

**OVID-ELSIE
MIDDLE SCHOOL
MARAUDERS**

STUDENT HANDBOOK 2009-2010

**JERRY GOOSEN
PRINCIPAL**

8989 COLONY RD.
ELSIE, MI. 48831

989-862-4237
989-834-2271

This Agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE: _____ E-MAIL: _____

STUDENT INFO: _____

Detach and Turn in to Your Advisory Teacher

**STUDENT – PARENT HANDBOOK CERTIFICATION AND PARENT
INVOLVEMENT POLICY**

I, _____, a _____ grade student at Ovid-Elsie Middle School (O.E.M.S.), hereby acknowledge having received a copy of the O.E.M.S. Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. I will also take the handbook home for my parents to read in order for them to understand the procedures and regulations of the school. As a parent of the above named student, I have read and reviewed the policies and procedures outlined in this Handbook . I agree to support Ovid-Elsie Middle School (page 22 & 23) and will do my part to foster this partnership between home and school for the benefit of all children.

Student Signed _____ Date _____

Parent Signed _____ Date _____

Handbook and Discipline Code adopted by the Board of Education on May 18, 2009

TO ALL STUDENTS

Welcome. On behalf of the entire faculty and staff, I extend our best wishes to you for a successful school year. We look forward to supporting you in another year of academic growth.

I hope that with clear expectations, a strong instructional program, and the cooperation of you and your family, the year will be an outstanding one. We are proud of you and of the talents you possess, and hope that you will work hard to utilize them in the best way possible.

Please remember that our first and most important priority is to assist you in the further development of academics and of your talents in all areas – including music, drama, athletics, and relationships with your teachers and classmates. If you need help, make sure that you ask your parents, teachers, or other school personnel for assistance.

Also, be sure to use this handbook as a means to that end Good Luck!

*Sincerely,
Jerry Goosen, Principal*

**OID-ELSIE MIDDLE SCHOOL ADMINISTRATION AND SUPPORT STAFF
(989)-834-2271 OR 862-4237**

NAME	DEGREE	COLLEGE	TITLE	EXT.
Dr. Wayne S. Petroelje	BS,MA,Ed.D.	GVSU/WMU	Superintendent	1120
Kris Kirby	BA,MA,EDS	CMU	Special Services	1616
Jerry Goosen	BS,MA,EDS	WMU	Principal	1428
Michele Martin	BS,MA	CMU	Counselor	1421
Teresa Borton			Adm. Assistant	1429
Wendy Arnst			Bus Information	1125
Susan Viglianco			Information Center	1233
Soni Latz			Information Center	1234
Elizabeth Dennis			Student Monitor	1431
Jackie Hunt			Intervention Room	1102

TEACHER	DEGREE	COLLEGE	TITLE	EXT.
Brenda Alcaraz	BA	CMU	Special Education	1109
Mandy Bolen	BA,MA	CMU	Language Arts	1113
Cory Gavenda	BS, MA	GVSU, CMU	Science	1114
John Hazle	BS	Ferris	Physical Education	1519
Jeanine Ignash	BM,MM	EMU, SOU	Band	1801
Keith Kingsbury	BA	Spring Arbor College	Computers/Tech.	1115
Jamie Kirby	BS	Baker College	Computers	1223
Josh Latz	BA	Alma	Social Studies	1104
Jessica Loznak	BS	CMU	Comp./Lang.Arts/Spanish	1103
Joel Longstreth	BS	CMU	Math/Lang.Arts/Health	1100
Barry Moore	BS,BA	CMU,SVSU	Special Education	1106
Shane Perdue	BA,MA	CMU	Math	1105
Doug Waldie	BS	NMU	Math	1112
Bryan Wertz	BS,MA	SVSU,CMU	Science	1116
Denise Willbanks	BA	SVSU	Lang.Arts/Math	1107
Brian Zalud	BS	GVSU	History/SS	1111

* Teacher website information www.oe.k12.mi.us

VISITORS

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

1 st Hour 8:00-9:05	2 HOUR DELAY
2 nd Hour 9:10-10:10	1 ST – 10:00-10:25
3 rd Hour 10:15-11:15	2 ND – 10:30-10:50
7 th Lunch 11:15-11:45	3 RD – 10:55-11:15
4 th Hour 7 th grade 11:50-12:50	Regular Lunch & PM Schedule
4 th Hour 8 th grade 11:20-12:20	
8 th Lunch 12:20-12:50	
5 th Hour 12:55-1:55	
6 th Hour 2:00-3:00	
Dismissal 3:00	

Bus Departure 3:08

2009/2010 Calendar

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Event</u>
Wednesday	Sept. 2	School Day	First Staff Day (Breakfast, Building Meeting, etc)
Wednesday	Sept. 2	6:30-8:30 PM	M.S. – Open House & Parent Orientation
Tuesday	Sept. 8	8:00 -3:00 PM	First Student Day
Tuesday	Oct. 13	School Day	MEAP Testing begins 7 th & 8 th ELA
Friday	Nov.13	3:00 PM	End of 1 st Marking Period
Tuesday	Nov.17	8:00 AM	Grades Due
Thursday	Nov.19	12:30-3:30 PM	Parent/Teacher Conference - (No Students)
Thursday	Nov.19	6:00-8:30 PM	Parent/Teacher Conference
Thurs. & Fri.	Nov.26-27		Thanksgiving Recess
Mon – Fri.			Christmas Recess
Mon.	Jan. 4	8:00-3:00 PM	School Resumes
Friday	Jan.29	8:00-3:00 PM	End of 2 nd Marking Period
Wednesday	Feb.3	8:00 AM	Grades Due
Thursday	Mar.4	6-8:30 PM	Parent/Teacher Conference (Middle School)
Thursday	Apr.1	3:00 PM	End of 3 rd Marking Period
Tuesday	Apr.13	8:00 AM	Grades Due
Mon-Friday	Apr.5-9		Spring Recess for Students & Staff
Monday	May 31		Memorial Recess – No School for Students & Staff
Sunday		2:00 PM	High School Graduation Mark O'Donnell Stadium

***STUDENTS FIRST IN A CARING COMMUNITY ENVIRONMENT
GUARANTEEING EDUCATIONAL EXCELLENCE!***

OUR MISSION STATEMENT

We are committed to making Ovid-Elsie Middle School a place where....

- ❖ We promote a positive school climate.
- ❖ Students will achieve mastery of academic skills
- ❖ We are prepared to meet the needs of incoming students.
- ❖ We focus on developing intellectual, physical, emotional, and social skills to prepare students to become productive citizens of our community.
- ❖ We assist students in exploring career opportunities and begin making educational development plans to match their interests.
- ❖ We successfully prepare students for the transition into high school.

HANDBOOK

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2009. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2007, the language in the most current policy of administrative guideline prevails. For current policy in detail refer to our district website www.oe.k12.mi.us/.

STUDENT WELL-BEING

INJURY AND ILLNESS

EMERGENCY PROCEDURES

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

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

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

EMERGENCY CLOSINGS AND DELAYS – ANNOUNCEMENTS

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. Parents and students are responsible for knowing about emergency closings and delays.

Announcements concerning various school activities will be posted on our TV monitors via channel 21. In addition approved PA announcements will be made each morning at 8:00 a.m. Parents wishing to check on daily announcements or upcoming school activities should check the middle school website at www.oe.k12.mi.us.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of Public Address (PA) Announcement.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. They will be alerted via a coded PA announcement.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer, the Superintendent of Ovid-Elsie Schools at 834-2271, ext. 1120..

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

ENROLLING IN THE SCHOOL

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations.
- E. Official CA60 – Transcript from previous school.

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year Open House or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

ATTENDANCE

Absence

When you are absent, your parents are encouraged to call the school early or by 8:30 a.m. If this is not done, the school will call to verify your absence and to check for your safety and well being. If possible, you should get your homework assignments before returning to school in order to be better prepared upon returning to class. For all classes missed at school, you are to arrange with each teacher for the make-up of missed work. If you have been absent for any reason, and we have not talked to your parents directly then a written excuse from home must be brought to the office before going to class. Students will be excused for hunting and family vacations provided that they notify the office prior to missing and that they have checked with teachers in advance for possible assignments, information on tests, etc. Make up work is due the day of your return in order to receive credit for the assignment. Any absence caused by sickness, death in the family, religious observance or doctors appointments is a legal absence and excusable. Truancy is an illegal absence from school. Truancy is a violation of the law.

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from Mrs. Hunt beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. His/her grade for work ethic will be diminished and indicate "absence from school due to discipline".

Clinton County Public Schools Truancy Policy

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

1. After 10 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 15 absences, a letter will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer, and the Attendance Officer will make contact with the parents of the truant.
3. After 20 absences, a letter will be sent to the parents. A copy of the letter will be sent to the Attendance Officer, and he/she will be notified by phone. The Clinton County prosecuting attorney will be notified by the Attendance Officer, and the Attendance Officer will make a second contact with the parents.
4. Upon 25 absences, the county prosecuting attorney will be requested by the Attendance Officer to issue a warrant.
 - Each case will be evaluated individually. Consideration will be given to unusual circumstances including: extended illness, death in the family, prearranged family vacations, other unusual circumstances.
 - Absences will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.
 - For purposes of these guidelines, absences will be counted from previous school districts for students new to the districts.
 - For purposes of determining total absences, every 3 tardies to school will count as the equivalent of one day's absence.
 - ½ hour of missed time in a class period is considered an absence for that class.

TARDIES

School begins at 8:00 a.m. for all grades. Students are expected to be in school and in class on time. Unless you are in your classroom and in your class seat at the time scheduled, you are tardy. If you arrive after the first 5 minutes of advisory, you must report to the Principal's Office for an admission slip, so that you can be admitted to class. Each tardy will be recorded, and detention may be assigned. Excessive tardies turn into detentions, excessive detentions turn into Saturday detentions. **Social Restrictions** will come into play if deemed necessary.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Ovid-Elsie Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Schools records may not be released if the transfer is not properly completed.

When transferring student records, school officials are required to transmit discipline records including suspensions and expulsion actions against the student with dismissal.

WITHDRAWAL FROM SCHOOL

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1, and F1b must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principals office.
- D. Medication that is brought to the office will be properly secured. It must be delivered by the parent with detailed written instructions. Medications may be conveyed to school directly by the parent or transported by transportation personnel (bus driver).
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will be the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF 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 Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Superintendent at the Ovid-Elsie Administration Office 834-2271, ext. 1120 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Superintendent at Ovid-Elsie Administration Office (989) 862-4237 Ext. 1120 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS & DIRECTORY INFORMATION

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA). Notice that can be found on the district website or may be obtained by contacting the Superintendent at Ovid-Elsie Area Schools, 834-2271, ext. 1120.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.).

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov: and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

The District will provide all basic supplies needed to complete required course curriculum. Students will be issued one pen and pencil at the beginning of each semester. The staff will provide a list of additional materials parents may want to purchase on their own for their student use.

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

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

MEAL SERVICE-FREE & REDUCED LUNCH

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

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

STUDENT VALUABLES & CARE OF PROPERTY

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return to the student/parent.

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

BUILDING RULES & CARE OF SCHOOL PROPERTY

1. Students may enter the building after 7:15 a.m. If a student comes to school before 7:15 a.m., it must be for a school-supervised activity (band, chorus, extra help.) Hallway doors are opened at 7:30 a.m.
2. A teacher must be in the classroom before a student may enter the room.
3. At 7:58 all students are expected to be in class.
4. All students not involved in a supervised school sponsored activity are to leave the building by 3:15 p.m. Once students are dismissed, they are not to return to the building. Only students who have valid reasons for returning may do so, and they must report to the office and receive clearance to re-enter the school.
5. Telephone (office) is to be used only for school related matters.
6. No middle school student should be in the high school at any time (before-during-or after), school, without permission from the building principal.
7. Students are responsible for taking care of the books, locks and materials issued to them. If lost or damaged, the student must pay for the replacement or repair. If the book is found, please return it and we will refund the money.
8. Any student who vandalizes a locker, desk, book, bulletin board or any other piece of school property must either pay for the damage or do whatever repair is necessary to refinish what he/she has damaged.
9. Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas in order and keeping individual desks in each classroom neat and clean.
10. The lockers are school property and may be inspected at any time by the Principal, other school personnel or law enforcement officials designated by the principal.
11. No food or pop is allowed in the classroom. Water is allowed in the classroom. Other items, gum etc. are at the discretion of the teacher.
12. **Caffeinated Energy Drinks/Pop** are not allowed in the Middle School before class, at lunch or to be stored in lockers.
13. No student is permitted to sell any item or service or advertise outside activities in school without the approval of the principal.
14. **Lost and found** items will be kept temporarily by the office. Unclaimed items will be given to charity several times during the school year.

NO TOUCHING POLICY

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

DRESS AND GROOMING STANDARDS

The school exists for the purpose of educating the students. In order to fulfill this responsibility, rules governing the conduct of students are necessary. Such rules exist to establish the school atmosphere necessary for effective instruction, to protect the health and safety of individuals and to protect the physical property of the school and student. Among the necessary rules are those pertaining to dress and grooming of students.

It is recognized that student dress and grooming are basically the responsibility of the parent and the student. The following rules for dress and grooming are established as necessary for the operation of the school. Building administrators are required by the Board of Education and by the Michigan Department of Education to interpret and to enforce all rules adopted by the Board of Education. Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable.

DRESS

1. Clothing that display's lewd or sexual innuendo, violence, obscenities, profanity, racial-ethnic slurs, promotes tobacco, alcohol, or drug related products will not be allowed.
2. Dress shall not be extreme, exhibitionistic, or of immodest style, and shall be worn as the design indicates.
3. Dress shall be clean for the protection of health and comfort of all individuals.
4. Dress shall not be mutilated (holes or cutouts in clothing, pants, etc).
5. Dress shall not have any features, which will damage physical property. No dog chains, bike chains, wallet chains, sharp studded jewelry, or rolling wheels on shoes.
6. Bare midriff apparel is not permitted. All tops must overlap the waistline of the skirts or pants.
7. Bermuda shorts, walking shorts, skirts, and dresses must extend to at least the student fingertips to be allowed. "Short" shorts, cutoffs, cut off sweats, "underwear" boxer shorts, "skins" biker shorts and pajama pants will not be permitted.
8. "Undershirt" type apparel, such as tank and muscle shirt tops, will not be allowed. Shirts must have sleeves.
9. Footwear that protects the foot and safeguards the health of others must be worn at all times. (no slippers)
10. Hats or headgear of any kind are not to be worn inside the school building.

11. Pants must be worn at the waist and must be off the floor.
12. Specialized learning areas, such as laboratories, shops, physical education, etc., have rules in compliance with state regulations for safety and hygiene.
13. Winter coats are not to be worn during class.
14. For the safety and comfort of all students all coats, or bulky outdoor attire and book bags should be placed in the lockers before advisory period. Coats are not to be worn during the school day. Students are advised to wear sweaters if they feel the need to have additional warmth during the winter months. Students must comply with these rules.

GROOMING

1. Personal grooming and hairstyle shall not be extreme to the extent that it interferes with the proper decorum and atmosphere essential for effective instruction.
2. Personal hair grooming shall be of a style, which will not jeopardize the health or safety of any individuals.
3. Personal grooming shall maintain standards of cleanliness which are not offensive to others and which protects the health of all individuals.

Students who are representing Ovid-Elsie Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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

Use of drugs

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

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

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

- A. 1st Offense – Possession/Use. Confiscation. Five to ten days' suspension. Possible police report filed and or recommendation for expulsion. Parent conference required. Possible involvement with a student assistance program.
- B. 2nd Offense – Possession/Use. Confiscation. Ten days suspension. Police report filed. Possible recommendation for expulsion.
- C. Sale or distribution of drugs – Confiscation. Ten day's suspension, possible recommendation for expulsion. Police report filed.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in

- A. 1st Offense – Confiscation and one-day suspension. Notification to courts under P.A. 314.
- B. 2nd Offense – Confiscation and three days suspension. Notification to courts. Parent conference required.
- C. 3rd Offense – Confiscation and five days suspension.

Student Disorder/Demonstration

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

Possession of a Weapon

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

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

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

Use of an Object as a Weapon

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

Knowledge of Dangerous Weapons or Threats of Violence

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

Purposely Setting a Fire - Arson

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

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

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

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

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

Extortion

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

Gambling

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

Falsification of School Work, Identification, Forgery/Plagiarism

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False Alarms, False Reports, 911 Calls, Bomb Threats

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

Explosives

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

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

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

Disobedience & Insubordination

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

Damaging Property

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

Unauthorized Use of School or Private Property

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

Refusing to Accept Discipline

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

Aiding or Abetting Violation of School Rules

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

Displays of Affection

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

USE OF TELEPHONES/CELL PHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students, shall not use or possess (have on their person) a cell phone or other ECD (Electronic Communication Device) during school hours 8:00 a.m. 3:00 p.m. Violations will result in progressive disciplinary action including confiscation and suspension. Students are not allowed to receive or make cell phone calls during school hours 8:00 a.m. to 3:00 p.m. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Possession of Electronic Equipment/Using Camera Cell Phones

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of school principal. The property will be confiscated and disciplinary action may be taken. Violations of these rules could result in suspension or expulsion. Cell phones are not allowed to be used at school between 8 a.m. and 3:00 p.m.

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

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

Michigan Penal Code prohibits installation, placement, or use of 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.

Violation of Individual School/Classroom Rules

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

Disruption of the Educational Process

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

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

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 a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. This also includes any electronically transmitted methods, (eg – internet, telephone or cell phone, PDA, computer or wireless hand held device). Such behavior is considered harassment whether it takes place on or off school property, school sponsored function or school vehicle.

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 it 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.

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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 performance of public duties.

Note: Any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722-621 et. Seq.

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.
- G. Electronically Transmitted Acts (internet, telephone, PDA), used for text messaging, instant messaging, blog websites, or social networking sites, (eg. *My Space, Facebook* etc.)

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Criminal Acts – Criminal Sexual Conduct

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

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

Safety Concerns

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

Profanity

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

Gangs

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

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

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

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

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

1. Student's suspended in school will report to the I.S.S. room (102) at the beginning of the school day.
2. If you are assigned I.S.S., it is your responsibility to complete the assignments your teachers have given during your suspension and a suspension packet assigned by administration. Failure to complete suspension packet will prevent you from returning to your regular classes.
3. You are not allowed to eat or drink during your time in the I.S.S. room except during the designated lunch period.
4. You will not be allowed to talk or socialize during the suspension.

Saturday Detention

Saturday Detention is held 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 Middle School cafeteria. Enter through the doors in the front of the building by the principal's office (Hollister Road entrance) or sometimes will be held in the High School cafeteria (enter through the main doors). Transportation to Saturday detention is you or your parent's responsibility.

Intervention Room

The Intervention Room is to handle students put out of class for major disruption of the normal class activities, after the classroom teacher has attempted to handle the situation him/herself.

Detentions

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

FORMAL DISCIPLINE

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

Suspension from School

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice. The request for an appeal must be in writing.

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

During the appeal process the student shall not be allowed to remain in school unless facing a suspension of more than 5 days.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Appeal Procedures

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

Level 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 be done in writing and must establish that gross error in application of rules or interpretation of facts was made; or excessive penalty was imposed. Such requests at this level must be made within two (2) school days from the date of the Principal's decision.

The Superintendent shall respond within two (2) school days of receiving a request for further appeal. A date will be established and a hearing will take place within five (5) school days of the Superintendent's response to hear further appeal. 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 two (2) school days of such a decision. Such requests to meet with the Board of Education shall be made to the Superintendent of Schools.

Level 3

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

- g. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- h. Stays of disciplinary action will be granted only to students facing suspension of five days or more.

Discipline of Students with Disabilities

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

SEARCH AND SEIZURE

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

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

STUDENT RIGHTS OF EXPRESSION

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

- A. A material cannot be displayed if it:
 - 1. Is obscene to minors, libelous, indecent and/or pervasively vulgar,
 - 2. Advertises any product or service not permitted to minors by law,
 - 3. Intends to be insulting or harassing.
 - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

HOMEWORK POLICY

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

Students will have the responsibility of:

- A. Knowing what assignments they have and the due dates. To get missing assignments, go to the teachers website at www.oe.k12.mi.us.
- B. Making sure daily homework is handed in and done to the best of their ability.
- C. Making sure their written work is clear and legible.
- D. Bringing necessary materials to class.
- E. Asking for additional help when needed.
- F. Finding out what assignments were missed while absent from school.

Parents will have the responsibility of:

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

Teachers will have the responsibility of:

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parents who wish to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and time notification limits or at least 24 hours.

REPORT CARDS AND MARKING SYSTEM

Report cards are issued four (4) times each year, or approximately every ten (10) weeks. Report cards are sent home with the students on Friday following the end of each marking period, with the exception of the end of the school year, when report cards will be mailed to the parents.

INCOMPLETES

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

MID-PERIOD REPORTS

Mid-period reports will be sent home to parents following the fifth (5th) week of each marking period for students having scholastic difficulties to that point in the marking period. Reports may also be sent home to indicate commendable progress.

PARENT/TEACHER CONFERENCES

Middle school Parent/Teacher Conferences (Student Led Conferences) will be held during the month of November. Parents are encouraged to consult with teachers throughout the school year either by telephone or by making an appointment to see them.

PROMOTION-RETENTION

A student failing two or more core courses for the school year will generally be retained at the same grade level for the following year. Promotion to the next grade is based on the following criteria: Current Level of Achievement; Potential for success at the next grade; emotional, physical, and or social maturity.

STUDENT ASSESSEMENT

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

Unless exempted, each student will be expected to pass the appropriate MEAP Test. They will be given in October of each year.

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

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

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

INFORMATION CENTER

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

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

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

PERSONAL I.D. CARD / SWIPE CARD / HALL PASSES, & O-E STUDENT PLANNER

Students will be issued personal picture I.D. cards. You may be asked to produce this card to attend dances or other student activities. This card will contain your library and lunch code for swipe quick transactions. Please carry on your person or in the plastic holder in your planner. I.D. cards are the property of the school and will be collected at the end of the year.

Students who leave a classroom during scheduled hours including Advisory must obtain a pass from their teacher before leaving the classroom. This pass is located in each student planner. Without a pass, students will face disciplinary action.

Carry your planner and use it daily!!!

PARTIES, DANCES AND OTHER ACTIVITIES SPONSORED BY SCHOOL

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

TRANSPORTATION

Bus Transportation to School

The school provides transportation for all students. The transportation schedule and routes are available by contacting Wendy Arndt at (989) 862-4237 Ext. 1125.

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

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

Bus Conduct

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

Previous to loading (on the road and at school)

Each student shall:

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

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

During the trip each student shall:

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

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

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

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

GUIDANCE AND COUNSELING SERVICES

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

The counselor coordinates with administrators the guidance services of the school. One of these services is the testing program, which involves the giving of achievement and aptitude tests to students in the 7th and 8th grades. These tests provide a continuous measure of educational growth. Counselors also help plan the school program and the school curriculum.

Counseling with students, individually or in small groups, is the primary task of the school counselor, the greatest part of whose time is spent in direct counseling with students. Counselors talk with students about their progress, abilities and behavior, and most importantly, assist students in coping with their concerns which may be social, personal, education, or vocational. Counselors are also a source of occupational, vocational and educational information. In talking with parents, students, teachers and administrators, counselors maintain confidentiality unless specifically released from confidentiality.

PSYCHOLOGICAL SERVICES

Psychologists serve students who may be referred by counselor, teacher or parent for individual testing and/or supportive counseling individually or in groups. Students may also seek conferences with the school psychologist directly. Appointments should be made with the secretary or in the Guidance Office.

SOCIAL WORKER

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

Members of the staff or parents may refer students to the Social Worker.

Students may make appointments to see the Social Worker with the secretary or the Guidance Office.

SPEECH THERAPIST

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

HOMEBOUND INSTRUCTION

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Director of Special Services. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

STUDENT WORK PERMITTS

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

SCHOOL INSURANCE

Students may purchase school accident insurance at a minimum rate during the first part of the school year. Forms are available in the office with coverage available for either school year or full year benefits. Students with no home insurance are encouraged to participate in this low cost program.

STUDENT COUNCIL ORGANIZATION

The Student Council is an elective body designed to represent the student body in school government. The goal of the Student Council is to provide opportunity for leadership development, social interaction and commitment to improving school and community. Students shall elect a president, vice-president, secretary, and representatives from each grade (4-8th & 5-7th). These students may attend Student Council meetings during school time provided that they have obtained permission from their teachers. Mandatory weekly meetings are held every Tuesday morning at 7:15 a.m. Members of the Student Council are expected to maintain a minimum grade point average of 2.5, conduct themselves as good citizens, and serve as good role models for other students. Inappropriate behavior will result in permanent suspension from the Ovid-Elsie School Student Council.

STUDENT RECOGNITION

Positive recognition of Perfect Attendance, (no full day absences or equivalent) Honor Roll, Principals List, (no grade lower than an A-), Student of the Week, Student of the Month, Citizenship Awards, Athletic Participation and Team Excellence are all meant to challenge students. We look for participation and outstanding effort in 4-core values of Scholarship – Citizenship – Morality – Sportsmanship.

Marking period and semester awards will be given out as part of our building recognition program.

Ovid-Elsie Area Schools Parent Involvement Policy

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

To achieve this goal and insure parent involvement (including opportunities which fulfill Title I parent involvement requirements), the 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 via the student handbook.

1. **Establish a Parental Involvement Committee**, which includes parents, teachers, Title I and other school or community representatives.

Responsibilities include:

Develop a Home-School agreement, which defines how parents, students and staff will share the responsibility for student learning.

Involve parents and staff in an annual assessment of parent involvement needs.

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

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

Meet at a time and frequency determined by the committee.

Oversee the Title I parent involvement budget.

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

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

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

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

- Enforcing the Anti-Bullying Program and provide a safe, secure and positive environment for learning.
- Providing a safe and positive learning environment.
- Providing high quality instruction so students can master district outcomes.
- Working hard to address each student's individual needs and encouraging individual talents.
- Helping students develop responsibility for their own behavior and learning.
- Respecting the uniqueness of students and their families.
- Communicating and working with families to support students' learning.

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

- Supporting the district-wide Anti-Bullying Program and the Zero Tolerance Policy for fighting, sexual harassment and racial harassment.
- Seeing that my child attends school regularly, fed, well rested, and on time.
- Encouraging good decisions about friendships and free time.
- Expecting my child to work hard and have a positive attitude toward learning and school.
- Communicating regularly with my child's teacher and attending parent-teacher conferences.
- Expecting my child to follow school rules.
- Establishing a time and place for homework and reviewing it regularly.

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

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

ATHLETIC POLICIES

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

Fall - 8th Grade Boy's Football, 7th & 8th Grade Boy's and Girl's Cross Country, 7th & 8th Grade Girl's Volleyball – A & B Teams.

Winter - 7th & 8th Boy's & Girl's Wrestling, 7th & 8th Grade Boy's and Girl's A & B Teams Basketball. 7th & 8th Girl's Cheerleading

Spring – 7 & 8th Girl's & Boy's Track.

General Athletic Guidelines:

1. The overall athletic program is generally administered by the Athletic Director and assisted by the coaching staff.
2. 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/guardian not having insurance may participate in the athletic accident benefit plan through the Michigan High School Athletic Association. These forms may be obtained from the Athletic Director.
4. All interscholastic athletics are governed by Michigan High School Athletic Association regulations as well as Ovid-Elsie Area Schools regulations.
- 5.

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 \$25.00
3. Must receive passing semester grades in 5 classes or be ineligible for the following 90 school days.
4. A student must be enrolled and attending OEMS at least part time, in order to be eligible to participate in its athletic program. If an athlete is enrolled less than full time, they must maintain a passing grade in each of the classes they are enrolled in. If a student is enrolled in 6 classes (full-time), they must receive passing grades in at least 5 to be eligible. Grades are factored from the beginning of the current week through Friday prior to each succeeding week's contests.
5. Must meet all other requirements for eligibility as set fourth by the Michigan High School Athletic Association.

Athletic Code of Conduct

O-E athletes, including cheerleaders 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

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

2. Appearance

- **Clothing should be clean, neat, in good taste, & worn in a respectable manner.**
- **Hair should be neat and trimmed.**
- **Athletes should be cleanly shaven during school hours and for all contests.**
- **On trips, athletes should be dressed so as to be a credit to their school and to their families.**

3. Practice Sessions

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. Injured athletes who are able to attend practice sessions are expected to do so.

- 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, with the coach so notified, the student will be suspended from the next day of competition or practice depending upon which they violated.

5. Suspensions

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

6. Training Rules

- Use or possession of tobacco, alcoholic beverages, illegal drugs, or controlled substances without authority is 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. This also includes use, possession, or distribution of drugs that are listed as “performance enhancing”.
- It will be a violation of training rules if an athlete uses or is in possession of performance enhancing substance, tobacco, alcohol beverages, or illegal drugs, or controlled substances without authority. 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, which adversely affects the athletic process or climate.
- 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 that, during athletic season, squad members should be home by 10:00 on weeknights.
- 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 or whether it is specifically listed.
- Proper food and regularity in sleeping habits are essential to an athlete. A minimum of eight to nine hours of sleep is recommended.

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:
 - **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.
 - **Second Offense** – Suspension for one year from the date of the violation.
 - **Third Offense** – Permanent suspension from athletics at Ovid-Elsie Middle 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 Area Schools after becoming ineligible because of a student or athletic conduct code violation (s) at the previously attended school shall remain ineligible at Ovid-Elsie Area Schools 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 Area Schools and the M.H.S.A.A.

Athletic Council:

Membership: Athletic Director (chairperson), High School administrators, All head coaches, Non-coaching faculty member, Assistant coaches shall function as ex-official 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. 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.

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

- a) Assigning and removing of User 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 users,
- f) Providing resources that support the mission of the Ovid-Elsie Area Schools, 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 Ovid-Elsie Area Schools.
- 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 Area 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 Schools.

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 determines to be inappropriate for minors. However, 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 users on the Ovid-Elsie Area Schools Network will be granted access to all services the network offers. The following people may hold on the Ovid-Elsie Area Schools Network:

Students--Students who are currently enrolled in the Ovid-Elsie Area Schools may be granted a network account upon agreement to the terms stated in this policy. All student accounts will be active until September 1 following graduation.

1. Faculty and Staff--Staff members currently employed by the Ovid-Elsie Area Schools may be granted a network account upon agreement to the terms stated in this policy.
2. Others--Anyone may request a special account on the Ovid-Elsie Area Schools 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

Privileges

Users have the privilege:

- To use all authorized hardware and software, for 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 purposes 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 of 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 other 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 material 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 or files on the Internet or 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 did not make 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, for 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 administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy, and that decision is final. The system administrator 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.

Permissions to Publish Student Information and Materials

Building student handbooks give permission to publish student information unless a parent or guardian notifies the school within ten days of handbook notification. Any student wishing to publish a web page on the District's web server must present a statement outlining the educational objective or purpose for the web page. Students must also have a secured a faculty member willing to sponsor, proofread and review their material before it is submitted by the teacher to the webmaster for posting. Links to the student created web pages will be made from the sponsoring faculty member 's web page. The student's sponsoring faculty member will inform the student of the District's expectations and requirements and must screen the student's web page to ensure adherence to the District's goals, guidelines, policies, and educational purposes.

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, networks, 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

Revised: 5/20/98, 2/25/02, 5/18/05

*Ovid-Elsie Area Schools
Elsie, Michigan*