

Richardson Elementary School &
Oscoda High School

Staff Handbook
2017-2018



Students First

The mission of the Oscoda Area School District,
in partnership with the home and community,
is to provide a comprehensive and challenging program,
preparing all students to become productive,
responsible members of society.

Mission Statements



Richardson Elementary School

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

We believe:

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

Oscoda Area High School:

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

We believe:

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

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Be Responsible, Be Respectful, Be Safe.

Introduction

This handbook is designed as a guide to aid in the performance of the many duties involved with working at Oscoda Area Schools.

It is not intended to be restrictive, but rather to provide a ready reference to some of the many questions asked by staff throughout the school year. Neither does it claim to answer all situations. No manual can be all inclusive and common sense and discretion must often be used in the absence of established policy or precedent.

During its use, please note in it any additions that should be made, items that need clarification and any evaluative comments that would be useful to a revision. Your contributions will be appreciated.

Teacher Work Day: REMS	(M, W, Th, & F) 7:40-3:10	(T) 7:00-3:10
OHS	(M, W, Th & F) 7:40-3:10	(T) 7:00-3:10

District Policies

It is expected that all personnel will be familiar with District Policies and have knowledge of those portions that relate to their area of responsibility.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

All parents and guardians of students under 18 years of age, and all students 18 years of age or over, have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district relating to the students. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on challenge, shall be established by the Board of Education and made available upon request.

Board Policy 1660.1 in regards to Right To Access and Privacy of Records was established August 1993. Entire board policy may be reviewed by obtaining a copy from the high school office or Central office.

AMERICANS WITH DISABILITIES ACT (ADA)

At the January 11, 1993 meeting of the Board of Education, a resolution was passed regarding the ADA and Oscoda's Compliance with it.

The Board of Education and all personnel of Oscoda Area Schools will offer reasonable accommodations for all individuals having special needs.

TITLE IX AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1965 AND SECTION 504 OF THE REHABILITATION ACT OF 1973

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

Professional Dress Code

The staff at Oscoda Area Schools is expected to maintain a high level of professionalism. This is simply a reminder to all staff that we are role models for the students and must dress as professionals. Extremely casual clothing is discouraged district wide. The expectation is that all staff will dress as professionals every day that students are present (including field trips). On Fridays we encourage all staff to show school spirit by wearing Oscoda Area Schools shirts, buttons, etc. Inappropriate attire includes but not limited to blue jeans, sweat suits, warm-up suits, shorts, tank tops, low cut shirts, shirts with any open back, leggings worn as pants, yoga pants or similar and short skirts that are more than three inches from the knee. If you question its appropriateness—it probably is inappropriate!

ID Badges

As part of Homeland Security all staff members will be required to wear ID badges while they are in school. These ID badges will also allow you to attend home athletic events (with one guest), with the exception of District Playoff competition as those are run by MHSAA. See you at the game!

Academic Eligibility Process & Procedures

OHS: An academic eligibility list will be published each week at OHS. The grade is cumulative to that point in the semester. The list will be compiled and distributed through email to the appropriate staff. Students whose names appear two or more times will be ineligible for participation for extra-curricular activities.

Accident--Student Report to Principal

The teacher should report immediately to the principal, any accident in which a student has been injured in the building or on school grounds. It is essential that all the information called for be given in full. Failure to give complete details may result in serious difficulty at some future date. Do not move the injured. Accident Reports are in the office and must be completed for all accidents.

Accident--Staff Report to Principal

The staff member should report immediately to the principal, any accident in which a staff member has been injured in the building or on school grounds. It is essential that all the information called for be given in full. Failure to give complete details may result in serious difficulty at some future date. Do not move the injured. Accident Reports are in the office and must be completed for all accidents.

Assemblies

Students attending assemblies are expected to conduct themselves in a manner appropriate for the occasion. This calls for teacher guidance both in advance and during the assembly.

The teacher accompanying a class to an assembly in any location will remain with the class and supervise that class. In any case, an adult near a situation requiring supervisory attention will be expected to intervene in the least disruptive manner.

Assignment of Textbooks

Teachers are expected to use adopted textbook materials. We do realize that the textbook is NOT the curriculum but a tool to deliver the curriculum and you may need to supplement. However, the adopted materials should be the core of instruction. Teachers will assign textbooks to the students

when appropriate and maintain a list of which textbook is assigned to each student. Students should be reminded that they are responsible for the condition of their books.

Attendance

An accurate account must be kept on the computer of every individual absence from your class. All Preschool-12 staff will continue with computerized attendance procedures. **For Pre-School - 2nd grade teachers, it will be necessary to enter into the computer all student absences at the beginning of the school day AND after lunch. It will be necessary to enter into the computer all student absences at the beginning of each period for grades 3-12.**

Students are required to bring a written excuse after (or before, if anticipated) each absence. If the parent calls the office with the excuse, it will be recorded in Skyward. Any notes received by the teacher are to be sent to the office.

OHS: Excuse notes should be dropped off in the office by the student.

Audio Visual Aids & Technology

Teachers are urged to make maximum use of technology, audio visual aids and other tools of learning. Just one rule: Use these tools only when they relate to the lesson you are teaching. Using these materials with planning, preparing students to look for specifics and reviewing afterward is a valuable tool.

Due to safety reasons, students are NOT to move equipment.

***ALL MONITORS AND COMPUTERS MUST BE COMPLETELY SHUT DOWN WHEN LEAVING AT THE END OF THE DAY...**

Bells

RES begins its day at 8:00 a.m.

OHS begins its day at 8:00 a.m. with a warning bell at 7:55 a.m.

OHS bells ring at the beginning and ending of classes as well as dismissal.

At RES the bell system will not be used any time during the school day.

Bulletins

A weekly bulletin will be distributed from the building administrator(s).

Buses

For safety reasons, dismissal will occur when all buses are in place. Bus schedules and parking maps are provided for all staff. We are asking all staff to assist with bus loading the first few days of school. Children who live near school and wish to walk must have a letter of permission on file in the office.

*Dismissal at RES will be by announcement

Classroom Care

Each teacher should take the responsibility of seeing that his/her room is neat, clean and attractive. Our custodian will do the major part of the housekeeping job, but it takes very little time (30 seconds)

at the end of the day to have your students pick up paper and put it in the basket along with setting chairs on tables/desks where applicable. The more we all pitch in, the nicer our buildings will look.

All staff will be issued an outside door key and their classroom key. Please report any missing keys to the office immediately. If you change classrooms, please turn in your keys at the end of that classroom assignment.

CA-39 or CA-60 Records

CA-39/CA-60 records are kept in the office. CA-39/CA-60 records may be viewed by the teacher in the office area. Files will not be removed from the office. **Please sign the log on top of the file cabinet AND in the front of the each CA-39/CA-60 each time you review the file.** CA's are filed alphabetically in the file cabinet by grade—NOT by class.

At OHS, student records are accessible through the high school office secretary.

Certificate of Services Rendered

When completing this document, it is to be completed within two days after a teacher covers, during their prep, for another teacher. This includes having Director of HR and an OAS Administrator to initial the document on the same day.

Child Find

Students considered at-risk of being unsuccessful or retained must be referred to the Child Find Team. The team will meet regularly to consider the needs of the student, and plan coordination of services to help the student and/or family. The team will also be involved with decisions such as retention and the possibility of evaluation for Special Education Services.

Communication Logs

In order to facilitate better communication between school and home, teachers are to use and maintain a communication log to record any and all communication between the teacher and the parent/guardian of your students. This is also a safety net for you! Forms may be obtained from the office.

Computers/Computer Labs

RES: The RES building has many computer labs available throughout the day for classroom use. It is imperative that teachers sign up for specific times to use the labs. The computer labs will be used as classrooms for the Technology class, but are available for classroom at various times.

OHS: Classroom sets of wireless carts are provided. The high school has a computer lab in the LMC. The use of this lab will be scheduled by contacting the office to prevent scheduling conflicts.

The use of Technology as a tool is required in all core content areas. To meet the State of Michigan requirements technology is integrated into ALL subjects. You are encouraged to use technology as often as possible. Please plan in advance.

Conferences/Workshops/Professional Development

As a continuation of training and broadening experience, teachers are encouraged to attend conferences and to visit other classrooms, schools and districts. Conference information will be on the bulletin boards and announced in the bulletins from time to time. Membership in professional organizations brings announcements to individual members. **All conference requests must be approved by the principal prior to registration. A meeting between the teacher(s) and the**

principal will be held to discuss the conference and its connection to our School Improvement Goals. Most Professional Development will take place in the district.

Conference/Visitation forms are available in the office. To apply fill out the proper form, attach a completed registration form, if available, and turn it into the office.

Do NOT try to pre-arrange a substitute. If you have a request, please write it on the form and the office will try to accommodate if possible.

Custodial Services

Custodial Services are requested through a Work Order available online. In case of immediate need, such as broken glass, spilled liquids, sickness, etc. please contact the office. (The custodian on duty can be contacted directly, however, contacting the office still may be the fastest). Routine items such as burned out bulbs, loose fixtures and extra trash may be called to the attention of custodian by leaving a note on the chalkboard or completing a Work Order.

Discipline

Members of the staff at RES and OHS should at all times, and in all places, be treated with respect and courtesy by students and other staff. Students and staff should be treated with the same kind of fairness, respect and courtesy you expect from them.

RES: In the office are Misconduct and/or Snap Suspension forms. In either case you need to contact the parent of the infraction and the possibility they will be hearing from the office, depending on the infraction. Suspension is a last resort and should not be over used. Please make sure you follow the process--YOU need to contact the parent. YOU will need to conduct the re-admit conference before the student returns to school. Do not send a student to the office without written communication. All Snap Suspension paperwork needs to be turned into the office at time of the suspension. All Misconduct Referrals need to be turned into the office on the day of the infraction.

OHS: Misconduct is to be recorded in Skyward the day of the infraction. In the event a student is removed from class, you need to contact the parent of the infraction and the possibility they will be hearing from the office, depending on the infraction. Teachers may schedule detention. Suspension is a last resort and should not be over used. Please make sure you follow the process--YOU need to contact the parent. Do not send a student to the office without communication.

Duplicated Materials

Teachers will run their own copies. If you run into difficulties with the copy machine, and cannot fix or unjam the machine PLEASE notify the office. Please refrain from sending students to the office for last minute copies. All employees are expected to run double sided copies as much as possible to reduce paper/copy costs to our building budget. **Do NOT copy materials that are copyrighted.** Please refrain from copying complete books—only copy those pages you need. We should be encouraging more open ended activities with manipulatives instead of worksheets.

RES: You will be asked to NOT use “Cut and Paste” and color in the pictures. If you want coloring sheets for fill in, we can get coloring books much cheaper than using the copiers.

E-Mail

It is expected that staff will check their Oscoda Area Schools email on a daily basis (Monday-Friday) as all communication is done this way from the office and Central Office. Failure to access an email that includes directives does not excuse you from following that directive.

Emergency Procedures

Classroom doors need to be locked all day—please use your magnets or keys. All staff are expected to wear ID badges daily!

All staff are required to bring their class list with them on all drills. Attendance must be taken during each drill. Students should be taught what to do if a drill is held while they are away from their classroom, at the rest room, out of class, computer lab, attending an assembly, in other classes or the lunchroom. It is recommended that a permanent location be established outside for assembling during a drill. Please take a few minutes to review and practice drill procedures with your students prior to actual drills being conducted.

Tornado Drill:

Drills simulate a condition when occupants must remain in the building and seek shelter away from windows. Tornado drills will be scheduled throughout the year. A minimum of 2 drills will be conducted each year. See Building Tornado Procedures.

Fire Drill:

Continual ringing of the alarm will signal a fire drill, or warning of an actual fire. Fire drills will be scheduled throughout the year. A minimum of five (5) will be conducted each year. See Building Fire Drill Procedures

Lockdown Drills:

There will be a minimum of three (3) lockdown drills conducted during the year. You will receive a message via your phone/PA system. See Building Lockdown Procedures

Entering the Building Evenings and Weekends

It is recommended that personnel not enter the building alone at times when it is not normally open. However, when it becomes necessary to come in, doors should be checked upon entering and leaving to be certain they are locked. All doors, classrooms, lounge, office, workroom, should be locked after school and on weekends. We do have a variety of community members using the building after school hours—make sure doors are locked and the office will make sure the community has access only to the rooms they need. **ALL DOORS AND WINDOWS NEED TO BE CHECKED BEFORE YOU LEAVE THE BUILDING!**

Facility Use Forms

If you or a group/organization/team wish to use any room in the building; a *Facility Use* form must be completed and approved. These forms are available in the office.

Outside the regular school day, please do not plan on using the gym or any part of the building without completing a facility use form.

Field Trips

With proper preparation and planning, field trips are recognized and encouraged as an important instructional medium. The district will allocate certain funds for field trips for the school year. Apply

1-2 months in advance and BEFORE telling students about the trip. When a field trip is desired, it must be approved by the Principal prior to planning. A meeting between the Principal and teacher(s) will be held to discuss the trip and its connection to School Improvement Goals. At that time you will also discuss schedules, costs, tentative dates and any unique circumstances. A Field Trip request will then be completed by the teacher and returned to the administrator. Bus requests then will be completed by the office. We must pay for our own field trips, please keep this in mind when planning trips. You will be expected to collect money from your students to pay for the field trip. Money needs to be accounted for using the field trip form and turned into the office daily. The office will give you a receipt—keep the receipt for the remainder of the year for your own protection. **DO NOT KEEP MONEY IN YOUR ROOM.** The district will assist annually by paying for up to 100% of transportation costs in circumstances based on financial availability as determined by the building principal and chief financial officer in consultation with the district transportation supervisor.

See individual building Field Trip forms and procedures available in the office.

Fund Raisers

All fundraisers include those being done by athletic teams, classes, clubs & organizations need prior approval of the administration. No fund raising activities may take place until approval has been given. We submit a list of fund raising activities to the Board of Education in the fall. Forms may be obtained from the office.

On-line Grading Program

Teachers are required to utilize the district grading program. *The expectation is that grades be entered and updated at least once a week.* This provides parents and students current information. If you choose to use a hardcopy grade book/notebook in addition to using the On-line program, it should be located in a secure place at all times. We prefer that grade books not be left for substitute teachers. If necessary to do so, leave with office personnel.

Hallway Supervision:

It is crucial to our overall school climate that all staff provide firm supervision and to help individual students while unloading buses, transition periods, lunches, recesses and dismissal, as well as after school. This is supervision time for everyone. You will be receiving a schedule outlining your scheduled dates, times and locations for supervision.

Hall Passes

RES: Students are not to be in the hall while classes are in session without a hall pass.

OHS: Students are not to be in the hall while classes are in session without a hall pass. Teachers are to use a classroom log sheet for students to sign in and out of class. These sheets are to be saved and turned into administration at the end of each semester.

Instructional Materials and Supplies

Instructional materials and supplies may be requisitioned through the office. Supplies in stock will be delivered promptly; however, it is recommended that a reasonable amount of time be allowed to fill orders.

Staff is expected to use the district adopted curriculum resources/materials.

Staff will NOT be reimbursed for the purchase of supplies and/or materials WITHOUT PRIOR APPROVAL of the building administrator. We are required to use Purchase Orders on ALL purchases—including our internal and athletic accounts.

Laminating

It is expected that only staff use the laminator. Again, laminating film comes from our building budget. PLEASE use good judgment when laminating—EVERYTHING DOES NOT NEED TO BE LAMINATED.

Lesson Plans and Substitute Plans

A substitute folder will be provided to each teacher and paraprofessional at the opening of the school year. This should be completed and returned to the office by the end of the second week of school or Semester at the High School. It will be given to the substitute upon their signing into the building. Emergency lesson plans should be SUBMITTED TO THE OFFICE BY THE END OF THE FIRST WEEK OF SCHOOL (in your sub folder). In addition, daily lesson plans should be available in the district online program for review prior to the lesson being taught.

Lockers for Students

Lockers may be assigned to students in the elementary school. At OHS lockers and locks will be assigned to students through the office.

Lost and Found

Found money and other valuables are to be turned into the office. Clothing may be placed in the “Lost and Found” located outside of the Office. Money not claimed for a reasonable time will be returned to the finder. All other items are retained for one year and then given to a charitable organization.

Lunch Procedures

RES: Lunch procedure is established at the beginning of the school year and is revised as necessary. Teachers will accompany students to the lunch room/playground at the assigned time.

OHS: Students are dismissed when the bell rings and proceed orderly to the lunchroom. Students are to remain in the commons area until the end of lunch time.

Mailboxes

Mailboxes are used for messages as well as for mail distribution and bulletins. **They should be checked regularly each day in the morning and toward the end of the day.** Please clear mailbox daily. In addition, you are asked to check your phone voice messages daily and then clear the mailbox by deleting the messages.

Mandatory Reporters:

Oscoda Area Schools Board of Education Administrative Guidelines states in part: *In compliance with Board of Education policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect.* The reporting will consist of contacting Centralized Intake for Abuse and Neglect (DHS) at 1-855-444-3911 along with filling out and filing a 3200 form which is available from the building principal. Staff are to meet with and inform a building administrator about each 3200 being filed.

Medication

All medications are to be kept and administered at the office. At times students will be allowed to have their inhalers in their possession during the day. Some students have allergies that require their epipens be kept in the classroom. Questions should be directed to the office. Refer to Student/Parent Handbook under Medication for questions or clarification.

Money

Money should not be kept in classrooms. Collected funds may be turned into the office along with the completed accounting form and you will receive a receipt. These funds will then be deposited into the appropriate account.

Movies:

Any movie shown in the classroom must have a clear tie to curricular objectives.

PG-13 and R-rated movies must be approved by the building principal or assistant principal. Request must be submitted in a timely manner to give administration time to preview the movie.

Prior to showing a movie, teachers must send home a notice to parents informing the parents of the following:

- Specifics on how the movie ties in with the learning objective(s)
- They have the option of having their student “opt out” of the movie
- Alternate assignment/assessment for the content of the movie may be given to those students opting out of the movie

Parent Conferences and Reports

Close communication with parents can be an important factor in a child’s school progress. Teachers are encouraged to become acquainted with parents as soon as possible and to communicate with them often. Staff is encouraged to maintain a Communication Log included in beginning of the year packet.

Parent Conferences will be scheduled two times each year with reports provided to parents each marking period/semester.

Parent Involvement

Parents have much to contribute to the school program when appropriately utilized. Please notify the office of prearranged visitors/parent volunteers. All visitors/volunteers must sign in at the office and wear a visitor/volunteer badge. All volunteers, including field trip chaperones, dance chaperones, classroom helpers, etc. need to be registered through Central Office by completing the district Volunteer Application form, available in all school offices.

Please email or put a copy of any and all Classroom Newsletters in your principal’s box. It is recommended that he/she have a copy BEFORE you send it home. All Classroom Newsletters should look professional and be computer generated.

Parking

Staff are not permitted to park in visitor parking during the school day or during times when events that staff are working are transpiring.

Personal Inventory

Please create an inventory of your personal items that you leave in your classroom. Please list items and serial numbers so we have a record of items that are in our building. Turn your completed list into the office. Be sure to update this throughout the year if you bring in additional items. (i.e. VCR/DVD, refrigerator)

YOU MAY NOT LOCK CUPBOARDS OR CABINETS with anything other than a school lock.

Plants and Animals

Plants or animals are not to be left in the building unattended during weekends or vacations unless arrangements have been made for their care. It is not the responsibility of the custodial staff to care for plants and animals in the building. Staff should be familiar with Board Policy (8390 *Animals on District Property*) regarding animals on campus.

Promotional Policy

A list of the students being considered for possible retention must be submitted to the Student Assistance Team (BIT at OHS) by the end of January. Each teacher will complete a form on each student being considered for retention. Shortly after this, the SAT and teacher are to meet with the student's parents to discuss options.

Recess

All students are expected to go outside for recess unless a medical issue prevents them from doing so. Students are not to be sent to the office or kept in the lunchroom to complete schoolwork unless prior arrangements have been made. Does not apply to OHS.

Science Room(s)

Should you use something out of a Science classroom, it must be signed out. If you are planning on using a Science Room when classes are not in session, you should sign up for specific times, so there is not overlapping of class times. Please plan in advance. If we are out of Science supplies, please requisition those supplies that are needed. If you use the last of the supplies please notify the office. OHS: Please contact the office if you are using a vacant Science room during the day.

Student Insurance

The district will be offering accident insurance to parents again this year. Response forms stating acceptance or rejection will be sent home with the students along with a payment envelope. Encourage students to return their response form, as records must be kept whether insurance is requested or rejected. The office staff will keep track of this information. Send the response and payment envelopes to the office as they are received.

Teacher/Staff Absence

Website: Use the link to Aesop on our homepage under Staff Resources
or: <https://aesoponline.com/login2.asp>
Refer to the information at the end of this handbook.

Phone to call in Absences: 1-800-942-3767

Staff are to call in or go online at least one hour before teacher start time to request a sub. This number is for employees to call in absences. Subs cannot call Aesop for assignments. They will have to use the website or be placed by ADM. Aesop does call subs for assignments. Subs are just unable to call the system.

Teacher/Staff Leaving the Building during the School Day

In the event you need to leave the building during the school day, please discuss this with your building administrator prior to making plans.

RES: Please stop in the office to sign out and when you return.

OHS: Contact one of the building secretaries when you leave and return.

Teacher/Staff Evaluation/Tenure/Observation

All employees will be evaluated yearly. Staff/Teachers will have an opportunity to review their evaluation before they are submitted to the Board of Education. Staff/Teachers will always have the right to review their evaluations at any time upon request. For teachers, the administration will make the required number of classroom visitations during the school year for the annual evaluations.

Telephone

Teachers desiring to use the telephone should use the telephone in their classroom for all telephone calls. The new system will allow for voice mailboxes for teacher access. Incoming calls during the school day will be directed to your mailbox. Please do not use the phone in the office. If you need a student to call home, please use the phone in your classroom.

IF PERSONAL LONG DISTANCE CALLS ARE UNAVOIDABLE, PLEASE CHARGE TO YOUR HOME PHONE.

Tobacco Free School

All Oscoda Area Schools are tobacco free zones. The use of tobacco in any form is strictly prohibited at all times on all district premises, in all buildings, in all school owned vehicles, and at all athletic events and school-related functions.

Unlisted Telephone Numbers

Telephone numbers are needed for all pupils in case of sickness or emergency. In some cases, unlisted numbers are given to us on emergency cards and are so designated. Be sure these numbers are NOT given to anyone without permission.

Vandalism

Vandalism should be reported to the office immediately upon discovery.

Visitors in the Building

- Visitors are to report first to the office. This includes students, parent helpers, volunteers, and staff from other buildings. Visitors will not be allowed to come to classrooms unless it is prearranged. If you have arranged to have visitors please be sure the office is notified. The

visitors will be given a Visitor Sticker so you will know they have been to the office. On the sticker you should be able to see the date, their destination and staff initials of who gave them the sticker.

- Students are NOT to be released to anyone other than school personnel without a pass from the office. Parents wanting to pick up students at school must report to the office.
 - RES: During the school day parents may wait for students in the office. Parents picking up students at the end of the day must report directly to the RES Commons Area and show their picture ID. Parents will be asked to wait in the Commons Area until their student arrives. Students with pick-up passes for the end of the day should go the RES Commons Area at dismissal time.
 - OHS: The office will notify staff to send students to the office if they are being picked up early. Parents will be asked to wait in the office for students. Any student leaving the building must be signed out by the parent, or if eligible, the student must sign him or herself out.
 - Immediately report anyone in the building or on school grounds without a visitor sticker or ID badge to office personnel or building administrator(s).

Volunteers

Parents, area professionals, and merchants provide additional resources to our students to broaden their school experiences. Our schools could not be effective without the many volunteers who give so much of their time.

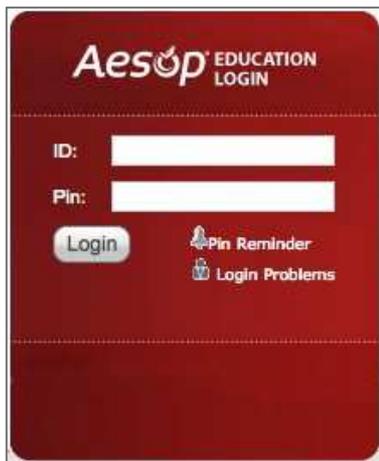
All volunteers must register through the Oscoda Area School Central Office before being able to serve as a volunteer. "Volunteer Application Forms" are available in each office and must be completed and submitted with a copy of the individual's driver's license. In addition, a background check through the Michigan State Police Criminal Record Check will be completed before any approval.

Completed Volunteer Application Forms must be turned in to Central Office (1) one week prior to the participation.



Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type m.aesoponline.com).



Enter your ID number and PIN. Then, click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.

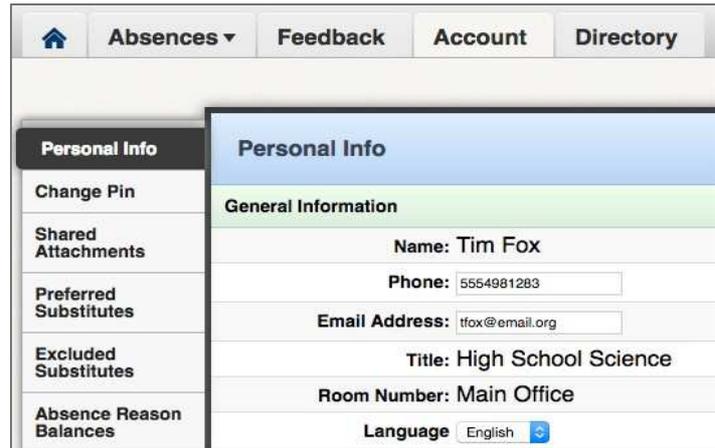
A screenshot of the "Create Absence" form in the Aesop system. The form is titled "Create Absence" and has three tabs: "Scheduled Absences" (1), "Past Absences" (0), and "Denied Absences" (0). The "Create Absence" tab is active. The form includes a calendar for "October 2015" with the 16th selected. There are fields for "Substitute Required" (Yes), "Absence Reason" (Select One), and "Time" (Full Day, 08:00 AM to 03:00 PM). There is also a "FILE ATTACHMENTS" section with a "DRAG AND DROP FILES HERE" area. A "Need more options? Advanced Mode" link is visible.

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

When you've completed entering the absence details, click the **Create Absence** button.

Managing your PIN and Personal Information

Under the “Account” tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



The screenshot shows the 'Account' tab selected in a navigation bar. Below the navigation bar, there is a sidebar menu with options: Personal Info, Change Pin, Shared Attachments, Preferred Substitutes, Excluded Substitutes, and Absence Reason Balances. The main content area displays the 'Personal Info' section, which includes a 'General Information' header and the following details: Name: Tim Fox, Phone: 5554981283, Email Address: tfox@email.org, Title: High School Science, Room Number: Main Office, and Language: English (with a dropdown arrow).



The screenshot shows the 'Account' tab selected in a navigation bar. Below the navigation bar, there is a sidebar menu with options: Account, Directory, and Help. The main content area displays the 'Help' section, which includes a header and the following details: Name: Tim Fox.

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, where you can search Aesop’s knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

