

STUDENT HANDBOOK 2009-2010

Superintendent: Dr. Wayne Petroelje
Principal: Mr. Kirk Baese
Assistant Principal: Mr. Ron Kramer

8989 Colony Road
Elsie, Michigan 48831
Web Address: www.oe.k12.mi.us
Telephone: 834-2271 & 862-4237
FAX: 989-862-4463

This agenda belongs to:

Name: _____

Address: _____

City: _____ **Zip Code:** _____

Phone: _____ **Student Number:** _____

OVID-ELSIE BOARD OF EDUCATION

| | |
|-------------------------|----------------|
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| Michael D. Schiffer | Vice President |
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****OVID-ELSIE AREA SCHOOLS ADMINISTRATION****

| | |
|---|------------------------|
| Superintendent of Schools | Dr. Wayne S. Petroelje |
| Instructional/Special Services Director | Kris T. Kirby |
| High School Principal | Kirk A. Baese |
| Assistant High School Principal | Ronald R. Kramer |
| Director of Athletics | Kris T. Kirby |
| Director of Buildings and Grounds | Craig Coleman |
| Business/Transportation Manager | Rhonda A. Trochlil |
| Technology Coordinator | Michael Conway |
| Transportation Director | Wendy Arnst |
| Food Service Director | Shawn Pardee |
| Administrative Assistant (Adm. Office) | Pam Washburn |
| Business/Transportation Secretary | Mary M. Lee |
| Administrative Assistant (H.S. Office) | Mary L. Bancroft |
| Attendance Secretary | Teresa Russell |
| Director of Counseling | Monica Spicer |
| High School Counselor | Patricia Kwapis |
| Guidance Office Secretary | Kathy Taylor |
| Community Education Secretary | Shirley Miller |

This handbook was adopted on May 18th, 2009.

2009-2010 OVID-ELSIE HIGH SCHOOL PERSONNEL

Administration

| <u>Name</u> | <u>Degree</u> | <u>College</u> | <u>Title</u> | <u>Telephone Extension</u> |
|------------------|---------------|----------------|---------------------|----------------------------|
| Kirk A. Baese | BA, MA | CMU | Principal | 1804 |
| Ronald R. Kramer | BA, MA | CMU, MSU | Assistant Principal | 1807 |
| Kris T. Kirby | ED SPEC | CMU | Athletic Director | 1808 |

Guidance

| <u>Name</u> | <u>Degree</u> | <u>College</u> | <u>Title</u> | |
|-----------------|---------------|----------------|----------------------|------|
| Monica Spicer | BS, /MA | Aquinas/CMU | Director of Guidance | 1602 |
| Patricia Kwapis | BA, MA | EMU | Guidance Counselor | 1601 |

Secretarial

| <u>Name</u> | <u>Degree</u> | <u>College</u> | <u>Title</u> | |
|----------------|---------------|----------------|--------------------------|------|
| Mary Bancroft | AB | Baker | Administrative Secretary | 1803 |
| Teresa Russell | | | Attendance Secretary | 1802 |
| Kathy Taylor | | | Guidance Secretary | 1600 |
| Shirley Miller | | | Comm. Ed. Secretary | 1960 |

Faculty

| <u>Name</u> | <u>Degree</u> | <u>College</u> | <u>Subject Area</u> | |
|---------------------|---------------|----------------|--------------------------|------|
| Brian Topping | BS | MSU | Biology/Chemistry | 1610 |
| George Bishop | BS, MS | NMU, UM | Media Specialist | 1204 |
| Travis Long | B3 | CMU | Health/Physical Ed | 1895 |
| Dana Blank | BA, MA | NMU, MSU | Speech, English | 1701 |
| Mary Bradley | BS | CMU | Special Education | 1730 |
| Abigail Laurencelle | BA | UM-Flint | English, History | 1780 |
| Craig Bowen | BA | Olivet | Math | 1720 |
| Mark Burnash | BA | CMU | Metals, Math | 1713 |
| Tracy Hoffman | BS, MS | MSU | Agri/Science | 1611 |
| Kari McCormick | BS | CMU | Biology/Chemistry | 1716 |
| Karl Dahlke | BS | MSU | Math | 1760 |
| Susan DeVault | BS | WMU | Home Economics | 1860 |
| Lonnie Harger | BA | SVSU | Social Studies, Phy. Ed. | 1660 |
| Mark Gregory | BS | CMU | Special Education | 1715 |
| Julie Keck | BS | CMU | Government | 1620 |
| Stephanie Anderson | BA | MSU | Social Studies, English | 1770 |
| Jason Dinninger | BA | SVSU | Special Education | 1830 |
| Laura Gajewski | BFA | KCAD | Drawing/Art | 1820 |
| Diane Loznak | BA | MSU | Math | 1740 |
| Kelly Netzley | BS | CMU | Social Studies | 1640 |
| Ruben Nordarse | BA | CMU | Spanish | 1680 |
| Michelle Dettling | BS | ALMA | Health/Physical Ed | 1896 |
| Allen Martin | MA | CMU | Math | 1711 |
| Renee Baese | BS | MSU | EMI Room | 1712 |
| Jeanine Ignash | BM | EMU | Music | 1801 |
| Bonnie Ott | BS | CMU | Business | 1818 |

| | | | | |
|--------------------------|----|----------|------------------------|------|
| Wendy Barrett | BS | CMU | Special Education | 1831 |
| Scott Sheedlo | BA | MSU | English/Biology | 1790 |
| Michael Shimek | BS | FSU | Business | 1812 |
| Everett Smith | MA | WMU, CMU | Drafting, Woods | 1614 |
| Sarah Welch | BA | GVSU | English/Psychology | 1750 |
| Support Personnel | | | | |
| Kevin Somers | | | WOES Operations Mgr. | 1210 |
| Sonya Latz | | | Media Center Assistant | 1234 |
| Susan Viglianco | | | Media Center Assistant | 1233 |

Ovid-Elsie Area Schools Parent Involvement Policy

The Ovid-Elsie Area Schools Staff, in partnership with our students, their families and the Ovid-Elsie Community, will provide a safe, nurturing and challenging environment to promote individual academic success and positive physical, social and emotional growth for each child.

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

1. Establish a Parental Involvement Committee, which includes parents, teachers, Title I & other community representatives. Responsibilities include:
 - Develop a Home-School agreement, which defines how parents, students and staff will share the responsibility for student learning.
 - Involve parents and staff in an annual assessment of parent involvement needs.
 - Recommend parent involvement opportunities to meet parent needs, with attention to cultural diversity and unique family situations.
 - Review the effectiveness of the policy in increasing parent involvement, identify and eliminate barriers to involvement, and revise the policy as needed.
 - Meet at a time and frequency determined by the committee.
 - Oversee the Title I parent involvement budget.
2. Support Parent Involvement by providing a variety of opportunities for parents to learn more about what is taught in school, how we measure student progress and important school policies and building procedures.
3. Build Strong Parent Involvement by offering activities, workshops, and other programs such as parenting and child development, supporting and participating in learning activities with children at home, maintaining regular, two way communication with school staff, volunteering at school, and participating in the decision-making and/or advocacy activities.
4. Help School Staff Strengthen Parent Involvement through support, materials, and in-service opportunities for families and by implementing effective programs and practices for home-school partnerships that involve parents in the education of their children.
5. Foster Mutual Respect between parents and school staff through collaborative efforts.

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

PERSONAL CURRICULUM

In January 2007, the Michigan legislature passed laws related to new high school graduation requirements. These new requirements are called the Michigan Merit Curriculum (MMC). The MMC contains more rigorous standards for graduation with a high school diploma. The MMC must be followed beginning with students who were in the 9th grade in the fall of 2007.

We hope that the new MMC requirements will improve the quality of education for ALL Michigan public high school students. We are also aware that some students have special talents and interests that warrant additions to the curriculum. Additionally, other students may have disabilities that require some accommodations to keep the MCC meaningful and fair. If you believe your son or daughter needs a Personal Curriculum, you must make a request for consideration of a PC and then a team is formed to determine what curriculum changes are appropriate.

The new MMC law requires the following when considering a Personal Curriculum:

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

More detailed descriptions of the Michigan Merit Curriculum and a Personal Curriculum are available by contacting the Counseling Office.

Student On Line Attendance & Grade Information

Ovid-Elsie Area Schools is now offering parent and student access to student information over the Internet through the Infinite Campus Portal. Involvement in a student's academic life opens communication between the parent, student, and school. Using the Infinite Campus Portal to review daily attendance, student behavior, assignments, & current grades, aids in the student being more aware of their academic success and parents being aware and involved in their students' lives. To use the portal, go to Ovid-Elsie home page:

<http://www.oe.k12.mi.us>, and select Parent Portal (parents or students). All 7th-12th grade students have their own login name & password that they can use to access their information (it is the same NetWare/Edzone login they use to login on a school computer). Parents receive their own login name and password after they have completed the Ovid-Elsie Area Schools Household Information Verification Form. Parents who have questions or have not received their login information may contact Mr. Michael Conway at Ext.1205 or conway@edzone.net for help in securing this information. PLEASE NOTE- Parents and students should use their own login when accessing the Infinite Campus Portal. Please call the high school office if you need additional information.

ZAP

Zeroes Aren't Permitted Homework Program

Zeroes Aren't Permitted (ZAP) is a program designed to increase expectations of students who habitually, or occasionally, fail to complete and turn in homework assignments on time. It is first and foremost an expectation of higher academic standards for all students. ZAP, which involves the entire staff, clearly emphasizes the belief that homework assignments/projects are important and must be completed. This program will direct students to utilize their abilities to acquire self-discipline/work habits that will serve them well in an educational setting and hopefully in the future when they enter the workplace. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations. She/He will take pride in completing an assignment and doing it to the best of her/his ability. Students will hopefully adopt the same value, which translates to success in all areas. The Extended Learning Day is not a form of punishment but rather a program to send the message that failure is not acceptable. In addition, teachers involved with ZAP will provide support for students to be better students. For this program to be effective, all staff must adopt the following policy: Assignments must be completed in a timely manner. Failure to do so will result in the student being assigned an after-school work homework session (ZAP).

ZAP will meet a minimum of two days a week after school from 3:00 to 4:00 p.m. Students will be assigned by their classroom teacher for not completing work by the required due date. The teacher assigning the ZAP will meet briefly with the student from 3:00 to 3:10 to provide additional help needed for the student to begin working on her/his missing assignment. Students completing assignments at ZAP should deliver them to the teacher before 8:00 A.M. the following day.

Students must complete the percentage of homework stated in the teachers' class syllabi, plus all major assignments. **Failure to complete and turn in the required percentage of homework or to turn in all major**

assignments listed will result in the student not receiving credit in that class.

(Note- Students who are identified as needing help on almost a daily basis will be recommended for tutoring through the student services office. The ZAP program is not designed to help students who continuously have difficulty with a specific subject or class.)

Program Objectives:

1. Designed to provide motivation to students to use class time effectively to do homework and to complete assignments on time.
2. Designed as a second chance to succeed, not as a punishment.
3. Designed to notify parents immediately if there is a problem with student performance and allow parents to become more involved in the educational process.

Program Guidelines:

1. A student who does not have an assignment completed or whose work is unsatisfactory (does not meet the standard stated in the teacher's class syllabus) is ZAPPED. Students are given one (1) grace period per 12 weeks in each class before being zapped.
2. A student is given a ZAP form by her/his teacher stating the missing assignments and other important instructions. The teacher will call the student's home to notify the parent of the date and time the student will be serving the ZAP. The ZAP form is sent to the office, and a copy will be kept for future reference. The original will be placed in a folder for the ZAP room supervisor's reference. *(Note: If the parents have no phone or cannot be contacted, a copy of the form will be mailed home. This will delay the ZAP, which is undesirable, and will be avoided whenever possible.)*
3. Students can be ZAPPED more than once a day.
4. Parents must provide transportation for their children. ZAP time is from 3:00 to 4:00 p.m., even if their assignment(s) is (are) completed before the one hour is over.
5. Students will be released at approximately 2:55 p.m. to obtain materials and report to the ZAP classroom. A student when necessary may report to the teacher who made out the ZAP for help, being present in that teacher's room before final bell rings. She/He is to take an assigned seat and ready her/himself for the teacher's help.
6. If a student is absent the day of her/his assigned ZAP, she/he must come to the next scheduled after-school ZAP session.
7. Any student who does not attend her/his assigned ZAP session will be subject to further discipline including suspension from her/his class, all day in school suspension, or out-of-school suspension.

Repeat offenders will be suspended from school and readmitted only after a parent conference is held.

8. National Honor Society members will serve as tutors and will be scheduled to deal with a large number of students or a specific subject area when needed.
9. Administrators, counselors, and teachers will staff the ZAP room.
10. Teachers must issue ZAPS to students in a timely manner. This would mean recognizing assignments are incomplete or are not meeting the minimum standard for that particular class within a reasonable time of their due date. (Within one 1 week for daily work and two (2) weeks for major assignments).

THE MISSION OF OVID-ELSIE AREA SCHOOL

Our Mission Statement

Students first in a caring community environment guaranteeing educational excellence!

THE MISSION OF OVID-ELSIE HIGH SCHOOL

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

The Purpose of This Handbook

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

Ovid-Elsie High School Students...

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

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

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

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

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

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

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

Cooperation and communication are keys in achieving an outstanding school. The responsibility for reaching our goals belongs to all community members;

students, staff, administration, and parents. The student handbook should help provide the guidelines necessary to achieve a safe and structured environment, which fosters learning and personal growth. Please read and use the information that follows. Let's have a great school year and be proud to say, "I'm from Ovid-Elsie High School".

GENERAL INFORMATION

Additional Help

Teachers are here to help you as much as possible. Be sure to ask for help if there is something you do not understand. Teachers will offer assistance after school (in some cases before school) if you are in need of considerable help. Remember, however, that the responsibility is yours to seek assistance.

Age of Majority

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

Announcements

Announcements concerning various school activities are read at a predetermined time each day. All announcements must be written legibly and have approval of a teacher, advisor or coach & be in the office by 9:00 a.m.

Appearance

Students are expected to dress in a manner that is not disruptive to the educational program. Dress and grooming are two prime factors in determining morals and the impressions we create in the minds of others. Extremes in makeup and some clothing styles are in questionable taste. Proper wearing and fastening of clothing is assumed. The hair of students must be well groomed and kept clean. Students are expected to wear clothing that will leave no mistake as to their being a proper citizen at all times. Any shirt, which allow undergarments to be seen or which are too revealing, sleeveless shirts, bare midriff tops, cut-off T-shirts, halter-tops, see-through apparel, beach attire, or any style, which show undergarments or are revealing will not be allowed. Similarly, clothing which advertises or promotes tobacco, alcohol, or drug related products, displays sexual innuendo, or profanity, will not be allowed. Wearing of colors or displaying gang symbols on a student's clothing or person is prohibited. Hats, coats, or any head covering or sunglasses are not to be worn after entering the building until the end of the school day. Backpacks/book bags must be placed in lockers when students arrive at school and are to remain in the locker for the entire day. Dressing inappropriately or other violations of the above will result in a disciplinary referral.

Building Access

Ovid-Elsie High school opens for the general student population at 7:00 a.m. This opening time does not apply to school-sponsored practices, meetings, etc. which may be scheduled throughout the year. If you're in the building before 7:00 a.m., the reason must be school related. High school & middle school students must stay in their respective buildings during school hours, unless otherwise assigned.

Class Organization

Each class in grades 9-12 is assigned an advisor. Each class elects a President, Vice-president, Secretary and Treasurer. Periodic meetings will be held to take care of class business. Dues are \$5 per year to pay for class-related functions.

Course Offerings

Current high school courses are shown under curriculum at www.oe.k12.mi.us.

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Conferences Parent-teacher conferences are held each trimester at Ovid-Elsie. Parents are encouraged to attend this important event. Parents wishing to meet with teachers outside conferences should contact the teacher to schedule an appointment.

Confidentiality

Certain factors may affect the status of confidentiality between students and staff. These factors may include issues of harm to self or others, abuse, or certain legal matters. Please contact the guidance staff for further information.

Driver Education

Ovid-Elsie Area Schools will attempt to host driver education courses thru the Community Education Office several times during the school year (if student numbers are adequate). Announcements will be made regarding sign-up and the exact time and dates for driver education classes. To cover costs, Community Education Office will charge a fee for segment I & II, including textbook.

Flowers, Balloons and Other Deliveries

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

Fund Raising

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

Hall Passes & O-E Student Planner

Students who leave a classroom during scheduled hours (from 8:00 a.m. through 3:00 p.m.) must obtain a pass from their teacher before leaving the classroom. This pass is located in the back of each student planner. Without a pass, students are considered to be loitering. Carry your planner and use it daily!!!

Health & Immunization

State law requires all students must have an emergency medical card completed, signed by a parent or guardian and filled in the School office. A student may be excluded from school until this requirement has been fulfilled.

Any student who becomes ill during the school day should report to the office. Parents will be notified if serious and the student will be sent home.

If you are receiving prescribed medication your doctor and parent must complete, sign, & return to the office form 5530. Bring the medication to the office with the completed form to be administered under office supervision. You should not take medicine independently (Forms 5530F1, F1a, or F1b for non-prescription).

Accidents and injuries to students, no matter how slight, should be reported to the office as soon as possible. With serious injuries, your parents will be notified so that medical attention can be sought. If your parents are unavailable and the injury is such that immediate care is required, the school will arrange for you to be taken to the doctor or to a hospital for treatment. This action will not obligate the personnel of the school to assume financial responsibility for treatment.

All students must meet state requirements for immunization; failure to present proof will lead to temporary suspension until proof is made.

Homebound Services

A visiting teacher may be provided to a student who is homebound for a period of at least three weeks. Services can be provided only after receipt of doctor's verifications of homebound status.

Hunting Policy

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

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

Instructional Materials and Supplies

Books, instructional material, equipment and lockers are provided to you without charge and you are responsible for these materials once issued until returned and checked by school officials. You may be charged for damage beyond normal

wear and tear and are expected to meet these obligations in a reasonable amount of time. Any fines charged will be based upon age, condition and replacement cost of the item.

Law Enforcement Officials

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

Locker Assignments

You are assigned a locker for the duration of a school year, and it is your responsibility to keep the interior and exterior of the locker clean and neat. You are encouraged neither to give out your locker combination to anyone else nor to occupy any locker other than your own. The school is not responsible for misplaced, lost, or stolen articles. The physical education instructors and coaches will issue padlocks for use in gym and athletic programs. If lost, there will be a fee for replacement of the lock. While there is no fee for locker use, there may be a fee charged if lockers are misused or damaged. Switching lockers without approval from the administration is not allowed and will result in discipline. Lockers are the property of the school district and the school retains the right to inspect them at any time. This includes the use of canine inspections.

Lost and Found

There is a lost & found department located in the high school office. Found articles should be turned in and property lost reported, to assist in returning items.

Food Service

The cafeteria serves breakfast and lunch each full school day. You are expected to clear your table and return trays, dishes and tableware to designated areas. Food and beverages from the cafeteria must remain in the cafeteria at all times. Food is not to be consumed in the halls, lobby, or restrooms during lunch periods. Food wrappers and beverage containers must be discarded in waste containers. Repeat offenders, for leaving waste, will be disciplined.

Free and Reduced Lunch Application

Students may be able to receive meals free or at a reduced price. To know if you qualify, obtain a free and reduced application from the office. Fill it out and bring back to us. We will inform you by mail if you qualify.

Closed-Campus

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

Visitors

Friends or students from other schools are not allowed to be in the school or on any part of the school grounds without permission to be here. If a student wishes to bring a visitor to school, a form will be issued to the student that must be signed by all of his/her teachers and returned to the Assistant Principal's office two (2) school days prior to the day of the visit. The length of visitation will be one day, unless this disruptive. Then a half day will be granted, beginning from the student's lunch hour and through the afternoon. Likewise, the administration reserves the right to refuse any visitation. A policy of all visitors signing in upon entering the high school has been established for the safety of students and staff.

Parking Lot Etiquette and Driving on School Grounds

If you wish to drive to school, you must first register your vehicle and obtain a parking tag from the high school office. You must display the tag in your vehicle in such a way that it may be readily identified. Park legally within parking lines. Parking spots may be assigned by the administration. Students will pay for property damage resulting from their vehicles. Reckless driving is strictly prohibited on or near the high school property and violations of this policy may result in the suspension of your driving privileges on school property. Driving privileges may also be revoked for inappropriate parking or repeated violations of leaving school without permission. Speed limit is 15 mph on all school grounds and parking lots.

Loitering

There is to be no loitering in restrooms, parking lots, or entrances to the building or property adjoining the high school campus. Suspended students are NOT to be on any school property during the term of a suspension.

Safety Procedures

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

Tornado and Lock Down Drills:

Tornado: In the event of this type of emergency, students will be instructed over the P. A. system to leave "unsafe" classrooms, which have, outside windows and to report to interior hallways. Those students in interior classrooms without windows will be instructed to remain seated and await further instructions. Lock Down: Hallways will be cleared and classroom doors locked. Students will

be directed to a safe corner and active signaling system will be deployed. Students will follow the teacher's instruction, remain quiet, and in lock down until an all clear is given by law enforcement, principal, or designee.

Student Activities and Attendance

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

College Visitation

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

Telephones

There are no longer pay telephones located in the lobby of the high school. Students needing to make important phone calls may do so from the high school office. Parents needing to get important messages to their student may call the high school office and the information will be forwarded. In cases of emergency, students can be summoned from class to speak with the parent directly. If a student becomes ill, they must come to the office and obtain permission to leave the school. Office staff will make the call for them and help secure a safe ride home.

Physical Education

Every student enrolled in physical education must have an acceptable gym uniform, shoes and socks to wear as required during physical education classes. The proper attire must be acquired prior to the second week of classes. Locks and locker assignments will be issued at the beginning of each trimester and will be available to any student enrolling in physical education classes within the school year. Locks must be returned when completing or withdrawing from class. All students will be responsible for their own personal belongings -clothing, gym equipment & valuables. Proper health & sanitary regulations will be enforced. Students will not be excused from participation in physical education classes for an extended period of time without a doctor's statement of non-participation. (An extended period of time will generally be defined as over two (2) days with discretionary powers left to individual P.E. instructors in extreme cases.)

Guidance Services

Service of the guidance counselors is available to all students needing assistance in the selection of courses, completion of college admission forms, career and military information, testing services or help in other matters.

School Psychologist

A visiting psychologist or school social worker is available whose role is to accept referrals for testing and counseling students, as well as to make referral to outside agencies. Parental permission is required before the services of the psychologist or social worker can be obtained.

Special Services

Special help is available in the areas of speech correction, hearing difficulties, special testing, homebound services, etc. Parents or students having questions about these services should discuss them with a school counselor.

Clinton County Public Schools Truancy Policy

1. Attendance laws require students to be in school all day or have a legitimate excuse. Excessive absences will lead to disciplinary action, penalty, and/or procession.
2. After the 3rd, 5th, & 7th absence a letter will be sent home (O-E school policy).
3. After 15 absences, a registered letter will be sent to the parents explaining the truancy law and procedure. A copy will be sent to the Attendance Officer, and the Attendance Officer will contact the parents.
4. After 20 absences, a registered letter will again be sent to the parents. A copy will be sent to the Attendance Officer. The Attendance Officer will notify the Clinton County prosecuting attorney, and a second parent contact will be made.
5. Upon 25 absences, the prosecuting attorney will be requested by the Attendance Officer to issue a warrant.

Excessive absences will be determined by the following:

- Absences will be accumulated from one school year to the next (12 months).
- Absences from previous school districts will be counted.
- Every 3 tardies will count as the equivalent of one day's absence.
- Each case will be evaluated individually for unusual circumstances.

Waiver of Requirement

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

Work Permits

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

National Honor Society

The National Honor Society recognizes students for outstanding scholarship, character, leadership, and service. Each year all juniors and seniors who have a 3.5 or higher grade point average have met the first criteria for membership.

Their names are submitted to the teaching staff who indicates whether the student meets the character criteria. Points considered are; Is the student trustworthy, helpful to teachers and others, shows respect for his/her classmates & displays leadership qualities. Students, who meet character requirements, must fill out a form indicating their leadership roles, community service, co-curricular activities, and work experiences/job recognition/awards. For more info/forms, see N.H.S. advisor.

Student Council

The Ovid-Elsie Student Council is an organization that gives students the opportunity to participate in and take responsibility for their school and community. The Council is an elected body designed to represent the students in their school's government. It consists of four (4) elected representatives from each class. The President, Vice-president, Secretary, & Treasurer will be selected from these elected council members. Student Council membership is open to any student who petitions for membership. Class representatives are elected each year. Candidates for offices on the council must have at least one year of participation in the council. Officers must also have a cumulative 2.5 academic average and candidates for representatives must have a 2.0 academic average. All members are expected to maintain proper conduct (athletic code p.33-34). The goals of the organization include promoting student leadership, developing future leaders, providing and planning for social events, involving students in community service and school projects and events such as homecoming. The advisor is appointed by administration.

School Activities Sponsored by Student Groups

The club or class that wishes to sponsor an activity at the school must first:

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

Rules for Conducting Group Activities:

1. After-game activities; no one will be admitted later than one-half hour after the game is over.
2. O-E students wishing to bring a guest from another school must first obtain a guest pass from the Assistant Principal's office.
3. The same rules and policies as apply to O-E students govern any students, other than O-E students attending an activity.
4. Anyone leaving an activity will not be permitted to return to it.
5. Rules governing smoking, drinking and fighting are the same as those during school hours. Violators may be detained by chaperons for release to parents or law enforcement officers.
6. Activities must be over by 11:30 p.m. unless special permission is obtained.
7. Jr. High students will not be allowed at high school dances (or prom).
8. Activities will be open to students specifically stated by a sponsoring group.
9. Students violating the above policies may be suspended from future activities and/or otherwise disciplined.

Admission Requirements

According to interpretations of the General School Code of the State of Michigan, students applying for admission must meet one of the following requirements:

- 1) Eighteen year old and married students must show evidence of having legal residence within the boundaries of the school district.
- 2) Seventeen year old and younger students must reside with a parent who has legal residence within the boundaries of the district.
- 3) The student must be residing with a relative or in a licensed home for the purpose of receiving better care. No legal guardianship status is required, but this requirement is not met if the student is residing in the home or the sole purpose of attending Ovid-Elsie High School.
- 4) The student is a non-resident attending Ovid-Elsie on a tuition basis.
- 5) The student is qualified under the Emancipated Youth Act and has a notarized affidavit from the parent or guardian indicating that they no longer provide for any portion of the student's support. This must be presented along with evidence of the student's self-reliance.
- 6) Students have four calendar years to complete the requirements for graduation. Students who have not met the requirements during this time may enroll in the summer or night school program to complete requirements. Any deviation from this policy requires administrative approval from the high school principal.

Counselors

Ovid Elsie High School Student Services uses the Michigan Comprehensive Guidance and Counseling Program. Our program adheres to the National Standards for School Counseling and is delivered through individual counseling, small group counseling, large group guidance, consultation and coordination.

The guidance program has four components. Guidance Curriculum, Individual Planning, Responsive Services and System Support. An informed consent brochure is available in the Student Services Office for all students and parents.

The school makes every effort to provide as much counseling and guidance to you as possible. The counselors will work with you on scheduling, checking & filling out forms, applications, etc. and doing college and career exploration.

The staff in the office is available to the entire student body. It is wise to make an appointment with the guidance secretary to see your counselor. For an emergency, inform the counselor's secretary you need to see someone as soon as possible.

Course Offerings and Changes in Schedule

In the spring of each year, students in the 8th through 11th grades are presented with enrollment procedure and a curriculum guide (also at the school's web site) to schedule for next year. Consult with your counselor and your parents in planning a four-year program leading to graduation and preparation for future experiences.

The development of your schedule is extremely important and must be considered very carefully. You should choose one of the career pathways which will allow you to work toward development of those skills that will be necessary for you to enter either higher education or the work force after high school. Try to look objectively at your capabilities, ambitions, drive, and motivation as well as the requirements of the career you are interested in pursuing.

Once scheduled, changes in your schedule will be made only in order to meet graduation requirements; if the class you were placed in has already been taken for credit; or if the class is above or below your academic capabilities. For this reason, you are reminded to make course selections with great care and thought.

Michigan Merit Exam

Every Michigan high school student is required to take the Michigan Merit Exam (MME) in March of his or her junior year. The assessment includes an ACT with writing college entrance exam, a Work Keys employability component and Michigan specific items in Math Science and Social Studies. Students that do not meet the required minimum scores will be allowed to retest in the senior year one time at the states expense.

Michigan Promise Scholarship

Students that pass the MME with required scores are eligible for the Michigan Promise Scholarship of \$4000. The Scholarship can be used to pay for college, technical and trade school costs in Michigan. Visit www.mi.gov/mme for details.

Withdrawals and Transfers

Any student withdrawing from school or transferring to another school district during the course of the school year must first secure a withdrawal form from the guidance office and proceed as follows:

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

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

Deficiency Reports

Deficiency Reports will be mailed to parents of students having scholastic difficulties following the mid-term grading of each marking period.

Examinations

Teachers may administer tests other than final examinations in their classes at their discretion throughout the school year. However, a definite date and time is provided for trimester examinations. All students must take a final examination for each class in which one is given unless they possess, and have received permission from their teacher to use, a Renaissance Exemption Pass. Students who exempt an exam may not leave school during that exam time, and should report to class as usual (closed campus policy). The only exception would be for those students beginning or ending the school day with the class period they are exempting (1st or 5th hour class). Students who fail to take the trimester examinations will be given an INCOMPLETE "I" which automatically becomes an "F" if a student fails to take any trimester examinations within the two (2) weeks allowed. Exceptions: Mitigating circumstances.

Emergency Medical Authorization

All students must have an Emergency Medical Authorization Form 5341 completed, signed, & returned, in order to participate in any off school ground activities. This includes field trips, spectator trips, athletic and other extra or co-curricular activities. Failure to complete/return this form will jeopardize a student's educational program.

Class Skip Day

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

Student Expenses

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

Commencement

Participation in Ovid-Elsie High School Commencement is a privilege. A student must be enrolled full-time at Ovid-Elsie High School through the entire year, (unless a transfer student from another high school) and must have earned the minimum number of credits required for graduation. You are expected to have taken care of all financial responsibilities and have no outstanding debts or obligations to the school in order to participate. Students participating in this ceremony shall be expected to wear the appropriate cap and gown. A flyer itemizing these requirements will be issued to each student upon release.

Testing Services

Ovid-Elsie High School has initiated a comprehensive testing program to better understand your capabilities, strengths and weaknesses. This program is in place so that your progress can be followed throughout your educational career.

In addition, there are a number of outside tests, which are made available to you. These tests are given on certain dates during the school year; pay attention to the announcements for information and deadlines. Tests include PSAT/NMSQT, PLAN, HSMEAP, SAT, and the ASVAB. Contact the counseling office for more info.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when health or safety of the group is at risk. The school's professional staff has the authority to remove/isolate a student who has been ill, or has been exposed to a communicable disease or highly transient pest, such as lice.

Control of NonCasual-Contact Communicable Diseases

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases the person in question will have his/her status reviewed by a panel of resource people, including the County Health Dept., to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS, HIV, HAV, HBV, HCV (Hepatitis A,B,C); and other diseases that may be specified by State Health Board.

VOCATIONAL PROGRAMS

Each year the Ovid-Elsie Area Schools offers vocational education programs at Ovid-Elsie High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators. The following is a list of programs offered each year and criteria for admission:

| <u>O-E High School Program</u> | <u>Criteria for Admission</u> |
|--------------------------------|---------------------------------|
| Exploring Agriculture | none |
| Agri-Science & Technology | Exploring Agriculture |
| Agriculture Business Mgmt | Exploring Ag & Agri- Sci & Tech |
| Home Ecology | none |
| Early Childhood Development | Must be a junior |
| Accounting I | General Business (recommended) |
| Accounting II | Accounting I |
| Junior Achievement | General Business |
| Co-op (outside job for credit) | Must see Co-op Director |

Clinton County Career Connections Programs

| | |
|--|---------------------------------|
| Auto Services | Emergency Medical Services/Fire |
| Business Management & Entrepreneurship | Health Careers Exploration |
| Computer Systems Support | Pre-Allied Health |
| Construction Technology | Teacher Prep |
| Criminal Justice | TV/Radio Broadcast |

Criteria for Admission

Basic admission requirements for all connections programs. Must be at least a junior, have a good attendance and academic record, plus approval of counselor & program coordinator. All vocational education programs follow the district policies of nondiscrimination on the basis of race, color, national origin, sex or disability.

STUDENTS' RIGHTS AND RESPONSIBILITIES

The administration and staff of Ovid-Elsie School recognize that one of the missions of a school is to foster an understanding of and appreciation for our country, our representative form of government, the rights and responsibilities of the individual and the legal processes through which change comes about. Because our school is a community, the expectations and regulations of the school have been designed to benefit and protect all the citizens in this community. One of your responsibilities as a citizen is to respect and follow such rules.

The following section is intended to cover aspects of school life pertaining to attendance, discipline and students' rights and responsibilities. It is understood that this section may not include all those things, which may come under the jurisdiction of the school administration, and that situations may have extenuating circumstances, which require alternative approaches in resolving them.

Attendance

Regular attendance is essential to success in school and excessive absences may leave you unable to succeed in a class. Attendance is closely related to achievement and excessive absences increase the chance of failure.

Students will be required to keep an attendance (& tardy) record. The student is responsible for his or her attendance, and must continually check his/her attendance record. Attendance information can be viewed by any student, 24 hours- 7days a week, through the Infinite Campus web-based student portal. Any discrepancies should be reported to the office as soon as possible. It is very important to both the school and the student, that an accurate record of tardies and absences be maintained. It is strongly suggested that a student keep a written record in their student planner (or other calendar) recording and noting reasons for each absence and tardy.

Students not meeting the attendance requirement and/or who have not completed course requirements will receive an "F".

As a student remember- you are responsible to your parents as well as to yourself for attendance. You have the most to lose from excessive absenteeism. Loss of credit and getting behind academically can make school less enjoyable and limit your elective choices. Parents remember- the school recognizes its obligation to keep you informed about your students absenteeism. At your request, attendance letters will be mailed when your student reaches (3), five (5), and seven (7) days of absences. Additionally, the counselors and the Assistant Principal will stay in contact with you and attempt to solve attendance problems through counseling and disciplinary measures. A parent conference can also be arranged when absences become excessive.

Attendance Policy

1. **Excused absences (verified).** The following are the only reasons considered acceptable for missing school; Illness, death in the immediate family, funerals, doctor, dental, appointments (these should be scheduled before/after school, if possible), required court appearance, working at home, prearranged family-related activities with parents (also non-school conferences following prior administrative approval).

Procedure to excuse an absence:

- a) **Give the office an explanation,** written or by phone from your parent or guardian, no later than the **second day** after your return. The note should contain the date of the absence, reason, and parent signature and daytime phone number where they can be reached.
- b) Work is to be made up within two (2) days after returning. Additional time may be granted at the discretion of the teacher.
- c) Work may be made up, but the teacher is not obligated to provide assistance, exception- personal illness or death in the immediate family.

2. **Unexcused absences (unverified)**; are absences as described under #1 above, where the parent or guardian has not notified the high school office by phone or written note within the **(2) days** allowed after the student has returned to school. **An excessive number of unverified absences may be penalized by Saturday detention or suspension.**
3. **Truancy**; absences due to skipping school, working for someone other than parents, personal reasons or without parental approval or others deemed inexcusable by the administration. **Truancy may result in N/C or lower grades. It will also be recorded in the high school office and be penalized by a Saturday detention or suspension.**
4. An absence is counted any time you are not in a class where you are scheduled to be for more than 50 minutes of the class period.
5. All absences are charged against the 7-absence maximum allowance specified in this policy. The only exception will be if you are on school approved or sponsored activities or field trips or if you have been subpoenaed to court. Suspensions, either in-school or out of school, **will** be charged against a student's attendance, but will not put you over the seven day maximum.
6. Family vacations/activities taken with a parent are counted as regular absences & will be counted as such (use pre-arranged absence form-see#12)
7. You are required to bring in notes from parents or guardians indicating the reason for any absence. They may also phone the office with an explanation.
8. If you have to leave school during regular school hours, you must present a note to the attendance secretary signed by a parent or guardian by 7:55 a.m. of the day you are leaving early. These notes will be kept on file to verify absences. **Failure to sign out will result in disciplinary action. This includes leaving school grounds at lunch.**
9. You should be sure that absences are used only for those things that cannot be taken care of after school hours.
10. Extended personal illness verified by a doctor's excuse will not penalize a student. Likewise, the school recognizes that there are, at times, extenuating circumstances which may prevent a student from attending class. Students should contact the Assistant Principal or their counselor who will work with the student on his/her absenteeism.
11. If you need to spend time in a class other than your regularly scheduled class, **both** teachers must approve it.
12. Any time you know in advance you will be absent for more than one day (for an excused reason described in #1), you should pick up a "**Pre-arranged**

Absence Form" from the assistant principal. Fill out the form completely including reason, date for absence, and parent signature, then take it to each of your teachers. They will indicate on this form what the absence will mean to you academically and assign work that must be completed. All completed work is due the day of your return. The completed form must be given to the assistant principal before your absence. He will record and fill the excuse.

13. Students having non-verifiable absences, or unacceptable reasons for being gone from school (only excuses listed under #1 are acceptable), or who skip, will be considered to be truant & will be disciplined accordingly. The options for discipline include detention time, short or long-term suspension, or referral to an outside agency for truancy.
14. Students having a contagious illness will present a doctor's note upon return indicating that they may be re-admitted to the school.
15. Students will be placed on attendance probation & given a 6-hour Saturday detention if they are absent 5 or more times the first six weeks of a trimester.

ATTENDANCE PROBATION

Those students who have excessive absences (over 7 absences in a trimester) will be placed on Attendance Probation. This will be done in an effort to help the student change his/her behavior and attend school on a more regular basis. Success in school is much more likely, if the student attends daily and keeps up with class instruction and homework.

Attendance Probation will mean a more severe penalty for absences, than the normal student would receive. Students whose name appear on the Attendance Probation list will be subject to the following:

- At the end of every 4-week period in the 12-week trimester, the student's attendance record would be checked.
- If they have missed more than 2 days in that 4 week period, they will be assigned a full 6 hour Saturday Detention or may be required to stay after school to make up the hours missed.
- They may also be assigned additional time and/or work to complete for being absent excessively.

If the student continues to miss school at a rate that would take him/her over the 7-day limit, a parent conference may be called. A plan for more regular attendance and requirements for continued enrollment may result. Finally, if the student improves his/her attendance to the point where they miss 4 or fewer days in a trimester, they will be removed from the Attendance Probation list. Otherwise, students will remain on this list for 3 consecutive trimesters following their excessive absences (over 7 days) trimester.

No Credit (NC)

If you are in attendance less than 90 percent of the time during a trimester (absent more than 7 times per trimester), **you will not receive credit unless you do the following:**

A student with eight (8) or nine (9) absences- Obtain an "Excessive Absences Form" from the Assistant Principal and take the form to each of your teachers. Teachers will assign makeup time on an hour for hour basis for the 8th and 9th absences. (Example- A student, who has five hours of class and is absent eight times, has 5 hours of makeup time to earn back his/her grade and receive credit.) The makeup time requirement could be shortened or dropped by the attendance officer, due to extenuating circumstances (illness, health problems, injuries/accidents, or surgeries).

Excessive Absences – Final Exam Mandatory

A student with excessive absences (ten or more) will be required to take and pass the final exam for class (or classes) were the excessive absences have occurred. No exemption passes may be used by students for these classes where ten or more absences have been recorded. Again, extenuating circumstances verified by the attendance officer would void the mandatory final exam policy. Any students, who disagree with a ruling by the attendance officer, may submit a letter to the principal requesting an attendance committee hearing. The principal will determine if and when a committee is necessary.

Appeal Process

If your attendance committee hearing is granted, you must:

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

Tardiness

Any student who does not arrive on time to their designated area is tardy. Students who are late for school are to record their arrival by signing in at the office and securing an admit slip to present to their teacher (students will be marked either tardy or absent). If a student is detained by a teacher or the office causing him/her to be late to class, an admit slip should be secured from the detaining person (not tardy). **Penalties.** 1st tardy A warning or detention with the teacher. 2nd & 3rd tardy Detention with the teacher. 4th tardy **A 1-hour Saturday detention will be assigned.** Each additional tardy (5th, 6th, etc.) will result in one additional hour of Saturday detention time. 7th or more tardies. ISS, Full Saturday

Detention or other discipline as deemed necessary. Tardies accumulate for the entire trimester.

STUDENT AWARDS AND RECOGNITION

Honor Roll

The Board authorizes the publishing of an honor roll at the secondary school level at the end of each trimester marking period. To qualify for the honor roll a student must have achieved a grade of B average in all classroom units of instruction in which a letter grade is given with no marks below a C-. The Honor Roll will reflect the grades, including pluses and minuses, received for that specific marking period.

Exam Exemption Pass

Students may earn a pass to exempt a final exam by accomplishing the following: earn one pass, per trimester, for maintaining a 3.0 G.P.A. (Maximum 2 per year), or earn one pass a trimester for maintaining cumulative 4.0 G.P.A. (Max. 3 per year). Seniors may receive passes to exempt their final trimester exams for successfully passing all parts of the HSMEAP test. Passes are accepted at the discretion of the teacher. All exemption passes must be used in the school year in which they are earned.

Academic Letter

A school letter will be awarded for academic accomplishment to any student who maintains a B+ (3.33) grade point average. The symbol attached designating academics is the Swiss insert, the "Lamp of Knowledge".

Athletic Letter

A school letter with appropriate insert will be awarded for athletic accomplishment to any student meeting qualifications as established for each sport.

*Only one (1) school letter will be granted to any student during his/her high school years, but the appropriate inserts or bars will be awarded as earned.

Graduate Honor Recognition

The Board authorizes the recognition of a Valedictorian and Salutatorian from the senior class. The Valedictorian shall be the student with the highest grade point average attained during the first eleven (11) trimesters (or high school equivalent) of his/her high school attendance. The Salutatorian shall be the student with the second highest grade point average. In case of ties, Co-Valedictorians and Co-Salutorians shall be named. Report card grades and corresponding grade point values used in computing trimester grades is as follows:

A = 4.0 B+ = 3.3 B- = 2.7 C = 2.0 D+ = 1.3 D- = .7
A- = 3.7 B = 3.0 C+ = 2.3 C- = 1.7 D = 1.0

In order to be eligible to be named Valedictorian or Salutatorian, a student shall be in attendance at Ovid-Elsie High School during his/her entire senior year. Foreign Exchange students will be eligible for honorary recognition only. The top-ten graduating seniors in accumulative grade point average shall be recognized at graduation through the wearing of "honor cords" on their gowns.

Grades

The purpose of a grade is to indicate the extent to which student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade. A written explanation of how grades are assigned will be given to each student at the beginning of each trimester. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Bus and Transportation Regulations

Bus transportation is provided for most students living within the district. Riding the bus is a privilege that may be denied if you do not follow regulations. The length of any transportation suspension is dependent upon the number of violations and the seriousness of such infractions. Bus rules are designed to keep all passengers and drivers safe and include the same rules in place in other areas of school operations. Students, parents, transportation personnel and the administration will work together to ensure the safe operation of school transportation. For this reason, the following rules are in place aboard all Ovid-Elsie buses in all situations:

1. Students must stay in their seats in a sitting position when the bus is moving.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open. They must enter or leave in single line, using the front door unless instructed otherwise by the driver.
3. High school students who normally ride a bus to their homes must get on his/her regular bus at the high school and stay on it until they arrive home. The only exception to this is if a bus does not come to the high school to load after school. These students must ride another bus to the elementary school and make the change to their own bus. Bus drivers must not allow high school students to get off the bus to go to the store or whatever without pre-arrangement being made through either the Principal (school office), or the Bus Coordinator. Students will not be allowed to board their bus in town if they've had another means of transportation into town.
4. Be on time at the designated bus pickup- five minutes prior to scheduled stop.
 5. No part of a student's body is to be outside the bus window.
6. Bus riders may leave their seats only after the bus has come to a complete stop at their bus stop.
7. Loud talking or shouting, profane or vulgar language or fighting is disturbing to the driver and cannot be tolerated.

8. The school dress code also applies while riding buses.
9. No dangerous items may be carried on a school bus. Open knives, firecrackers, etc. will not be tolerated. A student may be suspended from riding a school bus for up to 40 bus riding (school) days for a first offense and for up to 90 bus riding days for the second offense. These days may carry over from one school year to the next. The building Principal and Bus Coordinator will determine the severity of the offense and will determine the suspension time.
10. The person inflicting the damage shall pay for any damage to a bus.
11. All riders should help to keep the bus clean and sanitary on the inside. Eating on the regular routes, therefore, cannot be permitted. All waste material is to be placed in the container provided.
12. Be courteous and obedient to your bus driver. Your help and co-operation will enable the driver to make your school bus ride safe.
13. Bus drivers may assign seats to individuals on buses if the driver feels it is advisable.
14. The school is not responsible if a student is not on the assigned bus on a regular route.
15. Please do not expect the school bus driver to perform taxi service.
16. The bus driver has complete authority on all bus runs and is to enforce all bus rules.
17. Students on spectator or any other field trip buses must abide by the same rules as on regular bus runs. If students do not comply with the bus driver's instructions, the driver may return the group without completing the trip.
18. Remember that bus riding is a privilege, not an absolute right, and students may be suspended from riding the bus if the above rules are not obeyed or if a student persistently misbehaves on the school bus.
19. The Board of Education has installed video cameras on school buses to monitor student behavior. Video can be used for evidence of misbehavior.

Spectator Bus Guidelines

Students traveling to and from extra-curricular events are expected to follow normal bus rules. In addition, students will:

1. Ride the same bus to and from the game or event.
2. Follow all reasonable requests from the driver or chaperon.
3. Remain at the site of the event, reporting to the bus no later than ten minutes after the conclusion of the event.

CONDUCT AND DISCIPLINE

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

Definitions of Gross Misconduct and Misdemeanors

Alcoholic Beverages and/or Intoxicants

The possession, use, delivery, transfer or sale of any type of alcoholic beverage, including look-alike beverages (O'Doul's, etc.), is strictly prohibited in any school building, on school grounds or at school-sponsored events, even if the event is off campus. Likewise, the appearance of students in school or at school-sponsored functions who are to any degree under the influence of intoxication is prohibited. Students may be breath tested for blood-alcohol whenever there is reasonable suspicion to believe a student has consumed alcoholic. Refusal to take the test will be considered an admission of alcohol use. Violators will be suspended 5 days –maximum 10 days (1st offense), 10 days & possible expulsion (2nd offense).

Cheating

Cheating is defined as giving or receiving help in an unauthorized manner in order to attempt to improve a grade or your standing in the class. Plagiarism is a form of cheating by which the student makes use of the language, structure, idea or thought of someone else and represents it as their own. Cheating will result in the following disciplinary actions:

1st Offense: A "0" for work or test and report to office.

2nd Offense: A "0" for work or test and suspension. Parent notification.

Repeated offenses in the same class may result in failure of the class.

Drugs and Unauthorized Substances

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or a substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified below, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

This District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Substance Abuse Policy

1. Student Possession

If illegal or illicit substances in any quantity are in the possession of any student or under his or her control at school functions, school activities, or en route to or from school, the student will be subject to temporary separation and/or suspension. Violations will be referred to the appropriate authorities.

2. Student Use

If a student is found to be using illegal or illicit substances during school hours or at school functions or activities, or en route to or from school, or in possession of a small, single-use quantity, the student will be suspended from school. Violations will be referred to the appropriate authorities.

3. Sale or Distribution by Student

When a student is detected selling or distributing illegal or illicit substances during school hours, at school functions or en route to or from school, the student will be subject to immediate suspension and expulsion proceedings will be initiated. Violations will be referred to the appropriate authorities.

4. Look-Alike

Students are also prohibited from using, selling, attempting to sell, deliver, attempting to deliver or causing to be sold or delivered, a non-controlled substance which the student represents to be a controlled substance or represents to be in nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substances as a controlled substance. Penalties for and definitions of use, sale, possession and distribution of all such substances shall be the same as those listed for drugs and controlled substances in this policy.

Explosives

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

False Fire Alarms

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

False Notes or Calls

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

Freedom of Speech and Assembly

Students are entitled to verbally express their opinions, but these may not interfere with other people's right to express themselves. Obscenities, vulgar or indecent language, and personal attacks do not fall under this right of free

speech. Likewise, students are entitled to meet in school buildings or on school grounds when authorized by the building principal. Students have the freedom to peacefully assemble, recognizing that there is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is inappropriate and prohibited.

The school retains the authority to refuse to sponsor student speech that might be perceived to promote drug, tobacco, alcohol use, or irresponsible sexual conduct inconsistent with the shared values of the community.

Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications. In all publications, libel, obscenity and personal attacks are prohibited, as is unauthorized commercial solicitation.

General Rules for School Functions

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

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

If guests are permitted, the following will apply:

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

Arriving Late (Signing-In to School)

Students MUST SIGN IN at the attendance secretary's desk if arriving at school after 8:00 a.m., recording their name, time, & reason for their not attending class on time. If coming from an appointment, verification of the time and place of the appointment should be presented. All other LATE ARRIVALS SHOULD PRESENT A NOTE SIGNED BY THEIR PARENT OR GUARDIAN.

Leaving School Grounds (Signing-Out of School)

Students who are leaving the school building during the day (8:00 a.m. to 3:00 p.m.) must complete the following by 7:55 a.m. BRING A NOTE SIGNED BY A PARENT OR GUARDIAN to the attendance secretary showing the date, time, & purpose of their early release from school. When presenting their note the student will then print on the sign out sheet their name, time stated on the note, & reason for their early release. This allows office staff and administration to

verify students who will be leaving during the school day and enables students to leave without delay for appointments etc. The student will be given a pass to present to their teacher at the time of their dismissal. Before leaving students must bring the teacher signed pass to the office and again sign their name in the "out" column of the sign out sheet, to indicate they have left school as planned. Students who return later that day should follow the policy for signing in as described above. Students with emergencies (or those who have failed to follow the procedure above) will be granted permission to leave only by a school administrator. Those who fail to follow the above policy, presenting their note at the time they wish to leave, may be disciplined for the disruption they cause. Emergencies and illness are the only exceptions. NOT HAVING PERMISSION AND/OR NOT SIGNING IN OR OUT OF THE SCHOOL BUILDING IS A VERY SERIOUS MATTER AND WILL RESULT IN SATURDAY DETENTION OR SUSPENSION.

Leaving School Grounds

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

Insubordination

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

Office Staff

The secretaries and office staff are here to help you with day to day matters, so do not be embarrassed to ask questions about anything that you may need help with. However, it is expected that you treat them with courtesy and respect at all times.

Likewise, because the office staff is serving the entire student body as well as parents and community members, your behavior should always take this fact into consideration. Students who demonstrate disregard for office procedure or staff will be subject to disciplinary action.

Off-Campus Events

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

Public Display of Affection

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

Search and Seizure

The school administration has the right to search a student's person and property if there is probable cause to believe that drugs, weapons, dangerous, illegal or prohibited matter or stolen goods are likely to be found.

It is the school's duty to enforce school discipline and to protect the health and safety of individual students and the student body.

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

Search and Seizure Will be Conducted...

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

Social Probation

Students on out-of-school suspension are on social probation and may not attend after school events without expressed permission from the Assistant Principal.

Tobacco

The use of tobacco products by all students, regardless of age, in a school building or on the school premises is strictly prohibited. Likewise, use of tobacco at school-sponsored functions, even when held away from school, is also prohibited. The possession of tobacco by students under age 18 is prohibited. The penalties for possession and/or use are listed on page 30.

Transportation

Transportation to and from school is not an absolute privilege and can be forfeited by some act on the part of the student. Students are aware of the detention policy

as a consequence of misconduct and may forfeit transportation privilege when required to stay for detention.

Weapons

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

Disciplinary Guidelines

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

Penalties for Matters Related to Citizenship

A. Violation of state or local laws including false fire alarms, false "911 calls", bomb threats, extreme vandalism of school property, arson, indecent exposure, and sexual harassment.

1st Offense: Ten (10) day I.S.S. and/or O.S.S. suspension parent conference, police report filed, possible recommendation for expulsion. Referral to appropriate authorities.

B. Use of profane language or gestures, spoken or written; possession of pornographic materials; indecent behavior; unauthorized use of student or school property.

1st Offense: Warning and minimum 1 Saturday detention or one day I.S.S.

2nd Offense: Three days I.S.S. and parent conference required.

3rd Offense: Three day O.S.S. Parent Conference required.

C. Hallway Conduct; including disruptive behavior, running, littering, public displays of affection, tardiness.

1st Offense: Warning and/or detention.

2nd Offense: One Saturday detention.

3rd Offense: One day I.S.S.

D. Gambling, including poker, liar's poker, etc.

1st Offense: One day I.S.S

2nd Offense: Three days I.S.S. Parent conference required.

3rd Offense: Three days O.S.S. Parent conference required.

Penalties for Matters Pertaining to the Safety of Others

A. Threats to students, harassment, bullying, intimidation, including "put downs".

1st Offense: Minimum of one day I.S.S. or O.S.S.; Parent contact.

2nd Offense: Three day I.S.S. or O.S.S.; Possible police contact; Parent conference requested.

3rd Offense: Five day O.S.S.; Parent conference required prior to re-admittance.

B. Racial or ethnic slurs.

1st Offense: Minimum one day I.S.S. Student to student conference.

2nd Offense: Three day O.S.S. Parent notification required.

3rd Offense: Five days O.S.S. Parent conference required prior to re-admittance.

C. Threats to staff members, interfering with school officials in pursuit of their duties, extortion, blackmail or coercion.

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1st Offense: Minimum of one day O.S.S. Possible police report filed. Parent conference required prior to re-admittance.

2nd Offense: Five days O.S.S. Police report filed. Parent conference required prior to re-admittance.

3rd Offense: Ten day O.S.S. Possible recommendation for expulsion.

D. Unprovoked physical attack, assault.

1st Offense: Ten days O.S.S. Police report filed. Parent conference required. Possible recommendation for expulsion.

E. Fighting

1st Offense: One day I.S.S. and one day O.S.S.

2nd Offense: Three days O.S.S. Parent conference requested.

3rd Offense: Ten day O.S.S. Parent conference required prior to re-admittance.

F. Possession or use of explosives.

1st Offense: Five days minimum-ten days maximum O.S.S. Police report filed and possible recommendation for expulsion.

Penalties for Matters Related to Public and Private Property

A. Theft

1st Violation: Five days O.S.S. Parent conference required. Student required to make restitution. Police report will be filed.

2nd Violation: Ten days O.S.S. Parent conference required. Students required to make restitution. Police report will be filed. Possible recommendation for expulsion.

B. Damaging School Property

1st Violation: School will determine if law enforcement officials are to be notified. Full restitution for damages. Parent notification.

Penalties for Matters Pertaining to Disruption of the Educational Process

A. Disrespect towards school employees, including insolence, insubordination, forgery.

1st Violation: Student may be sent home at the time of the infraction. Three days O.S.S. Parent conference required prior to re-admittance.

B. Inciting disruption; contributing to disruption in or out of the classroom.

1st Violation: Saturday detention. Parent notified.

2nd Violation: One day I.S.S. Parent conference required.

3rd Violation: Three days I.S.S. Parent conference required for re-admittance.

C. Possession and/or use of squirt guns, bean shooters, laser pointer or other similar objects that may harm or be disruptive.

1st Violation: Confiscation of object, warning and up to three detentions.

2nd Violation: Confiscation of object. One day I.S.S. Parent conference.

3rd Violation: Confiscation of object. Three days O.S.S. Parent conference required prior to re-admittance.

Penalties for Matters Pertaining to Controlled Substances

A. Tobacco *possession*, all types, including chewing tobacco.

1st Offense: Confiscation and one day I.S.S. and one day O.S.S. Notification to courts under P.A. 314.

2nd Offense: Confiscation and two days O.S.S. Notification to courts. Parent conference required.

3rd Offense: Confiscation and five days O.S.S. Notification to courts. Referral to student assistance program..

B Tobacco *use*, all types including chewing tobacco.

1st Offense: Two days O.S.S. Notification to courts. Parent contact.

2nd Offense: Three days O.S.S. Notification to courts. Parent conference required.

3rd Offense: Five day O.S.S. Notification to courts. Parent conference required.

C. Alcohol; possession and/or use at school or at school-sponsored activity.

1st Offense: Confiscation and minimum 5 days -maximum ten days I.S.S. and/or O.S.S. Parent conference required. Referral to student assistance program.

2nd Offense: Confiscation and ten days I.S.S. and/or O.S.S. Possible recommendation for expulsion. Parent conference required. Mandatory involvement with a student assistance program.

3rd Offense: Ten days O.S.S. Possible recommendation for expulsion.

D. Drug possession or use. (Including drug paraphernalia)

1st Offense: Confiscation. Up to ten day O.S.S. Police report filed. Parent conference required. Possible recommendation for expulsion. Mandatory involvement with student assistance program.

2nd Offense: Confiscation, ten day O.S.S. and possible recommendation for expulsion. Police report filed.

E. Sale or distribution of drugs

1st Offense: Confiscation, ten day O.S.S. & recommendation for expulsion. Police report filed.

Penalties for Matters Pertaining to Students Driving and Parking Privileges

A. Speeding or operating vehicle in unsafe manner on school grounds or in a school zone.

1st Offense: One-day I.S.S., one-week loss of driving privileges.

2nd Offense: Three-day O.S.S., six weeks loss of driving privileges.

3rd Offense: Five-day O.S.S., one trimester loss of driving privileges.

4th Offense: Ten-day O.S.S., one-year suspension of driving privileges.

B. Parking violations, including parking spaces designated as no parking, unauthorized areas or on sidewalks or lawn.

1st Offense: Warning, parental contact.

2nd Offense: One-day I.S.S., one week loss of driving privileges.

3rd Offense: Discipline under insubordination, loss of driving privileges for up to six weeks.

Progressive Discipline

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

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

Definitions of Disciplinary Action

Detention is defined as the requirement of a student to stay after school for varying lengths of time, depending on the nature of the violation. A detention may be assigned by the teacher (**Teacher Detention**) or by the Assistant Principal or Principal (**Saturday Detention**). Failure to serve a teacher detention will result in the original length of time being doubled. Students will be given at least 24 hours notice for teacher detentions to make arrangements to stay for the detention. Two days notice will be given for Saturday detentions.

In-School Suspension (I.S.S.) is defined as the exclusion of a student from his or her classes and confinement in the In-School Suspension Room. The student is recorded as being absent during an in-school suspension, and is responsible for his/her work, which is assigned by their teacher. Students who are continually being assigned In-School Suspensions, may lose this option and be assigned to Out-of-School Suspension. Failure to follow suspension room rules or violations of procedures in the room may result in Out-of-School Suspension.

Out-of-School Suspension (O.S.S.) is defined as the exclusion of a student for a maximum of ten (10) days. A student being suspended has a right to know what rule has been violated and what the evidence is. The student also has a right to tell his or her side of the story. The school recognizes that a suspension is a deprivation of a student's right to education and for that reason will provide due process (defined below). If the student is found innocent at a later date, the student will be reinstated and the record of the suspension erased.

Probation is defined as a trial period of conditional enrollment. A student may be placed on probation in situations when the student has demonstrated past behavior or attendance patterns which are consistently different than regularly expected. Students who do not live up to probationary contracts may be removed from school for the balance of the trimester.

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

1. Students suspended in school will report to the I.S.S. room at the beginning of the school day.
2. If you are assigned I.S.S., it is your responsibility to complete the assignments your teachers have given during your suspension.
3. You are not allowed to eat or drink during your time in the I.S.S. room except during the designated lunch period.
4. You will not be allowed to talk or socialize during the suspension.
5. Radios, Walkmans, video games, playing cards or other materials other than schoolwork are not permitted and may be confiscated by the I.S.S. supervisor.

Disciplinary Notification to Parents

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

Due Process

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

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

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

Appeal Procedures

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

Level 1

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

Level 2

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

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

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

Level 3

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

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

Harassment/Bullying/Hazing/Sexual Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Any student that believes s/he

has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report directly to Mr. Kris Kirby, Director Civil Rights O.E.A.S. phone (989) 862-4237 ext. 1616. Complaints will be investigated in accordance with AG 5517.

Bullying

Intimidation of others by acts, such as but not limited to:

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement.

Hazing

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity--those causing mental or psychological stress, forced detention or kidnapping, or undressing or otherwise exposing initiates.

SEXUAL HARASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor, volunteer (subsequently "employee") or student--male or female--to sexually harass another employee, student or volunteer.

Sexual Harassment, may include, but is not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, poster, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or public duties.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- a) Verbal. Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- b) Non-verbal. Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.

- c) Physical. Unwanted physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, assault.

Sexual Harassment Complaint Procedure:

1. An employee, volunteer or student ("Complainant") who believes he/she has been sexually harassed by a supervisor, co-worker or volunteers should promptly notify one of the designated Monitors, the employees' direct supervisor or the building principal. The supervisor, or building principal will in turn notify the Monitor. The Complainant may be requested by the Monitor to provide a written report of any allegation(s) of sexual harassment. In no circumstances is the Complainant required to notify the alleged offender.
2. During the investigation, complaints will be handled in a timely and confidential manner to the greatest extent possible and consistent with any relevant board policies and contractual rights. Confidentiality is desirable to protect the privacy of the Complainant, to encourage the reporting of any incident of alleged sexual harassment and to protect the reputations of the individuals involved.
3. The Monitor will conduct a fair, thorough and timely investigation of the allegation(s). The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. An employee against whom a complaint is filed shall receive a fair and impartial review of the allegation(s). During the investigation, the Complainant or individual against whom the allegations are made may have a representative present consistent with any Board policies or contractual rights.

The Complainant shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. However, a complainant who files a false complaint, or an individual who provides or knows false information has been provided during such an investigation or review and fails to report such information to the investigating Monitor, shall be subject to discipline; up to and including discharge.

THE INFORMATION CENTER GUIDELINES

1. Books may be checked out for two-week periods upon presentation of valid Ovid-Elsie Student ID Card. A two week renewal is available and may be done in the Information Center or online.

2. Persons checking out materials will be held totally responsible for all materials charged to them. Lost books must be replaced with the same book or a newer edition when available.
3. No materials may be checked out without presenting a valid Ovid-Elsie Student ID Card.
4. All students coming to the Information Center for research work at the request of a teacher must present, at the circulation desk, a pass from the teacher concerned. Study hall teachers may authorize a limited number or additional students to use the Media Center for the purpose of utilizing its materials.
5. Students are asked to immediately replace library material they are using when the bell rings.
6. The use of the Information Center is a privilege, which may be suspended for improper behavior.

ATHLETIC POLICIES

The Ovid-Elsie High School athletic program includes the following interscholastic sports:

Fall -Football, Boys Soccer, Cross Country, Girl's Volleyball, Boys Tennis,
Sideline Cheerleading
Winter -Boys & Girls Basketball, Wrestling, Swimming, Marauderettes,
Competitive Cheerleading, Sideline Cheerleading,
Spring - Baseball, Golf, Track, Girl's Softball, Girls Tennis, & Girls Soccer

General Athletic Guidelines:

1. The overall athletic program is generally administered by the Athletic Director and assisted by the coaching staff.
2. An Athletic Council assists the coaches, particularly in cases of major problems or decisions. The Athletic Council membership includes coaches, teachers, and administrators.
3. All students participating in interscholastic athletic competition should be covered by health & accident insurance. Parents/guardians not having insurance must be satisfied that this is sufficient for their son daughter.
4. All interscholastic athletics are governed by Michigan High School Athletic Association regulations as well as Ovid-Elsie High School regulations.

Interscholastic Athletic Eligibility:

1. Must pass a current year physical examination and have the record on file in the school office.
2. Must not have accepted any award for athletic performance except emblematic awards, which cost not more than \$25.
3. Must receive passing trimester grades in four (4) hours or be ineligible for the following 90 school days.
4. Must be currently enrolled in at least four (4) hours per day, if five-period day. The athlete must receiving passing aggregate grades in four (4) hours if a five-period day, for the current trimester with eligibility checking beginning in the trimester's 4th week (on Thursday's) prior to each succeeding week's contests.
5. Must meet all other requirements for eligibility as set forth by the Michigan High School Athletic Association.

Athletic Code of Conduct:

O-E athletes, including cheerleaders and Marauderettes, are expected to set good examples in regard to social behavior, physical appearance, and training practices. This should be done both on and off the contest area, 24 hours a day, during both the athletic and off-season, 12 months a year.

Conduct is a matter of self-discipline. The best performance an individual is capable of producing comes only after the body and mind have been conditioned through a regular routine.

Practice of this code can be a valuable asset both now and all through life. A good showing commands respect. Be a "team" person, not a "me" person.

Following are the provisions of the code:**1. Social Behavior**

- a. Display proper respect for those in authority, including teachers, coaches, and officials.
- b. Display outstanding sportsmanship.
- c. Display a real spirit of cooperation.
- d. Profanity and obscene language will not be tolerated on or off the field.
- e. Be courteous to fellow students, teammates, and adults.

2. Appearance

- a. Clothing should be clean, neat, in good taste, & worn in a respectable manner.
- b. Hair should be neat and trimmed.
- c. Athletes should be cleanly shaven during school hours and for all contests.

- d. On trips, athletes should be dressed so as to be a credit to their school and to their families.

3. Practice Sessions

- a. Athletes are expected to attend all practices. Coaches are present to work with the entire team. Only illness, injury, and extremely critical family situations will excuse you from practice. Dental appointments, haircuts, shopping, etc. should be arranged during non-practice times. If emergencies develop, excuses should be arranged in advance with your coach. Jobs that conflict with practice sessions and contests should be avoided.
- b. Injured athletes who are able to attend practice sessions are expected to do so.

4. Absences

- a. The student may participate in a contest or practice only if in attendance 3 class hours during that school day, unless approved by the office. If a student participates in a contest or a practice and is in violation of this provision & the coach so notified, the student will be suspended from the next day of competition or practice depending upon which they violated.

5. Suspensions

- a. Athletes suspended from a class for any reason are not eligible to participate in sports until fully reinstated in class.
- b. Athletes ineligible to participate for any reason shall not wear a game uniform until re-instated as an eligible team member.

6. Training Rules

- a. Use or possession of tobacco, alcoholic beverages, illegal drugs and beverages, or controlled substances without authority are to be regarded as undesirable practices for students. Besides the physical damages, the practice creates a very undesirable image for athletics. Therefore, ABSTINENCE IS ESSENTIAL 12 months of the year.
- b. It will be a violation of training rules if an athlete uses or is in possession of tobacco, alcohol beverages, or illegal drugs or beverages, or controlled substances without authority. This also includes use, possession or distribution of drugs listed as “performance enhancing” (see next item below). It will also be a violation if an athlete is convicted of or pleads guilty to any civil or criminal offense, or otherwise engages in conduct that adversely affects the athletic process or climate.
- c. Banned-Drug may come from any of the following classes: (a) Stimulants (b) Anabolic Agents (steroids) (c) Diuretics (d) Street Drugs (e) Peptide Hormones & Analogues (f) Releasing Substances. The specific drugs named under each category are subject to constant updating. For a complete and up to date listing of banned drugs in each category go to www.ncaa.org/health-saftey No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed.

- d. Proper food and regularity in sleeping habits are essential to an athlete. A minimum of eight to nine hours of sleep is recommended. Carousing at late hours is undesirable. With this in mind, it seems reasonable during athletic season, squad members should be home by 10:30 on weeknights.

Enforcement Of Athletic Code:

1. Violations of the code regarding social behavior, appearance, practice sessions, absences, suspension, and training rule C will be handled by the athlete's coach at that time.
2. A violation regarding training rules A or B, when reported by a staff member or when admitted by an offender, will be administered by the Athletic Director and generally will be subject to the following provisions:
 - a. First Offense – For the first violation of the athletic policy the athlete will be suspended for 50% of the current sport or the “next sport” he/she would go out for. For violations near the end of the season, the remainder of the 50% will be carried over to the “next sport” that the athlete would go out for as determined by their athletic history.
 - b. Second Offense - Suspension for one year from the date of the violation.
 - c. Third Offense - Permanent suspension from high school athletics at Ovid-Elsie High School.
3. At the discretion of the Athletic Director an offender may be required to attend a counseling session that will be assigned by the Athletic Director at the student's expense.
4. Incidents or behavior involving serious infractions of the Athletic Code, or appeals relative to action taken by a coach or the Athletic Director, may be heard and acted upon by the Athletic Council.
5. A student who transfers to Ovid-Elsie High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Ovid-Elsie High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the transfer regulation of Ovid-Elsie High School and the M.H.S.AA.

Athletic Council:

Membership: Athletic Director (chairperson), High school administrators, All head coaches, Non-coaching faculty member, Assistant coaches shall function as ex-officio members during the season they are coaching

Miscellaneous Provisions:

- a. The Athletic Council will be an appeal board for any student involved in the athletic program.
- b. The Athletic Council may call a coach before the council to review disciplinary action. Such action may be initiated by or through any council member.
- c. Fifty percent of the membership will constitute a quorum. Decisions will be made by a majority vote of members present.
- d. The Athletic Director will keep records of all action taken regarding an athlete until termination of the individual's status as a student.
- e. Decisions are subject to appeal to the Board of Education. Appeals must be initiated within five (5) calendar days following council action.
- f. These guidelines may be amended by 2/3 vote of the Athletic Council.
- g. The parents of the involved student will be notified in writing of action as soon as possible.
- h. Action will normally be taken within 72 hours of a report or request.

Athletic Insurance

Students participating in athletics may participate in the athletic accident benefit plan through the Michigan High School Athletic Association. These forms may be obtained from your coach or the Athletic Director.

NONDISCRIMINATORY POLICY

The Board of Education declares it to be the policy of this District to provide and 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

**CIVIL RIGHTS, TITLE VI, TITLE IX AND SECTION 504
NON-DISCRIMINATION POLICY**

Civil Rights Compliance – The Ovid-Elsie Area Schools, located at 8989 East Colony Road, Elsie, Michigan 48831, will receive and use federal funds and United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age or handicap shall be excluded from

participation in, be denied the benefits of, or be otherwise subject to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes that he/she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250, or contact the administration office at Ovid-Elsie High School.

Notification of Designated Employee as Title VI, Title IX and

Section 504 Coordinator – The Federal government has made provision to ensure that no person is discriminated against on the basis of sex, religion, race, color, national origin, age, height, weight, marital status, or handicap. In order to protect these rights and assure compliance, concerns will be addressed by the Ovid-Elsie superintendent or his designee as Coordinator of Title IX, Section 504 and Title VI.

Complaint/Grievance Procedure – Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

Section I: If any person believes that the Ovid-Elsie Area School or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, 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, and (4) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District Rights Coordinator. Mr. Kris Kirby, Curriculum Director, Ovid-Elsie High School, 8989 East Colony Road, Elsie, MI 48831.

Section II: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) days of receipt of answer to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator response. The Superintendent shall meet with all parties

involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance the Board of Education shall meet with the concerned parties and their representative within Twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquires concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's office.

Individuals With Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement is important and required by Federal (IDEA) and State law. Contact the director of special services, 834-2271 to inquire about evaluation procedures & programs.

PERSONALLY IDENTIFIABLE INFORMATION

Public Law 93.390 states: "An educational agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information."

The District has established the following information about each student as “directory information”.

(REFER TO POLICY 8330 FOR THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”. (1) student’s name; (2) address; (3) telephone number; (4) date and place of birth; (5) photograph; (6) major field of study; (7) participation in officially-recognized activities and sports; (8) height and weight, if a member of an athletic team; (9) dates of attendance; (10) date of graduation; (11) awards received; (12) honor rolls; (13) scholarships; (14) telephone numbers only of inclusion in school or PTO directories.

The District will make the above information available upon legitimate request unless a parent, guardian, or adult student notifies the School in writing with 10 days (**refer to Policy 8330**) from the date of this notification that she/he will not permit distribution of any or all such information.

Saturday Detention

(Please read very carefully)

1. Saturday Detention is held every other Saturday or as determined by the Assistant High School Principal. The time is from 9:00 a.m. to 3:00 p.m. unless you are notified otherwise. The location is the high school choir room. Enter through the doors in the front of the building by the principal's office (Colony Road entrance). Transportation to Saturday detention is your or your parent's responsibility.
2. If you were assigned Saturday detention prior to Thursday, you must serve detention this Saturday. If you were notified on or after Thursday, you have the option of completing your detention on either of the current Saturday, or next scheduled session. **If you have work obligations, you must make necessary arrangements with your employer.** If you are assigned an additional day of Saturday detention prior to completing the first, it must be completed on a consecutive Saturday basis.
3. You are to be in your seat by 9:00 a.m. or will be considered absent.
4. Your failure to attend successively assigned Saturday detentions, will result in your being suspended from school until you and your parent(s) attend a conference with the Assistant Principal, as well as making up the Saturday detention and serving one additional one.

5. You must bring your own course work and related reading material to study. YOU WILL NOT BE ADMITTED TO SATURDAY DETENTION WITHOUT WORK, YOU WILL ALSO BE RECORDED AS NOT ATTENDING WHICH WILL INCREASE YOUR DISCIPLINE!
6. You are allowed one bathroom break in the morning and one in the afternoon.
7. If you become ill while you are in Saturday detention and need to go home, the time spent will not count and you will be required to make up the detention the following Saturday detention.
8. You are expected to comply with the behavior standards of the detention room. Failure to comply with these standards will result in additional Saturday detention being assigned, along with the possibility of in-school detention or suspension.
9. You are not allowed to talk or pass notes unless you are given permission by the supervisor.
10. You may not eat, drink, play radios, tape deck, Walkmans, or TVs. Eating is permitted only at lunchtime for students serving an all-day detention.
11. Appropriate dress, as defined in the student/parent handbook is required.
12. Writing on the walls or desks will result in a minimum of one additional Saturday detention.
13. Without exception, all regular school rules contained in the student/parent handbook are in effect while in detention.
14. Additional academic work may be assigned by teachers or the detention monitor. This is to be completed during the detention and turned in to the detention monitor before leaving at the end of the student's detention time. Failure to turn in assigned work can void the student's detention time, requiring him/her to return for the next Saturday detention and serve the same amount of time over.

Ovid-Elsie Area Schools
Electronic Information Access and Use Policy

Ovid-Elsie Area Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The Ovid-Elsie Area Schools provides access to information resources available in a variety of electronic formats and for the development of information management skills. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist learners to become responsible, self-directed, life-long learners.

The Ovid-Elsie Area Schools' information technologies are the Ovid-Elsie Area Schools' property and are intended for use for educational purposes. The Ovid-Elsie Area Schools retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by Ovid-Elsie Area Schools information technologies.

Users have no reasonable expectation that any information contained on any Ovid-Elsie Area Schools information technologies is confidential or private. The Ovid-Elsie Area Schools' system is not a public forum and access to the technology is a privilege and not a right.

The Ovid-Elsie Area Schools makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All Ovid-Elsie Area Schools information technologies are provided on an "as is, as available" basis.

Users include anyone who is accessing or using Ovid-Elsie Area Schools' equipment, software, or networks.

Ovid-Elsie Area Schools Responsibility- Ovid-Elsie Area Schools is responsible for management of the structure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:

- a) Assigning and removing of member accounts on the network(s),
- b) Maintaining and repairing of equipment that comprise the network(s),
- c) Selecting of software that the network will support,
- d) Establishing Electronic Information Access and Use Policy,
- e) Defining the privileges /responsibilities of members,
- f) Providing resources that support the mission of the school district, and
- g) Providing training opportunities on the use and application of information technology, including training and information on new technologies, software, and media as they are acquired and put into use in the district.
- h) Providing resources that support the mission of the Ovid-Elsie Area Schools.
- i) Setting quota limits for disk usage by users of the Ovid-Elsie Are Schools servers (Internet and LAN)

- j) Establishing procedures for the disabling or otherwise modifying any technology protection measures.

The Ovid-Elsie Area Schools does not take responsibility for resources located elsewhere or actions taken by the users that do not support the purposes of the school Ovid-Elsie Area School.

The Ovid-Elsie Area Schools will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

The Ovid-Elsie Area Schools will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the Ovid-Elsie Area Schools does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the Ovid-Elsie Area Schools' information technologies. The filtering software operates only within the Ovid-Elsie Area Schools' wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The Ovid-Elsie Area Schools does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School Ovid-Elsie Area Schools.

It shall be the responsibility of all members of the Ovid-Elsie Area Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Ovid-Elsie Area Schools Network Users

All account holders on the Ovid-Elsie Area Schools Network will be granted access to all services the network offers. The following people may hold accounts on the Ovid-Elsie Area Schools Network:

1. Students-- Students who are currently enrolled in the Ovid-Elsie Area Schools may be granted a network account upon agreement to terms stated

in this policy. All student accounts will be active until September 1 following graduation.

2. Faculty and Staff-- Staff members currently employed by the Ovid-Elsie Area School may be granted a network account upon agreement to the terms stated in this policy.
3. Others-- Anyone may request a special account on the Ovid-Elsie Area School network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Ovid-Elsie Area Schools Network Users

Users have the privilege:

- To use all authorized hardware and software of which they have received training to facilitate learning and enhance educational information exchange,
- To access information from outside resources which facilitate learning and enhance educational information exchange, and
- To access Ovid-Elsie Area Schools networks and the Internet to retrieve information to facilitate learning and enhances educational information exchange.
-

Users have the conditional privilege to sign up for listservs and newsgroups on the Internet, which facilitate learning and enhance educational information exchange.

Responsibilities

Users are responsible for:

- utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purpose of the school,
- attending appropriate training sessions in the use and care of hardware, software, and networks,
- seeking instruction for the use of any technology with which they are not familiar,
- adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside to the school,
- maintaining the privacy of passwords by not publishing or discussing passwords,
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization,
- students may use e-mail only for educational purposes and only under the direct supervision of an adult. Other forms of two-way electronic communication will be evaluated on a case-by-case basis.

- Having all electronic media scanned for virus, dirt or together contamination which might endanger the integrity of Ovid-Elsie Area Schools hardware, software or networks before they are used in Ovid-Elsie Area Schools systems,
- All materials received, created or distributed using information technologies,
- Keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet or from being reproduced in visual digital, or written format.
- Making all subscriptions to listservs or newsgroups known to the system administrator and seeking prior approval before requesting such subscriptions on the Internet.
- Maintaining the integrity of the electronic mail (e-mail) system by reporting any violations of privacy and making only those e-mail
- Contacts which facilitate learning and enhance educational information exchange, and
- Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text of files on the Internet of from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the Ovid-Elsie area schools' information technologies.
- Using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The Ovid-Elsie Area Schools is not liable for any financial obligations made nor any personal information provided while using Ovid-Elsie Area Schools information technologies.
- Financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access
- Any damages to, or incurred on, their personal equipment. Users accessing the Ovid-Elsie Area Schools] information technologies on personal equipment do so at their own risk.
- Abiding by the rules set forth in this policy, general Ovid-Elsie Area Schools rules, and additional rules as may be established by the Ovid-Elsie Area Schools, Board of Education policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- Using the technology for personal or private business, product advertisement or political lobbying, or for making any financial commitments on the Internet and
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

- Using Ovid-Elsie Area Schools information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network
- Vandalizing Ovid-Elsie Area Schools or any other information technologies (the Ovid-Elsie Area Schools' or any others). Vandalism is defined as any attempt to harm, destroy, disrupt, remove or hack the operation of the Ovid-Elsie Area Schools' information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses

Consequences of Inappropriate Network Behavior:

Any user who does not comply with the Information Access and Use Policy may temporarily lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

The system administration will determine what is inappropriate use based on the Electronic Information Access and use Policy, and that decision is final. The system administration may close an account at any time for infractions.

Users violating any of these privileges and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Challenges: Any challenges to Ovid-Elsie Area Schools' information resources shall be made in writing and shall state the reasons for the challenge. An Ovid-Elsie Area Schools-appointed panel shall review the challenge and determine its appropriateness.

Definitions:

“Equipment” includes but is not limited to computers, disk drives, printers, scanners, network, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

“Software” includes but is not limited to computer software, print and nonprint resources.

“Networks” include but are not limited to all voice, video and data systems.

Policy Adopted: 3/18/96 Ovid-Elsie Area Schools Elsie, Michigan

Student ID CARDS

Rules and Regulations for Ovid-Elsie ID Cards

Ovid-Elsie Area Schools shall provide each student at Ovid-Elsie with a Student ID Card that identifies the cardholder by picture, name and barcode. The Ovid-Elsie ID Card is the property of Ovid-Elsie Area Schools and must be surrendered upon demand.

The Student ID Card provides access to the school lunch program, admittance to the Information Center and checkout of library materials. **Students are expected to carry their ID card during school hours and present it when asked as a means of identification.** They also will be needed at the cafeteria, the Information Center and at the High School office when they arrive late for school or have to leave early from school.

Improper Use of ID Cards

The cardholder shall be subject to disciplinary action for:

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

Reporting Lost or Stolen Cards

Lost or stolen cards must be reported to Mr. Bishop or Mrs. Viglianco in the Information Center immediately upon discovery of the loss or theft.

Liability

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

Replacing Lost, Stolen, or Damaged Cards

The Information Center can replace lost, stolen, or damaged cards. **Cards must remain unaltered in order to be valid.** Contact either Mr. Bishop or Mrs. Viglianco for a replacement. There is a \$5 fee for lost or damaged cards.

Temporary ID Cards

The Information Center can issue temporary ID cards for students who have misplaced their card temporarily. These temporary IDs may be acquired from Mr. Bishop or Mrs. Viglianco. Temporary cards are not charged if they are returned. Lost temporary cards are charged at \$5 each.

Cell Phone & Electronic Communication Devices

Students shall not use or possess (have on their person) a cell phone or other ECD during school hours.

Violations for possession of a phone/ECD during school hours will be documented in the high school office with the following penalties:

1st violation confiscation of phone/ECD, 1-hour detention must be served before getting phone/ECD back.

2nd violation confiscation of phone/ECD, Parent must pick up phone/ECD from office.

3rd violation confiscation – 1-day suspension served before return of phone/ECD.

These devices may be used on school property outside of school hours with the following exceptions. Cell phone or other ECD remain off and out of sight when on a school vehicle, or during after school activities when directed by an administrator or sponsor.

Students participating in extracurricular activities and athletics must follow the cell phone transportation department rule (mentioned above). Coaches and sponsors will set their own rules and enforcement consequences involving the use/misuse of these devices once transportation rules do not apply.

The use of cell phones and other ECDs in locker rooms and restrooms is prohibited.

The student who possesses a cellular phone or ECD on school property before or after school hours shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

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

Notification to Parents Regarding Student Records

Mr. Kirk Baese, High School principal or his designee is the Custodian of Records and is responsible for the supervision of student records at the school. His office is located at 8989 E. Colony Rd., Elsie MI. He can be reached by calling (989) 834-2271.

Each student's record will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and State and District regulations.

Parent or adult student has the right to:

A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form that may be used to identify which information in the record the parent or adult believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

C. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.

D. Challenge to District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provide the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

E. File a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

F. Obtain a copy of the District's policy and administrative guideline on student records.

Review of Instructional Materials and Activities

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

Ovid-Elsie Area Schools Calendar 2009-2010

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|---|--|
| September 2 | First Day for Teachers |
| September 3 | Second Day for Teachers |
| September 8 th | First Day for Students |
| October 1 | Parent/Teacher Conferences (H.S. 6-8:30 p.m.) |
| October 16 | Mid-Trimester 1 (Six Weeks Completed) -High School |
| November 13 | End of 1 st Marking Period-M.S./Elementary |
| November 16 | Parent/Teacher Conferences-Leonard (6-8:30 p.m.) |
| November 17 | Parent/Teacher Conferences-E.E.K. (6-8:30 p.m.) |
| November 18 | Parent/Teacher Conferences-E.E.K./Leonard (6-8:30 p.m.) |
| November 19 | No School Students Professional Development Day a.m. (K-12 teachers) Parent/Teacher Conferences E.E.Knight/Leonard (12:30-3:30 p.m.) Middle School (12:30-3:30 p.m. & 6-8:30 p.m.) |
| November 20 | No School for Students and Staff |
| November 25 | End of First Trimester (for H.S.) |
| November 26 th &27 th | Thanksgiving Break |
| Dec. 21-Jan. 1 | Christmas Break |
| January 4 | School Resumes |
| January 14 | Parent/Teacher Conferences (H.S. 6-8:30 p.m.) |
| January 22 | Mid-Trimester 2 (Six Weeks Completed) -High School |
| January 29 | End of 2 nd Marking Period-M.S./Elementary |
| February 1 | No School for Students (Professional Development Day) |
| February 25 | Parent/Teacher Conferences (M.S. 6-8:30 p.m.) |
| March 12 | End of Second Trimester (for H.S.) |
| March 17 | No School for Students (Professional Development Day) |
| April 1 | End of 3 rd Marking Period-M.S./Elementary |
| April 2 | Good Friday Recess for Students and Staff |
| April 5-9 | Spring Recess for Student and Staff |
| April 15 | Parent/Teacher Conferences (H.S. 6-8:30 p.m.) |
| April 30 | Mid-Trimester 3 (Six Weeks Completed) -High School |
| May 14 | No School Students (Professional Development Day) |
| May 31 | Memorial Day Recess (No School) |
| June 3 | Alternative High School Graduation (7:00 p.m.) |
| June 4 | High School Graduation (7:00 p.m.) |
| June 11 | Last Day for Students (K-12) |
| June 14 | Last Day for Teachers |

Announcement of School Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations. You may also call 989-834-2271, or 989-862-4237 and select option four (4) from the most up to the minute school closing information.

2009-2010 Ovid-Elsie High School Daily Class Schedule

Regular Schedule for Five Period Day

| <u>Period</u> | <u>Time</u> |
|-----------------------|-------------------------------------|
| 1 | 8:00 – 9:13 |
| 2 | 9:18 –10:31 |
| 3A | 10:36 –11:15 |
| 1 st Lunch | 11:15 –11:45(students from hour 3A) |
| 3A (continued) | 11:50 –12:25 |
| 3B | 10:36 –11:55 |
| 2 nd Lunch | 11:55–12:25(students from hour 3B) |
| 4 | 12:30 – 1:43 |
| 5 | 1:48 – 3:00 |

Activity Schedule

| <u>Period</u> | <u>Time</u> |
|-----------------------|-------------------------------------|
| 1 | 8:00 – 9:08 |
| 2 | 9:13 –10:21 |
| 3A & 3B | 10:26 –11:00 |
| Activity Time | 11:00 –11:25(All students 3A & 3B) |
| 1 st Lunch | 11:25–11:55(students from hour 3A) |
| 3A (continued) | 12:00 –12:34 |
| 3B (continued) | 11:30 –12:04 |
| 2 nd Lunch | 12:04 –12:34(students from hour 3B) |
| 4 | 12:39 – 1:47 |
| 5 | 1:52 – 3:00 |

Please note- Students who have 1st lunch report to 3A (continued) after lunch to complete their 3rd hour class.

Students who have 3B report to 2nd lunch at the end of their 3rd hour class. After lunch they report to 4th hour.

CAREER PATHWAYS

In 1998, the Michigan Department of Education and the Michigan Department of Career Development introduced the Career Preparation System. The System was enacted with the simple belief that sooner or later, all students will seek employment. Economic independence should be a goal for all students and certainly a goal for all parents.

Career Pathways, like Education Development Plans (EDP's) are key components of the larger Career Preparation System. Use of Career pathways, allows the learner to map out the relationships between course offerings, in-school activities, out-of-school experiences and additional training following high school graduation. By identifying and aligning these components, the learner can see the interrelationships of all the experiences, both in and out of school. Career Pathways allow students to project the necessary training for different clusters of jobs and projected income. Career Pathways are not to be viewed as tracks or trenches, but as a means of looking at the aligned steps and experiences that are more appropriate in developing the learner's education and employment plan.

The State of Michigan has adopted the concept of six different Career Pathways. Within the pathways, all career opportunities can be identified and placed.

Career Pathways provide a plan for all students, regardless of their interests, abilities, talents, or desired levels of education. All Pathways have equal dignity.

Career Pathways provide all students with areas of focus, along with flexibility, and a variety of ideas to pursue as they make decisions regarding course selections.

Career Pathways allow students to see greater relevance between their selected classes and their future careers. These connections result in improved student achievement and greater student interest.

Career Pathways help parents and other adults with parenting responsibilities, provide better assistance to students as they discuss careers and select classes, along with understanding the transfer of skills and experiences from school to workplace.

PATHWAY CHOICES

Career Pathways structure learning to aid educators and students in making meaningful connections to broad areas of actual career opportunities reflective of the current and emerging world of work. A Career Pathways approach helps students by engaging them in a process that will provide a number of opportunities to fully identify, assess, and prepare for their career goals. Career Pathways are broad groupings of careers that share similar characteristics whose employment requirements call for many common interests, strengths and competencies. On the next page are the six career areas within Career Pathways from which students may choose to guide them in making an educational plan.

Natural Resources and Agriscience

Careers related to natural resources, agriculture, and environment. These may include agriculture, earth sciences, environmental sciences, fisheries management, forestry, horticulture, wildlife management, and any agri-business/agri-industry occupations. Specific examples include environmentalists, turf grass managers, farmers, landscape architects, plant scientists, marine biologists, and agricultural equipment mechanics.



Arts and Communications

Careers related to the humanities and to the performing, visual, literary and media arts. These may include creative or technical writing, illustrating, graphic



designing, publishing, theatre arts, journalism, languages, radio and television broadcasting, photography, advertising, and public relations. Specific examples include artists, journalists, industrial designers, musicians, photographers, and theatre technicians.

Business, Management, Marketing, and Technology

Careers related to all aspects of business including accounting, business administration, finance, information processing, and marketing. These may include entrepreneurship, sales marketing, hospitality and tourism, computer/information systems, finance, accounting, office administration, personnel, economics, and management. Specific examples include accountants, business managers, salespersons, buyers, computer network administrators, secretaries, and stock analysis.



Engineering/Manufacturing and Industrial Technology

Careers related to the technologies necessary to design, develop, install, or maintain physical systems. These may include occupations in designing, engineering and science, service technicians, manufacturing technology, transportation, and construction. Specific examples include architects, airplane pilots, engineers, carpenters, and microcomputer specialists, equipment operators, technicians, and mechanics.



Human Services

Careers in childcare, civil service, education, hospitality, and the social services. These may include law and legal studies, law enforcement, public administration,



child and family services. Specific examples include postal worker, police officers lawyers, teachers, counselors, school administrators, fire fighters, and social workers.

Health Sciences

Careers related to the promotion of health as well as the treatment of injuries, conditions, and disease. These may include medicine, dentistry,



nursing, therapy and rehabilitation, nutrition, fitness and hygiene, public health and veterinary science. Specific examples include physicians, nurses, pharmacists, health facility administrators, dental assistants veterinarians, physical therapists and medical technicians.

Education Development Plan

What Is The Definition Of An EDP?

An Education Development Plan (EDP) is a plan of action in which the learner records a career goal and an education path to achieve it.

What Is The Purpose Of An EDP?

The purpose of the EDP is for each learner to develop a unique, ongoing record of career planning, based on thoughtfully selected and attainable career goals and educational options, that provide guidance in taking effective steps to enter a career choice.

Web-Based Education Development Plan

In partnership with the Michigan Department of Education and the Office of Career Development, students will be able to input their own Education Development Plan information. The web-based system will allow local school districts to link to community colleges and other appropriate web sites. The system guides the student through a process of recording achievements and making career decisions. The final output of the system

is an Education Development Plan that can provide guidance and a plan of action for the students.

Web-Based EDP System Features:

- User-driven, allowing the student and adult users to explore and control more of their own career planning.
- User control allows for students to prepare for meetings with their advisors and counselors.
- The system links to other resources.
- There is a series of check-points to provide feedback.
- The system follows Michigan's six Career Pathways.
- Users will be able to printout their resume and generate a complete EDP document
- Parent and counselor review is included for student users, enabling the EDP web site to be a starting point for focused and realistic career discussion.
- Additional information available at www.talentfreeway.org