

**OVID-ELSIE
MIDDLE SCHOOL
HOME OF THE MARAUDERS**

STUDENT HANDBOOK 2023-2024

**Superintendent: Dr. Wayne Petroelje
Principal: Mr. Tim Ormsbee**

**4041 N. Hollister Road
Elsie, Michigan 48831
Web Address: www.ovidelsie.org
Telephone: 834-2271 & 862-4238
FAX: 989-862-4463**

Table of Contents

Introduction	page	3	Search & Seizure	page	20
Student Rights & Responsibilities	page	3	Behavior Rubrics	page	21
Equal Education Opportunity	page	3	Review of Instructional Materials & Activities	page	27
Enrolling in the School	page	4	Report Cards & Marking System	page	27
Immunizations	page	5	Incompletes	page	27
Emergency Medical Authorization	page	6	Grade Reports	page	27
Use of Medications	page	6	Parent/Teacher Conferences	page	27
Visitors	page	7	Promotion-Retention	page	27
Attendance	page	7	Student Concerns, Suggestions & Grievances	page	27
Clinton County Public Schools Truancy Policy	page	7	Homework Policy	page	27
Tardies	page	8	Student Assessment	page	28
Early Dismissal	page	8	Information Center	page	28
Transfer out of the District	page	8	Personal ID Card & Hall Passes	page	28
Withdrawal from School	page	9	Parties, Dances & Other Activities Sponsored by School	page	29
Emergency Closings & Delays	page	9	Lost & Found	page	29
Fire, Tornado, & Lockdown Drills	page	9	Student Sales	page	29
Preparedness for Toxic & Asbestos Hazards	page	9	Student Fund-Raiser	page	29
Control of Casual-Contact Communicable Diseases & Pests	page	9	Advertising Outside Activities	page	29
Control of Non Casual-Contact Communicable Diseases	page	9	Field Trips	page	29
Scheduling & Assignment	page	9	Transportation	page	29
Individuals with Disabilities	page	10	Guidance & Counseling Services	page	30
Limited English Proficiency	page	10	Psychological Services	page	30
Student Records & Directory Information	page	10	Social Worker	page	31
Student Fees, Fines & Supplies	page	11	Speech Therapist	page	31
Meal Service-Free & Reduced Lunch	page	11	Homebound Instruction	page	31
Student Valuables & Care of Property	page	11	Student Work Permits	page	31
Building Rules & Care of School Property	page	12	Student Council Organization	page	31
Dress & Grooming	page	12	Student Recognition	page	31
PBIS	page	13	Ovid-Elsie Area Schools Parent Involvement Policy	page	31
Discipline	page	13	Athletics	page	33
No Touching Policy	page	19	NEOLA	page	33
Student Rights of Expression	page	19	Electronic Information Access & Use Policy	page	41
Use of Telephones/Cell Phones	page	19			

**STUDENTS FIRST
OVID-ELSIE AREA SCHOOLS
A WORLD CLASS DISTRICT**

OUR MIDDLE SCHOOL MISSION STATEMENT:

OEMS is a safe and positive environment helping students cross the bridge to become productive young adults in a global community.

OUR MIDDLE SCHOOL VISION STATEMENT:

Inspiring life-long learners to achieve their full potential and excel in a changing world.

HANDBOOK

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. All students are expected to abide by the expectations, policies and procedures within this handbook.

SCHOOL CALENDAR

Please refer to the Ovid-Elsie Area Schools website for any calendar changes or updates. [Ovid-Elsie Area Schools](https://www.ovid-elsie.org/)

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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 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.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

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's Compliance Officer, the Superintendent of Ovid-Elsie Schools at 834-2271, ext. 1002.

Complaints 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 Office can provide additional information concerning equal access to educational opportunity.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Their parent(s) or legal guardian(s) must enroll new students under the age of eighteen (18). When enrolling, parents must provide copies of the following:

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

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 which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EMERGENCY PROCEDURES

Emergency closing of school – do not call. Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify a staff member immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

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

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

HEALTH & SAFETY

Illness, Accident & Injuries

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

- A. Parents will be contacted depending on the seriousness of the illness or injury;
- B. 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
- C. 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.
- D. In NO instance can the student be released to anyone but the parents, unless parental consent and approval is obtained.

- E. 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 a 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 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.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parents in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student’s educational activities program.

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 the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.
- O. Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

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

Asthma Inhalers, Epi-pens, other Emergency Medications

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

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

VISITORS

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the schools, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

Anyone volunteering to work directly with a student must also have cleared in a Criminal Background Check. Criminal Background Check forms are available in the office.

ATTENDANCE

Truancy Guidelines for Clinton County Public Schools

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

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

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

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

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

According to School Board Policy 5200:

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

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

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

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

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

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

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

LATE WORK POLICY pertaining to absences.

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

TARDINESS

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

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parents or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Ovid-Elsie Middle School, 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.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

EMERGENCY CLOSINGS AND DELAYS – ANNOUNCEMENTS

If the school must be closed or the opening is delayed because of inclement weather or other conditions, the school will notify local radio and television stations and through the use of the district's notification system. Parents and students are responsible for knowing about emergency closings and delays.

Approved PA announcements will be made each morning at 7:55 a.m. Parents wishing to check on daily announcements or upcoming school activities should check the middle school website at www.ovidelsie.org

FIRE, TORNADO, & LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of Public Address (PA) Announcement. 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 two (2) times each school year. They will be alerted via a PA announcement.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Law 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 Schools District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep throat infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year Open House or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the

school counselor or principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

INDIVIDUALS WITH DISABILITIES

The Americans 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. Contact the Superintendent at the Ovid-Elsie Administration Office 834-2271, ext. 1002 to inquire about evaluation procedures and programs.

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. Parents should contact the Superintendent at Ovid-Elsie Administration Office (989) 834-2271 Ext. 1002 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS & DIRECTORY INFORMATION

Ovid-Elsie Middle School maintains student records including both directory information and confidential information. Directory information means individually identifiable information including (1) a student or parent's first and last name; (2) a home or other physical address (including street name, city or town; or (3) a telephone number. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all of such directory information, upon written notification to the school. For more information see the Family Education Rights & Privacy Act, also known as FERPA. Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside 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 Principal, Ovid-Elsie Middle School. 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:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;

- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance 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 building principal receives the request.

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:

- A. 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
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete the required course curriculum. The staff will provide a list of additional materials parents may want to purchase on their own for their students to use.

Specific fees may be charged for various programs, or activities: (ex. Tech Lab, Science projects, Field trips, and sports teams). Such fees or charges are determined by the cost of materials, or the specific activity. The School and Staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property, books, ID cards and equipment can be fined for excessive wear, loss, and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines, (i.e. Library Materials), can be avoided when students return borrowed materials promptly. Others may need their use.

MEAL SERVICE-FREE & REDUCED LUNCH

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are also available. Students may also bring their own lunch to school to eat in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are available in the office. If you have a student that you believe is eligible, contact the school office.

STUDENT VALUABLES & CARE OF PROPERTY

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. The school may confiscate such items and return to the student/parent.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

BUILDING RULES & CARE OF SCHOOL PROPERTY

1. Students may enter the building after 7:20 a.m. If a student comes to school before 7:20 a.m., it must be for a school-supervised activity (band, chorus, extra help.)
2. A teacher must be in the classroom before a student may enter the room.
3. At 7:55 all students are expected to be in class.
4. All students not involved in a supervised school sponsored activity are to leave the building by 3:15 p.m. Once students are dismissed, they are not to return to the building. Only students who have valid reasons for returning may do so, and they must report to the office and receive clearance to re-enter the school.
5. Telephone (office) is to be used only for school related matters before school, between classes, at lunch and after school.
6. No middle school students should be in the high school at any time (before-during-or after) school, without permission from the building principal or attending an assigned class.
7. Students are responsible for taking care of the books, locks and materials issued to them. If lost or damaged, the student must pay for the replacement or repair. If the book is found, please return it and we will refund the money.
8. Any student who vandalizes a locker, desk, book, bulletin board or any other piece of school property must either pay for the damage or do whatever repair is necessary to refinish what he/she has damaged.
9. Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas in order and keeping individual desks in each classroom neat and clean.
10. The lockers are school property and may be inspected at any time by the Principal, other school personnel or law enforcement officials designated by the principal.
11. No food or pop is allowed in the classroom. Water is allowed in the classroom in clear containers. Other items, gum etc. are at the discretion of the teacher.
12. Caffeinated Energy Drinks/Pop/Gum/Coffee is not allowed in the Middle School before class, at lunch or in lockers.
13. No student is permitted to sell any item or service or advertise outside activities in school without the approval of the principal.
14. The office will keep lost and found items temporarily. Unclaimed items will be given to charity several times during the school year.
15. No material will be posted on school property without the approval of the building principal.

DRESS CODE 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. Administration reserves the right to professional discretion in matters relating to the dress code.

Students should consider the following questions when dressing for school:

- A. Does my clothing expose too much? (no)
- B. Does my clothing advertise something that is prohibited to minors? (no)
- C. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- D. Would I interview for a job in this outfit? (yes)
- E. Am I dressed appropriately for the weather? (yes)
- F. 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:

- A. 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.

- B. Dress shall not allow buttocks or undergarments to be visible.
- C. 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.
- D. 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.
- E. Footwear that protects the foot and safeguards the health of others must be worn at all times.
- F. Hats, hoods, or non-essential headgear of any kind are not to be worn during school hours.
- G. Specialized learning areas, such as laboratories, shops, physical education, etc. have rules in compliance with state regulations for safety and hygiene.
- H. 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.

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.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with 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.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Ovid-Elsie Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal. Informal discipline takes place within the school. It includes:

1. Think Form; (I.R. Slips)
2. Change of seating or location;
3. Before/After-school detention;
4. Lunch Detention
5. In-school restriction or suspension – I.S.S.
6. Saturday school, 9 a.m. to 3 p.m. (held in high school)
7. Social Restriction – Banned from all extra-curricular activities.

IN-SCHOOL SUSPENSION (I.S.S.) POLICIES

1. Student's suspended in school will report to the Middle School office at the beginning of the school day.
2. If you are assigned I.S.S., it is your responsibility to complete the assignments your teachers have given during your suspension and a suspension packet assigned by administration. Failure to complete a think form will prevent you from returning to your regular classes.
3. You are not allowed to eat or drink during your time in the I.S.S. room except during the designated lunch period.
4. You will not be allowed to talk or socialize during the suspension.

Saturday Detention

Saturday Detention is held at least once per month, or as determined by the Assistant High School Principal. The time is from 9:00 a.m. to 3:00 p.m. unless you are notified otherwise. The location is the High School cafeteria. Enter through the doors in the front of the building by the principal's office (Colony Road entrance) or sometimes will be held in the Middle School cafeteria (enter through the main doors). Transportation to Saturday detention is the parent's responsibility.

Detentions

A student may be detained after school, or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. If a student is suspended from school, they will not be allowed to attend any after school activities.

Suspension from School

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process the student shall not be allowed to remain in school unless facing a suspension of more than 5 days. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the Open Meetings Act governs the hearing. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Appeal Procedures

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

Level I

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

Level 2

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

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

The Superintendent's decision resulting from an appeal hearing may be appealed to the Board of Education within two (2) school days of such a decision. Such requests to meet with the Board of Education shall be made to the Superintendent of Schools.

Level 3

- I. After reviewing the appeal request, the Board shall determine whether they will hear the final appeal. The Board's decision to hear or not hear the appeal shall be made no later than five (5) days after receiving the appeal request. If a decision is made to hear the appeal, the Board of Education shall schedule a hearing no later than the next regular board meeting and shall notify the parents that the hearing shall be conducted under the following rules and procedures:
- II.
 - a. Written notice shall be given of the time, date and place of hearing.
 - b. An attorney or advisor of their choosing may represent the student or parents.
 - c. The student or parents may request that the hearing before the Board of Education take place in private session.
 - d. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
 - e. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 - f. There may be present at the hearing the Principal, Board of Education's attorney, and such resource persons and the president of the Board of Education deems essential to the proper adjudication of the case.
 - g. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
 - h. Stays of disciplinary action will be granted only to students facing suspension of five days or more.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Canine/Metal Detectors

The school administration may use canine and/or metal detectors to search for illegal, unauthorized, hazardous, or contraband materials on school grounds or at any school sponsored activity occurring either on or off campus. If a school official has a reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

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.

NO TOUCHING POLICY

Hand holding, embracing, kissing, pushing, shoving, hitting and kicking are not allowed at Ovid-Elsie Middle School.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, 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:

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent and/or pervasively vulgar,
 - 2. Advertises any product or service not permitted to minors by law,
 - 3. Intends to be insulting or harassing.
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. 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.
- B. Material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the office twenty-four (24) hours prior to display.

USE OF TELEPHONES/CELL PHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students shall not use or possess (have on their person) a cell phone or other WED (Wireless Communication Device) during school hours 7:00 a.m. 3:00 p.m. Violations will result in progressive disciplinary action including confiscation and suspension. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Possession of Cell Phone & Electronic Communication Devices

The school supplies most electronic equipment necessary in school.. Cell phones or other WED's are not allowed to be used upon entering the building until 3:00 p.m. The property will be confiscated and disciplinary action may be taken if a student is found using these devices. Violations of these rules could result in suspension or expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and face disciplinary action. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Michigan Penal Code prohibits installation, placement, or use of devices for observing, recording, transmitting, photographing (picture phones) or eavesdropping in a private place (including, but not limited to restrooms, locker

rooms, stage dressing areas, etc.). Violation or attempted violation of this law will find the person guilty of a felony punishable by imprisonment for up to 5 years and a fine of up to \$5,000.00.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, computers, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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 that 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.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Non-Aggressive Behavior Rubric

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

	1 st time	2 nd time	3 rd time
Cheating – Unauthorized use of another student’s work or copying of another student’s work. Plagiarism – Falsely making or altering a writing by which the rights or obligation of another person are affected. Forgery - simulated signing of another person’s name to any writing.	<u>K-5</u> 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
	<u>6-12</u> 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.	<u>K-5</u> 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)
	<u>6-12</u> 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 .	<u>K-5</u> 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)
	<u>6-12</u> 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	<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 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

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

Profane Language or Gestures	<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/Truancy 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)	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

	3. Possible police report. 4. Parent conference required.		required
Possession or Use of Drugs	K-5 1. Confiscation 2. Student Meeting 3. Parent Conference 4. Possible 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Conference 4. 1-3 day ISS/OSS	1. Confiscation 2. Student Meeting 3. Parent Conference 4. 3-5 day ISS/OSS
	6-12 20-45 days OSS This will be reduced to 5 days OSS if the student chooses to be subject to the Ovid-Elsie Probation Program	20-45 day O.S.S. and possible recommendation for expulsion. Police report filed.	Seal 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.)	K-5 Not Applicable		
	6-12 1. Student Meeting 2. Reflection 3. Restorative with Victim (as needed) 4. May result in loss of driving privilege 5. Parent Contact	1. Parent Conference 2. In School Suspension 3. Loss of driving privilege 4. Parent Contact	1. Parent Conference 2. Out of School Suspension 3. Loss of driving privilege 4. Parent Contact
Persistent Violation of Building Rules and Regulations: Specified consequences for unacceptable behavior have failed to cause change in the student's behavior. May also lead to an expulsion review (based on severity of behavior).	6-12 1. Student Meeting 2. Reflection 3. Restorative Practice 4. Parent Contact 5. Detentions or 1-3 day Suspension (ISS/OSS) (additional days possible to align with student conduct)	1. Parent Contact 2. 3-5 Day Suspension (ISS/OSS)	1. Parent Conference 2. 5-10 day Suspension (ISS/OSS) 3. Possible referral to School Board for expulsion

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

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

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

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

Aggressive Behavior Rubric

	1 st time	2 nd	3 rd	4 th
LEVEL I Horseplay <ul style="list-style-type: none"> “just kidding” Play fighting Goofing around Tripping Pushing/Shoving/Grabbing Name calling 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recesses	1. Verbal Apology 2. Student Meeting 3. Parent Meeting 4. Up to ½ ISS
	6-12 1. 15 second intervention 2. Referral form to Office	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 half-day day Suspension (ISS/OSS) 5. Think Form
LEVEL II Teasing (imbalance of power) <ul style="list-style-type: none"> “just kidding” Name calling Insulting remarks Spreading rumors Mean notes/tricks Profanity: Directed/Implied/Gestures Other behavior, that would hurt others to make them feel bad about themselves 	K-5 1. Student Meeting 2. Parent Notification 3. Loss of up to 2 Recesses 4. Optional up to 1 day ISS/OSS	1. Student Meeting 2. Parent Notification 3. Optional 1 day ISS/OSS	1. Student Meeting 2. Parent Conference 3. Up to 3 days ISS/OSS 4. Behavior Plan Developed	1. Student Meeting 2. Parent Conference 3. Up to 5 days ISS/OSS 4. Behavior Plan Reviewed
	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 3 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 half day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form
LEVEL III Moderate Physical Contact <ul style="list-style-type: none"> Hitting/Slapping Pushing/Shoving Grabbing Tripping Throwing objects 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess 5. Optional Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1-3 days ISS/OSS
	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. Up to ½ day ISS 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. Up to 1 day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2-3 day Suspension (ISS/OSS) 5. Think Form
Moderate Intimidation <ul style="list-style-type: none"> Threats of emotional or physical violence Planned exclusion Silent/Social alienation Emotional Blackmail Retaliation/False Reporting Electronic intimidation (Cyberbullying) 	K-5 1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Detention/Loss of Recess 5. Optional Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1 day ISS/OSS	1. Verbal Apology 2. Student Meeting 3. Parent Notification 4. Up to 1-3 days ISS/OSS
	6-12 1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1-3 BSD/LD 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 1 day Suspension (ISS/OSS) 5. Think Form 6. Parent Meeting	1. 15 second intervention 2. Referral form to Office 3. Student calls parent 4. 2-3 day Suspension (ISS/OSS) 5. Think Form
LEVEL IV Severe Physical Contact	K-5 1. Student Meeting	1. Student Meeting	1. Student Meeting	1. Student Meeting

<ul style="list-style-type: none"> Punching/Kicking Fighting Throwing objects resulting in injury Directed spitting 	2. Parent Notification 3. Restorative Practice 4. Detention/Loss of Recess 5. Optional ISS/OSS up to 1 full day	2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 1 day	2. Parent Notification 3. Restorative Practice 4. ISS/OSS up to 3 days	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.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parents who wish 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 time notification limits or at least 24 hours.

REPORT CARDS AND MARKING SYSTEM

Report cards are issued four (4) times each year, or approximately every nine (9) weeks. Report cards are sent home with the students on the Friday following the end of each marking period. The report card can also be emailed to parents or it can be viewed online through PowerSchool.

INCOMPLETES

A student receiving an incomplete for any marking period will be allowed an additional week to make up the work after the end of the marking period unless illness or other extenuating circumstances make this time limit impossible. Make-up work at the end of the school year will be left to the discretion of the individual teacher and administration. F's will be recorded for all work not made up within the established time limit.

GRADE REPORTS

Parents/Guardians can have access to student grades and academic progress throughout the year with PowerSchool. If you need help accessing PowerSchool please contact the office. Teachers and office personnel will also periodically send reports for students that are struggling.

PARENT/TEACHER CONFERENCES

Middle school Parent/Teacher Conferences (Student Led Conferences) will be held after the 1st and 3rd Marking Period. Parents are encouraged to consult with teachers throughout the school year either by telephone, email or by making an appointment to see them.

PROMOTION-RETENTION

Promotion to the next grade is based on the following criteria: current level of achievement; potential for success at the next grade; emotional, physical, and/or social maturity.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student council.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

HOMEWORK POLICY

Homework is an essential strategy for practicing and reinforcing those concepts taught in the classroom. It also helps the student develop study skills, work habits, and a sense of responsibility so that the student may become an independent learner. Students will usually have daily homework in all core subjects. Students will average one to two hours of homework per night.

Students will have the responsibility of:

- A. Knowing what assignments they have and the due dates.
- B. Making sure daily homework is handed in on time and done to the best of their ability.
- C. Making sure their written work is clear and legible.
- D. Bringing necessary materials to class.
- E. Asking for additional help when needed.
- F. Finding out what assignments were missed while absent from school.

Parents will have the responsibility of:

- A. Monitoring student's homework
- B. Providing an appropriate study place at home.
- C. Providing the time needed to do homework.
- D. Monitoring student's grades via PowerSchool
- E. Providing pen/pencils, paper, dictionaries and other necessary materials to complete the homework.

Teachers will have the responsibility of:

- A. Providing clear and concise instructions.
- B. Posting all assignments.
- C. Providing sufficient time for the students to complete the homework assignments.
- D. Taking into account that students might also have homework in other classes.
- E. Contacting parents if their child habitually fails to turn in assignments.
- F. Providing feedback as soon as possible.
- G. Not using homework as a punishment.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the designated state assessment. They will be given in April and/or May of each year.

Additional group tests (Star, Michigan Technology Assessment) are given to students to monitor progress and determine education mastery levels. These tests are used to help the staff determine instructional needs.

Career and interest surveys, as well as MI Phy-health attitudes may be given to identify particular areas of student interest or talent, as well as healthy attitudes. The guidance staff often gives these.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

INFORMATION CENTER

The purpose of the information center is to make available to students materials not normally found in the classroom and to provide an atmosphere and place for their use. Students may enter the center with a research pass from a teacher or administrator. The center is and shall be maintained as a quiet atmosphere conducive to research and enrichment reading. Information center regulations and late book fees are prominently posted. Students will be fined for late or misused books. Failure to pay fines or to abide by library rules will result in loss of your center privileges.

The following regulations are to be strictly adhered to by all students:

- I. Persons checking out materials will be held totally responsible for all materials charged to them.
- II. Students must pay for all lost materials.
- III. Any students coming to the center for research work at the request of a teacher must present a pass from the teacher concerned. Study hall/advisory teachers may authorize a limited number of additional students to use the center for the purpose of utilizing center materials.
- IV. Persons violating any center rules, misusing center materials or abusing center privileges are subject to suspension of center privileges.

PERSONAL I.D. CARD AND HALL PASSES

Students will be issued personal picture I.D. cards. You may be asked to produce this card to attend dances or other student activities. This card will contain your library and lunch code for swipe quick transactions. Please carry on your person. I.D. cards are the property of the school and may be collected at the end of the year. Students who leave a classroom during scheduled hours must obtain a pass from their teacher before leaving the classroom. Without a pass, students will face disciplinary action.

PARTIES, DANCES AND OTHER ACTIVITIES SPONSORED BY SCHOOL

1. Middle school activities and parties are strictly for Ovid-Elsie Middle School Students. High school and elementary students and visitors are not allowed.
2. Students may not leave activities early without parental and school permission. Parents should personally notify those in charge when picking up a student early. Exiting students will not be allowed to return to the activity.
3. The group sponsoring an activity is responsible for cleaning the areas used during the activity.
4. No parties are authorized in the name of the school off premises unless approved by the administration.
5. Students absent on the day of an activity will not be allowed to attend.
6. Inappropriate behavior may be cause for suspension from student activities. (Social Restriction)
7. Students placed on social restriction for a time period, which encompasses a scheduled dance, will not be allowed to attend.
8. If a student is suspended from school they will not be allowed to participate in after school activities.

LOST AND FOUND

The lost and found area is in the lobby. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity throughout the year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to house canvassing for any fund-raising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "funds for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

ADVERTISING OUTSIDE ACTIVITIES

Parents and/or students may not post announcements/advertisements for outside activities without prior approval from the principal. Requests will be answered within 24 hours.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. For extracurricular activities, the administration reserves the right to deny student participation due to disciplinary reasons.

TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students. The transportation schedule and routes are available by contacting Craig Coleman at (989) 834-2271 Ext. 1561.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the transportation supervisor.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

1. Be on time at the designated loading zone five minutes prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the school transportation;
3. Line up single file off the roadway to enter;
4. Wait until the school transportation is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the driver signals it is safe to cross;
6. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Busses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

GUIDANCE AND COUNSELING SERVICES

A school counselor's job can best be described as the three C's: Consulting, Coordinating and Counseling. The counselor consults with teachers, parents, and administrators about student progress, abilities, and behavior, and seeks to provide a more conducive environment in which the student can grow and learn to his/her full potential. Counselors also consult with other specialists such as the school social worker, school psychologist, mental health counselors, and other outside professional agencies. They make referrals to these agencies and individuals when there is a need for such services.

The counselor coordinates with administrators the guidance services of the school. One of these services is the testing program, which involves the giving of achievement and aptitude tests to students in 6th-8th grades. These tests provide a continuous measure of educational growth. Counselors also help plan the school program and the school curriculum. Counseling with students, individually or in small groups, is the primary task of the school counselor, the greatest part of whose time is spent in direct counseling with students. Counselors talk with students about their progress, abilities and behavior, and most importantly, assist students in coping with their concerns which may be social, personal, educational, or vocational. Counselors are also a source of occupational, vocational and educational information. In talking with parents, students, teachers and administrators, counselors maintain confidentiality unless specifically released from confidentiality.

PSYCHOLOGICAL SERVICES

Psychologists serve students who may be referred by counselor, teacher or parent for individual testing and/or supportive counseling individually or in groups.

SOCIAL WORKER

The Social Worker provides a confidential, professional service that is helpful to students, parents and staff in analyzing and interpreting problems in order to bring about change or growth. Members of the staff or parents may refer students to the Social Worker.

SPEECH THERAPIST

If a student has difficulty in speech, she/he is assigned to the speech therapist that will help him/her overcome poor speech habits. This is done on an individual or small group basis. Students may be recommended by teachers, counselors and parents.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. The building Principal must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

STUDENT WORK PERMITS

Students who are working may obtain a work permit in the high school office. Information and assistance is available upon request.

STUDENT COUNCIL ORGANIZATION

The Student Council is an elective body designed to represent the student body in school government. The goal of the Student Council is to provide opportunity for leadership development, social interaction and commitment to improving school and community. Students shall elect a president, vice-president, secretary, and representatives from each grade. These students may attend Student Council meetings during school time provided that they have obtained permission from their teachers. Weekly meetings are held. Members of the Student Council are expected to pass classes, conduct themselves as good citizens, and serve as good role models for other students. Inappropriate behavior will result in permanent suspension from the Ovid-Elsie School Student Council.

STUDENT RECOGNITION

Positive recognition of Perfect Attendance, (no full day absences or equivalent) Honor Roll, Principal's Award, Student of the Month, Athletic Participation are all meant to challenge students. We look for participation and outstanding effort in 4-core values of Scholarship – Citizenship – Morality – Sportsmanship. Marking period, semester and end of year awards will be given out as part of our building recognition program.

Ovid-Elsie Area Schools Parent Involvement Policy

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.

To achieve this goal and insure parent involvement (including opportunities which fulfill Title I parent involvement requirements), the staff and parents of Ovid-Elsie Area Schools have jointly developed and agreed upon the following Parental Involvement Policy. This policy will be distributed annually to all parents via the student handbook.

1. **Establish a Parental Involvement Committee**, which includes parents, teachers, Title I and other school or community representatives.
Responsibilities include:
Develop a Home-School agreement, which defines how parents, students and staff will share the responsibility for student learning.
Involve parents and staff in an annual assessment of parent involvement needs.

Recommend parent involvement opportunities to meet parent needs, with attention to cultural diversity and unique family situations.

Review the effectiveness of the policy in increasing parent involvement, identify and eliminate barriers to involvement, and revise the policy as needed.

Meet at a time and frequency determined by the committee.

Oversee the Title I parent involvement budget.

2. **Support Parent Involvement** by providing a variety of opportunities for parents to learn more about what is taught in school, how we measure student progress and important school policies and building procedures.
3. **Build Strong Parent Involvement** by offering activities, workshops, and other programs such as parenting and child development, supporting and participating in learning activities with children at home, maintaining regular, two-way communication with school staff, volunteering at school, and participating in decision-making and/or advocacy activities.
4. **Help School Staff Strengthen Parent Involvement** through support, materials, and in-service opportunities for families and by implementing effective programs and practices for home-school partnerships which involve parents in the education of their children.
5. **Foster Mutual Respect** between parents and school staff through collaborative efforts.

Ovid-Elsie Area School believes that a strong partnership between home and school is essential to the quality education of our children.

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 Anti-Bullying Program and providing a safe, secure and positive environment for learning.
- Providing a safe and positive learning environment.
- Providing high quality instruction so students can master district outcomes.
- Working hard to address 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 Anti-Bullying Program and the Zero Tolerance Policy for fighting, sexual harassment and racial harassment.
- Seeing that my child attends school regularly, 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 child to follow school rules.
- Establishing a time and place for homework and reviewing it regularly.

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

- Being an active member of the "caring majority" to help keep our school "bully free".
- Coming to school on time every day, except when ill.
- Coming to class prepared with all materials, homework, and a positive attitude to learn.
- Working hard and doing my best (quality).
- Talking with my family about what I'm learning in school.
- Asking for help and asking questions when I don't understand something
- Respecting and cooperating with others.
- Be a positive influence on my peers.

ATHLETICS

The Ovid-Elsie Middle School athletic program includes the following interscholastic sport:

Fall - 6th, 7th & 8th Grade Boys and Girls Cross Country, 7th & 8th Grade Girls Basketball – A & B Teams.

Winter - 7th & 8th Boys & Girls Wrestling, 7th & 8th Girls A & B Teams Volleyball, , 7th & 8th Grade Boys Basketball – A & B Teams. 7th & 8th Girls Cheerleading,

Spring – 7th & 8th Girls & Boys Track.

General Athletic Guidelines; Interscholastic Athletic Eligibility, Athletic Code of Conduct

see the athletic handbook: [Ovid-Elsie Athletic Handbook](#)

NEOLA

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

5517 - ANTI-HARASSMENT

General Policy Statement

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more

Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

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

Harassment

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

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

Sexual Harassment

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

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

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

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

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally

or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

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

Anti-Harassment Compliance Officers

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

**Dan Davenport
Director of Special Services
(989) 834-2271
8989 E. Colony Road
Elsie, MI 48831
dan.davenport@ovidelsie.org**

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 recurrence, 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.

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