

2023-2024

OVID-ELSIE AREA SCHOOLS



Elementary Student/Parent Handbook

Leonard Elementary
732 N. Mabbitt Rd.
Ovid, MI 48866
(989) 834-5029

E.E. Knight Elementary
215 Tyler Dr.
Elsie, MI 48831
(989) 862-5170

Table of Contents

General Information.....	Page 5
Welcome Letter (Page 5)	
OE Mission Statement, Vision Statement, Leonard and EEK School Pledge (Page 5)	
Board Members (Page 5)	
School Day (Page 6)	
Dismissal/Drop Off Policy (Page 6)	
School Attendance Policy, Tardies, Truancy (Page 6)	
Meal Service (Page 8)	
Health and Safety.....	Page 8
Injury and Illness (Page 8)	
Communicable Disease (Page 8)	
Keeping Children Home (Page 8)	
Immunizations (Page 9)	
Use of Medications (Page 10)	
Head Lice (Page 10)	
Asthma Inhalers and Epi-Pens (Page 11)	
Homebound Instruction (Page 12)	
Insurance (Page 12)	
Safety Drills (Page 12)	
Early Dismissal, Emergency Closings, and Delays (Page 12)	
School Use and Policies.....	Page 13
Communication (Page 13)	
Communicating Concerns (Page 13)	
Conferences (Page 13)	
Report Cards (Page 13)	
Student Assessment/Screeners (Page 13)	
Release of Student Pictures (Page 13)	
Volunteers/Chaperones, Visitors (Page 14)	
S.O.S (Page 14)	
Student Fees, Fines, and Charges (Page 14)	
Computer, Technology, and Networks (Page 14)	
Recess and Playground Policy (Page 14)	
Dress and Grooming (Page 15)	
Student Valuables (Page 15)	
Lost and Found (Page 16)	
Student Conduct.....	Page 16
Student Behavior Expectations (Page 16)	
Student Discipline Matrix (Page 17)	
Appendix.....	Page 27
Code of Conduct (Page 27)	
Elastic Clause (Page 28)	
Reporting Policy for Child Abuse (Page 28)	
Equal Education Opportunity (Page 28)	

Search and Seizure (Page 28)	
Bullying (Page 29)	
Harassment (Page 29)	
Bullying Board Policy (Page 30)	
Anti-Harassment (Page 35)	
Criminal Acts (Page 41)	
Weapons Policy (Page 41)	
Student Records (Page 42)	
Individuals with Disabilities (Page 43)	
Limited English Proficiency (Page 43)	
Preparedness for Toxic and Asbestos Hazards (Page 44)	
Enrolling in School, Transfer and Withdrawal (Page 44)	
Appeals Process/Due Process (Page 44)	
Students Rights of Expression (Page 44)	
Review of Instructional Materials (Page 45)	
Transportation Handbook.....	Page 45
Electronic Information Access & Use Policy	Page 46
Partnership Agreement.....	Page 49

OVID-ELSIE AREA SCHOOLS
2023-2024 PRE-LABOR DAY SCHOOL CALENDAR

Monday, August 21, 2023	First Day for Staff - All Open Houses - TBA
Tuesday, August 22, 2023	Second Day for Staff Professional Development for Staff
Wednesday, August 23, 2023	First Day for Students
Friday, August 25, 2023	No School for Staff or Students
Friday, September 1, 2023 - Monday, September 4, 2023	No School for Staff or Students - Labor Day Recess
Friday, October 6, 2023	No School for Students - Professional Development for Staff
Wednesday, November 1, 2023	Early Release Day - PD for Staff (Elementary - 11:00 a.m., Secondary - 11:15 a.m.)
Wednesday, November 15, 2023	No School for Staff or Students
Wednesday, November 22, 2023 Friday, November 24, 2023	No School for Staff or Students - Thanksgiving Break
Wednesday, December 6, 2023	Early Release Day - PD for Staff (Elementary - 11:00 a.m., Secondary - 11:15 a.m.)
Friday, December 22, 2023	Early Release Day - Winter Vacation
Friday, January 5, 2024 Friday, January 12, 2024	(Elementary - 11:00 a.m., Secondary - 11:15 a.m.) Last Day of 1st Semester
Monday, January 15, 2024	No School for Staff or Students
Tuesday, January 16, 2024	First Day of 2nd Semester
Wednesday, February 7, 2024	Early Release Day - PD for Staff (Elementary - 11:00 a.m., Secondary - 11:15 a.m.)
Friday, February 16, 2024 February 19, 2024	No School for Staff or Students - Monday, Mid-Winter Vacation (Flex Day, if needed)

Thursday, March 7, 2024	MS/HS Parent Teacher Conferences
Friday, March 8, 2024	No School for Students -Professional DevelopmentStaff
Friday, March 22, 2024 Friday, March 29, 2024	No School for Staff or Students - Spring Break
Wednesday, May 1, 2024	Early Release Day - PD for Staff (Elementary - 11:00 a.m., Secondary - 11:15 a.m.)
Sunday, May 19, 2024	High School Graduation 2:00 pm
Monday, May 27, 2024	No School for Staff or Students - Memorial Day
Wednesday, June 5, 2024	Early Release Day - Last Day for Students (Elementary - 11:00 a.m., Secondary - 11:15 a.m.) Full Day for Staff
Students Days = 180 Days	
Staff Days = 184 Days	

GENERAL INFORMATION

WELCOME TO A NEW SCHOOL YEAR!

On behalf of the faculty and staff at Leonard and E. E. Knight Elementary, we would like to say welcome to our new families and to those who are returning. We are pleased you are a part of Ovid-Elsie Area Schools. We anticipate your involvement and cooperation in making this year successful. This Elementary Handbook includes both District and school information, in addition to policies and procedures. Please review and refer to this document as a reference when you have questions throughout the year.

School information will be published on our school website which can be found at <http://www.ovidelsie.org/o/ovid-elsie-schools>. Our website includes information about various activities, important dates, upcoming events and field trips, along with policy and program information. You may also check out Leonard happenings with pictures and videos on our Facebook page and through Twitter.

MISSION STATEMENT

Students First!

VISION STATEMENTS

Ovid Elsie Area Schools will foster a caring educational community that will prepare all students to contribute to a global society.

SCHOOL PLEDGE

*At Leonard/E. E. Knight Elementary
I will be caring of others and their feelings
I will be respectful of others and their ideas
I will be responsible for my thoughts and actions
Together we are O-E!*

SCHOOL YEAR THEME

Kindness is a Treasure

OVID-ELSIE AREA SCHOOLS BOARD OF EDUCATION

(Regular Board of Education meetings are on the third Monday of each month.)

President	Mr. Eric Jones
Vice-President	Mr. Josh Miller
Treasurer	Mrs. Mary Thompson
Secretary	Mrs. Brooke Wooley
Trustee	Dr. David Huff
Trustee	Mr. Michael Schiffer
Trustee	Mr. Kevin Nash

School Day

Drop Off	7:30-7:45 am
Beginning	7:45 am
End	2:50 pm

Dismissal/Drop Off Policy

Leonard and E. E. Knight Elementary Schools will be implementing our dismissal system this school year for parents who pick up their children after school. Parents picking up students will pull into the front school driveway where several school staff members will be guiding them through a flowing line. Any child that is being picked up from school will exit through the main (office) doors with a teacher. Parents will be provided a dismissal card that **MUST** be clearly displayed at pick up time. Cards will be distributed at Open House and/or the first day of school. Below you will find step by step directions to help this process run smoothly and safely.

- 1) Pull into the front driveway of the school with your sign displayed on the windshield. Please pull up as far as the school staff advise.
- 2) Please be prepared for your child/ren to enter your car on the passenger side of your vehicle. The pick up line will be a flowing line, so we ask that parents do not get out of their vehicles as this would disrupt the flow of traffic.
- 3) Once your child is secure, please move ahead and exit the parking lot.

Important Information to Know:

- **We do not dismiss students until 2:50.** To keep our parking lot clear for buses and other transportation services please do not arrive before 2:45. We ask that if you are entering the building, please use the south parking lot and enter through our main doors (please do not use the daycare entrance).
- If a card is not displayed, parents will be asked to park in the side parking lot (south end of the building).
- If there is a change in your child's daily pick up routine, please notify your child's teacher in writing or call the office by noon on that day.
- Students who walk home, or are picked up by a parent will be dismissed out the front doors. Bus riders will be dismissed out the back of the building.

Morning Drop Off Routine

School starts at 7:45 am. Drop off will run similar to our dismissal routine. The front lot will be used as a flowing line of traffic for parents dropping their children off from 7:30-7:45 am. There will be an adult at the entrance making sure the children enter safely. We ask that if you are entering the building in the morning, please use the south parking lot and enter through our main doors (please do not use the daycare entrance). All visitors must check in at the office.

School Attendance Policy

It is important that students attend school regularly. Parents are requested to call the school office to report absences or to send a note with a child who is returning to school. The excuse should state the reason for the absence and give the dates. Students absent from school may not participate in after-school sponsored activities on the day of the absence.

Tuancy 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.

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.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25.

*For the 2023-2024 school year, due to a grant funding, breakfast and lunch will be free.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the building secretary.

HEALTH AND SAFETY

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 scalp) should be allowed in school.

Use of Medications:

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 a 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.

Homebound Instruction

This is a special service that our district offers to children who are unable to attend school for a long period of time due to illness or injury. For more information about it, please call the school if you feel your child would qualify for this service at any time during the year. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Insurance

Insurance for students is not available through school. The school can recommend a provider to you upon request. You should check with your primary health care provider to determine if additional coverage is necessary.

Safety Drills

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Fire Drills will occur a minimum of five (5) times each year. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of the regularly administered fire alarm and flashing lights in the corridors.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Tornado drills will occur a minimum of two (2) times each year. The alarm signal for tornadoes is different from the alarm signal for fire and lock down drills and consists of the building principal addressing the issue over the PA.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. The staff is well-versed in the procedures involved in lock down drills.

Other important safety drills may be conducted throughout the year. Staff members responsible for conducting drills will have the proper procedure posted in their assigned work area.

Early Dismissal, Emergency Closings, and Delays

Sometimes early dismissal of school is scheduled for reasons such as school improvement or parent-teacher conferences. Please refer to the school calendar to see early dismissal dates.

At other times, school may be dismissed early due to unscheduled reasons such as weather or other emergencies. Early in the school year, please instruct your children and the school about where they are to go and how they are to get there in the event of early dismissal.

If the start of the school day must be delayed due to weather or emergency, the starting times and bus pick-up times will be delayed two hours. The afternoon schedule and dismissal times will be normal. No breakfast will be served on two hour delays.

Parents and students are responsible for knowing about emergency closings and delays. Please keep your phone numbers and emails up to date so that you can receive a call, text or email from the School Messenger System when there are emergencies, closings, or delays.

Please check the following radio, TV, or social media for updates:

1. Radio – WOAP 103.9 FM/1080 AM, WJSZ 92.5 FM, WFMK 99.1 FM, WITL 100.7 FM/1010 AM, WILS 101.7 FM/1320 AM, WOES 91.3.
2. TV – WLNS TV Channel 6, WOES (cable) Channel 13, and WJRT TV Channel 12.
3. Social Media – Facebook: Ovid Elsie Area Schools, Twitter: @OvidElsie, App: Ovid Elsie

SCHOOL USE AND POLICIES

Communication

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail, telephone, email or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Communicating Concerns

1. Take your concern to the person closest to the problem. Often a concern is a misunderstanding or an oversight. These concerns can easily be remedied. It is a good idea to keep lines of communication open with the staff by talking with them not only when you have concerns, but also when things are going well.
2. If your concern is not resolved, go to the next level.
3. Teachers reserve the right to meet with parents/guardians with other teachers or the administration present. In all cases, the student should be involved.

Order of Command: Classroom Teacher/Staff Member, Building Principal/School Office, Superintendent/Administration Office

Conferences

Parent-Teacher conferences will be held once each school year. Dates will be made known as early as possible so parents can attend. We encourage individual parent-teacher conferences. Parents should feel free to contact the appropriate staff to arrange for an individual conference time. Teachers are encouraged to contact parents with reports of progress or lack thereof.

Report Cards

All students shall receive a report card at the end of each Quarter indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Student Assessment/Screeners

School-wide assessments will be given three times a school year. We will monitor student's progress for students who are not proficient. Grade level assessments will be used within the classroom to assess progress and determine instructional needs. These assessments/screeners could include social-emotional rating scales in order to look at the Whole Child. The Michigan Department of Education (MDE) has defined the Whole Child as "a unique learner comprised of interacting dimensions such as cognitive, physical, behavioral, social and emotional." The whole child lives within multiple and interconnected environments including home, school, and community.

Release of Student Pictures

It is common practice for the Elementary School to release student pictures to the newspaper and/or other forms of media when students are being recognized for various achievements such as academic

and athletic accomplishments. Any parent or guardian who does NOT want their child's picture released to the media should send a written request stating so to the Elementary School Office.

Volunteers and Chaperones

We welcome chaperones and volunteers in our schools, but each situation is unique, so please understand that at times, there may be limited spots available. Classroom volunteers and chaperones will need to complete a background check form. The background check form will need to be completed each school year. Forms are available in the office. We ask that you refrain from speaking about other students, from gossip, and to keep conversations school appropriate. These roles also include that you keep information confidential about students including during conversations and through social media. All district policies apply to volunteering and chaperoning both on and off campus.

Visitors

Parents are welcome to visit the school and the individual classrooms, but they must **first sign-in at the office. All visitors must pick up a pass at the office before going to a classroom.**

S.O.S. - Supporting Our Students

S.O.S. is our building parent organization with the purpose to bring together parents and teachers to work for the development of our students and school. Meetings occur monthly and will be communicated through classroom and school newsletters.

If you are interested in joining or helping with this group please feel free to call the school office or email Leonardsos@gmail.com (Leonard) or EEKnightSOS@gmail.com (EEK).

Student Fees, Fines, and Charges

The Ovid-Elsie Area Schools will provide textbooks without cost to each student. Students are expected to keep assigned books and library books in good condition. Lost or severely damaged books will require full replacement payment of the book's original cost. The teacher or librarian will assess minor damage. Student transfer requests will be authorized only after the student returns all school materials, and paid any fees or fines that are due.

Students using school property and equipment can be fined for excessive wear and abuse of school property and equipment. The fine will be used to pay for the damage, not to make a profit.

Computer, Technology, and Networks

Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the User. Ovid-Elsie Area Schools has developed an Electronic Information Access and Use Policy. Every student who wishes access to the Internet, local and wide area networks, computers and related equipment must sign an Electronic User Agreement beginning in Kindergarten, again in seventh grade, and when entering or reentering Ovid-Elsie Area Schools.

Recess and Playground Policy

All students go outdoors for recess unless they have a signed doctor's excuse or have been asked to remain inside by a teacher or staff member. Outdoor recess will be canceled due to inclement conditions such as rain or temperatures or wind chills falling below 10 degrees. Please make sure your child is dressed appropriately.

Indoor recess requires students to stay in their individual classrooms and is held only when it is raining or the temperature is too extreme.

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, hoods, or non-essential headgear of any kind are not to be worn during school hours.
- 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.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students are not permitted to have their electronic devices out during school hours.

Lost and Found

Students who have lost items should check with the office to locate the lost and found area. Items may be retrieved, if a proper description is given. Unclaimed items will be given to charity at the close of the school year.

STUDENT CONDUCT

Student Behavior Expectations

The Board of Education has adopted the following Student Behavior Expectations and Student Discipline Matrix. It is the school staff's responsibility to provide a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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 and 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 <https://www.ovidelsie.org/pbis>. This website provides comprehensive details on our approach, strategies, and resources available to support student success and foster positive behaviors.



Elementary Matrix	Bathroom	Cafeteria	Classroom	Hallway	Recess
Be Respectful	<ul style="list-style-type: none">-Use quiet voices and quiet feet: Voice Level 0-1-Knock on stall door-Give others privacy	<ul style="list-style-type: none">-Quiet voices: Voice Level 0-2-Use appropriate language-Listen to adults, follow directions-Hands and feet to self-Raise hand for help-Use manners	<ul style="list-style-type: none">-Voice Level: 0-2 (as directed)-Use appropriate language-Follow directions-Hands and feet to self-Listen/follow teacher's instructions	<ul style="list-style-type: none">-Voice level: 0-1-Listen to adults-Don't touch posters-Eyes forward-Give others space-Follow the leader	<ul style="list-style-type: none">-Voice Level: 0-3-Hands and feet to self-Use appropriate language-Share (take turns)-Nature stays on the ground & outside-Follow directions-Get an adult for help
Be Responsible	<ul style="list-style-type: none">-Flush-Wash and dry hands (1 pump soap, water stays in sink)-Throw trash away	<ul style="list-style-type: none">-Hands and feet to self-Walk-Raise hand for help-Stay seated (one spot) until dismissed-Eat your lunch-Pick up messes-Put trash in the bin	<ul style="list-style-type: none">-Hands and feet to self-Sit and stay in seat-Raise hand for help-Bring all supplies-Use materials correctly-Pick up after self-Keep classroom clean	<ul style="list-style-type: none">-Keep your things near your locker-Hands to self-Walk-Listen to adults	<ul style="list-style-type: none">-Keep toys at home-Hands and feet to self-Stay in playground boundaries-Return equipment-Line up quickly when the whistle blows-Report concerns at recess to adults-Pick up your belongings
Be Your Best	<ul style="list-style-type: none">-Use closest bathroom-Wait your turn-Keep the bathroom clean-Report concerns to an adult-Use manners	<ul style="list-style-type: none">-Clean up after yourself-Wait your turn-Include others-Use kind words-Report concerns to an adult	<ul style="list-style-type: none">-Be ready to learn-Complete work-Keep classroom clean-Use kind words-Walk	<ul style="list-style-type: none">-Walk directly to area-Report concerns to an adult-Use kind words-Help other	<ul style="list-style-type: none">-Use equipment correctly-Use kind words-Help those in need-Include others-Share, Take Turns

Student Discipline Matrix

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.	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 1. Student Meeting 2. Reflection	1. Parent Contact 2. Detention/Loss of Recess	1. Parent Conference 2. Up to 1 day ISS
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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.	<u>K-5</u> Not Applicable		
	<u>6-12</u> 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)	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> Not Applicable - Refer to Attendance/Tuancy Guidelines		
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 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	<u>K-5</u> 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
	<u>6-12</u> 20-45 days OSS This will be reduced to 5 days OSS if the student chooses to be subject to the Ovid-Elsie Probation Program	20-45 day O.S.S. and possible recommendation for expulsion. Police report filed.	Sale or distribution – Confiscation. 20-45 days suspension, possible recommendation for expulsion. Police report filed..
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.)	<u>K-5</u> Not Applicable		
	<u>6-12</u> 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).	<u>6-12</u> 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 <ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recess 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recesses 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Meeting Up to ½ ISS
	6-12 <ol style="list-style-type: none"> 15 second intervention Referral form to Office 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 BSD/LD Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 2 BSD/LD Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 half-day day Suspension (ISS/OSS) 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, that would hurt others to make them feel bad about themselves 	K-5 <ol style="list-style-type: none"> Student Meeting Parent Notification Loss of up to 2 Recesses Optional up to 1 day ISS/OSS 	<ol style="list-style-type: none"> Student Meeting Parent Notification Optional 1 day ISS/OSS 	<ol style="list-style-type: none"> Student Meeting Parent Conference Up to 3 days ISS/OSS Behavior Plan Developed 	<ol style="list-style-type: none"> Student Meeting Parent Conference Up to 5 days ISS/OSS Behavior Plan Reviewed
	6-12 <ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 BSD/LD Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 3 BSD/LD Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 half day Suspension (ISS/OSS) Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 day Suspension (ISS/OSS) Think Form
LEVEL III Moderate Physical Contact <ul style="list-style-type: none"> Hitting/Slapping Pushing/Shoving Grabbing Tripping Throwing objects 	K-5 <ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recess 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recess Optional Up to 1 day ISS/OSS 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Up to 1 day ISS/OSS 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Up to 1-3 days ISS/OSS
	6-12 <ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent Up to ½ day ISS Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent Up to 1 day Suspension (ISS/OSS) Think Form 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 1 day Suspension (ISS/OSS) Think Form Parent Meeting 	<ol style="list-style-type: none"> 15 second intervention Referral form to Office Student calls parent 2-3 day Suspension (ISS/OSS) 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 	K-5 <ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recess 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Detention/Loss of Recess Optional Up to 1 day ISS/OSS 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Up to 1 day ISS/OSS 	<ol style="list-style-type: none"> Verbal Apology Student Meeting Parent Notification Up to 1-3 days ISS/OSS

<ul style="list-style-type: none"> Electronic intimidation (Cyberbullying) 	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 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
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.

The student discipline matrix is meant to be used as a guide. Decisions regarding specific consequences may be tailored to individual circumstances and student needs.

More important than our response to misbehavior is our proactive action in creating an environment that encourages positive behavior. Programs such as direct instruction and practice of appropriate behavior expectations will occur throughout the year.

Misbehavior that occurs during recess may result in restricted recess privileges. Other consequences may be imposed, as appropriate such as: missing a class field trip, party, field day, etc..

Use of Drugs

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, performance enhancing substances, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of non-alcohol beers, wines and over-the-counter medication to another student. Please see non-aggressive matrix for consequences.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test. Please see non-aggressive matrix for consequences.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, including e-cigarettes, vapor devices or similar products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule shall result in consequences. Please see non-aggressive matrix for consequences.

Additionally, controlled substances confiscated may be tested as to content. Devices which contain illegal drugs will be subject to more severe penalties.

Ovid-Elsie In-School Probation Program (OEISPP)

The 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, and conference 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 are 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 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 office. Failure to complete the program may also void the abeyance with law enforcement officials.

Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student, other than the one who possessed the weapon, brought a weapon on District property that student shall also be subject to the same disciplinary action.

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

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school including suspensions and expulsion. Criminal prosecution may also occur. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, wheelie shoes, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas including (sidewalks, roadways, etc). Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste would be subject to disciplinary action.

Gangs

Gangs or a group of individuals, which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment, are not tolerated.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities, which are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Purposely Setting a Fire - Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

Physically Assaulting a Staff Member/Student/Person Associated with the District

Physical assault at school against a District employee, volunteer, or contractor, which may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbally Threatening a Staff Member/Student/Person Associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of School Work, Identification, Forgery/Plagiarism

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False Alarms, False Reports, 911 Calls, Bomb Threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion and notification of police.

Explosives

Explosives, fireworks, and chemical-reactions objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, poppers, and lighters are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal.

In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience & Insubordination

School staff is acting "in loco parentis," which means law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension and or expulsion.

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion and/or restitution.

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, handholding, or any other contact that may be considered sexual in nature. Such behavior may result in suspension or expulsion.

APPENDIX

Code of Conduct

A major component of the educational program at Ovid-Elsie Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Fair and equitable discipline is intended to protect the rights and privileges of all persons, in all matters relating to the conduct of the school. Principals, teachers, and other staff personnel stand *in loco parentis*, that is, in the supervision of students in the absence of parent/guardian.

The development of proper school behavior is necessary not only to provide a safe and effective learning environment for all students, but also it involves an educational process designed to:

1. Develop the student's ability to assume responsibility for his/her actions.
2. Develop the student's ability to make appropriate decisions regarding his/her actions based on "cause and effect" relationships.
3. Develop the student's awareness of the impact of his/her actions on the rights of others.
4. Develop the student's ability to deal with problems and/or conflicts within the framework of accepted social standards.
5. Develop the student's sense of respect for himself/herself, other people, property, and the laws governing our society.

The rules governing the behavior of students and the operation of the school reflect three guiding principles: the school exists as a place to learn; teachers have a right to teach and all students have a right to learn; self-discipline is the key to school discipline.

The school's jurisdiction for disciplinary matters is in effect including, but not limited to, any of the following:

- While students are on the school grounds;
- While students are going to or coming from school, on school provided transportation;
- During the lunch period; and/or
- During, or while going to or coming from, a school-sponsored activity.

Close cooperation between the home and the school is vital in the development of appropriate behavior patterns. In order for any organization to operate effectively, it is important that all concerned parties be aware of what the rules are and why they exist. With this in mind, we have provided the following for your guidance and information. Each of these rules is intended to ensure the safety of the students and is intended to promote an orderly, pleasant and effective school environment.

Elastic Clause

The school reserves the right to set forth as part of the Code of Conduct those rules and regulations necessary and proper for the daily operations of the school which are not specifically stated herein as the need arises. The Code of Conduct is minimum standards and periodic revisions will be necessary.

Reporting Policy for Child Abuse

Section 3, number 1, of the Child Protection Law States: A social worker, school administrator, school counselor, teacher or etc. who has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone or otherwise, an oral report, or cause an oral report to be made, of the suspected child abuse or neglect to the Department of Social Services. Within 72 hours after making the oral report the reporting person shall file a written report as required by law.

Section 8, number 8, of the Child Protection Law States: Schools and other institutions shall cooperate with the department during an investigation on a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent, if access is necessary to complete the investigation.

Please be aware that the school cannot contact parents when making a referral of abuse or neglect to the Department of Social Services.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District Compliance Office listed below:

Ovid-Elsie Area Schools
8989 E. Colony Rd.
Elsie, MI 48831
(989) 834-2271 or 862-4237 ext. 1000

Compliance will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Search and Seizure

Under the Ovid-Elsie Area Schools' Board Policies and Guidelines, school authorities may search a student and his/her property, including computers, vehicles, desks, and lockers, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without the student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time, if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items

which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying is defined as the **repeated intimidation** of others by acts, such as but not limited to:

- Threatened or actual physical harm;
- Unwelcome physical contact;
- Threatening or taunting verbal, written or electronic communications;
- Taking or extorting money or property;
- Damaging or destroying property;
- Blocking or impeding student movement.
- Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, instant messaging, blog websites or online bullying through social network sites to harass through unpleasant or aggressive messages.

Is It Bullying?

Not Nice - When someone says or does something unintentionally hurtful and they only do it once... That's **not nice**.

Mean - When someone says or does something intentionally hurtful and they do it once... That's **mean**.

Bullying - When someone says or does something intentionally hurtful and they keep doing it, over a period of time, even when you tell them to stop or show them that you are upset... That's **bullying**.

Any student who believes s/he has been or is the victim of repeated intimidation and/or aggressive behavior, including bullying or hazing, should immediately report the situation to the building principal.

Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

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

Hazing shall be defined for purposes of this policy as performing an act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Right Act. For questions or concerns regarding this policy, please contact your building's administrator.

Sexual harassment, may include, but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc or suggesting/demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher and/or the principal.

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

5517.01 - **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator 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 will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Non-Retaliation/False Reports

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

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

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material

losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race,

religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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
(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.

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Weapons Policy

The Board of Education prohibits any person who is under contract from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services to the District. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

The term "weapon" means any object which, in the manner in which it used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms, guns of any type including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

The Superintendent shall refer an individual who violates this policy to law enforcement officials. The District may also take other action against the individual and/or his/her employer, including, but not limited to, requiring that the individual not be allowed to provide services to the District in the future and/or terminating any contractual relationship with the individual and/or the employer.

Individuals under contract shall immediately report knowledge of dangerous weapons and/or threats of violence by students, staff members, or other individuals to the Principal.

Student Records

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

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

Directory information includes: a student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice. Please contact the building principal for further information about the items included within the category of directory information and instructions on how to prohibit the release.

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 service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

Individuals have a right to file a complaint with the United States Department of Education, if they believe that the District has violated FERPA.

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 an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;

- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described in bulleted items above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

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

Individuals with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Enrollment

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.

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

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

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

Transfer out of the District and Withdrawal

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from either of the Ovid-Elsie Elementary Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. When transferring student records, school officials are required to transmit discipline records including suspensions and expulsion actions against the student with dismissal.

Appeals Process/Due Process

The constitutional rights of individuals assure the protection of due process of law. For further information regarding the Appeals Process, contact the school's Building Administrator or the Superintendent of Schools.

Students Rights of Expression

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

- A material cannot be displayed if it:
 - is obscene to minors, libelous, indecent and pervasively or vulgar;
 - advertises any product or service not permitted to minors by law;
 - intends to be harassing or insulting;

- o intends to incite fighting or presents a likelihood of disruption of school or a school event;
 - o presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Review of Instructional Materials

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.

Transportation Handbook Information:

<https://www.ovidelsie.org/transportationhandbook>

Ovid-Elsie Area Schools
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

Partnership Agreement

The 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.

As an Ovid-Elsie Area Schools TEACHER, I will encourage and support students' learning by:

- Enforcing the behavior expectations and provide a safe, secure and positive environment for learning.
- Providing high quality instruction so students can master state standards.
- Addressing each student's individual needs and encouraging individual talents.
- Helping students develop responsibility for their own behavior and learning.
- Respecting the uniqueness of students and their families.
- Communicating and working with families to support students' learning.

As an Ovid-Elsie Area Schools PARENT, I will encourage and support my child's learning by:

- Supporting the district-wide behavior expectations and code of conduct.
- Seeing that my child attends school regularly, is fed, well rested, and on time.
- Encouraging good decisions about friendships and free time.
- Expecting my child to work hard and have a positive attitude toward learning and school.
- Communicating regularly with my child's teacher and attending parent-teacher conferences.
- Expecting my children to follow school rules.
- Establishing a time and place for reading regularly.

As an Ovid-Elsie Area Schools STUDENT, I will actively participate in my learning by:

- Being a caring, respectful, and responsible student.
- Coming to school on time every day, except when ill.
- Coming to class prepared with all materials and a positive attitude to learn.
- Working hard and doing my best.
- Talking with my family about what I'm learning in school.
- Asking for help and asking questions when I don't understand something or am afraid.
- Respecting and cooperating with others.
- Be a positive influence on my peers.