file sharing.
- Users shall notify a teacher or technology coordinator of any hardware, software, or security problems on the District network.
- Users are not permitted to use school technology to visit non-educational chat sites on the Internet at any time. Students will not be permitted to use school technology for non educational games at any time. Users may not store game applications in network accounts or download them, or copy them to school computers. The district's professional education staff will determine what technology content is educational based upon the district's curriculum content standards and benchmarks.
- Users shall act in a manner consistent with the District Student Code of Conduct.

### **Technology misuse includes, but is not limited to the following:**

- Intentionally accessing or attempting to access files, data, or information without authorization.
- Impersonating another on the network.
- Activity which is detrimental to the stability and security of the network and workstations, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
- The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to copyrighted material; harassing, abusive, threatening, or obscene material; excessive violence, material protected as a

trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion.

- Unapproved use of programs or communications during the school day such as but not limited to non educational games and chat rooms.
- Unapproved downloading and/or copying programs and files to a network account or the hard drive such as but not limited to non-educational games. File sharing is not permitted.
- Illegally interfering with the use of technology by others.
- Intentionally wasting technology resources such as disk space, printer ink, or paper.

#### **Disciplinary Action:**

- Users violating any provisions of this policy may face disciplinary action. The specific action taken will be based on the nature, severity, and frequency of the offense. In addition, the District may refer violations to the appropriate law enforcement authorities. Possible disciplinary actions include:
  - Users may be restricted from using District technology and/or software
  - for a length of time ranging from one day to one year.
  - Users may lose the privilege of having a network account and/or Internet access.
  - Users may be required to pay for any unauthorized expenses or damages.
  - Users may be required to attend training sessions or perform research related to their inappropriate use of technology before being allowed to resume using District technology.
  - Users may face additional disciplinary action consistent with the District Student Code of Conduct.

#### **Disclaimer**

The District will do its best to provide error-free, dependable computer access and resources to its user community. However, the District makes no warranties of any kind, whether expressed or implied, for the services it is providing. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, equipment failures, or service interruptions. Use of any information obtained via the Internet is at your own risk. The District cannot guarantee the accuracy or quality of information obtained through its services. The District will not be liable for any use of its technology that results in illegal or harmful activities.

Furthermore, users should not expect that e-mail and files stored in network accounts or on District computers will always be private. While the District intends to respect user privacy, it reserves the right to monitor all network activity and data files, including E-mail, to maintain system integrity, to ensure optimal performance, and to investigate alleged policy violations.

#### **CELL PHONE AND ELECTRONIC DEVICE POLICY**

Onsted High School recognizes the popularity of cell phone use among teens and respects it as a means of communication for a busy family. Onsted High School will therefore permit cell phone and other electronic devices to be used before and after school, between classes, during a student's lunch period, and in classes where permitted by teachers.

**Along with privileges comes responsibility.** Students must have/use all electronic devices in accordance with a teacher's classroom syllabus.

Lack of responsibility by a student will result in the following discipline:

- First violation will result in the device being confiscated and turned into the office where it will be noted in the student's discipline file as a violation of the Electronic Device Policy. The device will be returned to the student at the end of the day.
- Second violation will result in the student losing all privileges related to electronic devices for twelve weeks during school hours. The device will be returned only to a parent or guardian.
- Every violation thereafter will result in a three day out-of-school suspension for insubordination and the loss of cell phone/electronic devices for the rest of the school year.

High School students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions.

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **LOCKERS ARE SCHOOL PROPERTY**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee

### **LEGITIMATE USE OF SCHOOL LOCKERS**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Writing in or on lockers is prohibited. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be held responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **SEARCH OF LOCKER CONTENTS**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

## **SEIZURE**

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

## **CANINE SNIFFS**

The use of trained narcotics dogs to sniff objects, as opposed to students, is not considered a search and thus requires no level of suspicion. Periodically, school personnel may use trained narcotics dogs to sniff objects that are not affixed to individual students such as lockers, desks, student vehicles parked in school parking lots, or any articles of personal property that they have discarded or abandoned. References: *The Revised School Code*, 380.1306, 2000 PA 87 (Locker Searches) *New Jersey v. T.L.O.*, 469 U.S. 325 (1985) U.S. Constitution, Amendment IV

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Educational Material for Parents and Students**

### **UNDERSTANDING CONCUSSIONS**

#### **Some Common Symptoms**

1 Headache	Balance Problems	Sensitive to Noise	Grogginess
1.0.0.0.1 Pressure in the Head	Double Vision	Sluggishness	Poor
Concentration			
1.0.0.0.2 Nausea/Vomiting	Blurry Vision	Haziness	Memory
Problems			
1.0.0.0.3 Dizziness	Sensitive to Light	Fogginess	Confusion
"Feeling Down"	Not "Feeling Right"	Feeling Irritable	Slow Reaction
Sleep Problems			

### **1.0.0.1 WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **1.0.0.2 IF YOU SUSPECT A CONCUSSION**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality change

### **CONCUSSION DANGER SIGNS**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
  - Is drowsy or cannot be awakened
  - A headache that gets worse
  - Weakness, numbness, or decreased coordination
  - Repeated vomiting or nausea
  - Slurred speech
  - Convulsions or seizures
  - Cannot recognize people/places
- 
- Becomes increasingly confused, restless or agitated
  - Has unusual behavior
  - Loses consciousness (even a brief loss of consciousness should be taken seriously)
  -

### **How to respond to a report of a concussion**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

**Remember:** Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

### **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm for fire drills consists of both audio and auditory signals.

Tornado drills will be conducted prior to and/or during the tornado season using the procedures provided by the State. The notification system for a tornado drill is different from the notifications for fires and lockdown drills and consists of specific verbal commands over the public address system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The notification system for a school lockdown is different from the alarm system for fires and tornadoes and consists of specific verbal commands over the public address system.

### **POLICY ON BULLYING & CYBERBULLYING**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or



employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **POLICY ON SEXUAL HARASSMENT**

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be knowingly subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. Violation of this policy will result in disciplinary action within the confines of appropriate policies, contracts, rules or other sources of law and procedure.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, board policy and procedures governing sexual harassment within the administrators building and/or programs and sphere of control and influence.

### **DEFINITION**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal communication or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, service, advancement, or of a student's participation and/or advancement in school programs or activities; (b) submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; (c) such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching

- Sexual jokes, posters, pictures, magazines, cartoons, screen-savers, games, media; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, promotions, pay or performance of public duties.

### **ADMINISTRATIVE PROCEDURES - GRIEVANCE PROCEDURES**

It is the policy of the Onsted Community School District that any person alleging sexual harassment by board members, staff members, or students, may use the procedures detailed in the appropriate collective bargaining agreement, faculty or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district title IX coordinator, or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not negatively reflect upon the individual's status, nor will it negatively affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Any board member, employee, or student who believes that she/he has been subjected to sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance office; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
2. Request that the complaint be put in writing, if possible, and assist the complainants if requested.
2. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them, if necessary.
3. Interview the accused and document the interview. Re-emphasize the Board of Education's policy regarding insults, intimidation and harassment without making judgments at this stage.
4. Interview all witnesses identified by the parties and document the interviews.
5. Review the personnel files or student records of the accused for any history of similar behaviors.
6. Make a determination on the merits of the complaint in written report to the parties and the Superintendent.

**If the investigation shows that the complaint is without merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.

5. The Board of Education's policy on sexual harassment, insult and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education's Office of Civil Rights, or the Michigan Department of Civil Rights.

**If the investigation shows that the complaint has merit, the following action will be taken:**

The grievance officer will confer with the Superintendent and the Board of Education to determine what action is necessary to resolve the complaint and prevent recurrence.

1. The parties will be advised of the results of the investigation and the actions to be taken. Appropriate disciplinary measures will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender, and the judgment of the Superintendent and Board of Education.
2. All actions will be documented and placed in the personnel or student record files.
3. The Board of Education's policy on sexual harassment, insults and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
4. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education Office of Civil Rights, or the Michigan Department of Civil Rights.

All complaints, interviews and investigation activities will be treated with the strictest confidentiality and utmost discretion. Only those members of the Board of Education, employees, or students whose participation in the investigation of a complaint were essential to its resolution will be informed of it. Furthermore, all such individuals will be asked to maintain confidentiality about the matter, unless in the course of exercising their statutory rights.

#### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or family may choose to purchase their own supplies if they desire to have a greater quantity of supplies, or desire to help conserve the limited resources of others. The teacher or administrator may recommend useful supplies for these purposes.

Fees may be waived or reduced where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for damage, not to make a profit. Financial obligations must be paid prior to a student participating in his/her graduation ceremony.

#### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

## **BUS TRANSPORTATION GUIDELINES**

### **OUTSIDE TRIPS**

Any student who rides a school bus to a school function will be required to return on the bus unless cleared through the principal's office. If the student fails to make arrangements about transportation, the student will be denied riding the bus to any more school functions for the remainder of the school year.

### **SCHOOL BUSES - STUDENT RULES AND REGULATIONS**

- Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
- Pupils should be on time at the designated bus stop.
- Pupils should cross in front of a bus when crossing a highway, not in back of a bus.
- Pupils should stay off the roadway at all times while waiting for the bus.
- Pupils should wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- There should be NO moving around or changing seats on the bus, except as arranged by the bus driver.
- Pupils should keep their hands and heads inside of the bus at all times.
- There should be no loud talking, but conversation in normal tones is permissible.
- Pupils should not cause trouble by teasing, pulling hair, scuffling or using unfit language, etc.
- Throwing articles of any kind in or out of a bus will not be tolerated.
- Any pupil disfiguring or mutilating a bus will be required to pay for the damage, and will be denied further use of buses.
- Pupils should help to keep buses clean, sanitary and orderly.
- There will be no smoking on the bus at any time.
- Follow the bus driver's directions the first time.
- No eating or drinking on the bus.
- Remain in seats at all times.
- Keep hands and feet to yourself.

**The bus is an extension of the classroom and all school rules apply on the bus. Riding the bus is a privilege. Failure to comply with the rules may result in the student being refused bus privileges for a period of time or permanently.**

### **DRIVING ON SCHOOL PROPERTY**

The main office will issue parking permits to all students free of charge. Permits must be displayed on student's cars when parking on school property. Lost permits will be replaced at a cost of \$5.00 to the student. **DRIVING TO SCHOOL IS A PRIVILEGE. ANY INAPPROPRIATE DRIVING MAY RESULT IN LOSS OF DRIVING PRIVILEGES.**

### **CAMPUS RULES**

- All entry will be in front of the high school to the south.
- No student will enter through the old high school / elementary.
- No student in stage area at any time unless there is a program.

- All students will remain on campus during their lunch times.
- Students will not be in the parking lot at any time.
- No students will be allowed on the gym floor without basketball shoes. Street shoes, even if they are tennis type, will NOT be allowed. Stocking feet on the gym floor will be ok.
- No students on balcony without supervision.
- No students will be allowed in the fitness room without school supervision.
- All students, regardless of age, will follow school rules.
- Once on the grounds, you will not be permitted to leave without administration approval.
- Students at lunch will be in the cafeteria.
- All parking will be in the south parking lot.
- No writing on lockers. Damage will result in possible suspension for violator.
- Leaving grounds without permission will lead to suspension.
- Do not jam lockers with book bags.
- If you have classes away from your locker and cannot get back to your locker without being tardy – take your books with you.
- No exiting to the Elementary School unless you have a class there.
- No visiting Middle School during lunch hour.
- Students should enter and exit from the High School parking lot entrance off Onsted Highway.

#### LIBRARY RULES

- The Media Center is open from 7:30 a.m. to 3:00 p.m. Monday through Friday.
- When using the computers, students are responsible for following the school Technology Code of Conduct. This means no games, chat rooms, “instant messaging” or adding programs to computers. Computers are first and foremost for classroom and academic use.
- During academic hours, students need a pass from the teacher for whom they are doing the work. Students are to stay the entire class period unless the teacher writes ‘return’ on the pass.
- Before school and after school, students do not need a pass. During lunch periods, students need to get prior permission from the lunchroom supervisor.
- We welcome students who would like a place to study, read, or meet quietly with friends.
- A limited number of computers will be available for students to check their e-mail before and after school. E-mail and other “non-class related” computer use may be limited.
- The Commons Area is available for students who would like to meet in larger groups or who would like to eat or drink while they are visiting.

#### MISCELLANEOUS RULES AND INFORMATION

- Senior skip day is **not authorized**
- Senior breakfast is **not authorized**.
- All student injuries must be reported to the school office.
- Students should not be on the gym floor without gym shoes.
- Students leaving school must obtain permission and sign out in the main office.
- Student’s arriving late will be expected to sign in at the main office.

- Any student leaving the building after paying admission to any event will not be allowed to return unless granted permission before leaving by an administration person or the person in charge.
- Any student refusing to use the Breathalyzer, either during school hours or at extra-curricular activities, will receive a minimum three (3) day suspension.
- Back packs, book bags and duffle bags are not allowed in classrooms and/or the gymnasium.
- No middle school students will be permitted to attend high school dances.
- High school students are not allowed to attend middle school dances.
- Any student disrupting an athletic event (before, during, or after) may be subject to consequences from, but not limited to, the Student Handbook, Athletic Handbook, NHS, and/or the police.

## **GUIDANCE INFORMATION**

### **Daily Schedules**

<b>7 Period Day Schedule M, T,Th, F</b>			<b><u>Success Time (Wednesday)</u></b>		
1st Period	8:00 - 8:51		1st Period	8:00 - 8:47	
2nd Period	8:56 - 9:47		2nd Period	8:51 - 9:38	
3rd Period	9:52 - 10:43		3rd Period	9:42 - 10:29	
4th Period	10:48 - 11:39	B Class	Success Time	10:33 - 11:03	
	11:39 - 12:09	B Lunch	4th Period	11:07 - 11:54	B Class
	10:43 - 11:13	A Lunch		11:54 - 12:24	B Lunch
	11:18 - 12:09	A Class		11:03 - 11:33	A Lunch
				11:37 - 12:24	A Class
5th Period	12:14 - 1:06		5th Period	12:28 - 1:16	
6th Period	1:11 - 2:03		6th Period	1:20 - 2:08	
7th Period	2:08 - 3:00		7th Period	2:12 - 3:00	
AM Tech leaves at 8:56			AM Tech leaves at 8:52		
PM Tech leaves at 12:10			PM Tech leaves at 12:10		

**All other daily schedules are available on-line on the high school webpage.**

### **EARLY GRADUATION POLICY**

Students requesting early graduation must meet the following minimum standards:

- Attained a minimum ACT score of 30 or;
- Attained a minimum SAT score of 1200.
- Have a minimum of 16 High School credits from the college prep list.
- Have met all core requirements.
- Have a minimum GPA average of 3.66 after seven semesters.
- Have a minimum of 24 credits upon the completion of the seventh semester.

### **EARLY GRADUATION PROCEDURE**

1. Student requesting early graduation must write a letter of petition to the high school principal and counselor.

2. Student needs to obtain letters of support from at least two faculty members to be turned in to the counseling office.
3. Principal and counselor will verify that all criteria for early graduation are fulfilled.
4. Board of Education will be petitioned to waive the 8th semester. Students who have completed 7 semesters and then are granted early graduation will retain their class rankings and be permitted to participate in their class graduation ceremony.

### **FOREIGN EXCHANGE/INTERNATIONAL STUDENTS**

- An administrator/counselor will review requests and accept or deny admission.
- All paperwork must be available two (2) weeks before school starts.
- The student must be age appropriate and must not have graduated from their home school.
- The student must have proficient English skills.

**Students must be sponsored by an organization approved by the CSIET. (Council and Standards on International Educational Travel)**

### **ONSTED HIGH SCHOOL CREDIT POLICY**

***By the end of each school year a student will need the following credits to advance to the next grade:***

**Freshman-** will need to have **5 credits** to be considered a sophomore

**Sophomore-** will need to have **11 credits** to be considered a junior

**Junior-** will need to have **17 credits** to be considered a senior

**Senior-** will need **26 credits** to graduate

### **GRADUATION REQUIREMENTS**

- 4.0 credits of English
- 4.0 credits of Mathematics (must take a Math class each year)
- 3.5 credits of Social Studies
- 3.0 credits of Science
- 2.0 credits of World Language (Class of 2016 & beyond)
- 1.0 credit of PE and Health
- 1.0 credit of Visual or Performing Arts
- 0.5 credit of Computer Education
- 7.0 credits of electives
- 26.0 total credits** needed to graduate

**All students must take the SAT/Michigan Merit Exam (MME) and receive a score to fulfill graduation requirements.**

### **GRADING POLICY**

To receive credit, a student must receive a passing grade each trimester. Advanced Placement classes are weighted on a five-point (5.0) scale.



### **GRADUATION HONORS**

The Valedictorian, Salutatorian, and 'Top Ten' will be determined at the completion of the first semester. Grades earned during the final semester of the senior year will be excluded when computing the individual GPA for class rank and graduation honors.

To be eligible for the Valedictorian or Salutatorian honor, a student must have attended Onsted High School for at least four semester report card periods. The valedictorian will be the graduating senior(s) who has attained the highest weighted GPA. The salutatorian will be the graduating senior(s) who has attained the second highest weighted GPA.

Ranking is computed using grades earned in all subjects from the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years with the exception of pass-fail courses, courses which did not receive a letter grade of A through F, and personal enrichment courses which do not earn credit.

### **HONOR ROLL**

Students who receive a 3.0 grade point average for a trimester will receive Honor Roll recognition. Students who are granted an extension to complete a course and receive an incomplete 'I' may be excluded from the Honor Roll.

### **PASS/FAIL**

- Students may take one elective class per trimester as pass/fail.
- A pass/fail choice must be declared to the Counselor by the end of the 1<sup>st</sup> two weeks of the semester.
- No letter grade will be given to replace a pass/fail declaration.

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a post secondary (dual) enrollment program providing he/she meets the requirements established by law and by the District. Any interested student should contact the high school guidance office to obtain necessary information. In addition, students must exhaust all in school AP offerings before taking a dual enrollment course at post secondary school.

### **TECH CENTER GUIDELINES**

All material will be handled through the Counseling Department with Mr. Scholz.

- Tech Center students will be required to follow the Tech Center schedule.
- Onsted High School will provide transportation every day that Tech Center is in session.
- All Tech Center students will be required to ride the bus to and from Tech Center.
- No students will be allowed to drive to Tech Center unless there are extenuating circumstances and they have received approval from the administration in advance. Approval will only be granted in extreme situations.

### **TESTING OUT OF HIGH SCHOOL CLASSES**

In order to be considered for "testing out", the student must:

- Notify the Counseling Office of his/her intent to test out of a particular class prior to May 1<sup>st</sup> for the following school year.
- Must take a comprehensive examination (developed by teachers of the course) prior to May 15<sup>th</sup> for the following school year.

- Score a minimum of 78% on the comprehensive exam in order to be placed on an accelerated program.
- Take a higher-level course in the curricular progression when he/she successfully tests out of a course.
- Students cannot test out of a class in which they are currently enrolled.

Academic credit will be granted toward graduation requirements for exempted courses meeting all the criteria listed. A grade for the credit will not be given.

### **PERSONAL CURRICULUM**

Onsted Community Schools shall not limit or discourage the number of students with a personal curriculum on any basis other than the best interests of each individual student.

A parent or legal guardian of a student who has completed 9th grade may request a personal curriculum for the student that modifies certain Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard.

The English language arts credit requirements and the Science credit requirements are not subject to modification as part of a personal curriculum.

### **EXTRACURRICULAR ACTIVITIES**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as athletics, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **ATHLETIC ELIGIBILITY**

A student who fails to pass the equivalent of 20 credit hours at the end of any trimester period shall be ineligible for 90 days unless the deficiencies are made up pursuant to the MHSAA Handbook Section 7 (C) which states, "Deficiencies may be made up in a **subsequent** trimester, summer session, night school by correspondence, online, or by tutoring. Deficiencies may not be made up by averaging credits from a previous academic term; a student must have 20 credit hours of work on a school transcript for the previous academic term. Credits for made up deficiencies, applied to establish satisfactory previous academic term record, may be placed on the transcript in any order but can only be applied once to the most recently completed academic term for athletic eligibility purposes."

### **CLUBS AND STUDENT ORGANIZATIONS**

#### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization under the sponsorship of the National Association of Secondary School Principals. It is a society that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service.

Membership in the National Honor Society is both an honor and a responsibility. It is granted only to those students selected by the faculty council consisting of five teachers.

The membership is open to qualified juniors and seniors. Membership criteria: Scholarship, character, leadership and service. Academic requirement based upon the student's cumulative grade point average. The minimum GPA allowable is 3.5. Members must maintain the standards upon which they were selected.

### **ONSTED ACADEMIC CLUB**

The organization known as the Onsted Academic Club was officially established on December 11, 1984. The purpose of this club is to give recognition to the academically talented students at Onsted High School. The OAC philosophy is: "Knowledge is the light that guides us down the path of life".

A council under the supervision of a high school teacher advisor will govern the Onsted Academic Club. One teacher advisor and two student representatives from each grade will complete the council. Student representatives are chosen from the Onsted Academic Club.

Council must meet the 3.5 grade point average requirement set for club membership. A member of the Board of Education will be asked to participate if interested.

To qualify for club membership and an award, a student must have a 3.5 or higher G.P.A. each trimester of the previous high school year. All course work will be calculated into the GPA. A student must carry at least nine (9) trimester courses for the year from the OAC recommended class listing. AP (Advanced Placement) Classes taken on-line also qualify as approved courses. For first-time seniors, the 3.5 or higher GPA must be attained in the first trimester only of that year to qualify for an award. Transfer students will receive awards if the class work transferred has counselor approval.

A Tech Center or dual enrollment student may also qualify for membership provided they are taking six (6) OAC recommended courses for the year and carry a 3.5 GPA at Onsted and at the Tech Center or college. Final determination of acceptance will be the decision of the guidance counselor and OAC advisors' review.

### **THE AWARD SYSTEM**

**First qualifying year:** The student would earn a six inch, three dimensional chenille letter and a certificate of recognition after meeting the requirements for one (1) year.

**Second qualifying year:** The student would earn a lamp of learning pin with the OAC initials and a certificate of recognition after meeting requirements for two (2) years.

**Third qualifying year:** The student would earn an OAC lamp of learning medallion and a certificate of recognition after meeting requirements for three (3) years.

**Fourth qualifying year:** A student who has qualified for each of the three (3) yearly awards and meeting requirements for the first trimester of their senior year will receive a personally engraved plaque for special recognition.

### **OAC RECOMMENDED CLASS LISTING**

Any course not listed here will be considered by the council through a letter of application available in the Guidance Office. All applications for consideration must be turned into the counselor.

#### **Application Due Date:**

Seniors: Return by the 1<sup>st</sup> Friday in February

Underclassmen: Return by the 1<sup>st</sup> Friday in May

### OAC RECOMMENDED CLASS LIST

<b>BUSINESS/COMPUTERS</b>	<b>WORLD LANGUAGES</b>	<b>SOCIAL STUDIES</b>
Accounting & Finance	French I, II, III, IV	American Government
Advanced Accounting/Finance	Spanish I, II, III, IV, V	American History
Adv Desktop Publishing		Civics
Adv Web Design/Multimedia	<b>MATHEMATICS</b>	Current Events
Desktop Publishing	Algebra I & II	Economics
Web Design/Multimedia	Geometry	Psychology
	Trigonometry and Pre-Calculus	Sociology
	AP Calculus	World History
<b>ENGLISH</b>	<b>SCIENCE</b>	<b>ART</b>
American Literature	Anatomy & Physiology	Advanced Design
Advanced Placement Literature	Biology	Commercial Art
College Composition	Chemistry	Drawing & Painting I & II
Creative Writing	Physics	Modern Art History
<b>English Explorations</b>		
Public Speaking	<b>PHYSICAL EDUCATION</b>	<b>OTHER</b>
Techniques of Newspaper Writing	General Physical Education	Engineering
Theatrical Arts		All A.P. Classes
World Literature		All Honors Classes

## 2017-18 CLASS OFFICERS AND STUDENT COUNCIL REPRESENTATIVES

### Class Officers

#### Seniors

President – Ryan Carney  
Vice President – Robbie Shear  
Secretary – Julee Kidder  
Treasurer –Brittney Ratliff

#### Juniors

President –James Decker  
Vice President – Lilly Walker  
Secretary – Nolan Brown  
Treasurer – Jaylen Berry

#### Sophomores

President – Morgen Head  
Vice President – Kinsey Wagner  
Secretary - Randall Sexton  
Treasurer – McKenna Smith

#### Freshmen

President – Macyn Barth  
Vice President –Mya Hiram  
Secretary –Makenna Strack  
Treasurer –Dylan Terryberry

### Representatives

#### Seniors

Riley Brooket  
Waverly Harvey  
Kourtney Keranen  
Baylee VanBrunt  
\*Mackenzie Johncox (Student Body President)  
\*Alex Lewin (Student Body Vice-President)

#### Juniors

Mason Burkeen  
Will Conrad  
Kyra Kaverman  
Paige Lemay-Smith

#### Sophomores

Rylee Clairday  
Brooke Gorney  
Michael Gosselin  
Jillian Roux

#### Freshmen

Sarah Finch  
Kierstyn Keranen  
Kayla Ross

\*Executive Team

### DIRECTORY INFORMATION

The Onsted Community School District has established the following information about each student as “directory information”.

**Name and address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received, honor roll, scholarships, and telephone numbers only for inclusion in school or PTO directories.**

The district will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the High School Guidance Office in writing by September 15<sup>th</sup> of the current school year that he/she will not permit distribution of any or all of the directory information.

### **SCHOOL OF CHOICE**

Onsted Community Schools is participating in Schools of Choice for the 2017-2018 school year. A non-resident pupil who resides within the Lenawee Intermediate School District may apply for enrollment. If more applications are received than space available, a lottery will be conducted. For more information, contact the Board of Education at (517) 467-2174.

### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Onsted Community Schools that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Any person believing that the Onsted Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1973, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Steve Head  
Superintendent of Schools  
Onsted Community Schools  
10109 Slee Rd  
Onsted, MI 49265

### **CIVIL RIGHTS COMPLIANCE OFFICER**

The Onsted Community Schools Civil Rights Compliance Officer is:

Steve Head  
Superintendent of Schools  
517-467-2174



**STUDENT HANDBOOK SIGNATURE PAGE**

**Student Name** \_\_\_\_\_

I have discussed the policies of the Onsted High School Handbook with my parent/guardian. I understand my rights, responsibilities, and consequences of any violations.  
I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Students (pg 29) provided by the Onsted Community Schools.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date**

As the parent or guardian of this student, I have read the Technology Code of Conduct and the policies of the Onsted High School Handbook and have discussed it with my child. I understand the rights, responsibilities and consequences of any violations.  
I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents (pg 29) provided by the Onsted Community Schools.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**This form must be returned to the student's 1<sup>st</sup> hour teacher  
by the end of the first week of school.**

# DISCUSSION



# ACTION

# COMMITTEE REPORTS

# SUPERINTENDENT REPORT