

2023-2024
STUDENT HANDBOOK



OVID-ELSIE HIGH SCHOOL

Home of the Marauders

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INTRODUCTION

The faculty and staff of Ovid-Elsie High School extend a welcome to all new students and to those of you who are returning to continue your studies. We hope that the information presented in this handbook will help you and your parents to become acquainted with the general regulations, procedures, and practices that have been established for the well being of all who are here. Students and parents alike are responsible for familiarizing themselves with the contents of this handbook.

Ovid-Elsie High School Mission Statement

Guaranteeing all students the opportunity for academic, social and ethical excellence to meet the challenges of a global society.

Ovid-Elsie High School Students...

...are expected to realize that homework is a daily process; whether it be completion of work due the next day, review of ongoing materials or continued work on long-term assignments.

...should show pride in their work by turning in legible and neat assignments.

...are expected to complete and hand in all assigned work on due dates.

...should hand in all final assignments, showing evidence of proofreading and editing. Grammar, spelling and language should be at the level appropriate for each student.

...always do their own work. Plagiarism, whether from published works or another student's work, is unacceptable.

...will be responsible for asking teachers for help and assistance when needed.

...will respect the rights, worth and dignity of others.

Cooperation and communication are key in achieving an outstanding school. The responsibility for reaching our goals belongs to all community members; students, staff, administration, and parents. The student handbook should help provide the guidelines necessary to achieve a safe and structured environment, which fosters learning and personal growth. Please read and use the information that follows. Let's have a great school year and be proud to say, "I'm from Ovid-Elsie High School".

DAILY CLASS SCHEDULE

Lunch Group (A/B) is based on assigned 4th hour teacher

Regular Schedule Day

Period	Time
1st	8:00 - 8:50 am
2nd	8:55 - 9:45 am
3rd	9:50 - 10:40 am
A Lunch	10:40 - 11:10 am
4th hour for A Lunch	11:15 am - 12:15 pm
4th hour for B Lunch	10:45 - 11:45 am
B Lunch	11:45 am - 12:15 pm
5th	12:20 - 1:10 pm
6th	1:15 - 2:05 pm
7th	2:10 - 3:00 pm

Advisory Schedule (Wednesdays)

1st	8:00 - 8:45 am
2nd	8:50 - 9:30 am
3rd	9:35 - 10:15 am
Advisory	10:15 - 10:50 am
A Lunch	10:50 - 11:20 am
4th hour for A Lunch	11:25 am - 12:15 pm
4th hour for B Lunch	10:55 - 11:45 am
B Lunch	11:45 am - 12:15 pm
5th	12:20 - 1:10 pm
6th	1:15 - 2:05 pm
7th	2:10 - 3:00 pm

Late Start / 2-Hour Delay Schedule

Lunch Group (A/B) is based on assigned 3rd hour teacher

1st	10:00 - 10:45 am
2nd	10:40 - 11:15 am
A Lunch	11:15 - 11:45 pm
3rd hour for A Lunch	11:50 - 12:25 pm
3th hour for B Lunch	11:20 - 11:55 am
B Lunch	11:55 am - 12:25 pm
4th	12:30 - 1:00 pm
5th	1:05 - 1:40 pm
6th	1:45 - 2:20 pm
7th	2:25 - 3:00 pm

Half Day Schedule

1st	8:00 - 8:25 am
2nd	8:30 - 8:55 am
3rd	9:00 - 9:25 am
4th	9:30 - 9:55 am
5th	10:00 - 10:25 am
6th	10:30 - 10:55 am
7th	11:00 - 11:30 am

Campus Information

Building Access Ovid-Elsie High School opens for the general student population at 7:15 am. This opening time does not apply to school-sponsored practices, meetings, etc. which may be scheduled throughout the year. If you're in the building before 7:15 am, the reason must be school related and supervised. High school and middle school students must stay in their respective buildings during school hours, unless otherwise assigned.

Closed Campus Ovid-Elsie High School observes a closed campus policy. This means during the lunch period, students are not allowed to leave the school or go to the parking area *for any reason* except with the expressed permission of office personnel.

Visitors Visitors, particularly parents, are welcome at the school. A policy of all visitors signing in upon entering the high school has

been established for the safety of students and staff. Friends or students from other schools are not allowed to be in the school or on any part of the school grounds without permission. If a student wishes to bring a visitor to school, a form must be submitted by the student to be signed by all of his/her teachers and returned to the Assistant Principal's office two (2) school days prior to the day of the visit. The length of visitation will be one day, or less if disruptive. If disruptive, then a 1/2 day may be granted, beginning from the student's lunch hour and through the afternoon. Likewise, the administration reserves the right to refuse any visitation.

Parent Chaperones & Volunteers All trip chaperones and anyone volunteering to work directly with a student must have passed a Criminal Background Check before chaperoning any field trip event or volunteering. [Criminal Background Check](#) forms are available in the office.

Parking Lot Etiquette & Driving on School Grounds If you wish to drive to school, you must first complete a [Parking Permit Application](#) and register your vehicle and obtain a parking permit from the high school office. You must display the permit in your vehicle from your rearview mirror in such a way that it may be readily identified. Park your vehicle legally within parking lines. Parking spots will be assigned and all students are expected to park in their assigned numbered place. Students may not switch their assigned parking spot without approval from the administration. Students will pay for property damage resulting from their vehicles. Reckless driving is strictly prohibited on or near the high school property and violations of this policy may result in the suspension of your driving privileges on school property. Driving privileges may also be revoked for inappropriate parking or repeated violations of leaving school without permission. The speed limit is 10 mph on all school grounds and parking lots.

Locker Assignments You are assigned a locker for the duration of a school year, and it is your responsibility to keep the interior and exterior of the locker clean and neat. You are not allowed to give out your locker combination to anyone else nor to occupy any locker other than your own. The school is not responsible for misplaced, lost, or stolen articles. The physical education instructors and coaches will issue padlocks for use in gym and athletic programs. If lost, there will be a fee for replacement of the lock. While there is no fee for locker use, there may be a fee charged if lockers are misused or damaged. Switching lockers without approval from the administration is not allowed and will result in discipline.

Lockers are the property of the school district and the school retains the right to inspect them at any time. This includes the use of canine inspections.

OFFICE INFORMATION

Arriving Late (Signing-In to School) Students MUST SIGN IN at the attendance secretary's desk if arriving at school after 8:00 A.M., recording their name, time, and reason for their not attending class on time. If coming from an appointment, verification of the time and place of the appointment should be presented. All other LATE ARRIVALS SHOULD PRESENT A NOTE SIGNED BY THEIR PARENT/GUARDIAN.

Leaving School Grounds (Signing-Out of School) Students who are leaving the school building during the day (8:00 A.M. to 3:00 P.M.) Need to GIVE A NOTE SIGNED BY A PARENT/GUARDIAN AT THE START OF CLASS PERIOD to the teacher of the class they need to leave in. The note should state the date, time, and purpose of their early release from school. At the designated time, the student will be released from class and need to sign out in the office prior to leaving school grounds. The student will print on the sign out sheet their name, time stated on the note, and reason for their early release. Students who return later that day should follow the policy for signing in as described above. Students with emergencies (or those who have failed to follow the procedure above) will be granted permission to leave only by a school administrator. Those who fail to follow the above policy may be disciplined for the disruption they cause. Emergencies and illness are the only exceptions. NOT HAVING PERMISSION AND/OR NOT SIGNING IN OR OUT OF THE SCHOOL BUILDING IS A VERY SERIOUS MATTER AND WILL RESULT IN SATURDAY DETENTION OR SUSPENSION.

Signing out is not allowed for the purpose of leaving campus for lunch. You will lose driving privileges with repeated offenses.

Hall Passes Students who leave a classroom during scheduled hours (8:00 A.M. to 3:00 P.M.) must obtain a pass from their teacher before leaving the classroom. Each teacher will have their own passes, students without a pass are considered to be loitering or

skipping and may be subject to discipline.

Deliveries Any deliveries to students during the school day will be brought to the high school office. A message will be sent to you notifying you of their arrival. Deliveries of this nature will be picked up during lunch or between classes.

Lost & Found There is a lost and found rack located in the high school lobby.

Announcements Announcements concerning various school activities are compiled into a daily news digest that is sent via email to all high school students and staff by 4th period each day. All announcements must be e-mailed and have approval of a teacher, advisor or coach. They should be sent to pstv@ovidelsie.org by the end of the day **before** they are to be published. Announcements may be edited for spelling, grammar and clarity.

Driver Education Ovid-Elsie Area Schools no longer provides driver education instruction. Local private companies may periodically offer classes in the area for students. The dates, times, location and cost of these classes will be posted when available.

Work Permits Students who will be working outside the school may obtain a work permit in the high school office.

Age of Majority Upon reaching the age of 18 you may obtain an Age of Majority Release Form from the high school office. This will allow reports of grades, disciplinary action and other correspondence to be sent directly to the student. It should be noted that this does not diminish your parents' right to information regarding your education, nor does it change your responsibility to the school and its regulations.

Student Records Ovid-Elsie High School maintains student records including both directory information and confidential information. Directory information means individually identifiable information including:

- 1) a student or parent's first and last name;
- 2) a home or other physical address (including street name, city or town; or
- 3) a telephone number.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all of such directory information, upon written notification to the school. For more information see the Family Education Rights & Privacy Act, also known as FERPA. Other than directory

information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside providers.

Students and parents have the right to review and receive copies of all educational records. Cost of copies may be charged to the parent. Parents and adult students have the right to amend a student record when they believe that any information is inaccurate, misleading, or violates the student's privacy. They must request the amendment of a student record in writing. If the request is denied, they will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA at this address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult or emancipated) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations 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; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance as required).

Notifications will be provided at the beginning of each school year as to the content of this policy, as well as any substantive change. The district will also specify or approximate the dates during the school year when the following activities are scheduled or expected to be scheduled:

- 1) Activities involving the collection, disclosure, or use of personal information collected from the student for the purpose of marketing or for selling that information.
- 2) The administration of any survey by a third party containing items in A thru H.

Health & Safety Information

Illness, Accident & Injuries

If a student illness or accident should occur on school property or at a school related event:

- Parents will be contacted depending on the seriousness of the illness or injury;
- If the illness or injury is serious, parents or the designated emergency contact person will be contacted to determine the best course of action to follow; or
- If it is impossible to contact either of the above, the Local Ambulance Service will be contacted. The student will be placed under their care. If decided necessary, the student will be transported by ambulance to the hospital. Ambulance transportation charges will be the responsibility of the parents.
- In NO instance can the student be released to anyone but the parents, unless parental consent and approval is obtained.
- It is important that the emergency/medical cards have the telephone number of an emergency contact person in the event that school personnel are not able to contact parents in an emergency situation.

Communicable Disease

Michigan Administrative Code Rules governing Communicable and Related Diseases (R325.171–R325.199) allows a school official who “reasonably suspects that a student has a designated condition...” to “exclude the student for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a designated condition. A local health officer may initiate the exclusion from school of a student who has a designated condition.”

Please report to the school any confirmed diagnosis of any contagious illness, such as strep throat, conjunctivitis, fifth disease, flu, etc. Also, please report any case of head lice.

Many illnesses do not require a child to stay home from school. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others. Ovid-Elsie’s Sick Day Criteria includes:

1. **Severely Ill:** A child that is lethargic or less responsive, has difficulty breathing, or has rapidly spreading rash.
2. **Fever:** A child with a **temperature of 100.4 degrees Fahrenheit or higher AND** behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever, without the use of fever-reducing medications. A child with strep throat/scarlet fever should be treated with antibiotics for 12 hours (at least 2 doses) before returning to school.

3. **Diarrhea:** A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school.
Exception: A healthcare provider has determined it is not infectious. Diarrhea may occasionally be caused by antibiotics or new foods a child has eaten. Call the parent to find out if there is a non-medical reason for the loose bowel movements. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, please refer to the [chart](#) for exclusions and required clearance criteria.
4. **Vomiting:** A child that has vomited two or more times. The child should have no vomiting for 24 hours prior to returning to school.
Exception: A healthcare provider has determined it is not infectious.
5. **Abdominal Pain:** A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms.
6. **Rash:** A child with a rash AND a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. For students with a diagnosed rash, please refer to the chart below for exclusions and required clearance criteria.
Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.
7. **Skin sores:** A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.
8. **Certain communicable diseases:** Children and staff diagnosed with certain communicable diseases, including [COVID-19](#), may have to be excluded for a certain period of time. **See the chart [here](#) for disease-specific exclusions periods. Extracurricular activities also need to be cut out when a student has a communicable disease. Anyone with diarrheal illness should not use swimming pools for two weeks after diarrhea has ceased.**

Remember that if a child is sent home at 10:00am on a Monday, the earliest he/she may return to school after being symptom free for 24 hours would be Wednesday.

Immunizations

Michigan law, according to Section 9208 of the Michigan Health Department Public Act #368 of 1978, states the following: **"A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in that state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one dose of an immunizing agent against each of the diseases specified by the department has been received and certified by a health professional or local health department."** A parent, guardian, or person in loco parentis having a child register with only these minimum doses of immunizing agents shall present an updated certificate of immunization within four months after initial attendance showing that the immunizations have been completed as prescribed by the department. Parents of children entering school for the first time in Michigan are reminded that each child must be immunized for diphtheria, pertussis, tetanus, polio, smallpox, rubella, chicken pox, measles and Hepatitis B. Vision and hearing examinations are also required. The information must be brought to school on the first day or before school has begun. Family physicians may do the immunization or you may take the child to the Mid-Michigan Health Department, 1307 E. Townsend Road, St. Johns, MI (989-224-2195) or Shiawassee County Health Department 149 E. Corunna Ave. #2nd, Corunna, MI (989-743-2318). Free clinics are available at both the Mid-Michigan Health Department and at various Outreach clinics in the area. Please call the health department for specific dates and places. It is Michigan law that all **new entering** students must have the Hepatitis B immunization. A parent or guardian must provide dates when the immunization for hepatitis was given, a physician signed statement that the child "is in process" of completing the three (3) vaccinations series for Hepatitis B, or a signed statement that the parent does not choose to have their child(ren) immunized against Hepatitis B for religious reasons or other noted reasons of objection. **It is the law beginning with the 2002-2003 school year, that all seventh grade students have an immunization assessment.** This law was passed so that

there would be a means of assuring that children are adequately immunized against preventable diseases before they reach adolescence when some diseases become a greater threat to their health.

Head Lice:

It is common to have cases of head lice and other related problems in the school throughout the school year. It is the responsibility of parents/guardians to check student's heads on a regular basis.

Students are encouraged NOT to share their clothing/coats, hair accessories, brushes, combs or hats. Although Head lice are not a health threat, they are transmissible with direct contact. Active infestation is defined as the presence of live lice. Therefore, when an active head lice infestation is found, our school practices are:

- The student will be allowed to remain in class for the remainder of the day and should be restricted from activities of close contact or sharing items with other children.
- The parent/guardian will be directly contacted to explain the situation and advise for immediate treatment at home before readmittance to school.
- Other student's will be checked privately and confidentially for head lice only when infestation is suspected.
- Parents/guardians & students are expected to follow instructions for treatment/prevention of Head Lice. Parents should remove nits daily and treat if live lice are observed. More information on proper treatment of head lice can be found **
- Upon return to school, the student must be accompanied by the parent and brought to the school office. The student will be rechecked for an active infestation prior to re-entry. The primary goal is for no live lice (or nits within one quarter inch of the scalp) to be found on the student. Any student with nits (farther than one quarter inch from the scalp) should be allowed in school.

Prescription Drugs and Medications

School Board Policy 5330 regarding medications taken at school has been designed for the safety of all students. Medication is defined as all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. When a student is required to take medication(s) at school, any and all medication must be delivered to the school office by a parent/guardian or an adult parent representative – NOT BY STUDENTS.

Ovid-Elsie Area Schools will require, each school year, the following in connection with the administration of medication to a student in the school setting:

- A. The student's parent/guardian must submit, in advance, written permission to administer the medication. The parent must also authorize any self-medication by their child. Consent forms to dispense medication at school are available in the school office or online at <https://www.ovidelsie.org/page/school-nurse>.
- B. The student's parent/guardian must furnish healthcare provider's instructions that match those on the medication container in order to administer the medication. This authorization must also authorize any self-medication by the student.
- C. If a healthcare provider changes the prescription or the dosage, a new medical form must be filled out by the healthcare provider.
- D. Medication will be administered by a trained school administrator, teacher, or other school employee designated by the school administrator.
- E. Medication will be administered in the presence of another adult, unless an emergency threatens the life or health of the student.
- F. Medications with directions of "take as needed" require instructions from the parent or healthcare provider on what constitutes appropriate conditions for dispensing the dosage amount and the maximum number of times the medications can be administered during the day.
- G. Prescription medication must be in a container labeled by the pharmacist or prescriber. Non-prescription medication must be in an unopened, original container with the label intact.
- H. The school designee will call the prescriber, as allowed by HIPAA, if a question arises about the child and/or the child's medication.

- I. Parents are responsible for maintaining adequate supply of the medication to the school.
- J. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- K. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- L. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- M. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.
- N. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct
- O. Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

Medication will not be dispensed if these requirements are not followed. Please arrange to have medication given at home, if possible.

Asthma Inhalers, Epi-pens, other Emergency Medications

Students with respiratory, highly allergic conditions or other health conditions that require emergency medications will be allowed to carry inhalers or emergency medical kits with them while at school. Parents need to contact school officials, in writing, so proper precautions are taken and staff is well informed as to the condition.

Please note that the School Board Policy, as required by law, authorizes the district Registered Nurse or an employee trained in administration of an epinephrine auto-injector to administer an epinephrine auto-injector to any other individual on school grounds who is believed to be having an anaphylactic reaction.

Safety Procedures

Fire Drills: Classroom teachers and students must see that all drills and emergency actions are taken seriously, with control, order and speed. Students and teachers will exit the classroom, taking a position at least 100 feet away from the building. If possible, all doors and windows must be closed and the lights turned off as the room is emptied. Students must follow the instructions of the teachers and avoid talking, laughing, pushing, shoving or running. Students are to remain with their classes and report back to class when the "all clear" is given.

Tornado and Lock Down Drills Tornado: In the event of a tornado, students will be instructed over the P.A. system to leave "unsafe" classrooms which have outside windows and to report to interior hallways. Those students in interior classrooms without windows will be instructed to remain seated and await further instructions. Tornado procedures are posted inside all classrooms.

Lock Down: Hallways will be cleared and classroom doors locked. Students will be directed to a safe corner and an active signaling system will be deployed. Students will follow the teacher's instruction, remain quiet, and in lock down until an all clear is given by law enforcement, Principal, or designee.

ADMISSION/WITHDRAW FROM O-E HIGH SCHOOL

Admission Requirements 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 or is paying tuition.) New students under the age of 18 must be

enrolled by their parent/legal guardian and provide the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights & responsibilities, or custody,
- C. proof of residency
- D. proof of immunizations (or a waiver)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documents required to establish permanent enrollment. New students 18 years of age or older are not required to have a parent present when enrolling, but are encouraged to include parents being present during enrollment. Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended/expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension/expulsion even if the student would otherwise be entitled to enroll in the district. Prior to denying admission, however, the Superintendent shall offer a hearing to review the circumstances and any other factors determined to be relevant.

Withdrawals & Transfers Any student withdrawing from school or transferring to another school district during the course of the school year must first secure a withdrawal form from the guidance office, have it completed and signed by a parent and proceed as follows:

- 1. Return all textbooks and school materials to the person who issued them and be credited for each item.
- 2. Pay all fines and school obligations.
- 3. Clean out all hall and gym lockers assigned to you.
- 4. Leave your new address at the office.
- 5. Have completed a form signed by the Principal or Assistant Principal.

Those students who drop out prior to the end of a semester will receive no credit in any class for that semester or for the year in full-year courses.

INFORMATION CENTER

Information Center Guidelines

- 1. Books may be checked out for two-week periods upon presentation of valid Ovid-Elsie student ID card. A two-week renewal is available and may be done in the Information Center.
- 2. Persons checking out materials will be held totally responsible for all materials charged to them. Lost books must be replaced with the same book or a newer edition when available.
- 3. All students coming to the Information Center for research work at the request of a teacher must present, at the circulation desk, a pass from the teacher.
- 4. Students are asked to immediately replace library material they are using when the bell rings.
- 5. The use of the Information Center is a privilege, which may be suspended for improper behavior.

Student Identification Card Ovid-Elsie Area Schools shall provide each student with a student ID card that identifies the cardholder by picture, name and barcode. The ID card is the property of Ovid-Elsie Area Schools and must be returned upon request. The ID card provides access to the school lunch program, admittance to the Information Center and checkout of library materials. Students are expected to carry their ID card during school hours and present it when asked as a means of identification.

Improper Use of ID Cards

The cardholder shall be subject to disciplinary action for:

- Any use/attempted use of the student ID card for any purpose other than that intended.
- Any use of or attempted use of the student ID card by any individual other than the cardholder.
- Permitting the student ID card issued to him/her to be used by another individual.
- Failure to fully and truthfully report the circumstances pertaining to a lost, stolen or damaged ID card.

Individual cardholders are responsible for the safe keeping of his/her student ID card. It is the responsibility of the individual cardholder to report any lost or stolen cards to the technology help desk in the Information Center immediately upon discovery of the loss or theft.

The technology help desk can replace lost, stolen or damaged cards. Cards must remain unaltered in order to be valid. Contact the technology help desk for a replacement. There is a \$5 fee for lost or damaged cards.

PARENT SERVICES

Ovid-Elsie Area Schools Parent Involvement Policy Ovid-Elsie Area Schools staff, in partnership with our students, their families and the Ovid-Elsie community, will provide a safe, nurturing and challenging environment to promote individual academic success and positive physical, social and emotional growth for each child. To achieve this goal and insure parent involvement the staff and parents of Ovid-Elsie Area Schools have jointly developed and agreed upon the following Parental Involvement Policy. This policy will be distributed annually to all students and teachers. It will state the following:

- 1) Establish a parental involvement committee, which includes parents, teachers, Title I and other community representatives.

Responsibilities include:

- Develop a home-school agreement, which defines how parents, students and staff will share the responsibility for student learning.
- Involve parents and staff in an annual assessment of parent involvement needs.
- Recommend parent involvement opportunities to meet parent needs, with attention to cultural diversity and unique family situations.
- Review the effectiveness of the policy in increasing parent involvement, identify and eliminate barriers to involvement and revise the policy as needed.
- Meet at a time and frequency determined by the committee.

- 2) Support parent involvement by providing a variety of opportunities for parents to learn more about what is taught in school, how we measure student progress and important school policies and building procedures.
- 3) Build strong parent involvement by offering activities, workshops, and other programs such as parenting and child development, supporting and participating in Learning activities with children at home, maintaining regular, two-way communication with school staff, volunteering at school, and participating in the decision-making and/or advocacy activities.
- 4) Help school staff strengthen parent involvement through support, materials, and in-service opportunities for families and by implementing effective programs and practices for home-school partnerships that involve parents in the education of their children.
- 5) Foster mutual respect between parents and school staff through collaborative efforts. Ovid-Elsie Area Schools believes that a strong partnership between home and school is essential to the quality education of our children.

Parent-Teacher Conferences Parent-teacher conferences are held each semester. Parents wishing to meet with teachers outside conferences should contact the teacher to schedule an appointment.

Online Attendance & Grade Information (PowerSchool) Ovid-Elsie Area Schools offers parent and student access to student information over the Internet through the PowerSchool portal. The PowerSchool Portal allows parents and students to review daily attendance, assignments, and current grades. To use the portal, go to the Ovid-Elsie Area Schools' website at www.ovidelsie.org, select Menu, choose Links, then select PowerSchool. All high school students have their own login name and password for Powerschool (the same login used for a school computer). Parents who have questions or have not received their login information may contact the

Deficiency Notification Communication between home and school is crucial to student success. Through the PowerSchool online portal, parents can see their student's grades, assignments, fees and daily attendance. If students are not performing at an acceptable level, parents may contact teachers through email, phone, or by appointment.

Students have access to PowerSchool through their regular electronic use username and password. Parents who did not obtain their username and password when registering their student may do so by contacting the school office.

Review of Instructional Materials & Activities Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FOOD SERVICES

The cafeteria serves breakfast and lunch each full school day. You are expected to clear your table, return trays to designated areas and discard waste. Food and beverages from the cafeteria must remain in designated areas unless approved by the office.

Free and Reduced Lunch Application Students may be able to receive meals free or at a reduced price. To know if you qualify, complete a free and reduced application online at www.lunchapp.com.

Student Organizations and School Functions

Class Organization Each grade-level is assigned an advisor. Each class elects a president, vice president, secretary and treasurer. Dues are \$10 per year and are used to pay for class-related functions.

School Activities Sponsored by Student Groups The club or class that wishes to sponsor an activity at the school must first:

- 1) Permission must be obtained by the Principal at least two (2) weeks in advance of the activity. If more than one request is received for the same date, the Assistant Principal will determine which to approve.
- 2) Classes or sponsoring clubs must arrange for at least two teachers as chaperones. This includes group advisors.
- 3) Each function must have at least six (6) class/advisor-approved parents of students as chaperones.
- 4) The sponsoring group must hire security officers for supervision of the outdoor area, particularly the parking area, during the activity. Names of officers are to be included on the activity request.
- 5) Sponsoring groups must arrange with the office for a change box and all money collected must be turned into the office for deposit.
- 6) If you have engaged a band or D.J., you must have the office draw the check for the group or individual prior to the date of the activity.
- 7) Sponsoring groups must request the area to be used at least two (2) weeks prior to the activity. Dances are to be held in the cafeteria only.
- 8) No parties or dances are to be authorized off school premises in the name of the school unless approved by the school administration.
- 9) Custodial services must be paid for if clean up is not done by group.

Rules for Conducting Group Activities

- 1) After-game activities: no one will be admitted later than one-half hour after the game is over.
- 2) Ovid-Elsie students wishing to bring a guest from another school must first obtain a guest pass from the Assistant Principal's office.
- 3) The same rules and policies as apply to Ovid-Elsie students govern any students, other than Ovid-Elsie students attending an

activity.

- 4) Anyone leaving an activity will not be permitted to return to it.
- 5) Rules governing smoking, drinking and fighting are the same as those during school hours. Violators may be detained by chaperones for release to parents or law enforcement officers.
- 6) Activities must be over by 11:30 P.M. unless special permission is obtained.
- 7) Middle school students will not be allowed at high school dances (or prom).
- 8) Activities will be open to students specifically stated by a sponsoring group.
- 9) Students violating the above policies may be suspended from future activities and/or otherwise disciplined.

School Functions Approval for activities in the school building must be obtained from the Principal's office where application forms are available. The building must be left in a clean and orderly condition after each function. If clean-up is not satisfactory, the sponsoring group may be required to pay cleaning fees.

Dances and social activities are sponsored for the recreation of all students, who are expected, therefore, to comply with all school regulations. All school rules and regulations apply to school functions, including those held during after-school hours or at non-school facilities. Ovid-Elsie dances & activities are for Ovid-Elsie students only. If guests are permitted, the following will apply:

- 1) The student must sign up the guest with the Assistant Principal in advance of the event.
- 2) The student signing up the guest will accompany him/her to and from the event.
- 3) Guests are under the same guidelines as Ovid-Elsie students while they are in attendance.

Advertising Outside Activities Students may not post announcements/advertisements for outside activities without prior approval from the Principal. Requests made will be answered within 24 hours.

National Honor Society The National Honor Society recognizes students for outstanding scholarship, character, leadership and service. Each year all juniors and seniors who have a 3.5 or higher grade point average have met the first criteria for membership. Their names are submitted to the teaching staff who indicate whether the student meets the character criteria. Points considered are: is the student trustworthy, helpful to teachers and others, shows respect for his/her classmates and displays leadership qualities. Students who meet character requirements, must fill out a form indicating their leadership roles, community service, co-curricular activities, and work experiences/job recognition/awards. For more information and forms, see the NHS advisor.

Student Council The Ovid-Elsie Student Council is an organization that gives students the opportunity to participate in and take responsibility for their school and community. The council is an elected body designed to represent the students in their school's government. It consists of four (4) elected representatives from each class. The president, vice president, secretary, and treasurer will be selected from these elected council members.

Student Council membership is open to any student who petitions for membership. Class representatives are elected each year. Candidates for offices on the council must have at least one year of participation in the council. Officers must also have a cumulative 2.5 academic average and candidates for representatives must have a 2.0 academic average. All members are expected to maintain proper conduct as defined in the student handbook. The goals of the organization include promoting student leadership, developing future leaders, providing and planning for social events, involving students in community service and school projects and events such as homecoming. The advisor is appointed by administration.

Fundraising The clubs and organizations operating at Ovid-Elsie High School may participate in fundraising in order to carry on their activities and programs. Permission to participate in fundraising will be granted to clubs by the Assistant Principal's office after necessary application is made. All applications are subject to review to determine the need for fundraising and to avoid conflicts.

Student Fees, Fines and Supplies

Student Expenses Student expenses will include the cost of materials for projects in certain classes such as Art, Industrial Education, etc., and other incidental expenses related to the school program. All students are expected to respect all school property and that of others. Any student losing or damaging school property shall be obligated to make full restitution. All financial obligations must be paid before a report card or diploma is released.

Annual Class Dues Dues are \$10 per year and are used to pay for class-related functions.

Instructional Materials & Supplies Books, instructional material, equipment and lockers are provided to you without charge. You are responsible for these materials once issued until returned and checked by school officials. You may be charged for damage beyond normal wear and tear and are expected to meet these obligations in a reasonable amount of time. Any fines charged will be based upon age, condition and replacement cost of the item.

Student Services

COUNSELING

The Student Services Department follows the American School Counselor Association (ASCA) National Model for school counseling programs. Our Comprehensive Developmental School Counseling Program (CDSCP) adheres to these national standards by aligning interventions with the Student Competencies, by counseling staff's alignment with the Professional Competencies, and by counseling staff's alignment with the Ethical Standards for Counselors.

Our CDSCP is delivered through core curriculum classroom counseling lessons, small group counseling lessons, and individual counseling lessons along with consultation, collaboration and coordination with stakeholders. The services that we provide fall into three categories: academic, career, and/or social/emotional.

Academic Counseling Academic success at Ovid-Elsie High School takes a team approach that involves students, parents, teachers, and counselors. Counselors will ensure each student has a graduation audit that will show all completed courses towards graduation in addition to the total number of required credits achieved. Graduation audits will be shared with students and reviewed each semester during scheduling and used to inform students on what courses should be taken to remain on track with graduation status. For students that need additional academic assistance, tutoring services are available and Academic Center can be put in their schedule with a counselor's approval. In the Academic Center, students will be provided support from a teacher in the area of study skills, homework completion, organization, test and quiz preparation, and planning for long-term projects and papers. The course offers many benefits, including allowing help across all subject areas, providing mentoring of students' progress and organization, plus improved communication between students, teachers and parents

Based on the graduation audit and academic needs of individual students, Student Services will make recommendations to students and parents that will help ensure that each student's schedule and class rigor is tailored to their future career goals and is in line with Michigan Merit Curriculum requirements.

Career Counseling Students will receive career counseling from Student Services through core curriculum classroom lessons developed by Student Services and delivered by classroom teachers who have been trained to administer career activities and lessons in Xello which fulfills the Michigan Department of Education requirement for all students to maintain an up-to-date Educational Development Plan (EDP). Students can also receive career counseling in a group and an individual format by student, parent, teacher, and/or administrator request.

Mental Health Counseling Ovid-Elsie High School students will receive social/emotional counseling from Student Services through advisory lessons that are prepared by a licensed school counselor and delivered by classroom teachers. Different curriculums may be used to create the advisory lessons, but each will be evidence-based. Students can also receive social/emotional counseling in a

group or an individual format by student, parent, teacher, and/or administrator request. Mental Health Counseling in a school setting is short-term and solution-focused. This is to stay in line with the ethical parameters of the position and licensure of a school counselor as explained by ASCA. The school counselor will make appropriate referrals to parents/guardians if long-term counseling is recommended for a student.

The staff in the office is available to the entire student body. It is wise to make an appointment with the administrative assistant for Student Services to see the counselor. For an emergency, inform the administrative assistant that you need to see someone as soon as possible.

Special Services Special help is available in the areas of speech correction, hearing difficulties, special testing, homebound services, etc. Parents or students having questions about these services should discuss them with the Director of Special Education or your building Administrator.

Homebound Services A visiting teacher may be provided to a student who is homebound for a period longer than 5 consecutive school days. Services can be provided only after receipt of doctor's verifications of homebound status.

Personal Curriculum Ovid-Elsie high school adheres to the Michigan Merit Curriculum (MMC). We are aware that some students have special talents and interests that warrant additions to the curriculum. Additionally, other students may have disabilities that require some accommodations to keep the MCC meaningful and fair. If you believe your son or daughter needs a personal curriculum, you must make a request for consideration of a personal curriculum and then a team will determine what curriculum changes are appropriate.

The MMC law requires the following when considering a personal curriculum:

- The personal curriculum may be initiated by the parent/guardian, emancipated student, or school personnel.
- The personal curriculum may not be needed if the MMC for a student can be addressed with other reasonable arrangements.
- When needed, a personal curriculum is written by a group of knowledgeable people that includes the parent and school staff.
- The personal curriculum must adhere to the MMC content standards as much as is possible for the student. In other words, the essential content expectations for graduation must still be met.
- The personal curriculum may exceed the requirements of the Michigan Merit Curriculum.
- The personal curriculum may contain some special provisions for students with documented disabilities.
- The personal curriculum may be developed for students who transfer from out-of-state or a non-public school.
- The personal curriculum must be approved by the Superintendent or a designee.
- The personal curriculum may be adjusted during the course of the student's high school education using the same process, as appropriate.

CURRICULUM, GRADING & AWARDS

Course Offerings and Changes in Schedule Twice a year, students in grades 8 through 11 are presented with enrollment procedures, their current graduation audit, and the current [Ovid-Elsie High School Curriculum Guide](#) to schedule courses for the following semester. Course selection is based on completing the Michigan Merit Curriculum (MMC) requirements in addition to choosing courses that align with a student's EDP and career goals. Consult with your counselor and your parents in planning a four-year program leading to graduation and preparation for future experiences.

More detailed descriptions of the Michigan Merit Curriculum (MMC) are available by contacting the counseling office, viewing the current OEHS curriculum guide available on the website, or by visiting the [High School Counseling Page](#).

Physical Education Students will not be excused from participation in physical education classes for an extended period of time without a doctor's statement of non-participation. (An extended period of time will generally be defined as over two (2) days with discretionary powers left to individual physical education instructors in extreme cases.)

Advanced Placement (AP) Courses Advanced Placement courses will be offered at Ovid-Elsie High School. As part of the class, students will have the opportunity to take the AP assessment in May in order for the opportunity to earn potential college credit. Credit is determined by each individual university based on student scores. The students will be responsible for the entire test fee. If the fee increases, the student will be responsible for that increase. The student may qualify to take the test for free if they qualify for free or reduced lunch. The student is not required to take the test, but will be encouraged to do so.

Dual Enrollment Information & Options Ovid-Elsie High School offers several different options for students to earn college credit while in high school. The state mandated dual enrollment program effective April 1, 1996, Public Act 160 and Public Act 258 of 2000 created the Postsecondary Enrollment Options Act, which directs Ovid-Elsie High School to assist students who are in the dual enrollment program in paying tuition and fees for courses at Michigan public or private colleges or universities (the dual enrollment program applies only during the academic school year), if all of the following conditions are met: Students who do not earn course credit will incur course costs.

1. The student has earned a Michigan Merit Examination (MME) endorsement in the content areas in which he/she intends to dually enroll, if such an endorsement is available. The student is eligible to take courses in subjects for which there are no endorsements such as computer science, vocational education, and world language where these courses are not offered by the school and fine arts programs, as permitted by the district.
2. Public Act 594 of 2004, one of the pieces of legislation that created the MME, requires the Michigan Department of Education to set the passing scores on the readiness exams that are used to determine eligibility for dual enrollment. These readiness exams are the MME, the PSAT, SAT, the ACT PLAN and the ACT. The MME legislation indicates that the State of Michigan Superintendent of Public Instruction is to: determine qualifying scores for each subject area component of a readiness assessment that indicates readiness to enroll in a postsecondary course in that subject under this act. These scores can be found on the MDE website at www.michigan.gov/mde.
3. The student is enrolled at Ovid-Elsie High School. The student's high school schedule is shortened in proportion to the number of college classes in which the student is dually enrolled.
4. The college course is not a hobby, craft, recreation or physical education course and is not a course in the subject areas of theology, divinity, or religious education.

High School Advantage Dual Enrollment Program (No Cost to Student/Parent) The High School Advantage Program is a partnership between Lansing Community College and Ovid-Elsie Area Schools to provide several dual enrollment course options for students at Ovid-Elsie High School. These courses are offered in an online hybrid format, where there is a blended learning of face to face meetings and online learning. Because of the way these courses are purchased there is no additional cost to students or parents, including fees, tuition, or books. All courses offered through this program are part of the MTA (Michigan Transfer Agreement) and are transferable to most colleges and universities in Michigan. Please check with the college you plan to attend to verify the transfer of the course.

Several of our agriculture courses offered at Ovid-Elsie High School also have the potential to earn free articulated college credit through Baker College or Michigan State University. Students need to take the following courses to qualify: Animal Biology A, Animal Biology B, Plant Biology, Fisheries & Wildlife, Advanced Ag Biology. Please note if you are planning on attending MSU these credits can be applied to any program at MSU, not just a major in agriculture. Please see Ms. Tracey Hoffman for more information.

Traditional Dual Enrollment Courses (Potential Cost to Student/Parent) School districts are required to pay the lesser of: (a) the

actual charge for tuition, mandatory course fees, materials, fees, and registration fees; or (b) the state portion of the student's foundation allowance, adjusted to the proportion of the school year the student attends the post-secondary institution. In the case of our district, that amount is 1/14th per class per semester - approximately \$620.00 per class. If a student meets all of the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, or fails the course, the student will be responsible for the full tuition.

After Ovid-Elsie Public Schools pays their portion of the dual enrollment fee, be aware that the family's financial obligation to the post-secondary institution might be considerable. Therefore, parents/ guardians are advised to consult with the post-secondary institution for actual costs before making a final decision concerning dual enrollment.

Clinton & Eaton County RESA Programs (No Cost to Student/Parent - Some material costs may be incurred by students) Some of the courses offered by CCRESA also have the potential to earn college credit, either by direct credit or articulated credit. Students must meet the requirements for grades and attendance to receive the college credit. For a list of the courses offered from CCRESA and the corresponding college please visit www.cccresa.org and click the Career Education link for more details (a short list is offered below). Students who do not pass or drop courses will incur course costs. Please see Student Services if you have any questions on the college options available.

Clinton County Career Connections Programs

Allied Health
Auto Technology & Repair
Business Management & Entrepreneurship
CAD & Design Technology
Computer Network & Security
Construction Trades
Criminal Justice
Video & Audio Production
Education – Early Childhood
Emergency Services / Fire Science
Sports Medicine
Welding
Work-Based Learning (Co-op)

Eaton County Career Connections Program

Animal Science & Zoo Management
Aviation Careers Institute
Game Design & Programming
Heavy Equipment Operation & Repair

Criteria for Admission to Clinton or Eaton County Career Connections Courses Must be at least a junior, have a good attendance and academic record, approval from counselor, administrator, and program coordinator, and alignment with Xello EDP career goals. Applications are open during the spring of the previous school year - completion of an application does not guarantee admittance into a program as spots are limited.

All career and technical education programs follow the district policies of nondiscrimination on the basis of race, color, national origin, sex or disability.

OEHS Career & Technical Education (CTE) Each year, Ovid-Elsie Area Schools offers vocational education programs at Ovid-Elsie High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered

under the guidance of certified teachers, counselors and cooperative education coordinators. The following is a list of programs offered each year and criteria for admission:

Ovid-Elsie High School Program	Criteria for Admission
AGRI-SCIENCE	
Animal Biology	None
Advanced Animal Biology	Animal Biology
Fisheries & Wildlife	Animal Biology
VOCATIONAL BUSINESS	
Business Math I	None
Business Math II	Business Math I
Work-Based Learning	Application & Approval through CCRESA
VOCATIONAL TRADES	
Wood Technology II	Wood Technology I
Welding II	Welding I (See RESA guidelines)

Grading

Grading Guidelines Students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. A written explanation of how grades are assigned will be given to each student at the beginning of each semester. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Examinations Teachers may administer tests other than final examinations in their classes at their discretion throughout the school year; however, a definite date and time is provided for semester examinations. All students must take a final examination for each class unless approved by the teacher and the principal. Students who fail to take the semester examinations will be given an INCOMPLETE "I" which automatically becomes an "F" if a student fails to take any semester examinations within the two (2) weeks allowed. Exceptions: mitigating circumstances. 2nd semester seniors may have their exams waived provided they meet the following requirements during their last semester:

1. 3.0 GPA.
2. 100% assignments completed.
3. No suspension & 1 or fewer detentions.

Subject to teacher approval, or students may opt to take final to improve his/her grade.

Waiver of Requirement Students requesting a waiver of a required course should contact the high school Principal for permission and procedure.

Michigan Merit Exam Every Michigan high school student is required to take the Michigan Merit Exam (MME) in March of his/her junior year. The assessment includes three components; the SAT test, the ACT WorkKeys employability component and the M-Step.

These tests are given over multiple days.

Awards

Honor Roll The Board authorizes the publishing of an honor roll at the secondary school level at the end of each semester. To qualify for the honor roll a student must have achieved a minimum 3.00 grade point average (B) in all classes in which a letter grade is given with no grade below a C-.

School Letter One of the following criteria must be met to earn a school letter:

1. A school letter will be awarded for academic accomplishment to any student who maintains a minimum 3.33 grade point average (B+).
2. A school letter will be awarded for athletic accomplishment to any student meeting qualifications as established for each varsity sport.

Only one (1) school letter will be granted to any student during his/her high school years.

Lamp of Knowledge Patch A “lamp of knowledge” patch will be awarded for academic accomplishment to any student who maintains a minimum 3.33 grade point average (B+).

Athletic Patch An athletic patch will be awarded for athletic accomplishment to any student meeting qualifications as established for each varsity sport.

Lamp of Knowledge and Athletic patches may be earned annually.

Tri-Athlete Award All students participating in a sport all three seasons within a school year will receive a chevron with “Tri-Athlete” labeled on it. Student athletes earning the Tri-Athlete award for all four years of high school will be presented with an Iron Man or Iron Woman plaque.

Graduate Honor Recognition Valedictorian and Salutatorian shall be the student(s) with the highest and second highest grade point average (GPA) during the first seven (7) semesters of his/her high school attendance. SAT scores may be used as a tie-breaker. Report card grades and corresponding GPAs used in computing semester grades for all high school classes are as follows (see next section for calculation for AP.

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	D- = 0.7

LCC Grading scale is numerical in nature only. Their scale is:

4.0	3.5	3.0	2.5	2.0	1.5	1.0	0
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If a student does not earn a 2.0 or better, those classes may not transfer to another institution.

AP and dual enrollment classes would have a higher multiplier of 1.25 applied to the grade received from the course on the 4.0 scale. (Example: a student receives a 3.0 for an AP or dual enrollment final grade. Method used for calculating student’s GPA: $1.25 \times 3.0 = 3.75$). This number would be used to determine graduate honor recognition. A student receiving a 4.0; $1.25 \times 4.0 = 5.00$. These numbers would be averaged with the rest of the student’s high school grades earned on the 4.0 scale.

In order to be eligible to be named Valedictorian or Salutatorian, a student shall be in attendance at Ovid-Elsie High School during his/her entire senior year. Foreign exchange students will be eligible for honorary recognition only.

Summa Cum Laude, Magna Cum Laude, & Cum Laude Recognition Ovid-Elsie will also recognize students with the following GPAs at graduation:

Recognition	Corresponding Grade Point Average	Corresponding Honors Cords for Graduation
Summa Cum Laude	4.0 or higher	Gold Cord
Magna Cum Laude	3.75 - 3.99	Blue Cord
Cum Laude	3.5 - 3.74	Silver Cord

Graduation Requirements

A minimum of 24 credits are required for graduation including the 18 credits required by the State of Michigan for the Michigan Merit Curriculum. In addition, the State of Michigan requires a completed Educational Development Plan (EDP) to show progression of courses toward future career goals. OEHS uses a program called Xello to fulfill this requirement. Xello allows students to identify strengths and skills through a variety of lessons and inventories that translate to potential future career options within one (or more) of the following career pathways:

- Arts & Communication
- Business, Management, Marketing & Technology
- Engineering/Manufacturing and Industrial Technology
- Health Sciences
- Human Services
- Natural Resources and Agriscience

In addition, the Counseling Department uses this information when determining approval for Career & Technical Education (RESA CTE) and Dual Enrollment courses.

Ovid-Elsie High School students have the opportunity to earn a minimum of 7 credits per school year. Students will be awarded a ½ credit per completed course with a passing grade for each period during the scheduled school day. RESA CTE courses equate to ½ credits per class period that it is scheduled each semester. Credit value exceptions for the Class of 2024 and 2025 include Dual Enrollment courses will be awarded one full OEHS credit per semester. *Beginning with the Class of 2026 and after, Dual Enrollment courses will be awarded a ½ OEHS credit per semester.*

Students who have already mastered course content in any of the Michigan Merit Curriculum graduation requirements (see below), have the option to test-out of any high school level course to earn the corresponding credit. Each OEHS department has set the criteria and standard to earn credit. Should a student request the opportunity to test-out of a specific course, they must make arrangements with the corresponding teacher and/or department in which the student is seeking credit. Ideal time to test-out of a course is at the end of the previous semester/year.

State of Michigan Graduation Requirements (Michigan Merit Curriculum - MMC)

Four (4) credits in English aligned to state English Language Arts content standards. Course progression determined by the local school district.

- Ovid-Elsie School Board expects the completion of English I A/B, English II A/B, and English III A/B with the fourth credit of ELA being open to any courses approved for an Additional English Experience credit, per the [course grid](#).

Four (4) credits in Mathematics aligned to state Mathematics content standards. Course progression must include Pre-Algebra I A/B or Algebra I A/B, Geometry A/B, and Algebra II A/B.

- Fourth credit of Mathematics is open to any courses approved as a Senior Mathematics Experience credit, per the [course grid](#).

Three (3) credits in Science aligned to state Science content standards, including Biology A/B and either Chemistry A/B or Physics A/B.

- Biology credits can be awarded through the completion of Biology A/B or Animal Biology A/B + Plant Biology.
- Third credit of Science is open to any courses approved as a Science credit.
- Career & Technical Education courses through Clinton County or Eaton RESA also qualify for a student's third credit of Science per the [course grid](#).

Three (3) credits in Social Studies aligned to state Social Studies content standards. Course progression determined by the local school district.

- Ovid-Elsie School Board requires the completion of World History A/B, Civics, Introduction to Economics, and United States History A/B.
- Advanced Placement U.S. History A/B can be substituted for traditional U.S. History A/B.

Half (½) credit in Health aligned to state Health content standards.

Half (½) credit in Physical Education aligned to state PE standards, to include either General Physical Education or a strength course (Female, Freshmen, Strength, or Advanced).

- Two years of sufficient participation in marching band can be used to satisfy the ½ credit of P.E.

One (1) credit in Visual, Performing, and Applied Arts aligned to state VPAA standards per the [course grid](#).

Two (2) credits in a World Language aligned to state World Language content standards; or formal coursework of a world language 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).

Commencement Participation in the Ovid-Elsie High School Commencement is a privilege. A student must be enrolled full-time at Ovid-Elsie High School through the entire year (unless a transfer student from another high school) and must have earned the minimum number of credits required for graduation. Students who graduate early will be able to walk at commencement at the discretion of administration. Students are expected to take care of all financial responsibilities and have no outstanding debts or obligations to the school in order to participate. Students participating in this ceremony shall be expected to wear the appropriate cap and gown. Three (3) unexcused absences during the 2nd semester will result in seniors not being able to walk during the graduation ceremony.

Attendance, Conduct and Discipline

The following section is intended to cover aspects of school life pertaining to attendance, students' rights and responsibilities, and

discipline. It is understood that this section may not include all those things which may come under the jurisdiction of the school administration and that situations may have extenuating circumstances which require alternative approaches in resolving them.

Attendance

Truancy Guidelines for Clinton County Public Schools

Please be aware that Clinton County Regional Education Service Agency (RESA) has an absence policy, or truancy policy, which we follow in accordance with Michigan General School Laws. **PLEASE NOTE: Parents who allow their children to be truant from school are subject to prosecution by the county and state judicial system.** Total absences will be calculated and will include both excused and unexcused absences.

The following are the guidelines that all Clinton County Public Schools will follow in reference to students with excessive absences.

1. Following 5-absences, a letter will be sent to the parent(s) and/or guardian as both a means of notification and to encourage regular attendance. A referral to the Truancy Intervention Program can be made by school staff.
2. Following 10-absences, a letter will be sent to the parent/guardian explaining the Truancy Law and Procedures.
3. Following the student reaching a total of 15-absences (or when school staff and CCRESA Attendance Officer have conferred and agree that the matter should move forward to Court action) the case will then be returned to the CCRESA Attendance Officer for additional follow-up.

Each case will be evaluated individually. Consideration will be given to unusual circumstances including extended illness, death in the family, prearranged family vacation, and other unusual circumstances.

For purposes of these guidelines, absences will be counted from previous school districts for students new to our district. These absences will include all absences during a consecutive twelve (12) month period.

According to School Board Policy 5200:

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday

It is expected that parents/guardians report any absence to the school office within 24 hours.

Excessive tardies may result in an unexcused absence and/or a referral to the county truancy officer.

Tardiness - Secondary

Any student who does not arrive on time to their designated area is tardy. Students who are late for school are to record their arrival by signing in at the office and securing an admit slip to present to their teacher (students will be marked either tardy or absent). If a student is detained by a teacher or the office causing him/her to be late to class, an admit slip should be secured from the detaining person (not tardy).

Tardy penalties per class period :

1st tardy A warning or detention with the teacher.

2nd & 3rd tardy Detention with the teacher. (parent/guardian are notified)

4th tardy A 1-hour Saturday detention will be assigned.

Each additional tardy (5th, 6th, etc.) will result in one additional hour of Saturday detention time.

7th or more tardies. Full Saturday Detention or other discipline as deemed necessary.

Tardies accumulate for the entire quarter.

LATE WORK POLICY pertaining to absences.

Students with excused absences have 1 day per day of absence to make up missed work without penalty. Therefore, a student missing 3 days due to an excused absence will have 3 school days to complete missed work.

College Visitation College visitations may be pre-arranged with the Principal or the Assistant Principal by seniors during the school year or by juniors during the second semester only. This must be done before the day you visit. Any student who makes a visitation without prior approval will be considered truant, even if proper documentation from the college is presented after the visit has occurred.

Hunting Policy Students will be excused for the opening day of deer season (gun and bow) when opening day falls on a school day provided that the following conditions are met:

- A. Note from parent/guardian and license brought to office 2 days before leaving.
- B. Students should check with teachers in advance for possible assignments, information on tests, etc.
- C. Make-up work is due the day of your return in order to receive credit.
- D. Any arrangements other than above to permit accompanying a parent for deer hunting must have prior administrative approval.
- E. Absences will be classified as unexcused if above conditions are not met.

Class Skip Day All students are expected to be in school every day as outlined in the attendance policy. Senior or other class skip day is not recognized by the school and will not be allowed. Any class activity must first be cleared with the administration before it will be permitted. The administration will work in the fall with each graduating class to determine that class's end of year activities. Any departure from the planned activities or abnormal absenteeism will result in forfeit of early release for the class, possible detention time and/or forfeit of commencement participation.

Appeals Process Any student who disagrees with a ruling by the Assistant Principal may submit a letter to the Principal requesting an attendance committee hearing. The Principal will determine if and when a committee is necessary.

If your attendance committee hearing is granted, you must:

- 1) Be prepared to present an explanation of ALL absences.
- 2) Be prepared to document current status, passing/failing class(s).
- 3) Present previously filed documentation of why you have accumulated excessive absences (notes, doctor's excuses, etc. submitted and filed in the high school office.) Please note if you have accumulated over ten absences and one or more are "skips" you may lose your appeal action.
- 4) Following an appeal hearing, the committee may rule either:
 - In favor of the Assistant Principal: Student lose credit in the class ("N/C") or has their mandatory final exam per the attendance rules.
 - In favor of the student: Makeup time will be assigned by the committee and/or makeup time and passing mandatory final exam lessened or eliminated.

Attendance & Activities The policy at Ovid-Elsie Area Schools is that you must be in attendance at school for at least half of the school day (4 class periods) in order to participate in after school activities, including sporting events and practice for such events. Students who have skipped a class or who are on in/out-of-school suspension may not participate in after school events during the length of the suspension. The administration recognizes that there are, at times, extenuating circumstances in which case the Principal or Assistant Principal may make an exception. If your absence is pre-approved by a school administrator, you are permitted to participate in activities.

Conduct and Discipline

Dress Code:

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting and be subject to disciplinary action.

The following styles or manners of dress are prohibited:

- Clothing that displays or promotes lewd or sexual innuendo, violence, obscenities, profanity, racial-ethnic slurs or symbols, tobacco, alcohol, or drug related products would not be allowed.
- Dress shall not allow buttocks or undergarments to be visible.
- Dress shall not have any features, which will damage physical property. No dog chains, bike chains, wallet chains, sharp

studded jewelry, or rolling wheels on shoes.

- Bare midriff tops, halter tops, beach attire, see through apparel, cut-off shirts, or any style that allows undergarments to be seen are not permitted. All tops must reach the entire waistline of the pants.
- Footwear that protects the foot and safeguards the health of others must be worn at all times.
- Hats are not to be worn during school hours, hoods or non-essential headgear of any kind are not to be worn in the school building.
- Specialized learning areas, such as laboratories, shops, physical education, etc. have rules in compliance with state regulations for safety and hygiene.
- Backpacks/book bags and coats must be placed in lockers when students arrive at school and remain in the locker for the entire day.

Students who are representing Ovid-Elsie Area Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Administration reserves the right to exercise professional judgment in matters pertaining to the dress code.

Public Display of Affection Public display of affection between students is not appropriate at school. Kissing or extreme physical contact beyond hand-holding is not permitted and may result in a minimum of one (1) detention.

Loitering There is to be no loitering in restrooms, parking lots, or entrances to the building or property adjoining the high school campus. Suspended students are NOT to be on any school property during the term of a suspension. (See Athletics for after school events rules & loitering.)

Search & Seizure - Canine, Metal Detectors or Breathalyzer Use The school administration may use canine, metal detectors and/or breathalyzer to search for illegal, unauthorized, hazardous, or contraband material on school ground or any school sponsored activity occurring either on or off campus. If a school official has a reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized substance, or metal-containing object or weapon, he or she may conduct a canine, metal detectors and/or breathalyzer test of the student's person and/or personal effects.

It is the school's duty to enforce school discipline and to protect the health and safety of individual students and the student body. The school recognizes that students have the right to privacy of person as well as the freedom from unreasonable search and seizure but recognizes that this right is balanced by the school's responsibility to protect the health, safety and welfare of all its students, building, equipment and grounds. The school will make every effort to respect the rights and personal property of students.

Search & Seizure Will be Conducted:

- 1) If there is reasonable cause to believe that the student is in possession of material that contributes to a crime or a rule violation.
- 2) If there is reasonable belief that the student is using school property such as lockers, desks, cases, books, uniforms or equipment in such a way as to endanger his/her health, safety and the rights of others or the school buildings, equipment and grounds. The school may also search personal effects such as a student's car, purse, wallet, book bag or pockets if there is reasonable cause to believe that the student is in possession of material that contributes to a crime, or has committed an act in breach of the school rules, or local, state or federal laws.
- 3) When determined to be a threat to the safety or security of the students, other people, school building, equipment and ground, Illegal items such as weapons, firearms, controlled substances, or other items of contraband may be seized. Items that may be used to disrupt or interfere with the educational process may be seized and may be turned over to appropriate authorities or the true owner.
- 4) By an administrator or person designated by the administration who will be accompanied by at least one other person. Each item seized will be marked and records will be kept.

Reasonable Suspicion Drug Testing The administration will require a student to submit to drug testing if the administration has a "reasonable suspicion" a student is using or is under the influence of any illegal drug, alcohol or any other mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

- 1) A student's behavior, along with physical appearance, action or odor, indicating that the student had used an illegal drug, alcohol, or any other mind altering substance (whether illegal or not.)

- 2) The student's possession of drugs, alcohol or any other mind altering substances (whether illegal or not) or related paraphernalia.
- 3) Information communicated to an Ovid-Elsie administrator by a teacher, parent, a law enforcement officer, or a student that indicates a student is using, possessing or under the influence of drugs, alcohol, or any other mind altering drug (whether illegal or not.) Any such report will be investigated by the Ovid-Elsie administration and will be substantiated by other physical indicators/appearance, if deemed necessary.

The Ovid-Elsie personnel will look at the totality of the circumstances when determining "reasonable suspicion."

After reasonable suspicion has been established and if the student denies using alcohol/drugs, the student may be asked to take an alcohol/drug test administered by an Ovid-Elsie staff member. The student is suspended pending the drug test results. The Ovid-Elsie administration will contact the student's parents/guardians as soon as practical. The cost of the test will be paid by Ovid-Elsie and will be used for disciplinary action. The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the alcohol/drug test, disciplinary action will be taken. If the results of the alcohol/drug test is positive, the student will be subject to penalties outlined in this student handbook.

Cellular Phones & Other Mobile Electronic Communication Devices Proper use of these devices falls under the Electronic Use Agreement students and parents sign each school year. All electronic devices are also governed by state law in regards to privacy, and the recording of a person's voice or images, especially in a privacy area such as bathrooms, locker rooms, dressing rooms, etc., where recordings are a criminal offense. Using a cellphone to take video or photos without consent or in a manner that is disruptive to the educational process is not permitted. Cell phones may at times, be used for instructional purposes under the guidance of a classroom teacher.

Student Use Policy - Cellular Phones & Other Mobile Communication Devices Students may use their phones before school, at lunch, and after school. ***It must be shut off and placed in the student's locker from 8 a.m. to 3 p.m., except during that student's lunch time.*** All voice calls are prohibited during the school day. If a student needs to call a parent, they may come to the office and ask to use the office phone. Phones taken from students will be brought to the office. Students must see administration to arrange detention time, parent pick up or suspension time, so their phone may be returned once the penalty has been served. The above restrictions also apply to any electronic device which is capable of sending or receiving messages of any kind, taking and/or transmitting photos or images, or contain audio which can be listened to during class. These rules are present to ensure that electronic devices do not delay, interfere, or compromise class learning or instruction. ***No phones may be taken into the bathroom at any point in the day.***

Teachers have the right to take phones from students who are in violation of school policy. Administration will work with the student and assign the appropriate penalty from the following:

First violation: confiscation; 1-hour detention must be served.

Second violation: confiscation of phone/device; parent must pick up phone/device from office.

Third violation: confiscation; 1-day suspension served before return of phone/device.

All penalties may be subjected to increased discipline if excessive violations occur.

Parents needing to get important messages to their student may call the high school office and the information will be forwarded. In cases of emergency, students can be summoned from class to speak with the parent directly. If a student becomes ill, they must come to the office and obtain permission to leave the school. Office staff will make the call for them and help secure a safe ride home. These devices may be used on school property outside school hours with the following exceptions. Cell phones and other electronic devices remain off and out of sight when in a school vehicle, or during after school activities when directed by an administrator or sponsor. Students participating in extracurricular activities and athletics must follow the cell phone transportation department rule (mentioned above). Coaches and sponsors will set their own rules and enforcement consequences involving the use/misuse of these devices once transportation rules do not apply. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited. The student who possesses a cellular phone or ECD on school property before or after school hours shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Sexting 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 also 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 ECD.

Michigan Penal Code prohibits installation, placement, or use of devices for observing, recording, transmitting, photographing (picture phones) or eavesdropping in a private place (including, but not limited to, restrooms, locker rooms, stage dressing areas, etc.) Violation or attempted violation of this law will find the person guilty of a felony punishable by imprisonment for up to 5 years and a fine of up to \$5,000.00.

Tobacco The use of tobacco products of all types, including chewing tobacco, smokeless tobacco, look alike tobacco products, hookah vapor devices, and vapor/electronic cigarettes, by all students, regardless of age, in a school building or on the school premises is strictly prohibited. Likewise, use of tobacco & items above at school-sponsored functions, even when held away from school, is also prohibited. The possession of tobacco and items mentioned above by students is prohibited.

Alcoholic Beverages and/or Intoxicants The possession, use, delivery, transfer or sale of any type of alcoholic beverage, including look-alike beverages is strictly prohibited in any school building, on school grounds or at school-sponsored events, even if the event is off campus. Likewise, the appearance of students in school or at school-sponsored functions who are to any degree under the influence of intoxication is prohibited. Students may be breath tested for blood-alcohol whenever there is reasonable suspicion to believe a student has consumed alcohol. Refusal to take the test will be considered an admission of alcohol use. Violators will be subject to the Ovid-Elsie In-School Probation Program (details of OEISPP are shown after the next item).

Drugs & Unauthorized Substances 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 a substance that could be considered a look-alike controlled substance.

Ovid-Elsie In-School Probation Program (OEISPP) The forty-five (45) day out-of-school suspension period will be reduced to five (5) days of out-of-school suspension if the parent and the student agree to the terms of the OEISPP, as outlined below, and the student successfully fulfills all the requirements during the forty (40) school days of the in-school-probationary period. Note: non-school days, including weekends, holidays, conference days and out-of-school suspension days do not count toward this period.

Terms include:

- 1) Immediate alcohol/drug test with cost responsibility to parent/student, parent/student signatures on OEIPP enrollment forms, and contact with program facilitator within 48 hours.
- 2) Regular and random alcohol/drug testing with results forwarded to school and program facilitator.
- 3) Mandatory attendance and academic participation/ grades.
- 4) Legal charges filed, but held in abeyance pending successful completion of the probationary expectations.
- 5) Students required to attend weekly classes through the Choices program, Leadership and Resiliency Program, or other approved counseling program at the expense of the student/parent.
- 6) Failure to comply with all terms and conditions of the OEISPP may result in a return to the full forty-five (45) day out-of-school suspension. This program will be made available only once to students. Repeat offenders will face a long suspension or possible expulsion from school. Copies of the actual agreement are available from the high school office. Failure to complete the program may also void the abeyance with law enforcement officials.

This district is also 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 school Principal or counseling office whenever such help is needed, even though no violation has been incurred in connection with the school.

Drug Free Schools: OEHS emphasizes that maintenance of an orderly, secure, and drug-free environment that is conducive to learning with an emphasis on the authority of teachers and administrators to identify and discipline students who are possessing, using,

distributing, or selling drugs or alcohol. Ovid-Elsie Area Schools have developed a firm policy aimed at eliminating the sale, use, or possession of drugs and alcohol on school premises, enforcing disciplinary procedures and teaching students that drugs and under age drinking is both wrong and harmful.

Weapons Weapons of any type, including, but not limited to, firearms; daggers; dirks; stilettos; knives; pocket knives with mechanical openers; iron bars; brass knuckles; and any look-alikes are expressly prohibited in school. Students in possession are subject to immediate disciplinary action and/ or expulsion from school. The Ovid-Elsie Board of Education will reserve to itself the authority to expel students. Students are also subject to state and federal laws regarding weapons.

Explosives Any type of explosive material, including firecrackers and smoke bombs, is prohibited. This includes materials intended to look like explosives. Students in violation are subject to immediate disciplinary action.

False Alarms, Notes & Phone Calls Fire alarms and lockdown alarms are placed in the building for the safety and welfare of all students. Alarms are to be used on an emergency basis only. Any student found intentionally setting off an alarm without proper reason will be subject to a ten-day suspension from school as well as being reported to the police.

Any false note or call related to excusing an absence or requesting release from the building will result in Saturday detention or suspension.

Freedom of Speech & Assembly Students are entitled to verbally express their opinions, but these may not interfere with other people's right to express themselves. Obscenities, vulgar or indecent language, and personal attacks do not fall under this right of free speech. Likewise, students are entitled to meet in school buildings or on school grounds when authorized by the Principal. Students have the freedom to peacefully assemble, recognizing that there is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is inappropriate and prohibited. The school retains the authority to refuse to sponsor student speech that might be perceived to promote drug, tobacco, alcohol use, or irresponsible sexual conduct inconsistent with the shared values of the community. Students who edit, publish, or distribute handwritten, printed or duplicated material among their fellow students within the school must assume responsibility for the content of such publications. In all publications, libel, obscenity and personal attacks are prohibited, as is unauthorized commercial solicitation.

Insubordination You are expected to follow the requests and instructions of faculty and staff members at all times. Failure to do so will result in disciplinary action.


Verbal Threat to Students & Staff Verbal assault at school against a student, district employee, volunteers, contractor, or bomb threat directed at a school building, property, or school related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with intent and ability to act on the threat. Verbal threats or assault may result in suspension or expulsion.

PBIS

Positive Behavior Interventions and Supports (PBIS) is an evidence-based approach that prioritizes teaching, reinforcing, and supporting students in attaining behavioral success. By employing clear expectations, consistent rules, and a system of rewards and consequences, PBIS aims to prevent behavioral challenges and promote desired behaviors. In instances where disciplinary action becomes necessary, a progressive restorative approach is taken to address student behavior.

To ensure the effectiveness, consistency, and clear communication of discipline practices, our district utilizes a range of tools and supports. These resources are designed to promote a positive, inclusive learning environment for all students. For further information on PBIS and its implementation in our district, please visit the Ovid-Elsie PBIS Website at



High School Matrix					
	BATHROOM	CAFETERIA	CLASSROOM	HALLWAYS	OFFICE
BE Respectful	<ul style="list-style-type: none"> -Voice Level: 0-1 -Knock on stall door -Give others privacy 	<ul style="list-style-type: none"> -Voice Level: 0-2 -Use manners -Wait your turn -Leave others lunch alone -Remain out of classroom hallways 	<ul style="list-style-type: none"> -Voice Level: 0-2 -Listen to teacher's instructions -Use appropriate language -Raise hand for help 	<ul style="list-style-type: none"> -Voice level: 0-2 -Listen to adults -Don't touch posters or student's work -Give others personal space 	<ul style="list-style-type: none"> -Voice Level: 0-2 -Listen to adult instructions -Wait your turn
BE Responsible	<ul style="list-style-type: none"> -Get pass from teacher -Flush -Wash Hands -Throw trash in bin 	<ul style="list-style-type: none"> -Hands and feet to self -Eat your lunch -Pick up any messes -Put trash in the bin -No throwing food -Remain in lunch area until bell rings 	<ul style="list-style-type: none"> -Hands and feet to self -Sit and stay in seat -Keep classroom clean -Bring all supplies -Be on time -Walk 	<ul style="list-style-type: none"> -Walk -Belongings in locker -Pick up after self -Use a pass during class time -Use appropriate language 	<ul style="list-style-type: none"> -Bring a pass -Walk -Hands and feet to self -Sit or stand quietly -Always notify office staff before leaving
BE Your Best	<ul style="list-style-type: none"> -Use manners -Use closest bathroom -Report concerns -No cell phones or items against school policy 	<ul style="list-style-type: none"> -Be kind -Include others -Use designated bathrooms -Report unsafe behavior or concerns to staff 	<ul style="list-style-type: none"> -Use kind words -Complete work -Cell phones remain in lockers -No earbuds during instruction time 	<ul style="list-style-type: none"> -Use kind words -Help others -Go directly to area -Report wrong to staff -Cell phones remain in lockers 	<ul style="list-style-type: none"> -Use manners -Be patient -Report unsafe behavior or concerns to staff

Discipline

Behavior problems and misconduct are detrimental to school operation, to student success and to pride in the school. The following section details specific areas of misconduct. It should be noted that this listing is general in nature and may not specify all infractions that may result in disciplinary action.

Non-Aggressive Behavior Rubric

The table below outlines consequences for students sent to the office for minor behavior. Students are referred to the office following the utilization of the Intervention Flowchart. These guidelines serve as a clear and consistent framework, ensuring accountability and establishing a transparent system of disciplinary measures tailored to specific infractions.

	1 st time	2 nd time	3 rd time
Cheating – Unauthorized use of another student's work or copying of another student's work. Plagiarism – Falsely making or altering a writing by which the rights or obligation of another person are affected. Forgery - simulated signing of another person's name to any writing.	K-5 1. Student Meeting 2. Reflection 3. Supervised Assignment Retake 4. If assessment, reduction of grade up to 50%	1. Parent Contact 2. Detention/Loss of Recess 3. Zero Score on Assignment if grade given	1. Parent Conference 2. In School Suspension 3. Zero Score on Assignment if grade given

	6-12 1. Student Meeting 2. Reflection 3. Restorative with Teacher 4. Supervised Assignment Retake 5.If exam, reduction of exam grade up to 50%	1. Parent Contact 2. Detention 3. Zero Score on Assignment	1. Parent Conference 2. In School Suspension 3. Zero Score on Assignment
Unauthorized use of cell phones, music playing devices, smart watches - and other electronic devices.	K-5 1. Confiscation-teacher or office 2. Student pick up at end of the day	1. Confiscation-teacher or office 2. Parent Pick Up	1. Confiscation- teacher or office 2. Parent Pick Up 3. Suspension (ISS/OSS)
	6-12 1. Confiscation-teacher or office 2. Student pick up at end of the day	1. Confiscation-teacher or office 2. Parent Pick Up	1. Confiscation- teacher or office 2. Parent Pick Up 3. Suspension (ISS/OSS)
Inappropriate use of cell phones, music playing devices, smart watches - and other electronic devices. Please also refer to the technology use policy .	K-5 1. Confiscation-teacher or office 2. Student pick up at end of the day	1. Confiscation-teacher or office 2. Parent Pick Up	1. Confiscation- teacher or office 2. Parent Pick Up 3. Suspension (ISS/OSS)
	6-12 1. Confiscation-teacher or office 2. Student pick up at end of the day 3. Detention	1. Confiscation-teacher or office 2. Parent Pick Up with Conference 3. 1-3 Day Suspension (ISS/OSS)	1. Confiscation- teacher or office 2. Parent Pick Up with Conference 3. 3-5 Day Suspension (ISS/OSS)
Hallway and Cafeteria Conduct - Running, Voice Level Violation, Pass Misuse, Cutting in Line	K-5 1. Student Meeting 2. Reflection 3. Restorative Practice	1. Student Meeting 2. Reflection 3. Restorative Practice 4. Detention/Loss of Recess 5. Parent Contact	1. Student Meeting 2. Reflection 3. Restorative Practice 4. Up to 1 day ISS 5. Parent Contact
	6-12 1. Student Meeting 2. Reflection 3. Restorative Practice 4. Detention	1. Parent Contact 2. 1-3 Detention(s)	1. Parent Conference 2. Up to 1 day Suspension (ISS/OSS)
Throwing of Food- Throwing of food, drink or other items at any point during the day, particularly during lunches.	K-5 1. Student Meeting 2. Reflection 3. Restorative Practice	1. Student Meeting 2. Reflection 3. Restorative Practice 4. Detention/Loss of Recess 5. Parent Contact	1. Student Meeting 2. Reflection 3. Restorative Practice 4. Up to 1 day ISS 5. Parent Contact
	6-12 1. Student Meeting 2. Reflection 3. Restorative Option 3. Parent Contact 4. 3-5 Lunch Detentions	1. Parent Conference 2. 1 day Suspension (ISS/OSS)	1. Parent Conference 2.1-3 day Suspension (ISS/OSS)
Violation of Dress Code	K-5 1. Student Meeting 2. Reflection 3. Possible change of attire	1. Student Meeting 2. Reflection 3. Possible change of attire 4. Parent Contact	1. Student Meeting 2. Reflection 3. Possible change of attire 4. Parent Contact 5. Possible Detention/Loss of

			Recess
	6-12 1. Student Meeting 2. Reflection 3. Restorative Practice: Dress Code Lesson/Assignment 4. Change Attire	1. Parent Contact 2. Change Attire 3. Detention or 1 day Suspension (ISS/OSS) 4. Restorative Practice: Dress Code Lesson/Assignment	1. Parent Conference 2. 1-3 Day Suspension (ISS/OSS)
Public Display of Affection	K-5 1. Student Meeting 2. Reflection	1. Parent Contact 2. Detention/Loss of Recess	1. Parent Conference 2. Up to 1 day ISS
	6-12 1. Student Meeting 2. Reflection	1. Parent Contact 2. Detention	1. Parent Conference 2. Suspension (ISS/OSS)
Skipping/Leaving Class/School - absence for part or all of the school day without knowledge and/or consent of the parent/legal guardian or authorized school personnel. Skipping a Detention = ½ day ISS Unauthorized leave of campus – 2-day OSS	K-5 1. Student Meeting 2. Reflection	1. Student Meeting 2. Reflection 3. Parent Contact 4. Possible Detention/Loss of Recess	1. Parent Conference 2. 1-3 Detention/Loss of Recess(s) 3. Restorative Practice
	6-12 1. Student Meeting 2. Reflection 3. Parent Contact 4. Detention	1. Parent Conference 2. 1-3 Detention(s) 3. Restorative Practice: Attendance Lesson/Assignment	1. Parent Conference 2. Saturday School or 1 day Suspension (ISS/OSS)
Jamming or Propping Open Lockers - A student shall not intentionally jam or prop open his/her locker. Damage caused to the locker will be paid for by the student and parent/guardian.	K-5 Not Applicable		
	6-12 1. Student Meeting 2. Reflection	1. Parent Contact 2. 1-3 Detention(s)	1. Parent Conference 2. 1-3 day Suspension (ISS/OSS)
Theft or Stealing (including from lost and found)	K-5 1. Verbal Apology/Restitution 2. Parent notification 3. Loss of up to two recesses	1. Verbal Apology/Restitution 2. Parent notification 3. ISS/OSS up to one full day	1. Verbal Apology/Restitution 2. Parent Conference with Principal 3. 1-3 day ISS/OSS
	6-12 1. Student Meeting 2. Reflection 3. Restorative with Victim 4. Parent Contact 5. 1 day Suspension (ISS/OSS)	1. Parent Conference 2. 1-3 day Suspension (ISS/OSS)	1. Parent Conference 2. 3-5 day Suspension (ISS/OSS)
Profane Language or Gestures	K-5 1. Student Meeting 2. Reflection	1. Student Meeting 2. Reflection 3. Parent Notification 4. Possible Detention/Loss of Recess	1. Student Meeting 2. Reflection 3. Parent Notification 4. Up to 1 day ISS/OSS
	6-12 1. Student Meeting 2. Reflection 3. Restorative with Victim (as needed) 4. Parent Contact 5. Detention	1. Parent Contact 2. 1-3 Detention(s)	1. Parent Conference 2. 1-3 day Suspension (ISS/OSS)

Insubordination- Defiance, Disrespect, Disruption including inappropriateness towards staff and volunteers	K-5 1. Student Meeting 2. Parent Contact 3. Restorative with Teacher 4. Detention/Loss of Recess	1. Student Meeting 2. Parent Contact 3. Restorative with Teacher 4. Up to 1 day ISS/OSS	1. Student Meeting 2. Parent Contact 3. Restorative with Teacher 4. 1-3 Day ISS/OSS
	6-12 1. Student Meeting 2. Reflection 3. Restorative with Teacher 4. Parent Contact 5. 1-3 Detention(s)	1. Parent Conference 2. 1-3 day Suspension (ISS/OSS)	1. Parent Conference 2. 3-5 day Suspension (ISS/OSS)
Tardy	K-5 Not Applicable - Refer to Attendance/Truancy Guidelines		
	6-12 1. 1st tardy A warning or detention with the teacher. 2. 2nd & 3rd tardy Detention with the teacher. (parent/guardian are notified)	1. 4th tardy A 1-hour Saturday detention will be assigned. 2. Each additional tardy (5th, 6th, etc.) will result in one additional hour of Saturday detention time.	7th or more tardies. Full Saturday Detention or other discipline as deemed necessary. Tardies accumulate for the entire quarter.
Possession or Use of Tobacco	K-5 1. Confiscation 2. Student Meeting 3. Parent Contact 4. Possible 1 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Contact 4. 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Contact 4. 3-5 day ISS/OSS
	6-12 1. Confiscation 2. 1-3 day OSS	1. Confiscation 2. 3-5 day OSS Parent conference required.	1. Confiscation 2. 5-10 day OSS
Possession or Use of Alcohol	K-5 1. Confiscation 2. Student Meeting 3. Parent Contact 4. Possible 1 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Contact 4. 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Contact 4. 3-5 day ISS/OSS
	6-12 1. Confiscation 2. 5-10 day OSS HS 45 days OSS (This will be reduced to 5 days OSS if the student chooses to be subject to the Ovid-Elsie Probation Program) 3. Possible police report. 4. Parent conference required.	1. Confiscation. 2. 10 days suspension 3. Police report filed. 4. Possible recommendation for expulsion. 5. Parent conference required	Sale or distribution – 1. Confiscation. 2. Ten days suspension 3. Police report filed 4. Possible recommendation for expulsion. 5. Parent conference required
Possession or Use of Drugs	K-5 1. Confiscation 2. Student Meeting 3. Parent Conference 4. Possible 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Conference 4. 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Conference 4. 3-5 day ISS/OSS
	6-12 20-45 days OSS This will be reduced to 5 days OSS if the student chooses to be	1. Confiscation. 2. 10 days suspension 3. Police report filed. 4. Possible recommendation for	Sale or distribution – 1. Confiscation. 2. 10 days suspension 3. Police report filed. 4. Possible

	subject to the Ovid-Elsie Probation Program	expulsion. 5. Parent conference required	recommendation for expulsion. 5. Parent conference required
Student driving concerns within the school parking- intentional traffic congestion, parking violations, inconsiderate vehicle behavior. Behaviors risking the safety for both drivers and pedestrians is a major incident (refer to Major Behavior Rubric.)	K-5 Not Applicable		
	6-12 1. Student Meeting 2. Reflection 3. Restorative with Victim (as needed) 4. May result in loss of driving privilege 5. Parent Contact	1. Parent Conference 2. In School Suspension 3. Loss of driving privilege 4. Parent Contact	1. Parent Conference 2. Out of School Suspension 3. Loss of driving privilege 4. Parent Contact
Persistent Violation of Building Rules and Regulations: Specified consequences for unacceptable behavior have failed to cause change in the student's behavior. May also lead to an expulsion review (based on severity of behavior).	6-12 1. Student Meeting 2. Reflection 3. Restorative Practice 4. Parent Contact 5. Detentions or 1-3 day Suspension (ISS/OSS) (additional days possible to align with student conduct)	1. Parent Contact 2. 3-5 Day Suspension (ISS/OSS)	1. Parent Conference 2. 5-10 day Suspension (ISS/OSS) 3. Possible referral to School Board for expulsion

NOTE: At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories, up to and/or including expulsion.

ISS - In School Suspension – Student will spend half or full days in the office sitting silently at a desk.

OSS = Out of School Suspension – Student will stay home and cannot attend any school sponsored activities during that time.

Parent/Guardian Contact -communication via phone, email or school communication app between the educational institution and the parents or legal guardians of the students under their care.

Aggressive Behavior Rubric

	1 st time	2 nd	3 rd	4 th
LEVEL I Horseplay <ul style="list-style-type: none"> • “just kidding” • Play fighting • Goofing around • Tripping • Pushing/Shoving/Grabbing • Name calling 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recesses	1. Verbal Apology 2. Student Meeting 3. Parent Meeting 4. Up to ½ ISS
	6-12 1. 15 second intervention 2. Referral form to Office	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 half-day day Suspension (ISS/OSS) 5. Think Form
LEVEL II Teasing (imbalance of power) <ul style="list-style-type: none"> • “just kidding” • Name calling • Insulting remarks • Spreading rumors • Mean notes/tricks • Profanity: Directed/Implied/Gestures • Other behavior, 	K-5 1. Student Meeting 2. Parent Notification 3. Loss of up to 2 Recesses 4. Optional up to 1 day ISS/OSS	1. Student Meeting 2. Parent Notification 3. Optional 1 day ISS/OSS	1. Student Meeting 2. Parent Conference 3. Up to 3 days ISS/OSS 4. Behavior Plan Developed	1. Student Meeting 2. Parent Conference 3. Up to 5 days ISS/OSS 4. Behavior Plan Reviewed

that would hurt others to make them feel bad about themselves	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 3 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 half day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent (ISS/OSS) 4. 1 day Suspension (ISS/OSS) 5. Think Form
LEVEL III Moderate Physical Contact <ul style="list-style-type: none"> Hitting/Slapping Pushing/Shoving Grabbing Tripping Throwing objects 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess 5. Optional Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess 5. Optional Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1-3 days ISS/OSS
	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. Up to ½ day ISS 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. Up to 1 day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2-3 day Suspension (ISS/OSS) 5. Think Form
Moderate Intimidation <ul style="list-style-type: none"> Threats of emotional or physical violence Planned exclusion Silent/Social alienation Emotional Blackmail Retaliation/False Reporting Electronic intimidation (Cyberbullying) 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess 5. Optional Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1-3 days ISS/OSS
	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1-3 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2-3 day Suspension (ISS/OSS) 5. Think Form
LEVEL IV Severe Physical Contact <ul style="list-style-type: none"> Punching/Kicking Fighting Throwing objects resulting in injury Directed spitting 	K-5 1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. Detention/Loss of Recess 5. Optional ISS/OSS up to 1 full day	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 1 day	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 3 days	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 5 days
	6-12 1. Student sent to office 2. Referral form to	1. Student sent to office 2. Referral form to	1. Student sent to office 2. Referral form to	1. Student sent to office 2. Referral form to office. 3. Student calls parents

	office. 3. Student calls parents 4. 1-3 day Suspension (ISS/OSS) 5. Parent Meeting	office. 3. Student calls parents 4. 3-5 day Suspension (ISS/OSS) 5. Parent Meeting	office. 3. Student calls parents 4. 5-10 day Suspension (ISS/OSS) 5. Parent Meeting	4. 10 day Suspension (ISS/OSS) 5. Parent Meeting 6. Expulsion Review
More Severe Intimidation & Harassment <ul style="list-style-type: none"> Racial, ethical, sexual, and religious Severe property damage Vandalism/graffiti 	K-5 1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. Detention/Loss of Recess 5. Optional ISS/OSS up to 1 full day	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 1 day	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 3 days	1. Student Meeting 2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 5 days
	6-12 1. Student sent to office 2. Referral form to office. 3. Student calls parents 4. 1-3 day Suspension (ISS/OSS) 5. Parent Meeting	1. Student sent to office 2. Referral form to office. 3. Student calls parents 4. 3-5 day Suspension (ISS/OSS) 5. Parent Meeting	1. Student sent to office 2. Referral form to office. 3. Student calls parents 4. 5-10 day Suspension (ISS/OSS) 5. Parent Meeting	1. Student sent to office 2. Referral form to office. 3. Student calls parents 4. 10 day Suspension (ISS/OSS) 5. Parent Meeting 6. Expulsion Review

Notes: (1) Referral to office requires Aggressive Intervention Report. (2) At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories. (3) Administrator and Counselor consultation will occur throughout Rubric Process. **BSD** – Before School Detention – Students will be expected to serve detention before school hours and arrange a ride here if they do not ride the bus. **ISS** – In School Suspension – Student will spend half or full days in the office sitting silently at a desk. **OSS** - Out of School Suspension – Student will stay home and cannot attend any school sponsored activities during that time.

Definitions Of Disciplinary Action

Progressive Discipline It is important to note that the disciplinary policies outlined above are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense.

Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals—defined as five (5) or more referrals in one semester—may be subject to exclusion from school and/or placement in an alternative education setting.

In-School Suspension (I.S.S.) Policies

- 1) Students suspended in school will report to the I.S.S. room at the beginning of the school day.
- 2) If you are assigned I.S.S., it is your responsibility to complete the assignments your teachers have given during your suspension.
- 3) You are not allowed to eat or drink during your time in the I.S.S. room except during the designated lunch period.
- 4) You will not be allowed to talk or socialize during the suspension.
- 5) Cell phones,electronics, or other potentially distractive materials not related to school work are not permitted and may be confiscated by the I.S.S. supervisor.

Appeal Procedure Students wishing to appeal a disciplinary action may do so in the following manner:

Level 1: Parents of a student involved in a school decision or disciplinary action who would like to discuss the matter further may do so by requesting a conference with the Principal. The Principal shall affirm or modify the terms of action taken no later than two (2) days from the date of the conference.

Level 2: If the problem is not resolved to the satisfaction of the parties involved, the parent may appeal the decision to the Superintendent. Requests for an appeal hearing at this level and beyond must establish that gross error in application of rules or interpretation of facts was made; or excessive penalty as imposed. Such requests at this level must be made within two (2) school

days from the date of the Principal's decision.

The Superintendent shall respond within two (2) school days of receiving a request for further appeal. A date will be established and a hearing will take place within five (5) school days of the Superintendent's response to hear further appeal. The principal parties will be in attendance at such a hearing.

The Superintendent's decision resulting from an appeal hearing may be appealed to the Board of Education within three (3) school days of such a decision. Such requests to meet with the Board of Education shall be made to the Superintendent.

Level 3: After reviewing the appeal request, the Board shall determine whether they will hear the final appeal. The Board's decision to hear or not hear the appeal shall be made no later than five (5) days after receiving the appeal request. If a decision is made to hear the appeal, the Board of Education shall schedule a hearing no later than the next regular board meeting and shall notify the parents that the hearing shall be conducted under the following rules and procedures:

- 1) Written notice shall be given of the time, date and place of hearing.
- 2) The student or parents may be represented by an attorney or advisor of their choosing.
- 3) The student or parents may request that the hearing before The Board of Education takes place in a private session.
- 4) Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
- 5) The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
- 6) There may be present at the hearing the Principal, Board of Education's attorney, and such resource persons and the president of the Board of Education deems essential to the proper adjudication of the case.
- 7) The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- 8) Stays of disciplinary action will be granted only to students facing suspension of five days or more.

Due Process The constitutional rights of individuals assure the protection of due process of law. The following is the procedure for due process with regard to the administration of discipline in the schools in the state of Michigan.

- 1) The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- 2) Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and parent or guardian.
- 3) For short-term suspensions and minor disciplinary infractions, it is unnecessary for the school district to allow a student to have an attorney present. Due process only requires that the student be given oral or written notice of the charges against him or her, an opportunity to present his or her explanation of the incident(s).
- 4) A more formal due process procedure is required for long-term suspensions (exceeding ten days) or expulsions. These formal due process procedures may include the right to counsel, the right to cross-examine and bring forth one's own witnesses and a hearing before the Board of Education. Both parties should be granted the opportunity for an opening and closing statement.

Prior to the formal due process hearing, the Superintendent will send written notices of the charges to the student's parents or guardians or to the adult student. Written charges will set forth the finding of fact by the Superintendent, the discipline recommended to be imposed and the rights of the student during the hearing. The student and his or her parents should be advised of the time and date of the hearing.

Disciplinary Notification to Parents In recorded disciplinary matters, parents will be notified as soon as possible by authorized school personnel. This notification will be by phone call and/or letter.

Law Enforcement Officials It is the policy of Ovid-Elsie Area Schools to maintain a cooperative relationship between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises, during a school-sponsored activity or to maintain a safe, educational environment. Officers may also be summoned if their presence is needed to prevent injuries to persons or property or if needed to maintain or restore order. The administration has the responsibility and authority to determine when assistance from law enforcement agencies is necessary to maintain a safe and orderly environment. You are expected to cooperate with both the law enforcement agencies and the administration.

Saturday Detention (Please read very carefully)

- 1) Saturday detention is held once per month, or as determined by the Assistant High School Principal. The time is from 9:00 A.M. to 3:00 P.M. unless you are notified otherwise. Enter through the doors in the front lobby area of the building by the flagpole (Colony Road entrance.) Transportation to Saturday detention is the student or parent's responsibility.
- 2) If you were assigned Saturday detention prior to Thursday, you must serve detention on the upcoming Saturday. If you were notified on or after Thursday, you have the option of completing your detention on either of the current Saturday, or next scheduled session. If you have work obligations, you must make necessary arrangements with your employer. If you are assigned an additional day of Saturday detention prior to completing the first, it must be completed on a consecutive Saturday basis.
- 3) You are to be in your seat by 9:00 A.M. or will be considered absent.
- 4) Your failure to attend successively assigned Saturday detentions will result in your being suspended from school until you and/or your parent(s) attend a conference with the Assistant Principal, as well as making up the Saturday detention and/or serving additional detention/suspension time.
- 5) You must bring your own course work and related reading material to study. **YOU WILL NOT BE ADMITTED TO SATURDAY DETENTION WITHOUT WORK. YOU WILL ALSO BE RECORDED AS NOT ATTENDING WHICH WILL INCREASE YOUR DISCIPLINE!**
- 6) Bathroom use is for emergencies only.
- 7) If you become ill while you are in Saturday detention and need to go home, the time spent may not count and you will be required to make up the detention at the following Saturday detention.
- 8) You are expected to comply with the behavior standards of the detention room. Failure to comply with these standards will result in additional Saturday detention being assigned, along with the possibility of in-school detention or suspension.
- 9) You are required to follow classroom expectations set forth by the supervisor while in detention
- 10) Food and drink are allowed at designated areas/times.
- 11) Cell phone use is prohibited during detention
- 12) Appropriate dress as defined in the student handbook is required.
- 13) Without exception, all regular school rules contained in the student handbook are in effect while in detention.
- 14) Additional academic work may be assigned by teachers or the detention supervisor. This is to be completed during the detention and turned into the detention monitor before leaving at the end of the student's detention time.

Penalties

The following identifies the penalties in place for certain types of misconduct. This list is not all-inclusive, and the administration recognizes that certain situations may not be identified here. Additionally, the administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations.

Penalties for Matters Pertaining to Students Driving & Parking Privileges

- A. A. Speeding or operating vehicle in unsafe manner on school grounds or in a school zone
 - 1st Offense: One-day I.S.S. One-week loss of driving privileges.
 - 2nd Offense: Three-day O.S.S. Six weeks loss of driving privileges.
 - 3rd Offense: Five-day O.S.S. One semester loss of driving privileges.
 - 4th Offense: Ten-day O.S.S. One-year suspension of driving privileges.
- B. Parking violations, including parking spaces designated as no parking, unauthorized areas or on sidewalks or lawn.
 - 1st Offense: Warning. Parental contact.
 - 2nd Offense: One-day I.S.S. One-week loss of driving privileges.
 - 3rd Offense: Discipline under insubordination, loss of driving privileges for up to six weeks.

Off-Campus

Emergency Medical Authorization All students must have an Emergency Medical Authorization completed, signed and returned in order to participate in any off-school ground activities. This includes field trips, spectator trips, athletic and other extra or co-curricular activities. Failure to complete/return this form will jeopardize a student's educational program.

Field Trips & Off-Campus Events Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent.

Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of the officials in charge of the event. Failure to obey the rules and regulations and/or failure to obey the lawful instruction of officials may result in detention and/or suspension.

GENERAL POLICIES

NEOLA

Harassment/Bullying/Hazing/Sexual Harassment – Board Policy 5517

5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Dan Davenport

Director of Special Services

(989) 834-2271

8989 E. Colony Road

Elsie, MI 48831
dan.davenport@ovidelsie.org

Alicia Ormsbee
Principal; E.E. Knight Elementary School
(989) 834-2271
8989 E. Colony Road
Elsie, MI 48831
alicia.ormsbee@ovidelsie.org

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and/or in the School District Annual Report to the public.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant," may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed

as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

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., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation 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.

Electronic Information Access and Use Policy

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District

Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Revised 5/23/11, Revised 6/18/12, Revised 12/15/14, Revised 10/16/17

Ovid-Elsie High School

Name	Title	Degree	School	Phone Extension
Jason Tokar	High School Principal	BA, MA	Olivet, EMU	1801
Brian Powell	High School Assistant Principal	BS, MA	CMU	1802
Chris Winter	Athletic Director	BS, MS	Bradley, Eureka, WIU	1804
Autumn Winsor	Director of Counseling	BA, MA, MA	IWU, MSU, CMU	1902
Michelle Ott	Student Success Coach	BS	Alma	1901
Amber Foster	PBIS Coordinator	MA, MBA	MSU, Northwood	1609
Melissa Jones	Nurse	AS	Baker	1871

Ovid-Elsie High School Administrative Assistants

Name	Title	Degree	School	Phone Extension
Rebecca Powell	High School & Special Education	BS	CMU	1803
Michele Moore	Attendance/Athletic	AB	Baker	1800
Sue Horak	Guidance Office			1900
Jilliane Bushard	Media Center			1111

High School Faculty

Name	Concentration	Degree	School	Phone Extension
Renée Baese	Special Education -EMI Room	BS	MSU	1806
Brandon Belill	Social Studies	BS	SVSU	1604
Megan Bender	Science	BA, MA	Olivet, UM Flint	1709
Dana Blank	English	BA, MA	NMU, MSU	1707
Karl Dahlke	Math	BS	MSU	1706
Amy Fanning	Business	BS, MA	CMU	1818
Pete Faziani	English	BA, MA, Ph.D	CMU, UT, UPI	1702
Brian Gavenda	Math	BS	GVSU	1703
Lonnie Harger	Social Studies/Physical Education	BA	SVSU	1606

Tracey Hoffman	Agriscience	BS, MS	MSU	1611
Jeanine Ignash	Music	BM	EMU	1851
Logan Kellogg	Art	BS	CMU	1810
Abigail Laurencelle	English / History	BA	UM Flint	1708
Travis Long	Health / Physical Education	BS	CMU	1704
Kari McCormick	Science	BS	CMU	1716
Caron Meister	Math	BS	CMU	1705
Austin Migoski	Social Studies	BS	WSU	1602
Ruben Nodarse	Spanish / Athletic Training	BA	CMU	1608
Michael Puffpaff	Broadcast Journalism	BA, MA	MSU	1890
Ben Smith	Woods	BS	CMU	1614
Kevin Somers	WOES -FM Operations Manager			1210
Tracy Somers	Special Education	BS, MA	CMU	1816
Brian Topping	Science	BS	MSU	1610
Julie Weatherwax	Special Education	BA	SVSU	1814