

Oscoda Area High School  
3550 E. River Road  
P.O. Box 694  
Oscoda, Michigan 48750  
2018-19

Student Handbook



Vision: Students First

The mission statement of Oscoda Area High School:  
"Our mission, in partnership with home and community, is to provide a safe environment in which each student will attain academic excellence as well as personal growth and achievement. We will graduate students prepared to further their education or training, enter the work force, and contribute positively to society."

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

This handbook belongs to

---

Dear Parents and Students,

On behalf of the staff of Oscoda Area High School, we would like to welcome you to the 2018 - 2019 school year.

We are continuing to make changes in our building to provide our students with the best possible education. We hope you will take advantage of the programs and opportunities that we have to offer and seek out assistance whenever it may be needed. Our goal is to provide a safe and caring environment where you will feel educationally challenged and considered a contributing member of the student body.

The purpose of the rules and policies in this handbook is to maintain safety, order, and discipline in our school. Please take the time to review the handbook.

We enjoy boasting about our students and periodically publish photographs and student work in our School Observer and other publications. If you wish to opt out of this recognition for your student, please refer to page 33 of the handbook for instructions on excluding your student.

The staff of Oscoda Area High School is committed to student achievement. Any questions or concerns should be directed to the high school office at 739-9121. We invite our parents to partner with us each school year to make Oscoda Area High School the best high school in our region.

Take pride in our school and your accomplishments throughout this academic year! Best of luck and have a great year!

Mr. Terry Allison  
Principal

Ms. Lauryn Springsteen  
Assistant Principal

## Index

<b>Co-curricular Activities</b>	4	<b>Guideline for rights of expression</b>	15
Athletics	4	<b>School Policies and Procedures</b>	15
Boys & Girls State	4	Student Obligations	15
NHS	4	<b>Attendance Policy</b>	15
PRIDE Performance	4	Policy Statements	15
Science Olympiad	5	Absences – Excused	16
Student Council	5	Absences – Unexcused	16
<b>School Customs/Traditions</b>	5	Consequences	16
Academic Honors and Awards	5	Partial Day Attendance	17
Assemblies	5	Make-up work	17
Honor Roll	5	Absence Contract	17
Local Scholarships	5	Tardiness	18
Marking Periods	5	Truancy	18
Parent Conferences	5	Waiver of Attendance Policy	18
School Yearbook	5	<b>Parent Involvement Policy</b>	18
<b>Senior Activities</b>	6	School-Parent Compact	19
All Night Party	6	<b>PBIS</b>	21
Class Trip	6	<b>Discipline</b>	22
Breakfast of Champions	6	Arrests	23
Commencement	6	Fraternities & Sororities	23
Composite	6	Search & Seizure	23
Photographs	6	Suspension Policies	24
“On Pace For Graduation”	7	Expulsion Policies	25
<b>Social Event/School Dance</b>	7	Detention Policies	26
Academic Eligibility	7	Elastic Clause	26
Guest Passes	7	Unacceptable Behavior/Disciplinary Action	26
<b>School Operations</b>	7	Behavior Intervention	28
Academic Support	7	Gang Policy	30
Auto Registration	8	Bus Rules	30
Auto Regulations	8	<b>Annual Notifications</b>	30
Cafeteria Etiquette	8	Civil Rights	30
Cardiac Response	9	Grievance Procedure	31
Clinic	9	Evaluation	31
Concussion Protocol	10	Equal Ed. Opportunity	31
Computer Technology	10	<b>Laws Pertaining to School Policy</b>	31
Course Sequencing	10	ADA	31
Fundraising Requirements	11	Anti-Bullying	32
Graduation Requirements	11	FERPA	32
Hall Passes	11	Pesticide Control	32
LMC (Library Media Center)	11	Drug Free Zone	32
Lockers and Lockers Searches	11	Tobacco Free Zone	32
Lost and Found	12	Weapon Free Zone	33
Medications	12	Student Directory	33
Medication Dispensation	13	Student Records	33
Office Use	13	Media Display	33
Report Cards	13	Acceptable Use Policy	33
Schedule Changes	13	<b>Concession</b>	35
Student Attire	13	<b>Directory</b>	38
Student Emergency Cards	14	<b>Student/Parent Signature Page</b>	39
Visitors	14		
Volunteers	14		
Work Permits	15		

## **Co-Curricular Activities**

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

**Athletics** - Athletic contests are held under the direction of the Michigan High School Athletic Association. Athletic Handbooks containing information regarding participation and regulations may be obtained from the High School Office, Athletic Department, or the individual coach. Since there are changes in the MHSAA rules each year, we recommend all athletes and parents review it carefully. As in the past, current sports physicals are required for participation. The MHSAA requires the sports physical to be after April 15, 2015. Be sure to attend any meetings regarding athletics and review the athletic handbook, as it also changes each school year.

OHS participates in the following athletic competitions: football, basketball, wrestling, swimming, baseball, track, volleyball, softball, cross-country, soccer, competitive cheer and sideline cheerleading. Bowling is offered as a non-funded sport.

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

**Boys' and Girls' State at MSU** – This program is sponsored by the American Legion and is designed specifically for the young citizens of America, to develop a sense of individual obligation to their community, state, and nation. Members of the junior class are recommended by high school faculty. Selections are based on leadership, academic achievement, and service to our school.

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

Membership is based on the following qualifications:

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

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

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

### **PRIDE Performance Team**

The PRIDE Performance Team is a county wide organization that spreads the message of drug and violence prevention through song, dance, speech, and other creative outlets. Students take part in community service activities, drug-free activities, drug education, and community outreach projects. Plays and skits are performed encouraging students to remain drug-free. Travel is expected for participants, but is not provided by the school.

### Science Olympiad

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

### Student Council

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

## School Customs and Traditions

### Academic Honors and Awards

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

### Assemblies

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

**Honor Roll-** Students will be recognized whose academic grade point average is 3.0 through 4.0. The following weight is given to each grade:

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	E 0
A 4.0	B 3.0	C 2.0	D 1.0	I 0
A- 3.7	B- 2.7	C- 1.7	D- .7	NC 0

At the end of each marking period, the honor roll will be sent to the *Oscoda Press* and will be published on place mats to be distributed to many local restaurants for student recognition.

### Local Scholarships

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

### Marking Periods

Marking periods will consist of two (2) nine (9) week periods. The semester grade will be determined by the percentage of total points earned throughout the semester. The final semester grade will be a combination of the semester grade and final exam.

### Parent / Teacher Conferences

Opportunities to visit with teachers about academic progress are held 2 times per year. Conferences this school year will be held November 7 and 8 as well as April 16 and 17. Times will be announced in a newsletter, School Observer, school-wide phone message and/or the *Oscoda Press*.

### School Yearbook

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

## Senior Activities

An **All- Night Party** is held for our seniors with local sponsors extending congratulations with parting gifts. Parent chaperones are welcome and needed to plan competitions and activities for the evening.

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

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

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

### Participation

- Special honors and awards are presented by the principal and diplomas by the President of the Board of Education.
- Students participating in commencement must have been enrolled in a satisfactory number of courses during second semester or have earned required credits by the end of the first semester.
- In addition to completing all credit requirements to participate, a senior must have fulfilled all obligations before the last day of school for seniors.
- **Expectations to comply with school rules are in effect up to and including the graduation ceremony.**

### Conduct

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

### Dress Code

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

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

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

**"On Pace For Graduation"** requires students to achieve a minimum number of credits at the end of each high school year as follows: end of 9th grade 5.5 credits, end of 10 grade is 11 credits, end of 11th grade is 16.5 credits. "On Pace For Graduation" will be applied to the following situations:

- Eligibility for Tech
- Eligibility for Prom (case by case - admin or team decision)
- Eligibility for Senior Trip (case by case - admin or team decision)
- School Sponsored Social Events (case by case - admin or team decision)

## **Social Events and School Dances**

### **Academic Eligibility**

Students who are failing two or more classes at the time of any eligibility check will be ineligible for participation in games, contests, dances and other school sponsored events until they are deemed eligible through a following eligibility check. Eligibility will be determined by a grade report pulled each Friday. Students determined to be ineligible will not be able to participate in extra-curricular activities beginning the following Monday and lasting for a period of seven days.

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

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

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

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

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

### **Guest Passes for Dances**

Students wishing to bring a guest must pick up a guest pass in the office and return it with required signatures prior to purchasing a dance ticket. Only one guest, not older than 19, will be allowed per student. Picture ID is required before entry to the dance. Guest applications for individuals who have dropped out of school will not be considered. OHS Alumni may apply for a "waiver of age limit" on a case-by-case basis. Middle school students are not allowed to bring guests outside of our school district.

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

## **School Operations**

### **Academic Support**

#### **After School Workshop**

Each week ASW will be available so students will have the opportunity to spend extra time doing make up work or receive tutoring with the supervision of a certified OHS teacher. ASW may be requested and

scheduled by a classroom teacher. It is the responsibility of the student to arrange transportation for workshop and OAS does provide transportation home from workshop.

#### **Automobile Registration** *(Board of Education Policy 5514.01)*

Students who drive cars to school must register their cars at the high school office. Registration forms may be picked up at the high school office and must be signed by the student and a parent/guardian. Parking tags will be issued and must be properly displayed.

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

Students will park in student designated area only. Improperly parked vehicles may be towed at owner's expense. If a student loses their parking privileges, they must turn in their parking tag. They may apply for parking privileges the following semester.

Student vehicles on school property are subject to inspection and search by school officials.

#### **Automobile Regulations**

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

Failure to comply with the regulations set forth will result in disciplinary action and loss of driving privileges. **Failure to register your car with the high school office may result in having it towed at the owner's expense.**

#### **Cafeteria Etiquette / Lunch Period**

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

All students will eat in the cafeteria and remain there until the lunch period is over. Eating is prohibited in classrooms except on special occasions or circumstances (Middle School students will eat breakfast in the classroom). Students are not to be in the corridors during lunch. The parking lot is off limits. Students who display inappropriate behavior during lunchtime will be disciplined.

Free and reduced meal applications can be completed online through our Cafeteria Corner or paper applications are available at all school offices. Free and reduced meal applications can be completed anytime throughout the school year.

All buildings use an automated system in which students use their student ID card or number to pay for meals. Therefore, prepayment for meals is encouraged and can be made in any amount. Money can be deposited on a student account at any building. Meal charging is to be used in event of an emergency only. When the limit of 5 meal charges is exceeded, an alternate meal will be offered for \$1.00 instead of a regular school meal. For special circumstances or requests, please contact Jan Sancrant at 989-739-2401.



In addition, low balance reminders can be emailed to you upon request. Send your email address to [foodservice@oscodaschools.org](mailto:foodservice@oscodaschools.org) to request low balance reminder notices.

Breakfast and lunch menus are available at [oscodaschools.org](http://oscodaschools.org)

### **Cardiac Response Plan**

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

#### **Cardiac Response Team OHS**

Scott Lueck, Athletic Director  
Terry Allison, Building Principal  
Tony Lopez, Teacher  
Mark Whitley, Teacher  
Mike Berenkowski, Teacher and First Aid Trainer  
Dorothy Poland, Building Secretary

#### **Cardiac Response Team RES**

Tami Pichla, Building Principal  
Jeff Rush, Teacher and First Aid Trainer  
Morgan Stanley, Teacher  
Sarah Curley, Building Secretary  
Penny Eberline, Building Secretary

Procedure for an individual stricken with Cardiac Arrest

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

OHS has 3 AED machines.

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

RES has 2 AED machines

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

### **Clinic**

The school clinic is located in the high school office. It is there for students who become ill at school or need first aid. Any student who becomes ill while in school may report to the office personnel. Arrangements will be made to send students home who are ill. No student is to be in the clinic without permission.

## Concussion Protocol

All Physical Education and athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of State law, and the Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. Further detail of this protocol is described on pp. 35

## Computer Technology and Networks

Computers connected to the school network and the Internet are available in the Library Media Center (LMC) and classrooms. An Acceptable Use Policy is printed in this handbook (pp. 33) outlining the policies with which students must comply. Failure to abide by the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action and/or referral to law enforcement authorities.

## Course Sequencing

Due to the state graduation requirements as well as the constraints placed on public education by mandatory testing OHS has designed a course sequencing guide. This will allow our students to design their graduation path as well ensure success on the state mandatory testing.

	9th Grade		10th Grade		11th Grade		12th Grade		Notes
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	
Non-Band Non-Tech Student	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	Needs at least 1 credit of Performing Arts and a second credit of Spanish or Performing Arts
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	ELECTIVE	ELECTIVE	
	US History A	US History B	Econ or Govt	Econ or Govt	World History A	World History B	ELECTIVE	ELECTIVE	
	PE	Health	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	
	Spanish 1A	Spanish 1B	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	
4-year Band Student	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	Allows for one year of Tech Center.
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	Band A	Band B	
	US History A	US History B	Econ or Govt	Econ or Govt	World History A	World History B	Tech Center or Electives	Tech Center or Electives	
	PE	Health	Spanish 1A	Spanish 1B	ELECTIVE	ELECTIVE			
	Band A	Band B	Band A	Band B	Band A	Band B			
2 Year Tech Center Student	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	Foreign Language and Arts Credits Satisfied. Double up on Social Studies in 10th Grade.
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	ELECTIVE	ELECTIVE	
	US History A	US History B	World History A	World History B	Tech Center	Tech Center	Tech Center	Tech Center	
	PE	Health	Econ or Govt	Econ or Govt					
	Spanish 1A	Spanish 1B	ELECTIVE	ELECTIVE					
2 Year Tech Center and Band Student	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	Foreign Language and Arts Credits Satisfied. Double up on Social Studies in 10th Grade.
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	Spanish 1A	Spanish 2A	
	US History A	US History B	World History A	World History B	Tech Center	Tech Center	Tech Center	Tech Center	
	PE	Health	Econ or Govt	Econ or Govt					
	Band A	Band B	Band A	Band B					
1 Year Tech Center Student	English 9A	English 9B	English 10A	English 10B	English 11A	English 11B	English 12A	English 12B	Needs at least 1 more credit of Spanish or Performing Arts
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	ELECTIVE	ELECTIVE	
	US History A	US History B	Econ or Govt	Econ or Govt	World History A	World History B	Tech Center	Tech Center	
	PE	Health	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE			
	Spanish 1A	Spanish 1B	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE			
Early/Middle College Student	English 9A	English 9B	English 10A	English 10B	MC Govt	English 11B	English 12A	English 12B	Needs at least one more credit of Spanish or Performing Arts.
	Math 9A	Math 9B	Math 10A	Math 10B	Math 11A	Math 11B	Senior Math	Senior Math	
	Intro Physics	Intro Chemistry	Biology A	Biology B	Chem/Physics A	Chem/Physics B	ELECTIVE	ELECTIVE	
	US History A	US History B	World History A	World History B	Dual Enrollment	Dual Enrollment	Dual Enrollment	Dual Enrollment	
	PE	Health	Econ or Govt	Econ or Govt	Dual Enrollment	Dual Enrollment	Dual Enrollment	Dual Enrollment	
	Spanish 1A	Spanish 1B	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	

Students choosing to test out of a class must earn 77% or better on the required assessments. These tests are only administered during the last two weeks, or the first 2 weeks, of a semester.

The work for class portfolios is determined by the classroom teacher, curriculum department and/or school counselor. All aspects must be completed to the satisfaction of the classroom teacher/department. Additional

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

### **Fundraising Requirements**

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

### **Graduation Requirements**

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

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

#### **Course Requirements for Graduation:**

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

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

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

### **Hall Passes**

All students out of class during class time must have a pass issued by an authorized individual. Students are responsible for obtaining this prior to leaving the classroom. Every student will be required to sign out of class and back in when returning to class. Students who are in the halls during class without a pass will be subject to discipline.

### **Library Media Center (LMC)**

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

### **Lockers and Locker Searches**

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

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

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

### **Lost and Found**

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

### **Medications**

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

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

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

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

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

- a. There is written approval from the student's physician or health care provider and the student's parent/guardian to possess and use the inhaler. (Form 65330FLC)
- b. The building administrator has received a copy of the written approvals from the physician and parent/guardian.

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

### Medication Dispensation

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

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

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

### Office Use

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

### Report Cards

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

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

### Schedule Changes

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

### Student Attire

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

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

**The following student attire is considered inappropriate and not allowed:**

- Chains or spiked jewelry
- Footwear w/ heeies or roller blades

- Sunglasses may not be worn during school hours
- Clothing that exposes undergarments, cleavage, midsection or areas traditionally covered by undergarments
- Pants/shorts that are torn or have holes above the fingertips on the extended hand
- Clothing that makes reference to tobacco, alcohol, drugs or sex
- Coats are not allowed in classrooms
- Blankets and/or pajamas
- Contains racial slurs or comments, including the Confederate Flag
- Clothes or accessories that support or promote affiliation to a gang

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

- Shorts, skirts, and dresses must extend longer than the fingertips when the arms and fingers are extended fully down the side of the body
- Sleeveless tops must be tight to the underarm as to not expose the chest area
- Tops must have minimum of 3 inches of fabric on top shoulder strap, and cannot be cut low enough to expose the chest or cleavage, or cut short to expose the midsection.
- Garments worn as tops must overlap garments worn as pants, shorts, dresses, etc.

**Consequences for failure to abide by the Dress Code:**

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

**Student Emergency Cards**

At the beginning of each school year, parents/guardians are requested to complete information with a current address and phone number, along with the names and phone numbers of individuals that may be able to pick up your child in the event an illness or emergency should arise and you are unable to be contacted. We ask that you keep this information current if there is a change in address or phone number. Cell phone and e-mail addresses are requested to help increase communication opportunities.

**Visitors to the Building**

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

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

**Volunteers**

Our school could not be effective without the many volunteers who give so much of their time. Parents, area professionals, and merchants provide additional information to our students to broaden their school experiences. Please contact your child's teachers or the office if you are interested in being a volunteer.

All volunteers must register through the Oscoda Area School Central Office before being able to serve as a volunteer. Volunteers will be subject to the Michigan State Police Criminal Record Check completed before being approved. Please contact Central Office at 989-739-2033 to begin the process of registering as a volunteer.

### **Work Permits**

The laws of the State of Michigan governing child labor require that students under the age of eighteen (18) must obtain working papers before engaging in a gainful occupation. They are available in the high school office and the board of education office.

### **Guidelines for Student Rights of Expression**

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

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

### **School Policies and Procedures**

#### **General Student Obligations**

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

#### **Attendance Policy**

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

#### **Policy Statements**

- 1. Students will strive for the best possible education. Not only will students have high expectations of themselves, they will have high expectations of their peers, teachers and administrators.

2. Students will participate in class. Expectations for grading, in association with attendance, will be outlined and discussed at the beginning of each new class a student takes.
3. To combat truancy Oscoda High School (OHS) will employ a philosophy of 90% participation when considering "full participation in school curriculum." Absences greater than 10% would be considered excessive.
4. Absences that occur during the school year will be carefully documented by office administration as EXCUSED or UNEXCUSED.
5. Parents and students will be regularly notified of attendance concerns.
6. Iosco County Truancy Officers will be contacted when necessary.
7. Students will have the equivalent of 2 school days (48 hours) to get an absence excused.
8. Consequences for violating the school attendance policy begin when a student does not meet the 90% expectation for attendance. Student grades will be a determining factor in the severity of the consequence.
9. Students with more than 15 absences in a class may lose credit for that class. Excused and unexcused absences all count as missed days. Students may apply for a waiver to waive some of their excused absences to remain under the threshold of 15. Suspensions, school forced and school related absences, and other examples covered in the handbook and by state law are not counted.
10. A committee of teachers (with administrative overview) will monitor attendance bi-weekly and mail out the attendance letters as needed.

#### **Examples of Excused Absences**

Illness (call required)

School Related

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

Medical Appointments

(Pre-arranged or with note)

Court Related (call required)

Religious Observation (call required)

Extended Pre-arranged absences with Contract

Funerals (call required)

#### **Examples of Unexcused Absences**

Any absence with no call

Skipping

Shopping trips

Personal Care (hair appointments, etc.)

Missing the bus

Over-sleeping

#### **Consequences**

1. After 5 absences, a letter will be mailed home to inform parents of the absences and of the possible consequences.
2. After 8 absences, a letter will be mailed home, again informing parents of the absences and of the possible consequences. This letter will also request a meeting with the assistant principal. Other school personnel may be attending the meeting as well.
3. When a student is absent the 16<sup>th</sup> time, the possible scenarios are:
  - a. The student continues attending and fails the class due to poor academics. This is not an attendance failure, it is a grade failure. The student can attempt to test out by receiving a C+ on the test-out exam or test-out portfolio.



- b. The student continues attending and passes the class. The student and parent/guardian can appeal to the waiver committee, bringing evidence to explain the excessive absences. Chronic medical conditions, hospital stays, and family emergencies, will be considered. Family vacations will not. If the waiver is granted, the student receives the grade they earned.
  - c. The student continues attending, and passes the class, but he/she is not able, or does not try, to receive a waiver. If the student receives a 77% (C+) or better on the final exam or portfolio, they will receive credit for the class.
- 4. When the student is absent the 11<sup>th</sup> time, state agencies that provide family assistance will be contacted by the school.
- 5. Students under the age of 16 with excessive absences will be placed on a referral plan for truancy. Referral for truancy is based on many factors, not just unexcused absences. Other factors include: 1) a history of absences, 2) academic progress, and 3) excessive tardies. Any student with excessive absences, behavioral issues and failing grades may be placed on a behavioral/academic contract with the potential of referral to the Board of Education for additional discipline, including expulsion.
- 6. Students that drive to school and have excessive absences may have their parking permit privileges revoked.
- 7. Students that have excessive absences and are at risk of failing a class may be denied a work permit. Students absent from school MAY NOT work or participate in extra-curricular activities that same day unless their absence was "School Related" or "Pre-arranged".

#### **Partial Day Attendance**

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

#### **Make-Up Work**

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

#### **Absence Contract**

Students that are planning on an extended leave of absence (3 days or greater) will need to fill out the proper paperwork and sign a contract. Pre-arranged absence forms and the contract are available in the office.

Stipulations of the contract will include (but are not limited to): dates of absences, reason for absences and deadline for turning in assignments. Assignments not turned in by the deadline will not be accepted.

### **Tardiness**

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

#### **Consequences**

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

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

\*Students can be referred for truancy for excessive tardies.

### **Truancy**

Mandatory aged students are considered truant when absent from school without a valid excuse. This also includes excessive tardiness. Offending students will be referred to the Iosco County Truancy office. All students, regardless of age, are reported to the State, if they have 10 or more unexcused absences. Be sure to get every absence excused.

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

### **Waiver of the Attendance Policy**

In an emergency situation, extreme illness, death of an immediate family or hospitalization, the student may appeal to the OHS Administration for a waiver of the attendance policy. Waiver applications are available in the high school office.

## **Title I Parental Involvement Policy**

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

### **Involvement of Parents in the Title I Program**

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

- The school will convene an annual meeting to inform parents about Title I requirements and about the right of parents to be involved in the Title I program. The annual meeting will be held during Open House scheduled at the onset of every school year. Parents will be provided with the opportunity to give input regarding Title I programs and the parent involvement policy at that time.
- An overt effort will be made to involve parents in the school improvement process. This includes, but is not limited to, scheduling meetings at times that are convenient for parents to attend, extending

invitations to attend meetings via the phone messaging system and in written format, and personal contact when appropriate.

- Oscoda Area High School will involve parents in an organized, ongoing, and timely manner. A schedule of meeting times for the current school year is outlined below. In addition to the scheduled topics, parents will be provided with the opportunity at these meetings to give input regarding Title I programs, the parent involvement policy, and curriculum issues.
- The school-wide plan will be made available on the school website as well as information regarding how parents can express concerns and/or make suggestions.
- When a student is scheduled to receive Title services, parents will be provided with a letter explaining the program and a list of ideas as to how they can help to make their student successful in school.
- Annually, a formal evaluation will be completed by the OHS staff and parents in the form of an online survey. Low scoring areas will be addressed at monthly School Improvement meetings.
- OHS will work closely with the PTO to combine our efforts of school improvement and parent involvement. Timely information regarding Title I programs will be shared at these meetings as appropriate.
- Every effort will be made to help parents understand what is required of students through the Michigan Merit Curriculum. Curriculum brochures will be available in grades 7 and 8 and a course offering guide complete with explanations of each high school course will be made available to parents. Questions regarding curriculum will be addressed at parent conferences. In addition, teachers and administrators are accessible to parents via email, phone, or appointment upon request.
- At the appropriate grade level, students will be administered the required state standardized tests. Results will be shared with parents in a timely manner and include comparisons to college and career readiness standards.
- Student progress can be monitored through an online grading system that will be updated by teachers minimally on a weekly basis. Parents will have access to their child's grades via the online gradebook.
- If requested by parents, OHS will provide opportunities for parents to participate in decisions relating to the education of their children. Parents may submit their concerns or suggestions in writing or by appointment with the school principal. The principal will then bring the concern or suggestion to the following monthly School Improvement team meeting where the recommendation will be reviewed. The involved parent will be encouraged to attend the School Improvement meeting. The team will then determine if the recommendation will be adopted into the school-wide plan. Alternatively, parents are welcome to attend any School Improvement meeting to share their concerns and suggestions directly with the School Improvement team.

### **School-Parent Compact**

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

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

Copies of the compact will be distributed via the student handbook and at parent-teacher conferences and all parties will be encouraged to sign. The compact will be reviewed and updated annually at a School Improvement/Parent Involvement meeting.

## **Student/School/Family Compact Oscoda High School**

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

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

### **As a Student, I will continue to:**

- Attend school regularly.
- Treat all members of the school community and their property with respect.
- Participate in classroom discussions, activities and assignments.
- Complete and hand in all classroom and homework assignments.
- Do my best work and keep trying even when the work is hard.

### **As a Professional Educator, I will continue to:**

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

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

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

### **Building Capacity for Involvement**

OHS supports a partnership among staff, parents, and the community to improve student academic achievement and encourages meaningful interactions between home and school. To support this effort, a Parent Liaison employed by the district will coordinate the following efforts:

- The parent liaison and administration will provide training and resources to parents and staff concerning the value and utility of parent involvement and encourage parents to volunteer in the school.
- Educators will receive guidance in ways to reach out to parents, to communicate with parents, to work with parents as equal partners, to implement parent programs, and to build ties between parents and the school. A portion of the morning professional development time will be dedicated to the goal of increasing parent involvement.
- Coordinate volunteer opportunities for parents. Parents and community members are encouraged to volunteer in individual classrooms, at school related activities and field trips, and as mentors to individual students.
- Maintain a resource library for parents and organize events that provide parents with information regarding community services, college preparedness, and career opportunities.

In addition, to support the partnership among staff, parents, and the community, OHS will:

- Provide parents will assistance in understanding the academic content standards, assessments, and how to monitor and improve the achievement of their children. This is accomplished through transition nights, curriculum guides, and School Improvement/Parent Involvement meetings.
- Provide transportation and/or child care services upon request to facilitate parent involvement.
- Ensure that all correspondence is presented in language understandable to all.

### **Accessibility**

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

<b><u>School Improvement / Parental Involvement Meetings 2018-2019</u></b>		
<b>Date</b>	<b>Time</b>	<b>Agenda</b>
<u>August 28<sup>th</sup></u>	7:00pm	Introduce School Improvement Plan for 2018-2019

School Improvement Team meetings are scheduled for the third Tuesday of each month starting at 3:15 pm. Parents are invited to attend.

### **Positive Behavior Interventions and Supports**

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

Oscoda High School Behavior Expectations Matrix							
	Arrival/ Departure	Hallways	Classrooms	Restrooms	Cafeteria	Special Events	Office
Be Safe	Drive at safe speeds	Use hallway time appropriately	Follow classroom expectations	Wash your hands	Keep your space clean and clear	Adhere to the code of conduct	Be patient
	Wear your seatbelt	Walk in hallways		Use for designated purpose only	Remain in the cafeteria during lunch period		
	Follow bus code of conduct				Be patient		
Be Respectful	Follow the Dress Code	Use appropriate language and volume	Listen attentively	Respect the privacy of others	Clean up your area	Display good sportsmanship	Use appropriate language and volume
	Park in Designated Areas	Respect personal space of others	Use positive, supportive language	Dispose of trash	Wait your turn	Respect all competitors, spectators, performers, officials and coaches	Respect all office staff
	Be a courteous driver	Refrain from public displays of affection (PDA)	Follow electronic equipment code of conduct	Keep facilities clean	Use appropriate language and volume	Use positive, supportive language	Receive permission before using office equipment
Be Responsible	Arrive and Exit on time	Keep hallway clean	Be prepared to learn	Keep the area free from graffiti	Clean up after yourself	Represent Oscoda in a positive manner	Maintain personal belongings
	Follow procedures for arriving and exiting	Carry a hall pass	Be an active learner		Pay for all your items	Cheer in a loud, spirited manner	
			Do your own work				

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

## Discipline

### Discipline Code:

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

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

- Oscoda Area Schools Board of Education

### Legal Basis for School Discipline Policies

Constitution of the State of Michigan 1963 Article 8, Education:  
 Section 1

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

## **Section 2**

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

### **Michigan General School Laws & Administrative Rules**

#### **Expulsion of Pupils; Physically or Mentally Handicapped Section 1311**

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

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

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

#### **Arrests**

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

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

*Section 1316*

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

#### **Search and Seizure**

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 student's consent. The Board authorizes use of canines, trained in detecting the presence of drugs and devices.

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

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

### **Suspension Policies and Procedures**

1. A suspended student is not permitted to attend classes, remain on school grounds, or participate in or attend any extracurricular activities.
2. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her and be given a chance to respond to the charges.
3. If the student denies the charge, the student will be informed of the nature of the evidence and will have the right to present to the school administrator any relevant information which supports his/her case.
4. If the student is suspended by the school administrator, the administrator will:
  - a. Notify the parent(s) of the suspension in writing, as soon as possible, the reasons for it, and the steps necessary for the student's return.
  - b. Meet with parent(s) or guardian(s) and the student to plan the satisfactory return of the student to the school setting.
5. When receiving an out of school suspension of four (4) or more days, students and/or parents may request a hearing with the high school principal. This request must be made within three (3) school days from the date of the incident. A hearing will be scheduled within three (3) school days from the date of the request. Both sides will be given the opportunity to be heard in detail. The Principal will provide:
  - a. Names of witnesses who will testify at the hearing with the Principal or his/her designees. In certain situations, written affidavits will be used as evidence, particularly when witnesses are minor students.
  - b. An opportunity for the student to question the evidence or those who appear against him / her.
  - c. Opportunity for the student to call witnesses on his / her behalf and/or written affidavits for that purpose.
  - d. Opportunity for the student and his / her parents to provide counsel, if they so desire.

A written decision and record of the hearing will be mailed to the student and parent(s) within two (2) school days of the conclusion of the hearing. This written notice shall include the right of the student and parent(s) to appeal the decision to the Superintendent or his / her designee. This appeal must be made within three (3) school days of the receipt of the written notice.

The Superintendent or his / her designees shall review the written decision and record of the hearing and may contact the participants to assist this review. There shall be no right to a new hearing before the Superintendent or his / her designee. The student and parent(s) shall be notified of the Superintendent's or his / her designee's decision within five (5) school days from receiving the appeal.

### **Suspension and Expulsion**

The school district conducts an instructional program for the benefit of the students living in the school district. School attendance is a privilege as well as a right, carrying with it the responsibility of good citizenship and acceptable behavior insofar as these may be discharged at various levels of maturity of the students concerned. It



is desirable to have all students remain in school until they have graduated from high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

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

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

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

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

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

Examples of behaviors that may result in suspension or expulsion are covered on pages 28–30. These are guidelines and not intended to cover all behaviors which may be disciplined. In addition, the school administrators may vary the disciplinary action as deemed necessary.

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

#### **Expulsion Policies and Procedures**

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

### Procedures if a Hearing is Requested

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

### Detention Policies and Procedures

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

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

### Elastic Clause

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

### Specific Examples of Unacceptable Behavior That Will Result in Disciplinary Action

1. **Inappropriate use of Aerosol Body Spray** – Students are permitted to use aerosol body sprays in bathrooms and locker rooms only. Use of these sprays in any other part of the school facility is strictly forbidden.
2. **Aggressive Behavior** – Students exhibiting aggressive behaviors including but not limited to: pushing, hitting, shoving, pinching, inciting, grabbing, tripping or fighting will be disciplined immediately and appropriately.
3. **Arson** – The willful and malicious burning of, or attempt to burn, any building, part of any building, structure, or property. Any student found to be deliberately setting fire to a school property or building will be recommended for expulsion. Police will be notified.
4. **AUP Violation** – Acceptable use of school technology policy violations. Students will lose some or all of their technology privileges.
5. **Bomb Threats** – Any student who makes a bomb threat will be recommended to the School Board for expulsion from school, and it is required that this action be reported to the police.
6. **Bullying** – Bullying is the combination of three distinct components of harassment: harm (someone gets hurt emotionally, socially or physically); unfair match (the victim is overmatched physically, age or size, or overmatched by numbers, group vs. individual); and repeated behavior (the harm or unfair match are repeated over time). Bullying (and Cyber Bullying per PA 478) is strictly forbidden and bullies will be disciplined appropriately.
7. **Bus Misconduct** – Inappropriate behaviors on the bus that can lead to the safety and well being of others is strictly forbidden and students will be disciplined immediately and appropriately.
8. **Cheating / Plagiarism** - Copying the work of others and submitting it as one's own or obtaining test information in a dishonest way is forbidden.

9. **Classroom Disruption** – exhibiting behaviors that are detrimental to the learning and teaching in a classroom is forbidden
10. **Inappropriate use of Electronic Equipment** – Students are not permitted to use cell phones, iPods or other electronic devices deemed inappropriate for school use during the school day (from first bell to last bell) without specific permission from the classroom teacher. If such a device is required for medical reasons, student must obtain written authorization from the administration. These items are subject to confiscation. Use of mp3 players and hand-held game devices (PSP, Nintendo DS, etc.) are allowed at certain times during the school day (lunch). However, bringing such devices to school is done at the student's risk, and Oscoda Area Schools will not be responsible for any damage or theft of the items. Students are not allowed to take pictures or video tape on school grounds at any time without approval from the staff; this includes, but does not limit to videotaping other students (with or without their permission).
11. **Extortion** – To borrow or attempt to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat. Students attempting to extort money, or in other ways, intimidate other students shall also be counseled. Parents and police may be notified.
12. **Failure to tell the truth** – students trying to intentionally deceive will be disciplined appropriately
13. **False Alarm** – Any student deliberately activating a fire alarm will be disciplined and referred to the police.
14. **Forgery** – The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
15. **Gross Misbehavior** - Any combination of 2 or more behavior infractions that result in disciplinary action.
16. **Harassment / Sexual Harassment** – Ongoing harassment is a serious issue and will be dealt with effectively. Cruel and unwarranted acts such as, but not limited to, threatening behavior, name calling, insensitive comments and insults, spreading rumors and writing damaging or threatening notes (on paper or electronically) will not be tolerated. OAS policy requires an immediate intervention response and students found to be contributing toward these negative and disruptive behaviors will be disciplined. Absolutely NO form of harassment, bullying or intimidating behaviors will be tolerated at the Oscoda Area Schools.

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

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

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

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

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

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

17. **Insubordination** – The failure to respond to or carry out a reasonable request by an adult / staff member, or any act of verbal or physical opposition to school staff / employees. This includes providing a false statement, written or verbal, during an investigation being conducted by school administration.
18. **Physical Assault** – Student-to-student assault is addressed in School Code 1310A which requires a student to be suspended or expelled and student-to-adult assault is addressed in School Code 1311 which requires a student to be expelled from school permanently.
19. **Possession / Use / Delivery of Controlled Substance** – The possession, delivery, transfer, sale and or use of alcohol, controlled substance, prescription medication, non-prescription medication, mood-altering chemicals or look a-likes or paraphernalia. Administrators are authorized to arrange for a breath instrument, according to the Superintendent’s guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. Paraphernalia is described as various instruments and material which are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, certain cigarette papers, any apparatus used for rolling marijuana cigarettes, spoons used for inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacturer, distribution, sale, use or possession is prohibited. Violations will result in the following disciplinary actions: Parents and law enforcement officials will be contacted immediately. The student will be suspended and requested to attend a drug/alcohol assessment and complete the recommended treatment program. If the student chooses not to attend a drug/alcohol assessment and treatment program, he/she will be recommended to the Board of Education for expulsion from school for up to 180 school days. These offenses shall be accumulative throughout the student’s high school career.
20. **Possession / Use of a Weapon** – Possession / use of a weapon (as defined in Michigan Revised School Code 1311) will result in a mandatory expulsion from all Michigan Public Schools for a period of no less than 180 school days and up to permanent expulsion.
21. **Possession / Use / Transfer of Dangerous Materials** – Possession / use / transfer of explosive, caustic agents or substances such as firecrackers, smoke bombs, pepper gas, mace, etc. Recommendation for expulsion from school for up to 180 days of schools will result.
22. **Profanity** – OAS students are expected to communicate in a school appropriate manner. The use of obscene or inappropriate language in verbal or written form, pictures, drawings or gestures is not permitted.
23. **Public Display of Affection (PDA)** – Public displays of affection are considered to be in poor taste. A warning by staff members, parent contact, and disciplinary action will follow if the problem persists.
24. **Skipping school** – Skipping school is defined as being absent from school or from class without prior parent or school awareness. Skipping is treated as an unexcused absence. Teachers and parents will be notified.
25. **Stealing** – The act of acquiring or possessing the property of another without approval, by theft, coercion, or fraud is considered stealing. Students may be referred to the police.
26. **Striking a staff member** – will result in 5 to 30 days of OSS and potential recommendation for expulsion.
27. **Tobacco** – OAS is a tobacco free zone. Students are not permitted to possess or use tobacco products of any kind while on school property or at any school related function. This includes cigarettes, electronic cigarettes, and other products designed to be smoked. It also includes the chewing of tobacco, snuff and similar substances and possession of lighters. Police may be contacted.
28. **Vandalism** – The act of willful destruction / damage of school property or the property of others (on school grounds) constitutes vandalism. This includes “traditional activities” like using toilet paper, eggs, tape, etc. on student cars at graduation time. Acts of vandalism may also result in police involvement.
29. **Violations (Miscellaneous / Non-compliance)** – Other behavior which is either illegal or disruptive to the school environment or is willfully detrimental to normal functions of the school will be dealt with on a case by case basis.

#### **Oscoda High School Behavior Intervention Team**

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

## Oscoda High School Behavior Intervention Flow Chart

<b><u>Tier I Interventions: Implement and Monitor Universal Strategies</u></b>
Classroom Management Programs: Syllabus, PBIS Expectations, Relationship Building, Procedures Positive Reinforcement: PBIS reward tickets, classroom reward days Sensory Strategies: seating proximity, humor, music, student engagement Discipline Strategies: non-verbal and verbal warnings, parent/guardian contact, Time out of the classroom for one on one conference Discussions with Administration



Continue Tier I Strategies		NO	Does the behavior continue?
YES			



<b><u>Tier II Strategies: Intensive Strategies</u></b>
<b><u>Students with 3+ discipline referrals in a class or 10+ overall, 8 absences, failing 2 or more classes</u></b>
Classroom Management Programs: Continual re-teaching of desired behaviors, removal for conference with administration Psychological Strategies: OAS School Success Worker and/or OHS Guidance counselor to discuss specific needs, behaviors, goals Discipline Strategies: Behavior Contract with details of behaviors, incentives and consequences, Such as detention, suspension, Problem Solving Learning Room Collaboration Strategies: parent meetings, behavior intervention teams, truancy officer, administration



Continue Tier I and Tier II Strategies		NO	Does the behavior continue?
YES			



<b><u>Tier III Interventions: Create Behavior Improvement Plan based on data for students in Present Danger; 15+ Referrals, 15+ absences</u></b>
Data collection, parental involvement Stakeholder meeting: student, parent, teachers, administrators, counselors, School social workers, school success workers, Superintendent, necessary outside agencies (DHS, Truancy Officer, Justice League, AVCMH, CPS) Concerns: level of present danger, level of disruption of educational environment, repetitive nature of behaviors



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

### **Oscoda Area Schools – Gang Policy**

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

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

The use of hand signals, gestures, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with a gang is prohibited on Oscoda Area School grounds and at all school related functions. Any student wearing, carrying, or otherwise displaying items determined to be gang oriented, or exhibiting behaviors or gestures that symbolize gang membership, or causing or participating in activities which intimidate or negatively affect the performance or attendance of another student shall be subject to immediate disciplinary action. Names of students involved in gang activity or displaying gang associated behavior will be shared with local police authorities.

### **Bus Rules, Procedures and Responsibilities**

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

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

Although bus suspension is generally assigned, in extreme situations, out of school suspension and expulsion may be initiated.

### **Annual Notifications**

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

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

To ensure compliance with the policy, the superintendent shall serve as compliance administrator.

Scott Moore, Superintendent  
Oscoda Area Schools  
3550 E. River Road, Oscoda, MI 48750

1. To coordinate efforts of the district to comply with the policy.
2. To develop and ensure the maintenance of a filing system to keep all records required under this policy.
3. To investigate any complaints of violations in this policy.
4. To administer the grievance procedure established in this policy.
5. To develop affirmative action programs as appropriate.

6. To provide for the publication of the policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, such publication to include the name, office address, phone number of the compliance administrator designated in the policy.

### **Grievance Procedure**

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

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

### **Evaluation**

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

### **Equal Education Opportunity**

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

District "Civil Rights Coordinator",  
c/o Superintendent of Schools  
Oscoda Area Schools  
3550 E. River Road  
Oscoda, MI 48750

## **Laws Pertaining to School Policy**

### **American Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) requires the school to ensure that no individual will be discriminated against on the basis of a disability, Board policy #8330. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with a reasonable accommodation plan developed by parents, child (if appropriate) and school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function in school, should contact the building Principal, Special Education Office or the 504 Coordinator at Central Office.

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

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

**Family Education Rights and Privacy Act (FERPA)**

Parents and guardians have the right to file complaints with the U.S. Department of Education concerning alleged failures to the agency or institution to comply with requirements of this act. Parents have the right to review and amend student records, consent to disclosure of certain records, and to obtain a copy of the School Board FERPA policy by contacting:

Oscoda Area Schools  
Board of Education Office  
E. 3550 River Road  
Oscoda, MI 48750

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

**Pesticide Control Act, Section 13B**

The school shall notify staff, parents/guardians prior to the application of any pesticides in schools attended by their children. Such notice shall contain information obtained from the person applying the pesticides (his/her statement that pesticides will in fact, be applied, and the approximate location and date of such application).

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

**Drug Free School Zone**

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

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

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

**Tobacco Free Zone**

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board of Education prohibits the use of tobacco on district premises, in all school-owned vehicles, and in all school buildings owned and / or operated by the District. **The Board of Education declares that the Oscoda Area Schools are a "Tobacco Free Zone".**

For the purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, chewing tobacco, snuff or any other matter or substances that contain tobacco. Notification of this policy will be posted and announced to the community.



### **Weapon-Free School Zone**

Public Act 50/1995 (MCL 380.1311) requires school districts to expel a student who possesses a dangerous weapon in a weapon free zone or who commits arson or criminal sexual conduct in a school building or on school grounds. For students in GRADE 5 and BELOW, the earliest date for reinstatement is possible after ninety (90) school days. For students GRADE 6 and ABOVE, the waiting period is one hundred eighty (180) school days. The due-process rights of students are part of the law.

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

## **Student Directory**

### **Student Records**

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

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

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

### **Media Display**

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

## **Acceptable Use Policy**

### **Student Internet Access and Acceptable Use Agreement**

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

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

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

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

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

1. That the following uses of the Internet throughout the OAS Internet provider are strictly prohibited and may subject the student to restrictions, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:
  - a. Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
  - b. Unauthorized transfer, deletion, or duplication of a file.
  - c. Unauthorized use of another individual's identification password.
  - d. Unauthorized access to telecommunications files or facilities.
  - e. Interference with the work of another student, faculty member, or school official.
  - f. Use of computing facilities to draft, send, or knowingly view or receive inappropriate communications including, but not limited to, those communications which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasion of privacy or otherwise prohibited by law.
  - g. Violation of copyright, trademark, trade secrets or licensing agreement.
  - h. Use of OAS Internet provider for the purchase, sale and / or advertisement or posting of goods or services or for political lobbying.
  - i. Use of computing facilities or any activity detrimental to the stability and security of the School District's telecommunications equipment, the Internet provider for OAS and/or the Internet. This prohibited activity includes, but is not limited to:
    - I. The introduction of a virus, either intentionally or through irresponsible handling of data and telecommunications resources;
    - II. Malicious destruction of hardware, software, or data;
    - III. Attempting to learn or use accounts or passwords other than those issued to the student.
2. That the student may be responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which the student has not received training.
3. That the student may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.
4. That the OAS Internet provider is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications.
5. That the District and/or Internet resources are intended for exclusive use by the registered users and that the student is responsible for the use of any account/password and/or access privileges.
6. That the District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted.
7. That the District should not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
8. That the District reserves the right to monitor information activity, and file server disk space utilized by the Student.

9. That in consideration for the privilege of access to and use of computer network/Internet resources through OAS Internet provider, the student release the District, the Internet provider and their employees, agents, and operators from any and all claims of any nature arising from the student use of, misuse of, or inability to use, the District, Intermediate School District, Internet provider and/or Internet resources.
10. The student agrees to abide by these rules and regulations of system usage and such further rules and regulations as may be further added from time to time by the District. These rules will be available in hard copy from the Principal's office.

**Educational Material for Parents and Students  
(Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

**UNDERSTANDING CONCUSSION**

<b>Some Common Symptoms</b>		
Headache	Balance Problems	Sensitive to Noise
Pressure in the Head	Double Vision	Poor Concentration
Nausea/Vomiting	Dizziness	Blurry Vision
Sensitive to Light	Sluggishness	Memory Problems
Haziness	Fogginess	Grogginess
Confusion	"Feeling Down"	Feeling Irritable
Slow Reaction Time	Sleep Problems	"Not Feeling Right"

**WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

**IF YOU SUSPECT A CONCUSSION:**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

**CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or
- decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

**HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **Annual Notice of the Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation**

### **What is a personal curriculum?**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on a student's unique learning needs and post-secondary goals. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize MMC requirements to earn a high school diploma.

### **Who may request a personal curriculum?**

A personal curriculum may be requested by

- The parent or guardian of a student for whom a personal curriculum is sought, or
- the student if the student is of the age of majority,
- or an emancipated minor may request a personal curriculum,
- a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or
- a school counselor or school employee qualified to act in a counseling role.

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in 380.1278b(5).

### **When may a personal curriculum be requested?**

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9<sup>th</sup> grade.

(Note: Any resulting PC may not be implemented until the student begins/enters 9<sup>th</sup> grade.) If the student does not have an Individualized Education Program (IEP), the personal curriculum request may be requested after the student has completed 9<sup>th</sup> grade.

For more information on the Personal Curriculum (PC), or to make a request for a PC, please contact Ms. Lauryn Springsteen, Oscoda High School Assistant Principal, 989-739-9121 or Tami Pichla, Richardson Elementary Principal, 989-739-9173.

## Directory

<b><u>High School Office</u></b>		<b>739-9121</b>	(fax 739-1688)
Principal		Terry Allison	Ext. 2207
Assistant Principal		Lauryn Springsteen	Ext. 2208
Athletic Director		Scott Lueck	Ext. 2270
Counselor		Amy Martin	Ext. 2240
Building Secretaries			
	Operations/Attendance	Dorothy Poland	Ext. 2203
	Operations/Discipline	Cecelia Post	Ext. 2205
	Operations/Athletics	Anna Spallinger	Ext. 2201
	Student Services	Joy Vito	Ext. 2204

<b><u>Other School Offices</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
Richardson Elementary	739-9173	739-2510
Transportation	739-2024	739-2577

<b><u>Board of Education Office Staff</u></b>	<b>739-2033</b>	
Superintendent	Scott Moore	Ext. 2102
Chief Financial Officer	Sean Pear	Ext. 2105
Payroll & Benefits	Janice Lavigne	Ext. 2106
Technology	Jana Stepp	Ext. 2107
Administrative Assistant	Sue Barnhart	Ext. 2102
Community Education	Sue Barnhart	Ext. 2102
Food Service	Jan Sancrant	Ext. 2245
Transportation	Tina Ruedisueli	Ext. 2501

<b><u>Opportunities for Parent Involvement</u></b>	<b>Call</b>	<b>739-9121</b>
Athletic Boosters		Ext. 2270
Band & Choir Boosters		Ext. 2244
School Improvement		Ext. 2207
District School Improvement		Ext. 2101
Volunteers – Contact building office directly		
<b>Questions about your Lunch Balance?</b>	<b>Call</b>	<b>739-2401</b>

## Student and Parent/Guardian Signature Required

Your signatures below indicate that you have received the 2018 – 2019 Student Handbook as well as the Materials for Understanding Concussions. I understand that my signature below grants permission for my student to participate in a virtual learning course.

**Computer use, LMC privileges and extra-curricular activities may be revoked unless this page is signed by both student and parent and returned to the high school office.**

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

---

Print Student Name

---

Student Signature

---

Print Parent/Guardian Name

---

Parent/Guardian Signature