

Oscoda Area High School
3550 E. River Road
P.O. Box 694
Oscoda, Michigan 48750
2023-2024

Student Handbook



Vision: Students First

The mission statement of Oscoda Area High School:

"Our mission, in partnership with home and community, is to provide a safe environment in which each student will attain academic excellence as well as personal growth and achievement. We will graduate students prepared to further their education or training, enter the workforce, and contribute positively to society."

We believe: Everyone can learn and contribute.
All employees and volunteers are partners in learning.
Families share in the responsibility of educating the child.
Everyone should have respect for self and others.
Community support and involvement are essential
to the success of our school.
This handbook belongs to

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

School officials are responsible for interpreting the handbook and, if a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests.

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 10, 2023. If any of the policies or administrative guidelines referenced herein are revised after July 10, 2023, the language in the most current policy or administrative guideline prevails.

Goals

Goal 1: All students at Oscoda High School will meet or exceed grade level Mathematics Expectations.

Goal 2: All students at Oscoda High School will be at or above the proficient level in reading and writing.

Goal 3: All students at Oscoda High School will meet or exceed grade level Science Expectations.

Goal 4: All students at Oscoda High School will meet or exceed grade level Social Studies Expectations.

Goal 5: All students will have a positive attitude and behave appropriately at school. Students will display elements of our school pillars: positive, hardworking, skilled, resilient, and compassionate.



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School Operations

Academic Support

*After School Workshop

Each week ASW will be available so students will have the opportunity to spend extra time doing make up work or receive tutoring with the supervision of a certified OHS teacher. ASW may be required and scheduled by an OHS staff member, if a student is failing a class. OAS may provide transportation home from ASW to certain locations. It is the responsibility of the student to arrange transportation for ASW. If a student is assigned an ASW and does not attend, a consequence may be given.

*Lunch Academic Workshop (LAW)

LAW may be available during lunch for students to get extra support for their academics. LAW may be assigned to students by a teacher or administrator if the student is behind on his/her coursework. Failure to report to LAW when assigned may result in consequences.

Automobile Registration (*Board of Education Policy 5514.01*)

Students who drive cars to school must register their cars at the high school office. Registration forms may be picked up at the high school office and must be signed by the student and a parent/guardian. Parking tags will be issued and must be properly displayed. No Recreational Vehicles i.e. snowmobiles, side-by-sides, ATV, quad runners, etc.

The Oscoda Board of Education will permit only those students approved by the high school administration the opportunity to drive to and from school. A one-day temporary pass may be obtained by providing the office staff with valid documentation from a parent with the reason the temporary pass is needed.

Students will park in the student designated area only. Improperly parked vehicles may be towed at the owner's expense. If a student loses their parking privileges, they must turn in their parking tag. They may apply for parking privileges the following semester. Student vehicles on school property are subject to inspection and search by school officials.

Automobile Regulations

1. Vehicles are to be used for transportation to and from school.
2. Students are not to sit in vehicles during school hours, including lunch hours. The parking lot is off limits to students unless permission is obtained from the office.
3. Students must park in their designated student parking spot and are not permitted near the building or in the "loop" in front of school.
4. Tech. Center students are provided transportation to the IRESA building. Students are not allowed to drive to the IRESA building without permission from a building administrator. Students must have signed documentation to drive to Tech. This must include student, guardian, OHS administrator, and Tech Center administrator signature. Students can only drive themselves to Tech. Permission will only be granted for extenuating circumstances.
5. Students are not permitted to use their vehicles or leave school grounds during the school day. (Students are expected to obtain proper permission and sign out before leaving)

Failure to comply with the regulations set forth will result in disciplinary action and loss of driving privileges.

Failure to register your car with the high school office may result in having it towed at the owner's expense

Cafeteria Etiquette /Food and Drinks

Classroom Food/Drinks:

Students will eat breakfast in the classroom. Once 1st hour class begins, eating is prohibited in classrooms except on special occasions. Pop, shakes, energy drinks, caffeinated beverages (pops, coffees, etc) are not permitted in the classrooms. Teachers have the discretion to have specific rules in their classrooms limiting other items as well.

Lunch:

Hot lunch will be served in the cafeteria. A complete well balanced lunch or a la carte items may be purchased. Students are expected to be orderly and respectful towards workers and fellow students. It is a student's responsibility to keep the lunchroom clean and dispose of trash properly. Students who throw food or do not clean up after themselves will be disciplined. Students are not allowed to order food from an outside restaurant to have it delivered to the school.

All students will eat lunch in the cafeteria and remain there until the lunch period is over. Students are not to be in the corridors during lunch. The parking lot is off limits. Students who display inappropriate behavior during lunchtime will be disciplined.

Free and reduced meal applications can be completed online through our Cafeteria Corner or paper applications are available at all school offices. Free and reduced meal applications can be completed anytime throughout the school year. For the 2023-2024 school year all students will receive free breakfast and lunch. We ask that families still complete the application for reporting purposes.

If we go back to having to pay for lunches, families will be responsible for keeping funding on their child's lunch accounts. All buildings use an automated system in which students use their student ID card or number to pay for meals. Therefore, prepayment for meals is encouraged and can be made in any amount. Money can be deposited on a student account at any building. At OHS students receive a lunch for free, but additional items must be purchased. These ala carte items may not be charged. For special circumstances or requests, please contact Kim Rehil at 989-739-2401. In addition, low balance reminders can be emailed to you upon request. Send your email address to foodservice@oscodaschools.org to request low balance reminder notices.

Breakfast and lunch menus are available at oscodaschools.org.

Cardiac Response Plan

In the event we have an individual struck with Cardiac Arrest the following details need to be known in order to ensure the best possible results.

Cardiac Response Team OHS

Rebecca Brooks, Building Principal	Seth Alda, Assistant Principal
Cheri Meier, Athletic Director	Dean Caldwell, Teacher, Athletic Director
Mike Berenkowski, Teacher and First Aid Trainer	Dorothy Poland, Secretary
Jeffrey Rush, Teacher	Christine Byrne, Teacher
Rob Clink, Community Resource Officer	AHC Nurse Practitioner

Cardiac Response Team RES

Ann Sheffer, Building Principal	Lorrie Mongeau, Dean of Students
Courtney Martin, Building Secretary	Ben Guffey, Teacher and Athletic Coach
Mark Whitley, Teacher and Athletic Coach	Rob Clink, Community Resource Officer
AHC Nurse Practitioner	

Procedure for an individual stricken with Cardiac Arrest

1. Survey the scene, make sure others are safe
2. Delegate someone to call 911
3. Locate a CPR mask
4. Administer CPR
 - a. Give 30 chest compressions hard and fast, 2 inches
 - b. Give 2 breaths
 - a. Repeat until AED can be used
 - b. Locate an AED
 - a. Open the AED and follow directions

OHS has 3 AED machines.

1. Main Office
2. Intersection of 200 and 300 hallways includes CPR Mask
3. Athletic Entrance near Concession Door includes CPR Mask

RES has 2 AED machines

1. Outside Main Office, gym side
2. New Gym Hallway at Drinking Fountains

Clinic

The school clinic is located in the high school office. It is there for students who become ill at school or need first aid. Any student who becomes ill while in school may report to the office personnel. Arrangements will be made to send students home who are ill. No student is to be in the clinic without permission. Our OWL Clinic at RES is available as needed for students that have a pre-scheduled appointment.

Health Services

In compliance with policy 5310 and the law, the Board of Education may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District may specify the need for services which may include, but not be limited to:

- A. athlete physical examinations;
- B. vision screening;
- C. audiometric screening;
- D. scoliosis.

During the year a staff member from the District Health Department will be at school to do a vision and hearing screening for our students. If a student does not pass one of these screenings, information will go home to the family from the health department in regards to this.

If any student may be using a respirator, proper paperwork must be completed prior to this taking place. Please contact the office for these forms.

Owl Clinic:

Located within the school is the Alcona Health Owl Clinic. Families can complete a consent form and the Owl Clinic will be able to provide health services to families. More information and the consent form can be found by clicking the link below or by calling them at (989) 569-6002.

https://drive.google.com/drive/folders/1JJGrT84KTmztaT12eAVGe2g_B5gVf9S1?usp=sharing

Computer Technology and Networks

Computers connected to the school network and the Internet are available in the Library Media Center (LMC) and classrooms. Some of our buses also have Internet capabilities. While on school transportation, students must follow the Acceptable Use Policy. All students will have a laptop registered under their name and they are expected to utilize this device to complete their school work during the school year. An Acceptable Use Policy (AUP) is printed in this handbook outlining the policies with which students must comply. Failure to abide by the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action and/or referral to law enforcement authorities.

Concussion Protocol

All Physical Education and athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of State law, and the Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. Further detail of this protocol is described on pp. 46.

Control of Casual-Contact Communicable Diseases

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. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Noncasual-Contact Communicable Diseases

In the case of noncasual-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 persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

The regulations issued by the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

Course Sequencing/Test Out

Due to the state graduation requirements as well as the constraints placed on public education by mandatory testing OHS has designed a course sequencing guide. This will allow our students to design their graduation path as well ensure success on the state mandatory testing. The Course Sequencing document is available in the counselor's office.

Students choosing to test out of a class must earn 77% or better on the required assessments. These tests are only administered during the two weeks prior to a new semester and prior to the first day of class. The application to test out is available in the counseling office. The work for class portfolios is determined by the classroom teacher, curriculum department and/or school counselor. All aspects must be completed to the

satisfaction of the classroom teacher/department. Additional time may be granted for portfolio/performance pieces. This will be determined by the department and/or school administration.

Covid Safety Items

We will follow any mandates from the State of Michigan, CDC, and Michigan Department of Health and Human Services as it pertains to Covid regulations.

Credit Recovery Policy

Oscoda Area High School has developed a credit recovery policy to support students not on track for graduation. Credit recovery options include but are not limited to opportunities during second semester, the summer, and other choices determined by the OHS administrative team.

Enrollment

Families wishing to enroll their child with Oscoda Area Schools must complete an enrollment packet with the school and supply the required documents prior to a student attending school. In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) 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. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript, if not presented at the time of 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. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

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. Attendance rules apply to all field trips.

Fire, Tornado and Lockdown Drills

We are required by law to conduct five fire drills, three lockdowns and two tornado drills each school year. 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 signal for fire drills consists of an alarm sounding signaling that everyone should exit the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a specific announcement being made.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a specific announcement being made.

Fundraising Requirements

All fundraising activities must be approved by the high school administration prior to the onset of the activity. Forms are located in the high school office.

Graduation Requirements

In order to earn a diploma from Oscoda Area High School, students must earn a minimum of 23 credits which includes courses listed below under *Course Requirements for Graduation*. Each semester course is worth ½ credit except for the EXCEL period, it is worth ¼ credit. Students can earn a maximum of 6.5 credits during the school year through the regular course offerings. This includes Tech and college courses. Graduation Plans will be distributed to students and parents throughout the school year and are available in the OHS office.

**Students who transfer to Oscoda High School from a school on a different daily schedule than ours may have an adjusted number of elective credits required, calculated with an established formula and based on credits attempted and credits earned.*

Course Requirements for Graduation:

English	4 credits
Math (1 class during final year)	4 credits
Science	3 credits
Social Studies	3 credits
Health and Phys. Ed.	1 credit (1/2 credit for each course)
Practical, Performing or	
Fine Arts/CTE	1 credit*
World Language	1 credit *

*Arts and World Language must total 3 credits with a minimum of 1 in each discipline.

Credit/No Credit Courses—Dual enrollment, home-bound and home-based classes will follow guidelines for credits and grades. Additional opportunities may be available through summer school and online resources. The financial obligations associated with these opportunities are the responsibility of students and parents. Requirements from these classes, taken outside of the high school offerings, must be completed prior to seniors' last scheduled day of school to participate in graduation ceremonies.

MMC Subject Area Credit Requirements	Personal Curriculum (PC) Modifications
4 English Language Arts (ELA) Credits <ul style="list-style-type: none"> Proficiency in State Content Standards for ELA (4 credits) 	<ul style="list-style-type: none"> No modification except for students with an Individualized Education Program (IEP) and for transfer students who have completed 2 years of high school

<p>4 Mathematics Credits</p> <ul style="list-style-type: none"> • Proficiency in State Content Standards for Mathematics (3 credits) • Proficiency in district approved 4th mathematics credit options (1 credit) (• Student must have a math experience in their final year of high school. • Note: Students may earn 2 math credits for Algebra II when the credit is earned over 2 years, or 1.5 credits over 1.5 years, without requesting a personal curriculum 	<ul style="list-style-type: none"> • credit of Algebra II may be modified to ½ credit Algebra II, statistics, or functions and data analysis • A department-approved formal career and technical program that embeds the same content as 1 semester of Algebra II can meet the ½ credit requirement • Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
<p>3 Science Credits</p> <ul style="list-style-type: none"> • Proficiency in State Content Standards for Science (3 credits); <i>Or beginning with the class of 2015:</i> Proficiency in some State Content Standards for Science (2 credits) and completion of a department approved formal career and technical education program (1 credit) Starting with the class of 2027 the general pathway of Science classes will be Biology, Chemistry, and Physics. 	<ul style="list-style-type: none"> • No modification except for students with an IEP and transfer students who have completed 2 years of high school
<p>3 Social Studies Credits</p> <ul style="list-style-type: none"> • Proficiency in State Content Standards for Social Studies (3 credits) 	<ul style="list-style-type: none"> • No modification of Civics 1 social studies credit (other than Civics) can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program • Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
<p>1 Physical Education and Health Credit</p> <ul style="list-style-type: none"> • Proficiency in State Content Standards for Physical Education and Health (1 credit); <i>Or</i> <ul style="list-style-type: none"> • Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit) 	<ul style="list-style-type: none"> • Credit can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program • Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school • Students successfully completing 2 seasons of high school sports through Oscoda Area Schools as endorsed by the Michigan High School Athletic Association (MHSAA) could substitute these earnings for this .5 PE credit. This option is available to the class of 2026 and subsequent classes. Upon completion of the 2 seasons, students must complete a waiver application to have this requirement waived. These applications should be submitted to the counseling office.
<p>1 Visual, Performing, and Applied Arts Credit</p> <ul style="list-style-type: none"> • Proficiency in State Content Standards for Visual, Performing and Applied Arts (1 credit) 	<ul style="list-style-type: none"> • Credit can be exchanged for an additional English language arts, math, science, or world languages credit, or department-approved formal career and technical education program • Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school

2 World Languages Credits (Effective beginning with students graduating in 2016) <ul style="list-style-type: none"> Formal coursework OR an equivalent learning experience in grades K-12 (2 credits); Or Formal coursework or an equivalent learning experience in grades K-12 (1 credit) and completion of a department approved formal career and technical education program or an additional visual, performing and applied arts credit (1 credit) 	<ul style="list-style-type: none"> No modification except for students with an IEP and transfer students who have completed 2 years of high school
Online Learning Experience Course, Learning or Integrated Learning Experience	<ul style="list-style-type: none"> No modification except for students with an IEP and transfer students who have completed 2 years of high school

Health Class:

The Board of Education has adopted an abstinent based comprehensive Health Education Program which includes education on human sexuality and venereal and other noncasual-contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. The program also includes instruction in abstinence from sex as a responsible method for preventing unwanted pregnancy and sexually-transmitted diseases and as a positive lifestyle for unmarried young people. In compliance with State law and with its desire to maintain effective communication with parents and the community, the Board has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of the community. If you wish to review any or all of the programs, please contact the principal of your child's school. Your child is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes which include instruction in sex education, reproductive health, family planning, and AIDS education. The Board's policy is to honor parents' written requests that their child be excused from certain classes in any course. If you wish for your child to be excused from certain portions of this class, please provide the request in writing at least 1 week prior to the topic being taught.

Board Resolution Passed 8/15/2022:

*The Board of Education recognizes that the goal of offering a guaranteed and viable curriculum is defined by the State of Michigan Revised School Code (Excerpt) pursuant to Section 380.1278 Act 451 of 1976 as: ***"The core academic curriculum shall define academic objectives to be achieved by all pupils and shall be based upon the school district's educational mission, long-range pupil goals, and pupil performance objectives."***

Development, integration, evaluation along with the adjustment of curriculum is a constant and unending professional process conducted by the staff in partnership with the home and community. The Board of Education authorizes the principal at each building to determine the appropriate curriculum resources within the Board approved course offerings. Staff have a responsibility to teach the standards adopted by the state of Michigan and this District in an appropriate manner and consistent with the mission statement of this District absent of personal or political bias. The Board of Education authorizes District administration to utilize the platform of Curriculum Works to store the appropriate curriculum approved by each building principal for delivery of instruction to students.

Grading Scale

A: 92.5%-100%	C+: 76.5%-79.49%	D-: 59.5%-62.49%
A-: 89.5%-92.49%	C: 72.5%-79.49%	E: 0%-59.49%
B+: 86.5%-89.49%	C-: 69.5%-72.49%	
B: 82.5%-86.49%	D+: 66.5%-69.49%	
B-: 79.5%-82.49%	D: 62.5%-66.49%	

OHS 3rd Hour Excel Courses

Students are placed into their 3rd hour Excel course based on testing data (MSTEP, NWEA, PSAT, etc), classroom grades, classroom assessments, and staff input. Students are either placed into an intervention support class or

an enrichment class. Students who are placed into the intervention class will receive academic support to help the student be more successful. At the start of each marking period data will be evaluated to determine whether or not this intervention is still needed. If the student no longer needs intervention, then the student will be placed into an enrichment class instead. Students receive 0.25 credit each semester for this course. Here are some options of what the classes may be:

Math Intervention	ELA Intervention
General Intervention	Credit Recovery
Photography	Science Outdoors
Yearbook	Physical Education
Science Olympiad	Music/Choir
SAT Prep	Art

Hall Passes

All students out of class during class time must have a pass issued by an authorized individual. Students are responsible for obtaining this prior to leaving the classroom. Every student will be required to sign out of class and back in when returning to class. Students who are in the halls during class without a pass will be subject to discipline. OHS uses Smart Pass as our pass system. This is an electronic system that is able to see how much time students are out of class. Passes will not be given out to any students for the first 10 minutes of the class period or the last 10 minutes of the class period. Students will be limited to 2 passes per day, unless there is an emergency. Students who have a 504 for medical reasons will not be subject to this restriction. If students are taking advantage of their hall pass or are not correctly submitting one, they may be subject to disciplinary action or more restrictions in the Smart Pass system. .

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. 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 this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. This is for the safety of all students and in accordance with State law. If the student does not have the necessary shots/waivers, she/he will not be allowed to attend class until the proper medical personnel fulfill the obligation. Any questions about immunizations or waivers should be directed to the school office. Michigan School Code requires that all children be protected against diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella and mumps.

Each new student must have completed a basic series of at least five (5) doses of diphtheria, pertussis and tetanus vaccine (DPT) and four (4) doses of trivalent oral polio vaccine and two (2) measles, mumps and rubella (MMR) before admission to school. A third immunization for measles, mumps and rubella should be given if the initial vaccine was given prior to the child's first birthday. Failure to complete these basic immunization requirements, in the absence of a valid exemption (medical or religious) requires a student to be excluded from school attendance. The State of Michigan Health Department is currently recommending the Hepatitis B immunization. This series is required for all school age students beginning with the year 2000.

If your child needs any immunizations, they may be obtained by appointment from the Iosco County Health Department (362-6183) located at 420 West Lake St. Tawas City, Alcona residents may use the Harrisville Health Department (724-6757). An appointment can also be made at the Alcona Health Owl Clinic (569-6002).

Injury and Illness

All injuries must be reported to a teacher or 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 procedures. A student who

becomes ill during the school day should request permission to go to the office. No student will be released from school without proper parental permission.

Library Media Center (LMC)

The LMC is a resource center used in support of the curriculum at Oscoda Area High School. All materials in the LMC collection may be used in the LMC under the supervision of the classroom teacher.

Lockers and Locker Searches

Students will be loaned a lock and locker from the high school office with the understanding that the lock will be a \$10 obligation if not returned. These master keyed combination school locks are the only ones that may be used. It is the student's responsibility to maintain a clean locker and keep it locked at all times. Writing on and using tape that is damaging to lockers is prohibited. If the lock or locker is damaged, repair or replacement fees will be assessed to the student. Students are each given an individual locker and they should not be shared amongst other students.

The Revised School Code by Public Act 87 and Neola Policy 5771 provides that a student has no expectation of privacy in a locker or its contents. A school administrator or designee may search a locker and its contents at any time, as permitted by local policy, and may request assistance from law enforcement officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (such as a purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Lost and Found

Articles may be misplaced during the normal course of a school day. Some things may come into your possession that do not belong to you. In such cases, you are required to turn these items into the office where they can be returned to their proper owners. We urge you not to leave money or other valuables in your locker or in the locker room. **The school does not accept responsibility for such losses.** Students found possessing articles not belonging to them will be reported to local police authorities. It is the responsibility of every student to report any knowledge of thefts committed in or around the school.

Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatment to students during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

Medication shall include those prescribed by a physician and any non-prescribed (over-the-counter) drugs (i.e. aspirin, ibuprofen), preparations (i.e. medicated ointments) and/or remedies (such as cough drops, chloraseptic sprays). Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the building where the student attends. No student is allowed to provide or sell any medication (prescribed, over-the-counter or illegal) to another student.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement. The Board shall permit the administration of any medication requiring intravenous or intramuscular injection, or the insertion of a device into the body only when a physician prescribes both the medication and the procedure. This procedure shall be performed by a trained staff member. Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if:

- a. There is written approval from the student's physician or health care provider and the student's parent/guardian to possess and use the inhaler. (Form 6533oFLC)
- b. The building administrator has received a copy of the written approvals from the physician and parent/guardian.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

Medication Dispensation

The dispensing of prescribed medication by school personnel shall be done in accordance with the following procedures:

1. All medications must be turned into the office staff.
2. The office personnel, as designated by the building administrator, will administer medications to the students.
3. Written directions from the physician must be given.
4. Parents must give written permission for medication.
5. Over the counter medications, (i.e. aspirin, cough syrup, etc.) will not be given unless the physician authorizes them in writing.
6. Only office staff will accept injectable medication.

Local physicians have been provided with our "authorization for administration of medication" form.

Office Use

Students needing to use the office must come with an office pass. The office phone is available throughout the day but should be used only for emergencies or during lunch.

Report Cards

At the end of each 9 weeks, report cards will be sent home which will show the quality of the student's work in the various courses they are taking. At the conclusion of each semester, report cards will be mailed home. Parents not receiving a progress report or report card should contact the office for undeliverable / returned mail. Phone notification will alert you of these distribution dates.

The symbols A, B, C, D, and CR represent passing marks. An E indicates failure. No Credit (N/C) and Incomplete (I) are sometimes given. An Incomplete must be removed by the end of the next marking period unless special arrangements are made with the teacher concerned. For grade point average purposes No Credit is the same as an E. Special reports to parents regarding infraction of the rules or undesirable behavior will be sent to parents when necessary.

Schedule Changes

Students are encouraged to work closely with their counselor and parents in developing an appropriate course schedule for the school year. Master schedules are built based on course requests made by the students during the "scheduling period". Once the semester starts, class changes are discouraged. Only in extreme cases will the administration approve a change after the 5th day of classes for the semester.

School Closings

While every effort is made to keep the schools open, occasionally, for safety reasons, their closing is necessary. Should conditions require this; announcements will be made as soon as the decision to close school is made on the following radio and television stations:

TV	Channel 5	WNEM Bay City
TV	Channel 11	WBKB Alpena

Radio	WCLS F.M. Oscoda - 100.7
Radio	Bay 108 F.M. Alpena - 108
Radio	Mix 106 F.M. Tawas - 106
Radio	WKJC F.M. Tawas - 104.7
Radio	WIOS A.M. Tawas - 1480

The District will also send out an automated call to all students' primary guardian telephone number, with the closing information. When available reports indicate emergency weather conditions are likely to occur at any moment, once the students are in school, it may be necessary to release them early. We would suggest that preparations for such a possibility be made in advance so that your student doesn't find himself/herself locked out of a house or unsupervised at home.

Selective Service

Per Policy 8330, the Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

Social Media

Oscoda Area Schools authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff (including District-approved volunteers), and the general public. Oscoda Area Schools defines Social Media as: online platforms where users engage one another and/or share information and idea through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g. chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and FaceTime. Social media does not include sending or receiving email through the use of District-issued email accounts. Apps and web services shall not be considered social media unless they are listed on the District's website and District-approved social media platforms/sites.

Oscoda Area Schools identifies the following as approved social media platforms/sites:

Approved District Level Social Media Platforms/Sites

1. Facebook

2. YouTube

Approved Building or Department Level Social Media Platforms/Sites

1. Facebook
2. YouTube

Approved Extra-Curricular Level Social Media Platforms/Sites

1. Facebook
2. YouTube

Approved Individual Level (Professional Purposes) Social Media Platforms/Sites

1. Facebook
2. YouTube

Student Attire

OHS students are expected to wear "school appropriate" clothing. It should be clear to both parents and students that attire which is offensive, creates a disruption of normal school functions or becomes a health/safety concern will not be tolerated. **Students who are dressed inappropriately for school will be asked to change or call home for appropriate clothing.** Students can get clothing from the Owl Closet to change. If a student decides to call home for a change of clothes, this may result in an unexcused absence from class while waiting in the office for clothes to arrive. Failure to comply with a request to change clothing will result in disciplinary action.

Reasonable and appropriate dress requirements will be defined for public performances. Specific health and safety standards may be required in the following departments: Physical Education and Weight Training, Science. These departments will provide written descriptions of variation from the dress code.

The following student attire is considered inappropriate and not allowed:

- Chains or spiked jewelry
- Footwear w/ heeled shoes or roller blades
- Sunglasses may not be worn during school hours
- Clothing that exposes undergarments, cleavage, midsection or areas traditionally covered by undergarments
- Clothing that makes reference to tobacco, alcohol, drugs, sex or could be culturally offensive
- Winter Coats and backpacks (duffel bags/hand bags) are not allowed in classrooms
- Anything that is worn as a cape
- Blankets and/or pajamas, this includes slippers as well.
- Contains racial slurs or comments, including the Confederate Flag
- Clothes or accessories that support or promote affiliation to a gang
- Hats/Hoodies/Bandanas or other head coverings unless approved by administration.
- Costumes, unless approved by administration.
- Clothing that contains images depicting violence

The following guidelines will be used to determine if a student's clothing is appropriate:

- Shorts, skirts, and dresses must be mid thigh length.
- Sleeveless tops must be tight to the underarm as to not expose the chest area
- Tops must have a minimum of 3 inches of fabric on the top shoulder strap, and cannot be cut low enough to expose the chest or cleavage, or cut short to expose the midsection.
- Garments worn as tops must overlap garments worn as pants, shorts, dresses, etc. The bottom of the shirt should meet the top of the pant/short/skirt.

Consequences for failure to abide by the Dress Code:

1. Students will be asked to change their clothes or make accommodations to eliminate the violation
2. Failure to comply will result in referral for insubordination
3. Discipline for Insubordination can range from detention to multiple day suspension

Student Emergency Information

At the beginning of each school year, parents/guardians are requested to complete information with a current address and phone number, along with the names and phone numbers of individuals that may be able to pick up your child in the event of an illness or emergency. If someone is on the emergency contact information, we must still hear from the guardian that it is okay for the student to go with this emergency contact. This is to ensure that guardians are aware of where their child is as this would cause an absence for the student. We ask that you keep this information current if there is a change in address or phone number. Cell phone and email addresses are requested to help increase communication opportunities. This information can be updated by a parent at any time in Skyward.

Student Insurance

If you are interested in acquiring insurance for your student, please contact the District General Manager at (989) 739-2033 for more information.

Transfer Out of the District

Prior to a student leaving the district, the student must return any items that belong to the school district. Families should let the district know that their child will be transferring schools. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Before a student is officially dropped from Oscoda Area Schools a request for records form must be received from the school that they are transferring to. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Video Surveillance

Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the District shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs. The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal law. Such a program may include video surveillance equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover the cost of repair or replacement from the person(s) responsible. A reward may be offered for apprehending such persons. Appropriate authorities shall be contacted in the case of serious offenses. The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

Visitors to the Building

To assure a safe and orderly instructional environment, the following policy will apply to visitors and guests to the high school building:

- 1) Visitors must report to the office upon arriving in the building to sign in and receive an identification name tag.
- 2) Only visitors with appointments are allowed in hallways and classrooms.
- 3) Visitors wishing to meet with a staff person must have pre-approved authorization through the office.
- 4) Students of OHS may NOT have visitors during the school day.

Board policy #9150 states that "All persons (other than school district employees, regular bonafide students and persons present on school district business) upon entering during the school business day, any building or grounds

operated under the authority of Oscoda Area School District, shall immediately report to the building office and identify themselves and state the nature of their business.”

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session. Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non obtrusive to the educative process and learning environment and should not occur on an excessive basis. Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

Except as set forth in District policy, canines brought on the premises by law enforcement personnel for law enforcement purposes, or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time. The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks. Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Volunteers

Our school could not be effective without the many volunteers who give so much of their time. Parents, area professionals, and merchants provide additional information to our students to broaden their school experiences. Please contact your child's teachers or the office if you are interested in being a volunteer. All volunteers must register through the Oscoda Area School Central Office before being able to serve as a volunteer. Volunteers will be subject to the Michigan State Police Criminal Record Check completed before being approved. Please contact Central Office at 989-739-2033 to begin the process of registering as a volunteer. Volunteers are approved for 1 year. Once this 1 year has expired, volunteers must submit another application.

Work Permits

The laws of the State of Michigan governing child labor require that students under the age of eighteen (18) must obtain working papers before engaging in a gainful occupation. They are available in the high school office and the board of education office. Work permits may be revoked by Administration if the student begins to earn failing grades.

WORK PERMIT AND DRIVING PERMIT GUIDELINES

Per Board Policy 5895-Student Employment

- Work permits and/or driving permits will only be signed if students are eligible to participate in athletics and extracurricular activities.
- Students who are failing two or more classes will be given a warning to improve their grades or be in jeopardy of getting their work permit revoked.
- If a student's grades digress to failing three (3) or more classes, both the work permit and driving permit will be revoked until the student meets eligibility requirements.
- If a work permit is revoked, the business will be called to be given a two week notice stating the permit may be revoked.

- Work permits and driving permits will be revoked if a student is absent more than 10% of school days without a doctor's note or administrative approval pending documented extenuating circumstances.
- If a student is required to go to Summer School, students can continue working during the summer months as long as they are actively engaged in Summer School and are present when required.
- Appeal Process for revoked work and driving permits: A student and/or guardian can request an appeal hearing with the High School Principal if they feel that Due Process has been neglected or there has been an extenuating circumstance not approved by the Dean of Students. This request to the High School Principal must be made within (3) school days from the date of revocation of the permit. A hearing will be scheduled within (3) school days from the date of request. The High School Principal will render a written decision to the student and guardian within (2) school days. A student and/or guardian can request an appeal to the District General Manager within (3) days of the written notice from the Principal. The District General Manager's decision may be appealed to the Superintendent of Schools who will have the final decision and no further appeal process is possible.
- Guardian(s) and students give school personnel permission to discuss academic progression, conduct and attendance with employers.
- If students are assigned a parking space, they must park in their designated space. Failure to do so could result in disciplinary action.

Personal Curriculum

The personal curriculum (PC) is a tool for modifying the Michigan Merit Curriculum in order to individualize the rigor and relevance of the state graduation requirements. All students are eligible for a Personal Curriculum. Parents, students, or school personnel can request a Personal Curriculum. Once requested a committee is charged with convening to examine the student's request while considering the student's EDP, past and current academic performance, supports and interventions, IEP (if applicable), and any other supporting documents deemed necessary by the committee. The committee develops a proposed PC based on the needs of the student, using his or her EDP, which must incorporate as much of the MMC content expectations as is practicable for the student.

Student Accelerated Learning/Summer Courses

Accelerated Summer Learning:

The purpose of the accelerated learning program is to provide students with a more broad educational experience allowing for the attainment of additional post-secondary credits or for students to explore other elective course opportunities. As such, Oscoda Area Schools encourages students, in grades 8-11, in good standing to enroll in up to one (1) online course each summer, at the district's expense, providing the chosen course meets the following criteria:

1. The student has not previously enrolled in the same or similar course in any previous semester, including summer school.
2. The student cannot choose to enroll in any core curriculum courses in English Language Arts, Math, Science, or Social Studies.
3. The course chosen by the student will not result in 100% of the student's graduation requirements being met prior to their scheduled graduation year. Students enrolled in an early middle college program may not enroll in courses that will result in 100% of the student's graduation requirements prior to the 2nd semester of the student's 5th year.
4. If a student fails a summer course, they will not be able to take another summer accelerated course in the future.

A student is defined as in good standing for the purposes of this program if the following conditions are met:

1. The student must maintain a cumulative GPA of not less than 3.25
2. The student has not failed any courses in which he or she was previously enrolled, including courses taken in 8th grade.
3. The student must have earned all scheduled credits for courses taken in each of the previous semesters.
4. The student must be in good standing from an attendance perspective as outlined by the handbook.
5. The student must have the approval of a parent, as evidenced by a letter of support.

Co-Curricular Activities

Student participation in co-curricular activities is strongly supported at OHS. Involvement in these activities serves to enhance personal growth and positive attributes.

Athletics - Athletic contests are held under the direction of the Michigan High School Athletic Association. Athletic Handbooks containing information regarding participation and regulations may be obtained from the High School Office, Athletic Department, or the individual coach. Since there are changes in the MHSAA rules each year, we recommend all athletes and parents review it carefully. As in the past, current sports physicals are required for participation. The MHSAA requires the sports physical to be after April 15, 2023. Be sure to attend any meetings regarding athletics and review the athletic handbook, as it also changes each school year.

OHS participates in the following athletic competitions: football, basketball, bowling, wrestling, swimming, baseball, track, volleyball, softball, cross-country, soccer, competitive cheer and sideline cheerleading.

Student athletes will pay a \$25.00 per sport participation fee, maximum \$50 per year. There is no fee for club sports.

National Honor Society – NHS serves to honor students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

Membership is based on the following qualifications:

1. Attend Oscoda Area High School at least one semester.
2. Have a minimum 3.25 cumulative grade point average.
3. Exhibit outstanding Character, Leadership and Service.
4. Complete a Student Activity Sheet.

All potential candidates are evaluated in the spring. Induction of new members is held in the spring.

In order to maintain membership students must maintain a 3.25 GPA as well as continue to exhibit outstanding character, leadership and service. All members are required to complete 30 hours of community service each year. This must be unpaid and outside of school hours.

Science Olympiad

Students interested in Science are encouraged to participate in Science Olympiad. Competition versus other schools is one of the highlights of this group.

Student Council

This program develops student leadership, represents student opinion in regard to student activities, promotes cooperation between students and teachers, and provides for the general welfare of the school and community. Initial membership is voluntary and students are expected to attend weekly meetings.

School Customs and Traditions

Academic Honors and Awards

At graduation exercises each year, the top academic students from the senior class are honored. **Valedictorian** and **Salutatorian** are the students with the highest grade point average during their high school careers. Recognition is also given for **Summa Cum Laude Honors** (3.75 G.P.A. or higher), **Magna Cum Laude Honors** (3.50 – 3.74 G.P.A.), and **Honors** (3.0 – 3.49 G.P.A.).

Academic Letter

In recognition of academic excellence, students will be awarded an Academic Varsity Letter based on the following criteria:

10th Grade students who at the end of the 1st semester 10th grade year have a 4.0 GPA

11th grade students who at the end of the 1st semester 11th grade year have a 3.85 GPA
12th grade students who at the end of the 1st semester 12th grade year have a 3.70GPA

Assemblies

Each year a number of assemblies are held. Student attendance is required. In addition to our regular assemblies, we also have pep assemblies. Their purpose is to promote school spirit, to unify the enthusiasm for a particular athletic event, and to show the home team that the student body is solidly behind them. Students who are not courteous will be subject to disciplinary action.

Honor Roll- Students will be recognized whose academic grades are all As and Bs for each semester. At the end of each semester, the honor roll will be sent to the *Oscoda Press* and will be published on our school media platforms for student recognition.

Local Scholarships

Local clubs and organizations award several thousands of dollars in scholarships to deserving seniors at OHS. Information may be obtained from the high school counselor.

Parent / Teacher Conferences

Parent/Teacher conferences may be held in the fall. Information regarding conferences will be distributed to parents/families in a timely manner. If you would like to meet with a teacher outside of the scheduled parent teacher conference time, please arrange a time with that individual teacher.

School Yearbook

The Lumberjack is a collection of articles and pictures of the school year and is available for purchase. Advance orders are recommended and offered during the school year. Pictures of students for ID cards and the yearbook will be taken in September. Purchase of picture packets is available, but not required.

Semester

There are two semesters in a school year. Each semester will consist of two (2) marking periods. Each marking period is approximately nine (9) weeks in length. The semester grade will be determined by the percentage of total points earned throughout the semester.

Senior Activities

An **All- Night Party** is held for our seniors with local sponsors extending congratulations with parting gifts. Parent chaperones are welcome and needed to plan competitions and activities for the evening. Parents must be approved through the volunteer process and Central Office prior to assisting with this event.

Class Trip -The senior class traditionally plans a school-related trip to celebrate all of their successes. Those choosing not to attend are expected to be in school. Students must meet the eligibility requirements for extra-curricular activities. Students may also be excluded based on behaviors at school.

Breakfast of Champions - Oscoda Athletic Boosters will sponsor a breakfast in the spring for seniors who have earned a Varsity letter during high school.

Commencement - Graduation is the culmination of years of hard work, dedication, and commitment on the part of families, students, teachers and administration. In an effort to ensure that this occasion is one that all participants can remember with pride and a sense of accomplishment, we have established guidelines and a dress code for commencement.

Participation

- Special honors and awards are presented by the principal and diplomas by the President of the Board of Education.

- Students participating in commencement must have been enrolled in a satisfactory number of courses during the second semester.
- In addition to completing all credit requirements to participate, a senior must have fulfilled all obligations by 3pm on the last day of school for seniors.
- **Expectations to comply with school rules are in effect up to and including the graduation ceremony.**

Conduct

- All graduates will be required to be in the staging area at the time designated by the advisor. There will be no bubbles, bells, beach balls, frisbees, horns or other paraphernalia that will distract or disrupt the ceremony. Students that have disruptive items may be removed from the line. All students will act in a dignified manner before, during, and after the ceremony.

Dress Code

- A dress code will be provided by the advisor. All graduates who are inappropriately dressed will be sent home to change, if time allows. If there is not time for a clothing change, students will not walk in the ceremony.
- We will adhere strictly to the dress code and, consequently, only those graduates who are properly attired will be presented to receive their diplomas.
- Students needing any item in order to satisfy the dress code should meet with the advisor or an administrator.

Senior Composite - Each graduating senior is photographed in tux and drape for display at OHS. Purchase of these portraits is available from the photographer.

Senior Photographs - Seniors are responsible for scheduling their own senior pictures with a photographer of their choice. School picture ID photos will be used in the Lumberjack if no portrait is provided by the deadline. The deadline for getting senior pictures in the yearbook is December 7. Pictures submitted for the Freestyle portion of the yearbook must be approved by the yearbook advisor.

All Student Academic Eligibility

Class Rank: Per Administrative Guideline 5430: The Board of Education has authorized the use of a class ranking system for grades 9-12. At the end of the freshman year, sophomore year, the junior year, and finally at the end of the report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average.

- Grade point average shall be computed by the final grade in all subjects taken at the high school. Any two (2) or more students whose computed grade point average are identical shall be given the same rank.
- The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.
- Inclusion of a student in graduation honors such as a Valedictorian shall occur only if the student has been enrolled for five (5) consecutive semesters and at least forty-nine and one-half of the credits required for graduation have been earned at the high school.

"On Pace For Graduation" requires students to achieve a minimum number of credits at the end of each high school semester as stated below. This may be altered for students who are transferring into the district. "On Pace" means that a student is behind in credits, but could still possibly graduate by successfully completing credit recovery to complete the required courses.

Middle of 9th grade: 2.75 credits
 End of 9th grade: 5.5 credits
 Middle of 10th grade: 8.25 credits
 End of 10th grade: 11.5 credits

Middle of 11th grade: 14.25 credits
End of 11th grade: 17.5 credits
Middle of 12th grade: 21.25 credits

"On Pace For Graduation" will be applied to the following situations:

- Eligibility for Tech
- Eligibility for Prom
- Eligibility for Senior Trip
- Eligibility for Athletics
- Eligibility for Homecoming Events

"On Track for Graduation"

"On Track for Graduation" means a student has passed all of their classes and is currently meeting graduation requirements. Below are the number of credits that could be earned each semester, if a student has successfully passed every class. Students who are transferring in or who have a personal curriculum may have adaptations to the credits below.

Middle of 9th grade: 3.25 credits
End of 9th grade: 6.5 credits
Middle of 10th grade: 9.75
End of 10th grade: 13.0
Middle of 11th grade: 16.25
End of 11th grade: 19.50
Middle of 12th grade: 22.75
End of 12th grade: 26.00

Academic Eligibility

Students who are also failing two or more classes at the time of any eligibility check will be ineligible for participation in games, contests, dances and other school sponsored events until they are deemed eligible following an eligibility check. Eligibility will be determined by a semester grade report pulled each Friday.

Students determined to be ineligible will not be able to participate in extracurricular activities beginning the following Monday and lasting for a period of seven days. Similar to the Athletic Handbook, students must be in full attendance the day of the event.

Social Events and School Dances

In order to attend school dances and other school sponsored events, students must meet the eligibility requirements established for extra-curricular activities as stated above and must be on pace for graduation. Additionally, if a student has a history of chronic discipline issues, as determined by administration, s/he will be ineligible for school events. If a student has purchased a ticket and then is determined to be ineligible, the cost of the ticket will be refunded.

High School dances are open to High School students in grades 9-12 and approved guests only. 7th and 8th grade students may also host a dance for their grades only.

School dances are closed dances. This means that if a person leaves the dance or social event, they may not return. Chaperones are in complete authority at the dance and have the full backing of the administration. The doors will be locked 1 hour after the start of a dance. No student will be admitted after that time.

Homecoming Games and Dances – OHS holds a fall and winter Homecoming game and dance. A king and queen are selected from the senior class by the entire student body in grades 9-12. Each class will elect representatives to serve on the king and queen's court. Students must be on pace for graduation to be considered for this.

Junior-Senior Prom - The junior class sponsors the junior-senior prom. This semi-formal dance is open to juniors, seniors and their high school guests and is in honor of the senior class.

Guest Passes for OHS Dances

9th-12th grade students wishing to bring a guest must pick up a guest pass in the office and return it with required signatures prior to purchasing a dance ticket. OHS students can pick up a guest pass application from the office at any time. This pass must be completed and turned into the OHS office at least 2 days prior to the dance. Students attending as a guest must meet our eligibility requirements in order to attend. Guests must be in the 9th grade or above to attend. Only one guest, not older than 19, will be allowed per student. Picture ID is required before entry to the dance. Guest applications for individuals who have dropped out of school will not be considered.

Middle school students are not allowed to bring guests outside of our school district. Middle school dances are only for middle school students.

Organizations wishing to sponsor a school dance or social event must file an application with the principal for approval at least two weeks prior to the date.

Guidelines for Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignias; clothing and banners; audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar.
 - 2. advertises products/ services not permitted to minors by law.
 - 3. intends to be insulting or harassing.
 - 4. intends to incite fighting or presents the likelihood of disrupting school or a school event.
 - 5. has any racial comments or slurs including the Confederate Flag which is not allowed on school property.
- B. Material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.
- C. All distributed items which are dropped in the immediate area, for example on the lawn, sidewalks, in lobbies, must be removed by the persons distributing the materials.
- D. Students must present materials for approval to the principal 48 hours prior to display.
- E. All material displayed must be approved by the Superintendent of schools or a designee of Central Office.

School Policies and Procedures

General Student Obligations

- 1. Obey school and individual classroom rules.
- 2. Be in attendance at all times.
- 3. Respect the rights of fellow students and school personnel.
- 4. Attain the best possible level of academic achievement.
- 5. Be responsible for their actions.
- 6. Respect school and community property.
- 7. Return all loaned items in satisfactory condition (textbooks, locks, uniforms etc.) or pay the repair/ replacement cost.

Attendance Policy

The philosophy of Oscoda Area Schools is that attendance is mandatory for students to experience every aspect of learning and students are expected to be in attendance every day. Oscoda High School, in compliance with Michigan State school law, offers the required number of days of instruction. It is proven that there is a direct relationship between attendance and student achievement. Good attendance will prepare our students for post-secondary education and/or for the workforce providing college and career readiness skills. Therefore, we have established the following policy to ensure that our students take advantage of their educational rights and privileges.

Michigan General School Laws - Section 1561

Every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages 6 and 18 years, shall be required to send such child, equipped with proper textbooks necessary to pursue his or her school work, to the public school during the school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled; provided, that in School Districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than three quarters in any one year, but the absence of no child shall be permitted for any two consecutive quarters.

It shall be the duty of the attendance officer of the district, whenever notified by the teacher, superintendent, or other person of violations of this act, and the county attendance officer, when notified by the county superintendent of schools, to investigate all cases of non-attendance at school, and if the children complained of are not exempt from the provisions of this chapter under the conditions named in section 1561, then he shall immediately proceed as provided hereinafter in this chapter. When a child has been repeatedly absent from school without valid excuse or is failing in school work or gives evidence of behavior problems and after attempts to confer with the parent or other person in parental relationship to such child have failed, the county superintendent of school may request the attendance officer to notify such parent or other person in parental relationship by registered mail to come to the school or to a place designated by him at a time specified to discuss the child's absence or failing work or behavior problems with the proper school authorities.

Regular attendance is both required by law and necessary for academic success. Each day in each class, valuable learning is taking place. When students are absent from school, they are missing some portion of their overall education.

Students are expected to be in school the whole day if attending extracurricular activities such as athletics and dances.

Truancy

Mandatory aged students are considered truant when absent from school. This also includes excessive tardiness. Any student missing more than 10% of the school year or more **than 18 days of absence (excused and unexcused)** is considered truant according to MCL 1561 and offending students will be referred to the Iosco County Truancy office. Michigan Law does not distinguish between excused or unexcused absences when determining truancy.

Truancy is a violation of the school attendance law. The Board of Education authorizes the superintendent, or the superintendent's authorized designee, to deal with truancy systemically and firmly in accordance with the School Code and the School Board of Discipline Policy and Guidelines.

Policy Statements

1. Students will strive for the best possible education. Not only will students have high expectations of themselves, they will have high expectations of their peers, teachers and administrators.
2. Students will participate in class. Expectations for grading, in association with attendance, will be outlined and discussed at the beginning of each new class a student takes.

3. To combat truancy Oscoda High School (OHS) will employ a philosophy of 90% participation when considering "full participation in school curriculum." Absences greater than 10% would be considered excessive.
4. Absences that occur during the school year will be carefully documented by office administration as EXCUSED or UNEXCUSED.
5. Parents and students will be regularly notified of attendance concerns.
6. Iosco County Truancy Officers will be contacted when necessary.
7. Students will have the equivalent of 2 school days (48 hours) to get an absence excused.
8. Students with 10 or more absences in a class per semester may lose credit for that class. Students may apply for a waiver to waive some of their excused absences to remain under the threshold of 10; see waiver policy below. Suspensions, school forced and school related absences, and other examples covered in the handbook and by state law are not counted.
9. A committee of educators (with administrative overview) will monitor attendance and mail out the attendance letters as needed.

Examples of Excused Absences

Illness/Medical (call required documentation may be requested when nearing 10 absences)

School Related

- College Visits (documentation is required)
- Athletic Events
- Club Events

Court Related (documentation required)

Religious Observation (call required)

Extended Pre-arranged absences with Contract

Funerals (call required)

Family Emergencies (communicated day of)

Just because an absence is called in, does not mean that it is not factored into the overall attendance numbers for a student. School related, bereavement days, up to 5 pre-arranged absences, and documented medical appointments will not factor into a student's overall attendance.

Examples of Unexcused Absences

Any absence with no call or documentation

Shopping trips

Missing the bus

Skiping

Personal Care (hair appointments, etc.)

Over-sleeping

Consequences

1. After 5 absences per semester, a letter will be mailed home to inform parents of the absences and of the possible consequences.
2. After 9 absences per semester, a letter will be mailed home, again informing parents of the absences and of the possible consequences. This letter may also request a meeting with school personnel.
3. When a student is absent the 10th time, the possible scenarios are:
 - a. The student continues attending and passes the class. The student and parent/guardian can appeal to the waiver committee, bringing evidence to explain the excessive absences. Chronic medical conditions, hospital stays, family emergencies, and absences that are pre arranged through a contract will be considered. If the waiver is granted, the student receives the grade they earned.
 - b. The student continues attending, and passes the class, but he/she is not able, or does not try, to receive a waiver. If the student receives a 77% (C+) or better on the final exam or portfolio, they will receive credit for the class. If a student does not receive a waiver and does not receive a 77% or higher on the final exam, then they will get a NC (no credit) for the class. If they were already failing the class, the students will receive the E.
 - i. Students and families have two weeks from the date of mailed notification of denied waiver to appeal to the committee.

4. Students under the age of 18 with excessive absences will be placed on a referral plan for truancy. Referral for truancy is based on many factors, not just unexcused absences. Other factors include: 1) a history of absences, 2) academic progress, and 3) excessive tardies. Any student with excessive absences, behavioral issues and failing grades may be placed on a behavioral/academic contract with the potential of referral to the Board of Education for additional discipline, including expulsion. Incorrigibility may also be filed on this student by the school as well.
5. Students that drive to school and have excessive absences may have their parking permit privileges revoked.
6. Students that have excessive absences and are at risk of failing a class may be denied a work permit. Students absent from school may not work or participate in extracurricular activities that same day unless their absence was "School Related" or "Pre-arranged".

Waiver of the Attendance Policy

Absences (combined excused and unexcused) of ten (10) or more days in a class per semester are considered excessive. When ten (10) absences occur, the student may lose credit for the affected course(s). The following absences with appropriate documentation will not be counted against a student's total of ten (10) permitted absences per semester: school-sponsored events and activities; suspensions; funerals; doctor/dentist appointments with documentation; court appointments with documentation; absences prearranged with a contract obtained from the high school office and absence caused by a health condition for which the school has been provided an explanation of the condition from a registered physician. Students will need to obtain a waiver form from the OHS office. Attendance waivers must be submitted to the High School office one week before the end of the semester for the Attendance Review Committee. Students and families will have two weeks to submit to the High School Office a written appeal with evidence from the date of the notification of denied waiver.

Partial Day Attendance

- 1) Students arriving late to school must sign in the office. Absences will follow the guidelines previously listed regarding EXCUSED or UNEXCUSED.
- 2) Students leaving school early must sign out in the office, and need a written excuse for leaving, and/or parental permission.
- 3) Students leaving for Dual Enrollment classes need to sign the appropriate sign out sheet, but do not need paperwork to leave, once the original required paperwork has been completed. Students who are Dual Enrolled must sign out in the office prior to leaving for class and sign into the office when returning back to the building.
- 4) Students missing more than 20 minutes of a class are considered absent and will need to get the absence excused.
- 5) OAS is considered to have a "closed campus". Students are not allowed to leave, **regardless of age**, without parental permission. Students leaving the building without prior approval will be considered "skipping".
- 6) Students that become ill at school shall report to the school office. If a student is unable to return to class, the school will contact the parents or guardians and the student will go home.
- 7) Students removed from class for more than 20 minutes for behavioral reasons will be marked absent. In such instances, the teacher will contact the parents/guardians. Those students will be subject to disciplinary action.
- 8) Students enrolled in an online class during the school day must report to their online classroom location in the building during that period. Excessive absences during that period can lead to loss of credit.

Make-Up Work

- 1) Students will be expected to make up all work missed during any and all absences.
- 2) It is the student's responsibility to contact their teachers for missing assignments and make-up work.
- 3) Teachers will be allowed 24 hours to fulfill any requests for homework.
- 4) Students will be allowed 1 day for each day they missed, plus 1, to make up any work missed during an absence. (Ex. Student misses 3 days; he/she is allowed 4 days to make up the work).
- 5) Due dates for assignments do not change due to student absence.

Pre-Arranged Absences

Students that are planning on an extended leave of absence (2 days or greater) will need to fill out the proper documentation and return it to the office at least 1 day prior to leaving. Pre-arranged absence forms are available in the office. Stipulations of the documentation will include (but are not limited to): dates of absences, reason for absences and deadline for turning in assignments. Students that know they are going to be gone ahead of time, must get their classwork from their teachers and have it turned in by the teacher's required deadline. Assignments not turned in by the deadline will not be accepted. Students are allowed to have up to 5 pre-arranged absence days per year that will not count against their attendance. If there are extenuating circumstances where more days are needed, the guardian should contact administration to see if more days could be approved. This would be on an individual basis.

Tardiness

In order for classes to begin on time and use the full period of instruction, all students are expected to be in their scheduled classes on time. ***Tardy is defined as "the student is not present in the room when the bell rings to start the class."*** All tardies will be recorded in Skyward; our online student information system. Students will begin each marking period with a clean slate.

Consequences

- First Tardy: Students are notified by the teacher.
- Second Tardy: Students are notified by the teacher and warned of further consequence.
- Third Tardy: Teachers will refer the student to the Principal's office through a Skyward referral for a one hour after school detention. Teachers will contact the parent to set up the detention. Detention will be set up for the first available day of that school week.
- Fourth Tardy: Teacher will refer the student to the Principal's office through a Skyward referral for a two hour Friday after school detention.
- Failure to serve Friday detentions for tardies will result in immediate suspension from all Friday and weekend activities as well as In School Suspension to be served on Monday

*Any additional tardies will result in disciplinary action at the discretion of the administration.

*Students can be referred for truancy for excessive tardies. For every 3 tardies that a student receives in a class, the tardies will be converted to an absence for that class.

Oscoda Area Schools Approach to Extreme Student Guardian Behavior

Oscoda Area Schools believes that students learn and develop in an environment where school staff, parents/guardians, volunteers, and other adults in their life all work well as a team. To that end, Oscoda Area Schools has included communication guidelines into our student handbooks, specifically the parent compact sections thereof, to help provide adequate boundaries to protect staff and students from unnecessarily aggressive or intolerant behaviors. The following processes should be utilized by staff when dealing with these types of behavior. Further, this guide provides a basis upon which repeated violations of this code of conduct can be addressed by administration. It is recognized that each situation is unique and that processes and procedures may be altered to provide equitable, effective and efficient outcomes.

It is important to note however, that in dealing with parents/guardians, discrepancies can become elevated due to the emotional nature of the adults' connection to the students they serve. As such, it is expected that all OAS staff members remain cordial and professional in all communications and interactions with all members of our community, regardless of others' behavior. Further, it is expected that OAS staff members will use good judgment when following the procedures set forth herein and avoid unnecessarily escalating situations as we aim to resolve issues between the school and home.

Guidelines:

The following types of behaviors have been specifically enumerated by OAS as unacceptable or inappropriate.

- Shouting, either in person or on the telephone
- Swearing, degrading, or offensive language, either in person or on the telephone.

- Hitting, slapping, punching, kicking, or pushing of anyone
- Threatening, including threats against employment, or physical intimidation of any person in connection with any program or activity related to OAS
- Use of aggressive hand gestures
- Any violations of federal, state, or local laws/ordinances
- Excessive or aggressive communication, defined as numerous communications regarding the same matter without the recipient's response within a 1 school day time frame (i.e. communications sent on a Friday will be responded to by the end of the school day the following Monday, at a minimum)
- Actions designed to embarrass or humiliate others

Procedure:

Staff members should report any concerns to their direct supervisor immediately about any unacceptable behaviors exhibited by adults during school-related activities.

Verbal Communication Incidents:

Should any of the referenced verbal behaviors above be exhibited by an adult or directed at staff during the normal course of your duties, the following steps could be taken to deescalate the situation, and if necessary, report the incident to your direct supervisor.

- Step 1. Politely and professionally express to the adult in question that their behavior is inappropriate and for the conversation to continue productively, this behavior should stop. For example, "Mr./Mrs. Smith, while I understand that you are upset by this situation, please understand that shouting is not a productive method of communication. If you could please refrain from shouting at me I believe we can resolve this matter more effectively." If the behavior continues after the initial request for the behavior to stop, proceed to step 2.
- Step 2. Inform the adult that their behavior must cease, referencing the parent compact, and informing them that you will be forced to end the conversation if the behavior continues. For example, "Please be aware that continuing to shout at me does not provide for a productive means of communication and violates our parent compact. I have asked once for you to refrain from this behavior and if it continues I will be forced to end the conversation and make a report to the administration." If the behavior continues proceed to step 3.
- Step 3. Inform the adult that due to continued disregard for standards of conduct you will be terminating the phone call and reporting the conversation to administration. For example, "Unfortunately you continue to shout at me and I will be ending this phone call now. Be advised that I will be reporting this conversation to the administration and they will follow up with you regarding this matter. I hope that you have a wonderful day/evening/night." Proceed to step 4.
- Step 4. Document your interaction with the adult including the following information provided to administration:
 - a. Date and time of the telephone call
 - b. Reason for the telephone call
 - c. The name of the individual(s) you were speaking with
 - d. The reason you terminated the call (i.e. shouting continued even after warnings)
 - e. Any inappropriate words or phrases used by the other adult
 - f. Any other information that may be pertinent (i.e. this is the 2nd time this type of issue has occurred with this adult).

Supervisor Process

Once a report has been made by a staff member, Administration should follow up with the adult in question, scheduling a meeting with the adult in question and the staff member to discuss the report. If at any point during the meeting either party escalates the situation or the conversation becomes unproductive, end the meeting and

let both parties know there will be a written follow up. The purpose of this meeting is to resolve the outstanding issue with you as mediator. If resolution cannot be reached, the following escalation path should be initiated.

Step 1. Provide a formal written notice to the party or parties that their conduct was not appropriate, providing specific examples. Highlight that continued issues with conduct of an inappropriate nature will result in a progressive approach to resolution. The progressive approach to resolution is outlined herein.

Step 2. Should another incident occur, a final written warning should be provided, citing specific examples and any previous warnings issued, indicating that any further issues with conduct will result in the staff member in question being permitted to avoid communication with the adult in question. Questions regarding the adult's student, if applicable, should include the building level administrator for clarification and resolution.

Step 3. In the event that the behavior is redirected to the building level administration, a formal notice should be provided to the adult in question that outlines their continued behavior, again citing specific examples and previous warnings, has resulted in an inability to effectively communicate and any further issues should be directed through email if it is accessible. Advise the adult that moving forward telephone and in-person communications are prohibited.

*If at any point the behaviors become extreme or violate federal, state, or local statutes or ordinances, at your discretion, you may include or refer the matter to the school resource officer for additional support.

Written Communication Incidents

Should any of the referenced behaviors above be exhibited by an adult or directed at you during the normal course of written correspondence, the following steps should be taken to deescalate the situation, and if necessary, report the incident to your direct supervisor.

Step 1. Politely and professionally remind the adult in question of their responsibilities outlined in the parent compact, copying the text directly from the building's handbook. Continue by addressing the reason for the communication. For example, "Mr./Mrs. Smith, please be advised that our parent compact outlines that your use of profanity is inappropriate. I have taken the liberty of referencing this portion of our handbook for you below [include the parent compact]. In the future please refrain from the use of profanity in your communications with me. Thank you for understanding. To the point in question, your student has not turned in xx assignments resulting in his/her current grade. I can arrange for makeup assignments if that would be helpful, but per my classroom procedures, they will only be worth a maximum of 50% of the original assignments' points and must be completed within xx days." If the behavior continues after the initial request for the behavior to stop, notify your building level administrator and proceed to Step 2.

Step 2. Document your interaction with the adult including the following information and submit the collected information, along with any supporting documentation to your immediate supervisor:

- a. Date and time of all correspondence
- b. Reasons for the correspondence
- c. The name of the individual(s) you were engaged with
- d. The reason you ceased communication (i.e. shouting continued even after warnings)
- e. Any inappropriate words or phrases used by the other adult
- f. Any other information that may be pertinent (i.e. this is the 2nd time this type of issue has occurred with this adult).

Supervisor Process

Once a report has been made by a staff member, Administration should follow up with the adult in question, scheduling a meeting with the adult in question and the staff member to discuss the report. If at any point during

the meeting either party escalates the situation or the conversation becomes unproductive, end the meeting and let both parties know there will be a written follow up. The purpose of this meeting is to resolve the outstanding issue with you as mediator. If resolution cannot be reached, the following escalation path should be initiated.

- Step 1. Call or meet with the adult to inform them that their behavior must cease, referencing the parent compact, and informing parents that they may be forced to end communication with the teacher(s) if their behavior continues. For example, "Please be aware that continuing to swear at your student's teacher does not provide for a productive means of communication and violates our parent compact. You have asked once to refrain from this behavior and if it continues I will be forced to redirect all future communications through my office." Follow up with a written communication outlining your telephone call. If the behavior continues proceed to step 2.
- Step 2. Should another incident occur, a final written warning should be provided, citing specific examples and any previous warnings issued, indicating that any questions regarding the guardian's student, if applicable, should be directed to the building level administrator for clarification and resolution.
- Step 3. In the event that further inappropriate behavior is redirected to the building level, a formal notice should be provided to the adult in question that outlines their continued behavior, again citing specific examples and previous warnings, has resulted in an inability to effectively communicate and any further issues should be directed to the building level administrator through email. Advise the adult that moving forward telephone and in-person communications could be prohibited.
- Step 4. If at any point the behaviors become extreme or violate federal, state, or local statutes or ordinances, at your discretion, you may include or refer the matter to the school resource officer for additional support.

Physical Aggression Incidents

In the event you are party to an incident that results in physical aggression or intimidation the following process should be followed to ensure the safety of staff members and students alike.

- Step 1. Notify the building level administrator immediately and any applicable Emergency Operations Procedures should be enacted (i.e. lockdown if appropriate).

Supervisor Process

Once a report has been made by a staff member, the Administration should engage the Emergency Operations Plan as necessary. The school resource officer or other member of local law enforcement should also be involved if necessary. Once the situation has deescalated, follow up with the adult in question via telephone to inform them they are not permitted on school grounds until a full investigation can take place. If prudent, set a meeting for the adult in question to give a verbal statement advising the adult they will be required to submit a written statement as well. Engage the Human Resources Department and the Superintendent to conduct an investigation following prescribed processes. The investigation will produce a final report which will outline the resolution and any requirements of the parties. NOTE – should a physical attack occur; law enforcement professionals may be engaged to conduct their own criminal investigation. OAS staff will assist in this investigation as directed by statute and will consult legal counsel if deemed prudent.

Family and Parent Engagement (Neola Policy 2112)

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education. [Click here](#) to see the OHS Family Engagement Plan and Policy.

School-Parent Compact

Oscoda Area High School staff and administration strongly believe that education is a joint effort involving both home and school. Ongoing communication between parents and school is integral to student success. To that end, a Student/School/Family Compact has been developed which outlines how parents, the entire school staff, and students will share the responsibility for improved student success.

- Students agree to attend class and be actively involved in their learning.
- Parents agree to create an environment that provides a safe, supportive, positive atmosphere in which the student may learn.
- The teacher agrees to provide quality instruction that supports the efforts of parents and students.

Furthermore, OHS believes relationships between Oscoda Area Schools, parents/guardians, and community members should be safe, non-threatening, and positive. OHS expects all adults involved in any school-related activity and while on school grounds will conduct themselves in a calm and respectful manner. Relationships between OHS, parents/ guardians, staff, and community members are safe, non-threatening, and positive to ensure participation with OHS programs/activities is possible without fear of aggression, violence, or abuse of any kind. The following behaviors have been identified as inappropriate or unacceptable. Note this list is not all-inclusive, but provides general guidelines to help parents/guardians/community members better understand communication expectations as they pertain to OHS and any OHS-related activities either on school grounds or elsewhere.

- Shouting, either in person or on the telephone
- Swearing, degrading or offensive language, either in person, on the telephone or other forms of communication
- Hitting, slapping, punching, kicking, or pushing of anyone
- Threatening, including threats against employment, or physical intimidation of any person in connection with any program or activity related to OHS
- Use of aggressive hand gesture
- Any violations of federal, state or local laws/ordinances
- Excessive or aggressive communication defined as numerous communications regarding the same matter without the recipient's response within 1 school day time frame (i.e. communications sent on a Friday will be responded to by the end of the school day the following school day)

Student/School/Family Compact Oscoda High School

The mission of the Oscoda Area School District, through partnership with the home and community, is to deliver comprehensive and challenging learning experiences, preparing all students to become productive, responsible members of society.

We, the educators, families and students of Oscoda High School, will work together to accomplish the mission of OAS.

As a Student, I will continue to:

- Attend school regularly.
- Treat all members of the school community and their property with respect.
- Participate in classroom discussions, activities and assignments,
- Complete and hand in all classroom and homework assignments.

- Do my best work and keep trying even when the work is hard.

As a Professional Educator, I will continue to:

- Provide the students with a quality curriculum and research-based instructional practices that will allow them to become effective citizens.
- Provide open communication with parents, students, colleagues and community.
- Support parents as lifelong learners by providing appropriate resources and learning opportunities.
- Provide a safe, positive, well-managed environment where all children are treated fairly with respect and compassion.
- Continue to be lifelong learners knowledgeable of current best practices in the field of education.

As a Parent/Guardian, I/We will continue to:

- Work each day to make my child(ren) my number one priority.
- Create a home environment where my child understands that living in a group requires standards of behavior and cooperation, and that one must accept the consequences of one's actions.
- Show respect by going to the teacher first about issues related to my child(ren).
- Work to send a well-nourished, well-rested, well-loved child to school each day.
- Show interest in my child's education: ask questions, be involved, help with homework, and be aware of what goes on at school, support school activities, and monitor home activities which may interfere with progress in school.
- Set an example for my child by being a lifelong learner myself.

Title I Parental Involvement Policy

Oscoda Area High School has developed a Title I parental involvement policy with input from Title I parents. Parent input will be regularly solicited regarding necessary changes, and information regarding this policy will be distributed annually during Open House. This policy will also be included in the OHS Student Handbook which will be distributed to students and parents at the onset of each school year.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Oscoda Area High School, the following practices have been established:

- The school will convene an annual meeting to inform parents about Title I requirements and about the right of parents to be involved in the Title I program. The annual meeting will be held during Open House scheduled at the onset of every school year. Parents will be provided with the opportunity to give input regarding Title I programs and the parent involvement policy at that time.
- An overt effort will be made to involve parents in the school improvement process. This includes, but is not limited to, scheduling meetings at times that are convenient for parents to attend, extending invitations to attend meetings via the phone messaging system and in written format, and personal contact when appropriate.
- Oscoda Area High School will involve parents in an organized, ongoing, and timely manner. A schedule of meeting times for the current school year is outlined below. In addition to the scheduled topics, parents will be provided with the opportunity at these meetings to give input regarding Title I programs, the parent involvement policy, and curriculum issues.
- The school-wide plan will be made available on the school website as well as information regarding how parents can express concerns and/or make suggestions.
- When a student is scheduled to receive Title services, parents will be provided with a letter explaining the program and a list of ideas as to how they can help to make their student successful in school.
- Annually, a formal evaluation will be completed by the OHS staff and parents in the form of an online survey. Low scoring areas will be addressed at monthly School Improvement meetings.
- OHS will work closely with the PTO to combine our efforts of school improvement and parent involvement. Timely information regarding Title I programs will be shared at these meetings as appropriate.

- Every effort will be made to help parents understand what is required of students through the Michigan Merit Curriculum. Curriculum brochures will be available in grades 7 and 8 and a course offering guide complete with explanations of each high school course will be made available to parents. Questions regarding curriculum will be addressed at parent conferences. In addition, teachers and administrators are accessible to parents via email, phone, or appointment upon request.
- At the appropriate grade level, students will be administered the required state standardized tests. Results will be shared with parents in a timely manner and include comparisons to college and career readiness standards.
- Student progress can be monitored through an online grading system that will be updated by teachers minimally on a weekly basis. Parents will have access to their child's grades via the online gradebook.
- If requested by parents, OHS will provide opportunities for parents to participate in decisions relating to the education of their children. Parents may submit their concerns or suggestions in writing or by appointment with the school principal. The principal will then bring the concern or suggestion to the following monthly School Improvement team meeting where the recommendation will be reviewed. The involved parent will be encouraged to attend the School Improvement meeting. The team will then determine if the recommendation will be adopted into the school-wide plan. Alternatively, parents are welcome to attend any School Improvement meeting to share their concerns and suggestions directly with the School Improvement team.

School Improvement / Title I Parental Involvement Meetings 2023-2024

Date	Time	Agenda
<u>August 23rd</u>	7:30pm	Overview of Title I and the School Improvement Plan

Parents' Right To Know

In accordance with the requirement of Section III of Title I, for each school receiving Title I funds, all parents of students in that school may request, and the District will provide, information on the qualifications of the instructional staff working with their children.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

For more information about Parents' Rights to Know please contact the Board of Education Office at 989-739-2033.

For more information about Title I Programs
Contact: Charlie Negro,
Director of Categorical Funding
989-739-9173 ext. 2348
negroc@oscodaschools.org

Annual Education Reports and School Improvement Plans

http://oscodaschools.org/board_of_education/annual_reports

Title I Parent Involvement Board Policy #2112

<http://www.neola.com/oscoda-mi/>

Additional information is available on the Oscoda Area Schools website at

www.oscodaschools.org

You can find happenings through the school year, highlights and building based information and activities.

Oscoda Area Schools



Oscoda Area Schools



Title I Annual Program Update

August 1, 2023

Dr. Scott Moore, Superintendent
Mrs. Rebecca Brooks, Principal OHS
Mr. Seth Alda, Assistant Principal OHS
Mrs. Ann Sheffer, Principal RES
Mrs. Lorrie Mongeau, Dean of Students RES



Title I

Title I is a Federal Program designed to help students who are struggling to meet the district's academic curriculum standards.

Oscoda High School (grades 7-12) and Richardson Elementary (grades PK-6) both receive an allocation of the district's Title I funds based on the school's poverty level and enrollment. Each school determines the use of the funds as a result of information gathered in the School Improvement process. These funds are primarily used for additional staff who work with eligible students in their area of need with the goal of increasing student success.

School-based decision-making, professional development and parent involvement are important components of each district's Title I Program.



Title I Services/Programs

At Richardson Elementary and Oscoda High School additional, supplemental instruction and support is provided to students by highly qualified teachers and paraprofessionals through the following strategies.

Richardson Elementary (PK-6)

- Young Owls Preschool Program
- Designated classroom Intervention time scheduled throughout the school day.
- Academic Support Programs
- Summer School Programs
- Parent Involvement Activities
- Parent Information/Resources

Oscoda High School (7-12)

- Designated daily Intervention/EXCEL academic support
- Lunch Academic Workshop
- Academic Support Programs
- Summer School Programs
- Parent Activities Focusing on Career and College Readiness
- Parent Information/Resources

Title I Parent Involvement

The Title I Parent Involvement Plan reflects the Board of Education's commitment to establishing an effective partnership between the school and the student's parents and family.

The Parent Involvement Policy is included in each building's handbook and includes details of how parents can be involved in the Title I Program.

Opportunities for Parent Involvement include but are not limited to participation in the following:

- District School Improvement Team
- Building School Improvement Team
- Parent Teacher Conferences
- Parent Involvement Activities
- Oscoda PTO
- Volunteering
- Mentoring

Title I Parent Compact



The Compact outlines how we, the educators, families and students of OAS will work together to accomplish the district's mission. The Parent Compact is included in each building's handbook.

Accessibility

Oscoda Area High School will provide opportunities for the participation of all parents including parents with limited English proficiency and parents with disabilities. All parent communication will be written in a format and language understood by parents and guardians. In addition, transportation and/or child care will be made available to parents as necessary to better enable parental involvement.

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 and submit form 9130 F3 prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Positive Behavior Interventions and Supports

The staff at Oscoda High School has worked hard to encourage a positive culture within the building and therefore has adopted the Positive Behavior Interventions and Supports (PBIS) as a model for student behavior and expectations. Pamphlets will be available and posters will be visible outlining the expectations for students in many areas. Expectations will be taught, demonstrated and modeled throughout the school year. Compliance with the PBIS model will result in positive consequences. Throughout the year there may be positive rewards for students who meet the academic, attendance, and behavioral expectations for each marking period/semester.

Oscoda High School Behavior Expectations Matrix							
	Arrival/ Departure	Hallways	Classrooms	Restrooms	Cafeteria	Special Events	Office
Be Safe	Drive at safe speeds	Use hallway time appropriately	Follow classroom expectations	Wash your hands	Keep your space clean and clear	Adhere to the code of conduct	Be patient
	Wear your seatbelt	Walk in hallways		Use for designated purpose only	Remain in the cafeteria during lunch period		
	Follow bus code of conduct				Be patient		
Be Respectful	Follow the Dress Code	Use appropriate language and volume	Listen attentively	Respect the privacy of others	Clean up your area	Display good sportsman-ship	Use appropriate language and volume
	Park in Designated Areas	Respect personal space of others	Use positive, supportive language	Dispose of trash	Wait your turn	Respect all competitors, spectators, performers, officials and coaches	Respect all office staff
	Be a courteous driver	No public displays of affection (PDA)	Follow electronic equipment code of conduct	Keep facilities clean	Use appropriate language and volume	Use positive, supportive language	Receive permission before using office equipment
Be Responsible	Arrive and Exit on time	Keep hallway clean	Be prepared to learn	Keep the area free from graffiti	Clean up after yourself	Represent Oscoda in a positive manner	Maintain personal belongings
	Follow procedures for arriving and exiting	Fill out a SmartPass	Be an active learner		Pay for all your items	Cheer in a loud, spirited manner	
			Do your own work				

National Technical Assistance Center on Positive Behavioral Interventions and Supports
U.S. Department of Education, Office of Special Education Programs PBIS.org

Discipline

Discipline Code:

"The Oscoda Board of Education recognizes the need for a sound discipline program in the Oscoda Area Schools. In recognition of this need, the board supports the discipline code developed by the staff and administration of Oscoda Area High School.

The expectations by the Board of Education of the discipline code are for parents and students to know and respect the rules and for the school staff to fairly administer the rules to all students."

~ Oscoda Area Schools Board of Education

Oscoda High School Consequences Rubric

Infraction	1st Offense	2nd Offense	3rd Offense
Inappropriate use of Aerosol Body Spray	Warning documented in Skyward	1 hour ASD	2 hour Friday School

Arson**	5-10 days OSS + Possible Referral to BOE		
Attendance: Leaving School Without Permission	1 day ISS + loss of parking for 1 week	2 day ISS + loss of parking for 2 week	3 day ISS + loss of parking for 1 month
Attendance: No Show Detention	Warning + Detention Rescheduled	Original Detention + 2 hour Friday School	Original Detention + 1 day ISS *
Attendance: Tardies to class (1 warning when at 2 tardies per 9 weeks)	(3rd tardy) 1 hour ASD 3 tardies = 1 absence	(4th tardy) 2 hour Friday School	(5th tardy) Friday School + loss of parking for 1 week or community service
AUP Violation (game playing, not following directions of staff). Repeated offenses may result in removal of computer by teacher.	1 hour ASD	Friday School	1 day of ISS
AUP Violation (firewall infraction, obscene material, inappropriate videos, etc)**	1 day ISS + loss of computer privileges for 2 weeks *	2 days ISS + loss of computer privileges for at least one month	2 days OSS + loss of computer privileges for extended time
Bomb Threats**	10 days OSS + Referral to Board of Education		
Cheating/Plagiarism (ELA teachers will follow the policy outlined in the ELA handbook)	If applicable, grade consequence TBD by teacher + 1 day ISS minimum	If applicable, grade consequence TBD by teacher + 2 day ISS	If applicable, grade consequence TBD by teacher + 3 day ISS
Disruptive Behavior: Major classroom or school disruption	2 days ISS	3 days ISS/OSS *	3-5 daysISS/ OSS + review of behavior plan
Disruptive Behavior: Minor Classroom or school disruption (inappropriate talking, noises or horseplay)	1 hour ASD	2 hour Friday School	Referral to Administration for 1 day ISS *
Inappropriate use of Electronic Equipment (Cell Phones)	Phone held in office-student pick-up	1 hour ASD +Parent picks up phone	2 hour Friday School + Parent picks up phone (see policy after 3rd offense)
Failure to tell the truth	1 hour ASD	2 hour Friday School	1 day ISS
Forgery	2 hour Friday School + loss of parking privileges for 1 week if applicable	1 day ISS + loss of parking privileges for 2 weeks if applicable *	2 days ISS + loss of parking privileges for 1 month if applicable
Insubordination: Unprepared for class, sleeping, unwillingness to work, etc. (2 warnings given by teacher)	(3rd incident) 1 hour ASD	(4th incident) 2 hour Friday School	(5th incident) Referral to Administration for 1 day ISS

Insubordination: Not following directions or responding to reasonable requests	2 hour Friday School	1 day ISS	3 days ISS/OSS
Language: profane, obscene or abusive (without malice)	Warning documented in Skyward	1 hour ASD	2 hour Friday School
Language: profane, obscene or abusive (directed toward another student)	1 days ISS	2 days OSS/ISS	5-10 days OSS
Language: profane, obscene or abusive (directed towards staff)	2 days ISS*	3 days OSS/ISS	5-10 days OSS
Aggressive Behavior**	3-5 days OSS	5-10 days OSS *	10 days OSS + Possible referral to long term hearing
Possession/Use/Delivery of Controlled Substance or Alcohol**	5-10 days OSS + drug/alcohol assessment	5-10 days OSS + drug/alcohol assessment + referral to BOE	
Public Display of Affection	documented warning, parent contact home	1 hour ASD	2 hour Friday School*
Skiping/Tuancy	2 hour Friday School	1 day ISS *	3 days ISS
Stealing**	2 hour Friday School + Apology Letter	1 day ISS + Apology Letter	3 days OSS + Apology Letter
Striking a Staff Member**	5-10 days OSS + Possible Referral to BOE	Referral to BOE	
Tobacco/E-Cigarettes**	3 day OSS/3 day ISS	5 days OSS/5 day ISS *	7-10 days OSS
Vandalism (amount of damage commensurate to the degree of consequence)**	2 days ISS-3 days OSS + Restitution	3-5 days OSS + Restitution	5-10 days OSS + Restitution
Weapons**	10 days OSS + Referral to Board of Education		

The elastic clause applies to all of the above offenses.

*Behavior contract may be created for student with a parent meeting

**Law enforcement may be notified/BOE referral possible

~Teachers will assign ASD/Friday School

~Teachers must make a phone call home and document it in Skyward before the referral will be processed.

~Teachers can make a recommendation for ISS/OSS.

~Administration reserves the right to alter penalties when it is consider necessary

~If a SNAP suspension occurs the teacher must make contact with the family and schedule a meeting for the student to return to class.

In School Suspension

Depending upon the severity of the behavioral offense, students may be assigned an After School Detention or an In School Suspension (ISS). In School Suspension will be staffed by a certified staff member. The student will have work to complete while in ISS, but then will also have to complete a reflective piece as well to look back on the behavior and what took place. Students can ride the bus to and from school for ISS, but then remain in the ISS

room for the duration of the day. If a student can not follow the behavior expectations in ISS, then a parent phone call will be made asking to pick the student up. The student could then possibly be suspended for at least the following day.

Legal Basis for School Discipline Policies

Constitution of the State of Michigan 1963 Article 8, Education:

Section 1

Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.

Section 2

The legislature shall maintain and support a system of free public elementary and secondary schools as defined by law. Every school district shall provide for the education of its students without discrimination as to religion, creed, race, color, handicap or national origin.

Michigan General School Laws & Administrative Rules

Expulsion of Pupils; Physically or Mentally Handicapped Section 1311

The board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience (including but not limited to Cyber-Bullying) when in the board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711.

Other Duties, Rules, Safety of Pupils in Attendance or enroute to or from School

- (1) A teacher, administrator or superintendent may use reasonable physical force necessary to take possession of a dangerous weapon carried by a pupil.
- (2) A teacher, administrator or superintendent may use reasonable physical force to restrain a student, if necessary, for the purpose of preventing injury to themselves or others.
- (3) A teacher, administrator or superintendent shall not be liable in a civil action for the use of physical force on the person of a pupil for the purposes prescribed in this section, except in cases of gross abuse and disregard for the health and safety of a pupil.

Arrests

Law enforcement officers are empowered to arrest persons, including children upon a lawful warrant or without a warrant if the officer has reasonable cause to believe that the person, including a child, has committed a felony or a misdemeanor on school property. A rule that would allow a child to be removed from school only upon a proper warrant is not in accordance with the law.

Fraternities, Sororities, Secret Societies: Definition; Declaration of Illegality

Section 1316

- (1) A school official or a board of a school district shall not authorize, support, or permit the creation and existence of a public school fraternity, sorority, or secret society.
- (2) A fraternity, sorority, or secret society is declared an obstruction to education and detrimental to the public welfare.
- (3) As used in this section, a "public school fraternity, sorority, or secret society" means an organization whose active membership is composed wholly or in part of pupils of the public school of this state enrolled in one or more of the 12 grades and perpetuating itself by taking in additional members from the pupils enrolled in the public schools on the basis of the decision of its membership rather than upon the right of a pupil who is qualified by the regulations of the school to be a member of and take part in class or group exercise, subjects required by the course of study, or program of school activities fostered and promoted by the board and superintendent for a school not employing a superintendent of schools.

Search and Seizure (Neola Policy 5771)

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education. If there is a reasonable suspicion that the student is in violation of law or school rules, a search may also be conducted to protect the health and safety of others. All searches may be conducted with or without the student's consent. The Board authorizes use of canines, trained in detecting the presence of drugs and devices.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Only locks provided by the school are to be used at OHS, all others will be removed. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law will be confiscated and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

Students must report immediately to the office, upon discovery of, any items in their possession that are illegal or inappropriate to possess on the school premises. Failure to do so will result in disciplinary measures as outlined in this student handbook.

Suspension Policies and Procedures

1. A suspended student is not permitted to attend classes, remain on school grounds, or participate in or attend any extracurricular activities.
2. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her and be given a chance to respond to the charges.
3. If the student denies the charge, the student will be informed of the nature of the evidence and will have the right to present to the school administrator any relevant information which supports his/her case.
4. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parent(s) of the suspension in writing, as soon as possible, the reasons for it, and the steps necessary for the student's return.
 - b. Meet with parent(s) or guardian(s) and the student to plan the satisfactory return of the student to the school setting.
5. Before suspending or expelling a student, school "shall consider" 1. Student's age 2. Disciplinary history 3. Disability status 4. Seriousness of behavior 5. Whether behavior threatened safety 6. Use of restorative practices 7. Whether lesser intervention would "properly" address behavior.

DUE PROCESS RIGHTS per Policy 5611

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines which District administrators shall use when dealing with students:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion:

A student and their parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or their guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

In determining whether disciplinary action set forth in this policy is to be implemented, District administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI") and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law - e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Suspension and Expulsion

The school district conducts an instructional program for the benefit of the students living in the school district. School attendance is a privilege as well as a right, carrying with it the responsibility of good citizenship and acceptable behavior insofar as these may be discharged at various levels of maturity of the students concerned. It is desirable to have all students remain in school until they have graduated from high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

Under certain conditions it may be in the best interest of a student, or the other students, of a school for a student to be denied the privilege of attending school.

In certain cases students may be assigned In-School-Suspension (ISS). ISS will be staffed by an OAS employee. Transportation privileges may be revoked by administration depending on the severity and nature of the offense. Students can only be assigned ISS by an administrator or their designee.

The Board of Education recognizes that minor disciplinary difficulties will sometimes occur even in well-ordered and well-controlled classrooms. However, when any student deviates from acceptable standards of student behavior, so as to be guilty of persistent disobedience, they shall order or authorize the suspension or expulsion of such student from school whenever the interests of the school demand it. (*Section 380.1311, Michigan School Code, Act 451 of 1976*)

Student exclusion may be by expulsion or by temporary suspension. Expulsion is solely designed within the province of the Board of Education and is its direct responsibility. Authority to issue suspensions is delegated to the superintendent, or designee, and each building principal or the principal's designee. The criminal or offensive nature of a student's actions or behavior and effect of such actions or behavior on the orderly progress or continued maintenance of school, or the safety, health, physical condition and general welfare of other students and of school employees shall be considered in the exclusion of the student from school.

Alleged criminal acts committed on school property must immediately be reported to the Superintendent or building principals or their designees who shall contact the local Police Authorities.

Examples of behaviors that may result in suspension or expulsion are covered on pages 43-52. These are guidelines and not intended to cover all behaviors which may be disciplined. In addition, the school administrators may vary the disciplinary action as deemed necessary.

Police officials must have permission of the superintendent or principal or designee to interview a student during school hours. A student aged 16 and under may be interviewed during school hours by a police official only when a principal, superintendent, or their designee is present. Students who are 17 or older may be interviewed by police without the presence of a school official. No student shall be removed from school for the purpose of an interview by the police except by lawful exercise of police authority. Parents will be notified, if possible, when students are to be interviewed by police officials.

Expulsion Policies and Procedures

1. Expulsion may be up to 180 school days. A student who is removed for a period of 60 or more days is expelled. A student who is removed for 59 days or less is considered to be long term suspended.
2. This action is only taken by the Board of Education.
3. School administrator's recommendation for expulsion of a student shall be made to the superintendent of schools. The superintendent shall review the request and if the superintendent deems expulsion is appropriate he / she shall make such recommendation to the board of education in conjunction with the Building Administrators. Where suspension of the student prior to board action is deemed warranted the procedures for suspensions shall be followed.
4. A written notice of charges against a student shall be supplied to the student and the student's parents or guardian(s). They will be informed of their right to request either a public or private hearing with the Board of Education and the procedures to be followed at the hearing. The notice will be sent by certified mail, return receipt.
5. If no hearing is requested, the board shall review the charges and take such action as the board deems appropriate. The superintendent shall notify parents of the decision of the Board of Education by certified mail, return receipt.

Procedures if a Hearing is Requested

1. The hearing will be held at the next regular Board meeting unless a special meeting is called.
2. The parents or guardians may be present at the hearing.
3. The student may be represented by legal counsel.
4. The student shall be given the opportunity to present the student's version of the facts and their implications. The student will be allowed to offer relevant evidence and the relevant testimony of other witnesses, parents and legal counsel.
5. The student shall be allowed to observe all evidence offered for or against him/her.
6. The student, parent and legal counsel will be allowed to question any witnesses.
7. The hearing shall be conducted by the Board, which shall make its determination solely upon the evidence presented at the hearing.
8. The Board of Education shall state, within a reasonable time after the hearing, its' finding as to whether the student is guilty of the conduct charges, and its decision as to the expulsion or suspension as it deems appropriate.
9. Findings of the hearing authority shall be reduced to writing and sent to the student and the student's parent or guardian within a period of time not to exceed 15 days after the hearing, unless an extension is agreed to by both parties. The findings are to be sent by certified mail.

Snap Suspensions

If a teacher sends a student out of their classroom and do not allow the student to return for an entire class period then there will be a required meeting between the teacher, student, parent and OHS administration to discuss the infraction occurring and how to address the behavior moving forward. Under Michigan Revised School Code MCLA 380.1309, a teacher is authorized to immediately cause the removal and suspension of a student from class, subject or activity for up to one school day when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject or activity. A student receiving a teacher-imposed suspension shall

not return to the class, subject or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee. At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student conduct does not qualify for multiple-day suspension or expulsion in accordance with board of education policy and the Student Code of Conduct. All teacher-imposed suspensions shall be applied in a manner consistent with applicable Oscoda Area Schools student discipline procedures, as well as federal and state laws for students determined to be eligible for special education programs/services or reasonable accommodations for their disabilities.

Detention Policies and Procedures

After school detention (ASD) will be assigned as an appropriate means of discipline. ASD can be assigned by any staff member as long as there is appropriate parent contact. ASD is one hour long and is immediately after school. Students assigned Friday School detention will serve two hours of detention on Fridays.

Service to School (S2S) may be assigned as an alternative to ASD. Students serving S2S will be working on tasks that include the beautification of the high school building and its grounds. S2S will be assigned with the approval of the parents and will be supervised by an OHS staff member.

Elastic Clause

The principal and assistant principal reserve the right to amend any provision in this handbook which is deemed to be in the best interest of the educational process. The principal and assistant principal retain the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties when it is considered necessary.

Under Oscoda Area School Board policies #5600, #5610, and #5610.02, there are certain student acts that may result in immediate suspension or recommendation for expulsion.

The school district conducts an instructional program for the benefit of the students living in the school district. It is desirable to have all students remain in school until they have graduated from high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

Under certain conditions it may be in the best interest of a student or the other students of a school for a student to be denied the privilege of attending school. Some of the infractions that may result in immediate suspension are given below. The list below is not inclusive of all offenses that may result in an after school detention or suspension. The frequency and severity of a student's conduct will be taken into consideration as discipline is levied.

Specific Examples of Unacceptable Behavior That Will Result in Disciplinary Action

1. **Academic Dishonesty** – This includes the following items, but is not limited to: plagiarism and cheating.

Plagiarism:

1. using writings, passages, ideas of others and passing them off as your own
2. using an outside source (any work, published or unpublished, by a person other than you) without proper acknowledgement

Cheating:

1. Misrepresenting someone's work as your own, this includes using artificial intelligence.
2. Assisting or allowing someone to copy your work and represent it as their own
3. "Wandering eyes" (allowing your eyes to stray to another person's work on quizzes or tests)
4. Using unauthorized material including textbooks, notes, calculators, or computer programs during an examination or other assignment

2. **Aggressive Behavior** – Students exhibiting aggressive behaviors including but not limited to: pushing, hitting, shoving, pinching, inciting, grabbing, tripping or fighting will be disciplined immediately and appropriately.

3. **Arson** – The willful and malicious burning of, or attempt to burn, any building, part of any building, structure, or property. Any student found to be deliberately setting fire to a school property or building will be recommended for expulsion. Police will be notified.

4. **AUP Violation** – Acceptable use of school technology policy violations. Students will lose some or all of their technology privileges. There are two different levels of AUP violations. These levels are on the consequences rubric. Having an inappropriate picture as their Google account image, may result in disciplinary action up to suspension or expulsion.
5. **Bomb Threats** – Any student who makes a bomb threat will be recommended to the School Board for expulsion from school, and it is required that this action be reported to the police. MCL 380.1311a(2), subject to 1310d "...if a pupil 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 the designee...shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board, or its designee"
6. **Bullying** – Bullying is the combination of three distinct components of harassment: harm (someone gets hurt emotionally, socially or physically); unfair match (the victim is overmatched physically, age or size, or overmatched by numbers, group vs. individual); and repeated behavior (the harm or unfair match are repeated over time). Bullying (and Cyber Bullying per PA 478) is strictly forbidden and bullies will be disciplined appropriately. This includes name calling and general intimidation directed towards another student. Policy 5517.01

Anti-Bullying: Matt Epling Safe School Law (MCL 380.1310b and PA 478)

Bullying will not be tolerated at OAS, nor will retaliation or false accusation of a target of bullying, a witness, or a student with information regarding an act of bullying. The staff will ensure that the policy is implemented and any concerns regarding bullying at school should be directed to them. An investigation will begin immediately and parents will be contacted by school administrators. For purposes of this policy bullying will also include "cyber bullying" as described in PA 478.

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.

7. **Bus Misconduct** – Inappropriate behaviors on the bus that can lead to the safety and well-being of others is strictly forbidden and students will be disciplined immediately and appropriately.
8. **Cell Phone/Electronic Devices:** The act of possessing a cell phone/non-school electronic device on your person during school hours. These are also called Personal Communication Devices (PCDs). A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or

distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off. Cell phones/non-school electronic devices should be kept turned off and out of sight during class. If a student is found to have their cell phone out during class time they will be subject to consequences on the rubric. A smart watch will be counted as a cell phone if it is being utilized to text or call during the school day. Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

9. **Cheating / Plagiarism** - Copying the work of others and submitting it as one's own or obtaining test information in a dishonest way is forbidden.
10. **Cyberbullying:** The act of making a comment on a public media forum that contributes to emotional or physical harm of another student.

Michigan's Public Act 457 defines cyberbullying as posting a message or statement onto a public media forum with the intent to mislead, damage, intimidate, frighten or harass a person to cause emotional distress, or to cause the person to be harmed or harm themselves. Under the law, if a person who cyberbullies someone causes the victim to suffer from an assault or battery by the bully or by any other person, the bully can be charged with a misdemeanor and imprisoned for up to a year and fined \$1,000.

The law states that if a cyberbully causes the death of a victim, regardless of whether the bully physically caused the death, they could be charged with a felony and face up to 20 years in prison.

11. **Inappropriate use of Electronic Equipment** – Students are not permitted to use cell phones, iPods or other electronic devices deemed inappropriate for school use during the school day (from first bell to last bell) without specific permission from administration. If such a device is required for medical reasons, students must obtain written authorization from the administration. These items are subject to confiscation. Use of mp3 players and hand-held game devices (PSP, Nintendo DS, etc.) are allowed at certain times during the school day (lunch). However, bringing such devices to school is done at the student's risk, and Oscoda Area Schools will not be responsible for any damage or theft of the items. All such devices are to be kept in the student's locker during class time.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD (personal communication device)

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive an Alternate Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

12. **Extortion** – To borrow or attempt to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. Students attempting to extort money, or in other ways, intimidate other students shall also be counseled. Parents and police may be notified.
13. **False Alarm** – Any student deliberately activating a fire alarm will be disciplined and referred to the police.

14. **Forgery** – The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data or school forms and other forms of communication.
15. **Gambling** -- Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
16. **Gross Misbehavior** - Any combination of 2 or more behavior infractions that result in disciplinary action.
17. **Harassment / Sexual Harassment** –Ongoing harassment is a serious issue and will be dealt with effectively. Cruel and unwarranted acts such as, but not limited to, threatening behavior, name calling, insensitive comments and insults, spreading rumors and writing damaging or threatening notes (on paper or electronically) will not be tolerated. School Board Policy #5517 prohibits harassment. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g. Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
 - C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.
- A. **Verbal**
Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student or staff member. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
 - B. **Non-Verbal**
Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
 - C. **Physical**
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Sexual Harassment

may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

This means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is

incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

If there has been a claim of sexual harassment or assault, a formal investigation will take place. There are prohibitions against making false statements in any investigations related to sexual harassment/assault.

Public Act 144 of 2018 amends the Michigan Penal Code and applies to student who plead guilty to, are convicted of, or are adjudicated for committing: (1) criminal sexual conduct (CSC) or (2) assault with intent to commit criminal sexual conduct. MCL 750.520 now requires courts to issue an order during sentencing or disposition that prohibits a student who plead to, was convicted of, or was adjudicated for CSC or assault with intent to commit CSC, from attending the same school building or riding the same school bus as the victim. The perpetrator, not the school, is responsible for complying with the court order.

Public Act 145 of 2018 amends Section 1311(1) of the Revised School Code and authorizes a board, subject to the seven mitigating Section 1310d factors, to suspend or expel a student who commits CSC against another student enrolled in the same district. MCL 380.1311. This section now expressly allows a school to discipline a student for off campus CSC against another student. Expulsion under the new Section 1311 (1) does not, however, constitute expulsion from all public schools subject to reinstatement. Public Act 145 also adds a new mandatory basis for permanent expulsion subject to possible reinstatement. The amended law now requires schools to permanently expel, again subject to reinstatement and the Section 1310d factors, any student who "pleads to, is convicted of, or is adjudicated for criminal sexual conduct" against another student in the district, regardless of where the CSC took place.

Public Act 146 amends the Revised Judicature Act and allows a minor public school student who is the victim of CSC by another student to seek a personal protection order (PPO) against the student perpetrator. MCL 600.2950. The PPO would prevent the perpetrator from attending the same school building as the victim. Again, the perpetrator, not the school, is responsible for complying with a PPO.

A. Verbal

The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Non-Verbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts of same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District. Removal of clothing such as "panting" will be treated as "sexual harassment."

This process is to be implemented as a continuation of intervention and redirection of student behavior. In the event that administrative intervention and/or discipline of students participating in harassment, bullying or intimidating behaviors have proven to be unsuccessful, the following process may be followed. However, depending on the egregiousness of the behavior, steps could be jumped.

Level 1 – Due process will be conducted when a complaint is received by School Personnel. All parties found to be contributing toward the harassment, bullying or intimidating behaviors **will** be suspended for **one – three days**.

Level 2 – Due process will be conducted when a complaint is received by School Personnel. All parties found to be contributing toward the harassment, bullying or intimidating behaviors **will** be suspended for **three days**.

Level 3 – Parents of all students involved will be required to attend a joint meeting of parents / students facilitated by OAS Administration. This meeting is NOT to discuss what has been happening, but rather, what will happen if the harassment complaints / behaviors do not stop immediately. Parents and students will be provided with Board Policies regarding bullying and harassment. All parties found to be contributing toward the harassment, bullying or intimidating behaviors **will** be suspended for **five days** and the parent and student **MUST** meet with the Building Administration prior to returning to school.

Level 4 – Parents of all students involved will be required to attend a joint meeting of parents / students facilitated by Law Enforcement and OAS Administration will be present. This meeting is NOT to discuss what has been happening, but rather, what legal responsibilities parents have and legal actions that could be taken if the harassment complaints / behaviors do not stop immediately. Parents and students will be provided with Board Policies regarding bullying and harassment. All parties found to be contributing toward the harassment, bullying or intimidating behaviors **will** be suspended for **ten days** and the parent and student **MUST** meet with the Superintendent prior to returning to school.

Level 5 – Parents will be served notice that their child **will be expelled** from school for violation of the handbook and state and federal laws regarding harassment.

18. **Hazing**-The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

19. **Physical Assault** – Student-to-student assault is addressed in School Code 1310A which requires a student to be suspended or expelled and student-to-adult assault is addressed in School Code 1311 which requires a student to be expelled from school permanently. Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.

20. **Physical Assault-Staff** – Hitting or kicking any school employee is considered an act of violence and will result in removal from school. Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and/or the student to expulsion. Intentionally striking a staff member will result in 5 to 30 days of OSS and potential recommendation for expulsion.

21. **Possession / Use / Delivery of Illegal/Controlled Substance** – The possession, delivery, transfer, sale and or use of alcohol, controlled substance, prescription medication, non-prescription medication, mood-altering chemicals, marijuana/THC or look-a-likes or paraphernalia. Parents and law enforcement officials will be contacted immediately. Administrators are authorized to arrange for a breath instrument, according to the

Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. Paraphernalia is described as various instruments and material which are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, certain cigarette papers, any apparatus used for rolling marijuana cigarettes, spoons used for inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacturer, distribution, sale, use or possession is prohibited. Violations will result in the following disciplinary actions: The student will be suspended and requested to attend a drug/alcohol assessment and complete the recommended treatment program. If the student chooses not to attend a drug/alcohol assessment and treatment program, he/she will be recommended to the Board of Education for expulsion from school for up to 180 school days. These offenses shall be accumulative throughout the student's high school career.

(Drug - Free School and Communities Act): *This law requires a school district to adopt and implement a drug prevention program for its students. Oscoda Area Schools' **Belief Statement** is that the school district conducts an instructional program for the benefit of students attending our school district. Possession or use of controlled substances, alcohol, or mood-altering chemicals is illegal and prohibited on school property and at school related activities. Such behavior interferes with the instructional program, is harmful to students that are directly involved and is not in the best interest of the student as a whole. Accordingly, it is the policy of the board to maintain a drug free workplace and promote a "no use" message regarding drugs and alcohol. (Board Policies # 3122.0/4122.01/5530)*

School Board Policy on Drug Free Schools (5530 F2): *In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.*

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the local agency and/or school principal or counseling office whenever such help is needed. These programs and services are listed in the back of this handbook.

22. **Possession / Use of a Weapon** – Possession / use of a weapon (as defined in Michigan Revised School Code 1311) will result in a mandatory expulsion from all Michigan Public Schools for a period of no less than 180 school days and up to permanent expulsion. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Weapon Free School Zone. Public Act 50/195 (MCL 380.1311) requires school districts to expel a student who possesses a dangerous weapon in a weapon free zone or who commits arson or criminal sexual conduct in a school building or on school grounds. For students in Grade 5 and below, the earliest date for reinstatement is possible after ninety (90) days. For students in Grade 6 and above, the waiting period is one hundred and eighty (180) school days. The due process rights of students are part of the law.

For the purpose of this public act, examples of dangerous weapons include a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, an iron bar or brass knuckles. A weapon free school zone is defined as a building or playing field, property used for school purposes to impact instruction to students, property used for school sponsored functions or events, or a vehicle used by the school to transport students, property used for school - sponsored functions or events, or a vehicle used by the school to transport students to and from school property. (Board Policy #5772)

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
 - B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
 - C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
23. **Possession / Use / Transfer of Dangerous Materials** – Possession / use / transfer of explosive, caustic agents or substances such as firecrackers, smoke bombs, pepper gas, mace, etc. Recommendation for expulsion from school for up to 180 days of schools will result.
24. **Public Display of Affection (PDA):** The act of holding hands, hugging, and/or kissing another student while on school property or at any event or activity scheduled by the school, either at a school function, on campus or off-campus during school sponsored field trips.
25. **Skippping school** – Skipping school is defined as being absent from school or from class without prior parent or school awareness. This also refers to when students refuse to attend a class. Skipping is treated as an unexcused absence. Teachers and parents will be notified.
26. **Stealing** – The act of acquiring or possessing the property of another without approval, by theft, coercion, or fraud is considered stealing. Students may be referred to the police.
27. **Tobacco** – .OAS is a tobacco free zone. Students are not permitted to possess or use tobacco products of any kind while on school property or at any school related function. Police may be contacted and suspension will occur. Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, vaping devices or liquids, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. It also includes the chewing of tobacco, snuff and similar substances, possession of lighters, and any paraphernalia to assist in smoking. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

28. **Vandalism** – The act of willful destruction / damage of school property or the property of others (on school grounds) constitutes vandalism. This includes “traditional activities” like using toilet paper, eggs, tape, etc. on student cars at graduation time. Acts of vandalism may also result in police involvement.
29. **Verbally or in Writing threatening a staff member/student/person associated with the District**--Verbal assault at school against a District employee, volunteer, or contractor or making bomb/shooting threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Parents and law enforcement will be contacted immediately. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
30. **Violations (Miscellaneous / Non-compliance)** – Other behavior which is either illegal or disruptive to the school environment or is willfully detrimental to normal functions of the school will be dealt with on a case by case basis.

Suspension Days

Each day of suspension represents one school day. (Weekends, snow days, holidays, and vacations do not count.) When a student is suspended, they may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. It is the student's responsibility to attain work that was missed due to suspension.

Bus Rules, Procedures and Responsibilities

It is imperative students follow the rules of the school bus and transportation department as enforced by the bus driver and/or transportation director. Failure to follow the rules of the transportation department will result in consequences. Students will be allowed due process and a progressive plan will be followed.

A student's bus privileges may be terminated at any time because of gross misbehavior. Initial parent contact should be made by the bus driver; however, it may become necessary for the administrator to investigate misconduct with the driver, students and parent. Once the investigation is concluded, determination will be made on the bus conduct report. Although bus suspension is generally assigned, in extreme situations, out of school suspension and expulsion may be initiated.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

Oscoda Area Schools – Gang Policy

Oscoda Area Schools is determined to remain a neutral, safe zone from gangs and intends to keep gang influences out of our school to assure a safe and productive learning environment for all our students. If students do not feel safe under the supervision of school staff, they cannot focus on learning and may even choose not to attend.

It is well known that gangs do not operate in secret. They advertise their presence in many ways to achieve notoriety and generate fear. They do this through many visible signs including hand signals, gestures, graffiti, displaying representative colors such as team jackets, hats, bandannas, beads, jewelry, earrings, (sometimes worn in the nose) certain brand names of athletic clothing, or simply the manner in which their clothing is worn or arranged (sagging pants, pant leg rolled up, etc...)

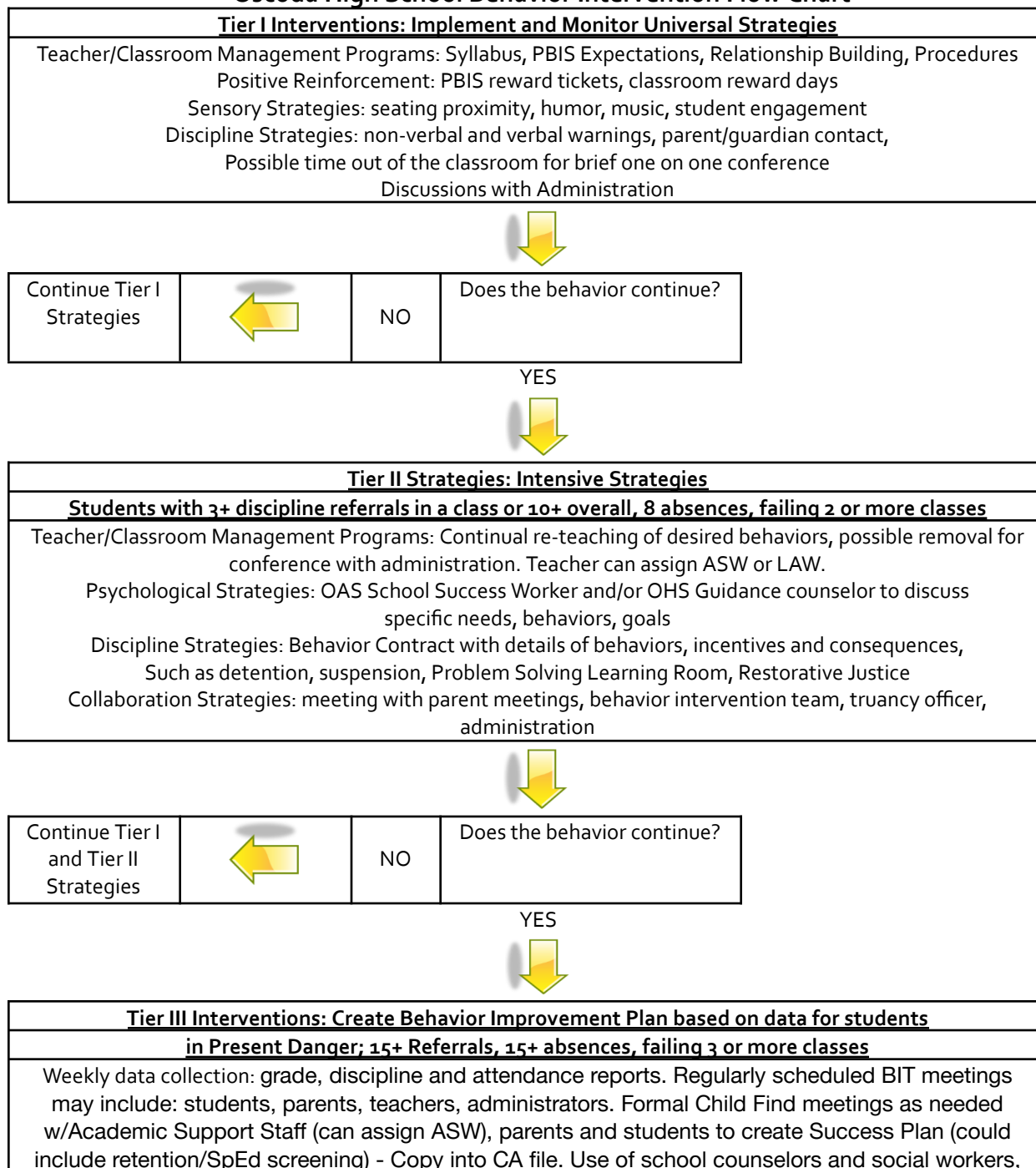
The use of hand signals, gestures, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with a gang is prohibited on Oscoda Area School grounds and at all school

related functions. Any student wearing, carrying, or otherwise displaying items determined to be gang oriented, or exhibiting behaviors or gestures that symbolize gang membership, or causing or participating in activities which intimidate or negatively affect the performance or attendance of another student shall be subject to immediate disciplinary action. Names of students involved in gang activity or displaying gang associated behavior will be shared with local police authorities.

Oscoda High School Behavior Intervention Team

The administrative staff at OHS will coordinate a team to address students that are repeatedly violating the Discipline Code. The goal of the team will be to compile intervention strategies and create a behavior plan.

Oscoda High School Behavior Intervention Flow Chart



school success workers, necessary outside agencies (AVMH, CPS, *Court Referral: truant, behavior, grades; DHS, Truancy Officer, Alcona Health Center - medical, Superintendent) Concerns: level of present danger, level of disruption of educational environment. Create Safety Plan as needed.

*Academic planning will be exhausted before court referral.

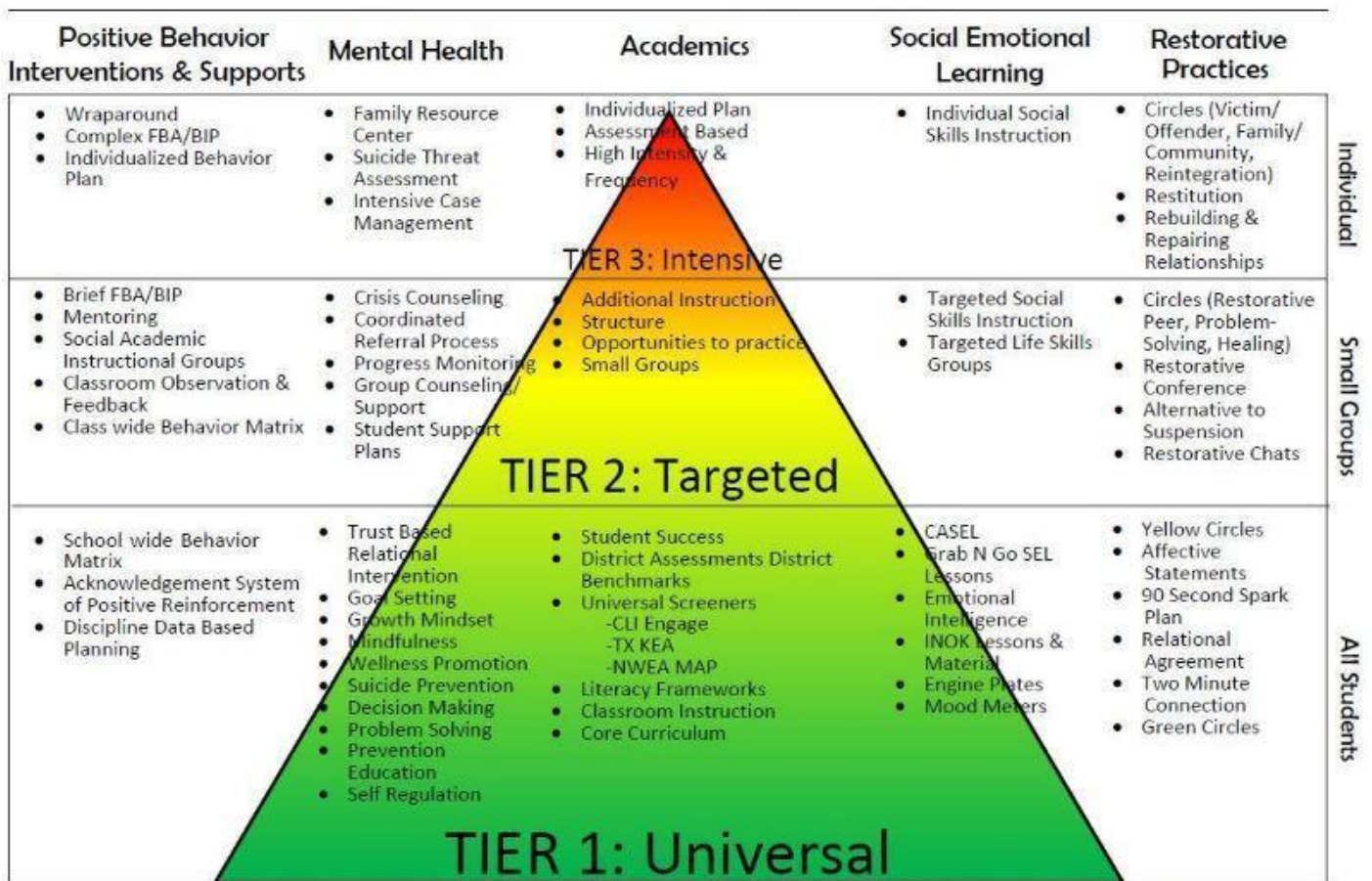
Repetitive nature of behaviors



Continue all interventions, review criteria for plan		NO	Does the behavior continue?	YES		Review, adjust and change the BIP based on the data accessible
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Revised 4/1/2019

Multi-Tiered Systems of Support Framework Alignment of Student Supports



GOAL: Prevention and support for the optimization of learning in the least restrictive environment.

Annual Notifications

Compliance with Title VI of the Civil Rights Act of 1965 and Section 504 of the Rehabilitation Act of 1973

The Oscoda Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Oscoda Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be

subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The District's Civil Rights Compliance Officers are:

Charles Negro Director of Categorical Funding (989)739-9173 3630 East River Road Oscoda, MI 48750 negroc@oscodaschools.org	Beth Roy/Kristina French Coordinator of Payroll Benefits, and Retirement (989)739-2033 3550 East River Road Oscoda, MI 48750 roye@oscodaschools.org frenchk@oscodaschools.org	Michael Barnhart District General Manager (989)739-2033 3550 East River Road Oscoda, MI 48750 barnhartm@oscodaschools.org
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1. To coordinate efforts of the district to comply with the policy.
2. To develop and ensure the maintenance of a filing system to keep all records required under this policy.
3. To investigate any complaints of violations in this policy.
4. To administer the grievance procedure established in this policy.
5. To develop affirmative action programs as appropriate.
6. To provide for the publication of the policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, such publication to include the name, office address, phone number of the compliance administrator designated in the policy.

Grievance Procedure

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap in violation of this policy, may file a written complaint with the compliance administrator designated in this policy.

The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within 10 working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his/her reasons for underlying such disagreement. This does not preclude employees covered by a master contract from using the grievance procedure in the master contract.

Evaluation

The superintendent shall present a report to the Board of Education, at a public meeting each year, describing this district's compliance with this policy during the previous year. This report can be the basis of an evaluation of the effectiveness of this policy by the Board of Education and a determination as to whether or not additional affirmative action is necessary in light of all the facts.

Equal Education Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District (Neola Policy 2260) If any person believes that the Oscoda Area School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title IV, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Americans with Disabilities Act, he or she may bring forward a complaint, which shall be referred to as a grievance to District General Manager, Michael Barnhart at 989-739-2033 or at barnhartm@oscodaschools.org or to Coordinator of Payroll, Benefits, and Retirement, Beth Roy at 989-739-2033 or at roye@oscodaschools.org.

District Civil Rights Compliance Officer
Oscoda Area Schools
3550 E. River Road

Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Procedures for Inspection of Surveys, Administered or Distributed to Students

Per Policy, 2416, this guideline describes the procedure for parents to use when requesting a survey created by a third party or a survey containing any one (1) or more of the following items:

- A. political affiliation(s) or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The parent should submit a request to the principal via form 2416 F2. Upon receipt of the parent request, the principal will arrange for the parent to inspect the survey within three (3) days.

Where written consent is not required prior to administering or distributing the survey, the parent shall submit any objections to having their child participate in the survey to principal within three (3) days of inspecting the survey. The parent may also submit any concerns or complaints about the survey as provided under Policy [9130](#) and AG [9130](#).

Laws Pertaining to School Policy

American Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability, Board policy #8330. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with a reasonable accommodation plan developed by parents, child (if appropriate), and school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function in school, should contact the building

Principal, Special Education Office or the 504 Coordinator. Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in the activities of the school.

Anti-Bullying: Matt Epling Safe School Law (MCL 380.1310b and PA 478)

Bullying will not be tolerated at OAS, nor will retaliation or false accusation of a target of bullying, a witness, or a student with information regarding an act of bullying. The Principal and Assistant Principal will ensure that the policy is implemented and any concerns regarding bullying at school should be directed to them. An investigation will begin immediately and parents will be contacted by school administrators. For purposes of this policy bullying will also include “cyber bullying” as described in PA 478.

English Language Learner Programs

Oscoda Area Schools is committed to providing all students with a robust education regardless of the student’s native language. Our English Language Learner (ELL) program is designed to assist students whose primary language is not English progress in their education. As such, families should complete the English Language Survey with central registry at the time of their student’s enrollment. Once a student has been identified as eligible for Oscoda Area Schools’ ELL program, the district’s Testing Coordinator will arrange to have WIDA testing completed for the student within 30 calendar days. The results of this test will be used as the basis for the individual components of the student’s ELL program which may include: tutoring with a qualified individual fluent in the student’s primary language, assignment of technology resources (i.e. Rosetta Stone, Google Translate, etc.), or other strategies identified for the specific student’s benefit. Due to the fact that each learner will join our district at differing levels of language proficiency, all ELL programs will be tailored to the student’s specific measured needs. For more information regarding Oscoda Area School’s ELL program, visit the district’s strategic plan located online at www.oscodaschools.org or contact the District General Manager at (989)739-2033.

Family Education Rights and Privacy Act (FERPA)

Any parent or student who believes that the School District has failed to comply with the Family Educational Rights and Privacy Act (“FERPA”) or the Protection of Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-8520. Parents have the right to review and amend student records, consent to disclosure of certain records, and to obtain a copy of the School Board FERPA policy by contacting:

Oscoda Area Schools
Board of Education Office
P.O. Box 694
E. 3550 River Road
Oscoda, MI 48750

If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

Homeless Education

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth. For more information please contact OAS Homeless Liaison Jamily Axline at 989-739-9121.

Pesticide Control Act, Section 13B

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation will be given by at least 2 methods. The first method will be by posting at the main entrance to the school, which is located at 3630 East River Road, Oscoda, MI 48750. The second method will be by posting in a public, common area of the school, other than an entrance. We will post the notice on the bulletin board in the cafeteria area.

If you prefer to receive the notification by first class mail, please complete the "request for advance notification by first class mail" form and return it to the OHS office.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts 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 used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Drug Free School & Communities Act Zone School Board Policy on Drug Free Schools

Drug Free School Zone

In accordance with Federal and State law, a "Drug-Free School Zone" has been established that extends 1000 feet from the boundary of any school property. Oscoda Area Schools prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or drug-related paraphernalia at any time on school property, within the Drug-Free School Zone, or at any district-related event.

School disciplinary action for the aforementioned offenses will be imposed on students who violate the school standards of conduct and shall range from suspension from school, up to and including expulsion from Oscoda Area Schools through Board action as well as a referral for prosecution. Public Act 102 requires that local law enforcement be notified of any violation involving drugs and/or drug paraphernalia.

School policy has taken all the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Tobacco/Nicotine Free Zone

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco. In order to protect students and employees who choose not to use tobacco or nicotine from an environment noxious to them and potentially damaging to their health, the Board of Education prohibits the use of tobacco on district premises, in all school-owned vehicles, and in all school buildings owned and / or operated by the District. **The Board of Education declares that the Oscoda Area Schools are a "Tobacco Free Zone".** For the purposes of this policy, "use of tobacco or nicotine" shall mean all uses of tobacco or nicotine, including a cigar, cigarette, pipe, chewing tobacco, vapes, snuff or any other matter or substances that contain tobacco or nicotine. Notification of this policy will be posted and announced to the community.

Weapon-Free School Zone

Public Act 50/1995 (MCL 380.1311) requires school districts to expel a student who possesses a dangerous weapon in a weapon free zone or who commits arson or criminal sexual conduct in a school building or on school

grounds. For students in GRADE 5 and BELOW, the earliest date for reinstatement is possible after ninety (90) school days. For students GRADE 6 and ABOVE, the waiting period is one hundred eighty (180) school days. The due-process rights of students are part of the law.

For the purposes of this public act, example of a dangerous weapon include a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, an iron bar, or brass knuckles (MCL 380.1313). A weapon-free school zone is defined as a building or playing field, property used for school purposes to impact instruction to students, property used for school-sponsored functions or events, or a vehicle used by the school to transport students to and from school property. (Board Policy #5772)

Title IX

The Board of Education of the Oscoda Area Schools, Iosco and Alcona Counties School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

District General Manager
(989)739-2033
3550 East River Road
Oscoda, MI 48750
barnhartm@oscodaschools.org

Safety and Compliance Coordinator
(989) 739-2033
3550 East River Road
Oscoda, MI 48750
frenchk@oscodaschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/mi/oscoda/Board.nsf/Public?open&id=policies>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Student Directory

Student Records

There are two basic kinds of records – directory information and confidential records – kept by schools. Directory information can be given to any person or organization for nonprofit making purpose when requested, unless the parents of the student restrict the information, in writing, to the building principal. **Parental requests to withhold directory information must be renewed annually with the school.**

Directory information includes: student name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height, and weight if a member of an athletic team, dates of attendance and graduation, degrees, awards received, honor rolls, photographs and scholarships.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This information can only be released with the written consent of the parents, the adult student or a surrogate. The only exception to this is to comply with the State and Federal laws that may require release without consent. More information can be found at Neola Policy 8330.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Media Display

Oscoda Area School promotes our students by highlighting them in a variety of ways. You may have seen students and / or projects on our district Facebook page, website www.oscodaschools.org, or in the *Observer*. We have expanded these forms of media to include more things, such as the newspaper, performances such as Christmas programs and athletics on the cable channel, videos to be used for parent activities or other forms of presentations, and school newspapers or newsletters. It is our policy to give parents the opportunity to withhold permission to display recognizable photographs or identified projects. If you wish to opt out of student highlights, please notify us in writing at the beginning of the school year. Address this document to Principal Rebecca Brooks, PO Box 694, 3550 E. River Road, Oscoda, MI 48750.

Acceptable Use Policy

Student Internet Access and Acceptable Use Agreement

Access to the Internet is a privilege provided to students for educational purposes only. The District has installed filtering software that is designed to limit access to pornographic or abusive material on all computers but it is possible that such material nevertheless be encountered.

The District is not responsible for materials acquired on the Internet. The District and its employees, agents, and operators are not subject to claims arising from student's use or misuse of, or inability to use District, the Internet provider and/or Internet resources. The District and/or the Internet provider is not responsible for any damage or liability caused by student's use or misuse of the Internet resources or equipment as provided by the District, and/or Internet provider.

Use of the District's technology, including student access to and use of the Internet through Oscoda Area School's Internet provider, is limited to legitimate educational purposes to support and enhance the School District's curriculum in a manner which is consistent with the School District's mission statement. Access to and use of the Internet, through the OAS Internet provider is a privilege offered to students for the following purposes:

- 1) To assist in the collaboration and exchange of information
- 2) To facilitate personal growth in the use of technology
- 3) To enhance information gathering and communicating skills
- 4) To provide resources which will enhance the student's entire educational experience.

In exchange for the privilege of access to and use of the Computer Network/Internet through OAS Internet provider the student acknowledges that this privilege may be revoked at any time by the District at the sole discretion of the District and that improper use of Internet resources may also give rise to further disciplinary action consistent with District policies and/or the Student Handbook. The Student agrees to abide by the following terms and conditions:

1. That the following uses of the Internet throughout the OAS Internet provider are strictly prohibited and may subject the student to restrictions, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:
 - a. Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
 - b. Unauthorized transfer, deletion, or duplication of a file.
 - c. Unauthorized use of another individual's identification password.
 - d. Unauthorized access to telecommunications files or facilities.
 - e. Interference with the work of another student, faculty member, or school official.
 - f. Use of computing facilities to draft, send, or knowingly view or receive inappropriate communications including, but not limited to, those communications which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasion of privacy or otherwise prohibited by law.
 - g. Violation of copyright, trademark, trade secrets or licensing agreement.
 - h. Use of OAS Internet provider for the purchase, sale and / or advertisement or posting of goods or services or for political lobbying.

- i. Use of computing facilities or any activity detrimental to the stability and security of the School District's telecommunications equipment, the Internet provider for OAS and/or the Internet. This prohibited activity includes, but is not limited to:
 - I. The introduction of a virus, either intentionally or through irresponsible handling of data and telecommunications resources;
 - II. Malicious destruction of hardware, software, or data;
 - III. Attempting to learn or use accounts or passwords other than those issued to the student.
2. That the student may be responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which the student has not received training.
3. That the student may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.
4. That the OAS Internet provider is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications.
5. That the District and/or Internet resources are intended for exclusive use by the registered users and that the student is responsible for the use of any account/password and/or access privileges.
6. That the District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted.
7. That the District should not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
8. That the District reserves the right to monitor information activity, and file server disk space utilized by the Student.
9. That in consideration for the privilege of access to and use of computer network/Internet resources through OAS Internet provider, the student release the District, the Internet provider and their employees, agents, and operators from any and all claims of any nature arising from the student use of, misuse of, or inability to use, the District, Intermediate School District, Internet provider and/or Internet resources.
10. The student agrees to abide by these rules and regulations of system usage and such further rules and regulations as may be further added from time to time by the District. These rules will be available in hard copy from the Principal's office.

Digital Citizenship: It is essential that we follow some basic rules and behave as good digital citizens.

A good digital citizen:

- actively pursues an education and develops habits for lifelong learning, using digital tools to advance learning.
 - treats others courteously and is focused on learning.
 - communicates clearly, respectfully, and with empathy.
 - does not post another's work as own work.
 - protects self and others from harm by protecting personal information and thinking before posting.
- Please note that under the Family Educational Rights and Privacy Act (FERPA) guidelines, students are to be publicly identified using their First Name/Last Initial, not last names. This does not apply to your Google Doc submissions / assignments within Classroom.
- presents self in a school-appropriate manner, including, but not limited to, Google profile image.

UNDERSTANDING CONCUSION

Some Common Symptoms

Headache
Pressure in the Head
Nausea/Vomiting
Sensitive to Light
Haziness
Confusion
Slow Reaction Time

Balance Problems
Double Vision
Dizziness
Sluggishness
Fogginess
"Feeling Down"
Sleep Problems

Sensitive to Noise
Poor Concentration
Blurry Vision
Memory Problems
Grogginess
Feeling Irritable
"Not Feeling Right"

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 healthcare 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.

Student Support:

If you or someone you know are struggling and need support, please contact Mrs. Martin, Mr. Olsen, Ms. Hutchins, Mrs. Brooks, or Mr. Alda right away. Below are also two other ways to reach out for assistance for yourself or someone you know.

***Michigan Student Safety Program: Ok2Say**

"Not all heroes wear a cape and tights. A real hero speaks up for what's right. Be a real hero. If you see or hear something that threatens student or school safety submit a confidential tip to OK2SAY."

<https://www.michigan.gov/ok2say>

***National Suicide Prevention Hotline**

"If you're thinking about suicide, are worried about a friend or loved one, or would like emotional support, the Lifeline network is available 24/7 across the United States."

Text or call 988 for support.

<https://988lifeline.org/talk-to-someone-now/>





OSCODA AREA SCHOOLS CHAIN OF COMMUNICATION PROPER PROCEDURES 2023-2024

What should parents and community members do when they have questions or concerns about our school district?

We will strive to maintain clear channels of communication. We want to address your concerns quickly and accurately. To that end, we ask you to follow the proper chain of communication when contacting the schools or confirming information. Thank you in advance for your cooperation.

**Questions/Concerns
Regarding Your Child or
Classroom Instruction**

**First
Contact**

**CLASSROOM
TEACHER**

**Clarification or Additional
Questions/Concerns of
School Matters**

**Second
Contact**

**BUILDING
PRINCIPAL**

**To contact teachers or
building principals, call
the school and
schedule a meeting
either in person,
virtually or on the
telephone.**

High School
739-9121

Principal: Rebecca Brooks, brooksr@oscodaschools.org
Assistant Principal: Seth Alda, aldas@oscodaschools.org

Richardson Elementary
739-9173

Principal: Ann Sheffer, sheffera@oscodaschools.org
Dean of Students: Lorrie Mongeau, mongeaup@oscodaschools.org

If your questions/concerns have not been satisfied after contacting the teacher and the building principal, contact the representative of the appropriate department for additional information. For general information call 739-2033.

ATHLETICS

Cheri Meier
meierc@oscodaschools.org
Dean Caldwell, assistant
caldwellld@oscodaschools.org

TECHNOLOGY

Jana Stepp
steppi@oscodaschools.org
Sarah Clouse, assistant
clouses@oscodaschools.org

BUSINESS & OPERATIONS

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Chelsey Butterson
buttersonc@oscodaschools.org

CURRICULUM

Linda Skodack
skodackl@oscodaschools.org

FOOD SERVICE

Kim Rehil
rehilk@oscodaschools.org

SPECIAL EDUCATION

Montana Gufley
gufleym@oscodaschools.org
Chelsea Stephens
stephensc@oscodaschools.org

BOARD OF EDUCATION OFFICE

General District Manager
Michael Barnhart
barnhartm@oscodaschools.org

OPERATION & PLANT

Tony Brooks
brookst@oscodaschools.org
Danny Marshall, assistant
marshalldann@oscodaschools.org

TRANSPORTATION & COMMUNITY EDUCATION

Tina Ruedisueli
ruedisuelit@oscodaschools.org

If you feel that questions or concerns have not been adequately addressed after contacting all of the appropriate school representatives, please contact the superintendent.

SUPERINTENDENT

Scott Moore
moores@oscodaschools.org

DIRECTOR OF CATEGORICAL FUNDING

Charlie Negro
negroc@oscodaschools.org
739-2033
Central Office Assistant
Angel Clare, clareang@oscodaschools.org

Oscoda Schools Board of Education

President Tony Ommani	Vice-President Donald Ellis II	Secretary Mary Reitler	Treasurer Tim Kellstrom	Trustee Kathy Kent	Trustee William Gaines	Trustee Sharon Savage
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Positive Hard-Working Skilled Resilient Compassionate

Updated 1/24/23

Directory

High School Office

	739-9121	(fax 739-1688)
Principal	Rebecca Brooks	Ext. 2207
Assistant Principal	Seth Alda	Ext. 2208
Athletic Director	Cheri Meier	Ext. 2217
Assistant Athletic Director	Dean Caldwell	Ext. 2227
Counselor	Amy Martin	Ext. 2240
	Mike Olsen	Ext. 2210
	Debra Hutchins	
Building Secretaries		
Operations/Attendance	Dorothy Poland	Ext. 2203
Operations/Discipline	Cecelia Post	Ext. 2205
Operations/Athletics	Jennie Lechel	Ext. 2201
Student Services	Jamilly Axline	Ext. 2401

Other School Offices

	<u>Phone</u>	<u>Fax</u>
Richardson Elementary	739-9173	739-2510
Transportation	739-2024	739-2577
Owl Clinic	569-6002	

Board of Education Office Staff

		739-2033
Superintendent	Scott Moore	Ext. 2102
Chief Financial Officer	Sean Pear	Ext. 2105
Payroll & Benefits	Beth Roy	Ext. 2106
Technology	Jana Stepp	Ext. 2107
Administrative Assistant	Michael Barnhart	Ext. 2101
Community Education	Beth Roy	Ext. 2106
Food Service	Kim Rehil	Ext. 2254
Transportation	Tina Ruedisueli	Ext. 2272

Opportunities for Parent Involvement

	739-9121
Athletic Boosters	Ext. 2270
Band & Choir Boosters	Ext. 2244
School Improvement	Ext. 2207
District School Improvement	Ext. 2101
Volunteers – Contact building office directly	
Questions about your Lunch Balance?	Call 739-2401

2023-2024 School Year Calendar

The school day runs from 8:00am-3:00pm. Students may start entering the building at 7:40am.

For early release days students are dismissed at 12:30pm.

Oscoda Area Schools

2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	T0				S0

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
T4						S4

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
T19						S19

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
T22						S22

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
T18						S17

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	T16					S16

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T18						S18

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
T20						S20

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	T16					S16

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
30	T21					S21

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
T22						S22

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	T5					S5

- Full Day Professional Development
- Early Release (12:30) - Staff professional Development
- No School
- First Day for Students
- Parent Teacher Conferences - Students Released at 12:30 p.m.
- First Day for Kindergarten
- End of Marking Period
- Exams - Students Released at 12:30 p.m. (January 17 and June 5 teachers - professional endeavors)
- End of First Semester - Students Released at 12:30 p.m. - Records
- Last Day for Students - Students Released at 12:30 p.m. - Records

* At the District's discretion, up to five (5) additional days of professional development may be scheduled in lieu of student instructional days.

180 Student Days

185 Teacher Days

Student and Parent/Guardian Signature Required

Your signatures below indicate that you have received the 2023 – 2024 Student Handbook as well as the Materials for Understanding Concussions.

Computer use and LMC privileges may be revoked if this page is NOT signed by both student and parent and returned to the high school office.

By signing this Handbook (on paper or electronically) this grants permission for my student to participate in a virtual learning course as part of the OHS course catalog options. Students are bound by the terms of the handbook regardless of whether they return the signed acknowledgement.

Please return this form to the office the first week of school to avoid a disruption in your privileges.

Print Student Name

Student Signature

Print Parent/Guardian Name

Parent/Guardian Signature