

# CHARACTERCOUNTS!®

Courageous  
Communicators  
Thinkers  
Knowledgeable  
Open-Minded

Reflective  
Principled  
Inquirers  
Balanced  
Caring



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## 2025-2026 Elementary Handbook



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

**Family/Student Handbook 2025/2026**

***Character Counts! &  
Life Long Learner Profile  
Attributes Schedule***

<b>Month</b>	<b>CC! Pillar</b>	<b>Life Long Learner Profile Attribute</b>
<b><i>September</i></b>	<b><i>Responsibility</i></b>	<b><i>Balanced</i></b>
<b><i>October</i></b>	<b><i>Trustworthiness</i></b>	<b><i>Reflective</i></b>
<b><i>November</i></b>	<b><i>Citizenship</i></b>	<b><i>Inquirer and open-minded</i></b>
<b><i>December</i></b>	<b><i>Caring</i></b>	<b><i>Caring</i></b>
<b><i>January</i></b>	<b><i>Fairness</i></b>	<b><i>Risk-taker</i></b>
<b><i>February</i></b>	<b><i>Respect</i></b>	<b><i>Communicator</i></b>
<b><i>March</i></b>	<b><i>Respect</i></b>	<b><i>Principled</i></b>
<b><i>April</i></b>	<b><i>Trustworthiness</i></b>	<b><i>Knowledgeable</i></b>
<b><i>May</i></b>	<b><i>Caring</i></b>	<b><i>Thinker</i></b>

[www.owosso.k12.mi.us](http://www.owosso.k12.mi.us)



## WELCOME

Dear Parents,

Welcome to Owosso Public Schools! This is an exciting time and many positive educational changes are taking place. This Handbook was developed to answer commonly asked questions and provide specific information about certain policies and procedures. If you have additional questions, you are encouraged to contact the schools directly. Directory information is on the front of this handbook. Handbook information and Board Policies are also available on the school district web site [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us). Changes will be communicated by district and/or building communication.

It is important to know that you and your children have received the information contained in this handbook, as some important changes are reflected in it. **Please sign and return to school the form *Confirmation of Handbook Review and other important documents* located at the back of this Handbook by the first Friday of the school year to indicate you have received and reviewed it.** If you have questions, comments, or concerns, please call your building principal or write them on the form and your principal will get back with you.

Have a great year  
*Elementary Principals*  
Owosso Public Schools

## ***MISSION STATEMENT***

**The Owosso Public Schools will ensure rich educational opportunities for each student in an environment of mutual trust and respect.**

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

## **VALUES AND BELIEF STATEMENT**

**District Value Statement: *We facilitate learning;***

- ***embrace passion;***
- ***expect greatness;***
- ***collaborate;***
- ***succeed.***

***We believe in a systemic approach to organizational development where all elements in our district interlock and support each other.*** Our practice will improve over time. Because we believe in human systems, our culture will respect and care for our students.

***We believe in high quality professional development.*** We recognize that every staff person in our district is a professional, and we allow time to interact with each other to improve. We gather information from staff regularly to adapt professional development to address immediate concerns and needs, as well as future plans and goals. We use the strengths of the professionals in our district to present professional development. We value interaction and meaningful group discussion as a way to influence our work. We believe in more than one option for staff members during professional development days to better fit the needs of individuals.

***We believe in vision.*** We value the importance of the student in the educational process. We became educators because we are people oriented. Our energy is focused on what

is best for students. As a system, our focus needs to be centered on the student. We will develop and implement a community-wide shared focus and understanding of our mission.

***We believe in communication.*** Communication is an important part of any district. We believe in a consistent message about our district and our goals. We bring people together and reinforce the sense of community around the vision. We believe it is important to focus on what is happening, and just as important, why we are doing what we are doing. We believe it is important to inform students about the why, including why we are out of the classroom on professional development days. What students say to their parent impacts community perception.

Parents and community members should always be included in two-way communication. The quality of engagement is seen as critical to stimulating real change.

***We believe in roles and structure.*** There are numerous roles that district employees, at all levels, assume. Just as important, there are responsibilities for each role. Utilizing a well-structured system, each person's duties and responsibilities can individually benefit the district.

***We believe in data-driven decision making.*** It is important to use data when planning, when making decisions, and when evaluating performance. Students are empowered through the use of data to develop personal plans for success that are supported at every level in the organization.

#### CHARACTER COUNTS! STATEMENT

Owosso Public Schools believes in the importance of character education and as such has adopted district-wide the CHARACTER COUNTS! program. CC! is the most widely implemented approach to character education in our Nation. As a nonprofit, nonpartisan, and nonsectarian program, CC! teaches the definition and values of being an ethical person by making good choices through the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. CC! focuses on the rewards of character instead of punishments with a proven dramatic reduction in behavior problems, reduced truancy, and increased test scores.

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## IMPORTANT INFORMATION

### District Website

[www.owosso.k12.mi.us](http://www.owosso.k12.mi.us)

### Board Policies

Board Policies are available at: <https://www.owosso.k12.mi.us/boardpolicy>

### Facilities

**Bentley Bright Beginnings**  
1375 W. North Street  
Owosso, MI 48867

Phone: 989-725-5770

Fax: 989-729-5694

### Personnel

Alexandra Eskew, Early Childhood Director

Maddie Pratt, Executive Secretary

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**Bryant Elementary**  
925 Hampton Street  
Owosso, MI 48867

Phone: 989-723-4355

Fax: 989-729-5666

### Personnel

Bridgit Spielman, Principal

Jacy Waldorf, Executive Secretary

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**Central Elementary**  
600 W. Oliver Street  
Owosso, MI 48867

Phone: 989-723-2790

Fax: 989-729-3046

### Personnel

Amanda Rowell, Principal

Kim Klapko, Executive Secretary

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**Emerson Elementary**  
515 E. Oliver  
Owosso, MI 48867

Phone: 989-725-7361

Fax: 989-729-5451

### Personnel

Jessica Aue, Principal

Richiene Nidefski, Executive Secretary

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## 2025-2026 DISTRICT CALENDAR



**2025**

**August**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**September**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**October**

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**November**

M	T	W	T	F
	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**December**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**2026**

**January**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**February**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**March**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**April**

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**May**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**June**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

● No school on days circled in gold.

● Half days circled in blue.

The school year may be extended should the number of days warrant.

View daily activities at [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us).

**2025-2026 Calendar**

**August**

18-20 Professional Development & Teacher Work Days

21 First Full Day (All Students)

28 Half Day for All Students: Teacher Work Day

29 No School: Labor Day Recess

**September**

1 No School: Labor Day Recess

2 School Resumes

**October**

17 End of Marking Period

22 Half Day Elementary Only: Afternoon & Evening PT Conferences

22 LHS Evening PT Conferences

23 OMS & OHS Evening PT Conferences

23 LHS End of 1<sup>st</sup> Quarter

24 No School

31 Half Day for All Students: Teacher Work Day

**November**

4 No School: Professional Development

26-28 No School: Thanksgiving Recess

**December**

3 LHS Evening PT Conferences

19 Half Day for All Students: Teacher Work Day & End of 1<sup>st</sup> Semester

22-31 No School: Holiday Recess

**January**

1-2 No School: Holiday Recess

5 School Resumes: 2<sup>nd</sup> Semester Begins

16 LHS End of 2<sup>nd</sup> Quarter

19 No School: Martin Luther King Jr. Day & Professional Development

**February**

12 Half Day for All Students: Teacher Work Day

13 & 16 No School: Presidents' Day

**March**

13 End of Marking Period

27 Half Day for All Students: Teacher Work Day & LHS End of 3<sup>rd</sup> Quarter

30-31 No School: Spring Recess

**April**

1-3 No School: Spring Recess

6 School Resumes

**May**

20 OHS Graduation

21 OHS Graduation Rain Date

22 Half Day for All Students: Teacher Work Day

25 No School: Memorial Day

28 LHS Graduation

30 8<sup>th</sup> Grade Awards Ceremony

**June**

3 5<sup>th</sup> Grade Celebration

4 Half Day for All Students: Last Day of School

## 2025-2026 DAILY SCHEDULE

### SCHOOL DAY/HOURS

Elementary office hours are from 8:00 a.m. - 4:30 p.m. Classes begin at 8:45 a.m. and end at 3:40 p.m. Half-day dismissal time is 12:00 noon. Please do not drop off or allow children to arrive at school earlier than monitors are on duty so proper supervision is in place. There is no after-school supervision on playgrounds. Students are expected to go home after school and may return to play only with parent knowledge and permission.

**Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING, DELAYS AND EARLY RELEASE PROCEDURES**

Please ensure to provide a current phone number to the school office. Closings, delays, and early releases are communicated through the School Messenger System. In the case of delay, staff arrives later as well, so please do not send students early. Parents have the final responsibility for their children attending school in poor weather.

Teachers work with students to make up work missed on these days. Attendance policies regarding arrival times, tardiness, etc., are adjusted on these days based on the number of hours delayed or released.

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Student and parents will be notified with the District messaging platforms that are in place. Information about closings is also posted on the OPS website [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us) as well as local television and radio stations. (TV) WJRT, WLNS, WNEM, WEYI, WSMH, WILX, and Fox 47 (Radio) WFMK, WMMQ, WITL, and WJSZ

## **NOTICE OF NON-DISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

### **Designated Title IX Coordinator**

Rich Collins, Principal, Owosso Middle School  
765 E. North Street, Owosso, MI 48867  
989-723-3460  
collinsr@owosso.k12.mi.us

Or

Dr. Catheryn Dwyer, Assistant Superintendent of Curriculum & Instruction  
645 Alger St., Owosso, MI 48867  
989-723-8131  
dwyerc@owosso.k12.mi.us

### **Designated Section 504 Coordinator**

Bridgit Spielman, Principal, Bryant Elementary  
925 Hampton St., Owosso, MI 48867  
989-723-4355  
spielman@owosso.k12.mi.us

### **Designated Civil Rights Coordinator/Employment Compliance Officer**

Carrie Yoho-Human Resources Director  
645 Alger St.  
Owosso, MI 48867  
989-723-8131  
yoho@owosso.k12.mi.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [Board Policies and Bylaws](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with [Policy 5206 Student Discipline](#).

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

### Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see [Policy 3115A Definitions for 3115 Series](#). Policies 3115-3115H are attached to this handbook as **Appendix A**.





## PARENT INVOLVEMENT

### Volunteers

The students and staff of Owosso Schools enjoy wonderful response from parent and community volunteers. If you would like to volunteer please contact your child's teacher. We honor our volunteers for giving valuable time and interest for the welfare of students. Volunteers are asked to sign in and out at the building office each time they volunteer and to honor school requirements regarding such things as confidentiality.

Purposes of the school volunteer program are:

- To increase the educational expertise of students
- To provide enrichment experiences
- To give more individual attention to students
- To promote greater parent and community involvement
- To provide opportunity for parents and community members to develop and maintain positive relationships with their schools
- To provide positive role models for children

Effective immediately and in compliance with the School Safety Legislation and Board Policies 3105, 4205 and 4112, all individuals who volunteer regularly in the Owosso Public Schools of five (5) or more times a year or chaperone field trips, whether one day or overnight, must be approved by the school district central office after completion of a criminal background check. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification to complete the Volunteer Screening Form. See [Policy 3105 Visitors and Volunteers](#). The District may lawfully require a volunteer to complete an application and consent to a background check as described in [4205 Hiring and Background Checks](#).

Please remember that while this law may seem intrusive to families and a hassle for everyone, it is intended to provide another level of security and safety for your children. If you have been volunteering at school this year already or are planning to do so, your child's teacher will provide you with required permission form(s) Volunteer Screening Form that must be signed by you to begin the approval process. Volunteer Screening Forms must be received at least ten (10) business days prior to volunteering to allow Central Office adequate time to conduct the screening. Failure to do so may result in the inability for a volunteer to chaperone a scheduled field trip. (See appendix I for Volunteer Screening Form)

Volunteers are screened for the protection of your children. **The form must be completed every year.** The **Volunteer Screening Form and Guidelines for Volunteer Screening Process** are both included at the back of this book in Appendix I.

## Parent/Teacher Organization (PTO)

It is hoped that all parents will become active participants in each building's PTO. Notices are sent home about meetings, programs, and activities. Goals of PTO are to foster communication between school and community and to assist in providing a quality program for students by sponsoring programs, events, and fund-raisers. PTO meetings also serve as part of the school improvement process with opportunities to learn and to offer feedback/suggestions.

The Owosso School Board supports an effective partnership of school and home and invites parents to be meaningfully involved in all aspects of school. OPS supports a Parent Involvement Plan for the District that includes the **Parent-Student-Teacher Compact** and encourages communication about progress, needs, and assessment results through parent conferences, report cards, and progress reports, along with other means of communication. Parents may access the OPS website for curriculum, discipline, and attendance information.

The Board encourages parents to support their child's career in school by participating in school functions, organizations, and committees; supporting discipline and a safe, orderly environment; requiring their children to observe rules and regulations; supporting consequences for misbehavior in school; sending children to school with proper attention to health, cleanliness, and dress; maintaining an active interest in their child's work; reading communications from the school, and responding as appropriate; and communicating with the school by attending parent/teacher conferences, etc. In turn, staff members are encouraged to take an active role in Parent Organization meetings and activities. Parents may access Board Policy 2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM by visiting the OPS website: [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us).

### PARENT INVOLVEMENT, RESPONSIBILITIES AND RIGHTS PARENT-STUDENT-TEACHER COMPACT

Education succeeds best when there is a strong partnership between home and school—a partnership that thrives on communication and includes students, parents, teachers, and administrators. Many times parents believe that to be involved in school they must volunteer or directly participate in school-related activities. While this is wonderful, our best parent involvement comes from the opportunities you offer your children as shown on the Compact.

These are the things that fortify school success, and for them we thank each and every one of you! We urge parents and guardians to:

- Contact teachers with questions, comments, or concerns. If concerns remain, parents are encouraged to contact the principal.
- Encourage children to put a high priority on education and commit to making the most of the opportunities the school provides.
- Review the information in the *Handbook* (including the *Student Code of Conduct*) with their children and sign and return the attached forms, as appropriate.
- Become familiar with academic and enrichment activities, monitor progress, and contact teachers as needed.

- Become familiar with this district and building *Parent-Student-Teacher Compact* document sent home in this *Handbook*.
- Exercise the right to review teaching materials, textbooks, tests, etc.
- Review student records when needed.
- If an instructional activity conflicts with parents' religious or moral beliefs, parents may remove their child from the classroom for that period of time, and other instructional activities will be assigned that student.
- Title I buildings have guidelines, implemented in consultation with parents, that encourage participation in their child's education and in meetings which allow for two-way communication and planning about the Title I program.
- Parents have the right to know if teachers have met qualification and licensing criteria; their areas of expertise and certificates; the qualifications of other staff members who support their child's learning; information on the level of achievement on state assessments; and receive notice if a student is assigned a teacher who does not meet qualified status.

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

#### Admissions and Enrollment

Parents and/or guardians of students enrolling in the district for the first time and/or moving from building to building furnish evidence regarding that birth certificate, place of residence, identity, immunizations and other health screenings. Parents are urged to contact the school or administration office as soon as possible after establishing residency. Applications from non-resident students will be taken in accordance with procedures published by the district annually. Each elementary school is assigned a particular attendance area of the district, but “school of choice” is available as space permits. Parents who intend to move from the district are asked to give advance notice, if at all possible. Records will be forwarded to the receiving school with a parental signature following payment of any fees/fines and/or school materials returned. A student who has been suspended/expelled by another public school in Michigan may temporarily be denied admission to OPS schools during that period of time, or pending a hearing with the Superintendent, if needed.

#### Tardiness/Absences

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the office.

Students are expected to be in classrooms, ready to learn when school begins. Students arriving after 8:45 a.m. must be signed in by an adult in the office. Students arriving after 9:00 a.m., or who leave before 3:15 p.m. will be marked absent for one-half day. Parents must notify the office by note or phone call explaining the absence by the day of the student’s return to school. Excessive absences may result in conditions for excused absences becoming more restrictive (doctor excuses, etc.), or loss of credit/possible retention. The principal may determine these changes in consultation with the county attendance/truancy officer. District delays and/or early dismissals change the times when students are considered tardy/absent.

- State of Michigan mandates school attendance on a regular basis.
- Excused documented absences are issued to students who are absent due to illness, death in the family, or religious participation as defined by state law.
- The following absences will be considered documented/excused if they are confirmed by communication to the school from the student’s Parent [Policy 5301 Compulsory Attendance, Absenteeism and Truancy](#).
  - The student’s physical or mental illness (with a note from the physician, physician assistant, or nurse practitioner);
  - medical appointments for the student (with a doctor’s note);

- attendance at a funeral (documentation provided);
- mandated appearance at court or for other legal matters;
- observances of religious holidays of the student's own faith based on the conditions as outlined in the Michigan School code.
- A note or phone call to the office stating one of the documented below reasons will result in an excused absence:
  - The student's physical or mental illness (with a note from the physician, physician assistant, or nurse practitioner);
  - Doctor or Dentist appointments for the student (with a doctor's note);
  - Mandated court appearance or other legal matters;
  - Funerals and religious observances based on the conditions as outlined in the Michigan School code.
- When a student is absent more than 15 days per school year and at least 15 of those days are not **documented**, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. See [Policy 5301 Compulsory Attendance, Absenteeism and Truancy](#) item E.
- Unexcused absences or tardy are issued to students who are absent/tardy for reasons not within the scope of state regulations governing school attendance (above). This includes family vacations.
- After five absences/tardiness the principal is notified. A letter would be sent home between five (5) and nine (9) absences (unexcused (A) and absences (V) count). A second letter could be sent home after ten to fourteen (10-14) absences (unexcused (A) and absences (V) count). At ten, parents may be contacted for a meeting with the principal. At fifteen, (unexcused (A) and absences (V) count), a certified letter may be sent and the truancy officer contacted for assistance. This may occur earlier if truancy is suspected. After five consecutive days of absence, a doctor's excuse may be required.
- Truancies are issued to students who are absent without prior approval by parents. Chronic tardiness and/or absences may also be considered truancy.

## Attendance Terms

The following marks will be used to document absences:

A = unexcused

- absent with no communication from Parents to School

V = absent but Parent Calls/Emails and makes the School Aware;

- still unexcused and may be counted toward truancy. This would include pre-arranged vacations.

**D** = documented

- Documented absences include a doctor or dentist appointment, mandated court appearance, funerals, and religious observances based on the conditions outlined in the Michigan School Code. When the school determines it would be in student's best interest to send a child home (high fever over 100.4 etc.) the school will use the absence code of "D" for documented that and the following day. Any additional days would require a doctor's note to be considered "D".

Doctor's notes should be turned in upon returning to school and should include the specific day(s) your child was absent and couldn't attend school.

Dental appointments (note from dentist office), court appearances (court papers), and religious observances (note from parent) must have paperwork on file in the office.

Special situations may warrant a deviation from these. Administrators will make final determination.

**SA** = Activity (attendance is mandatory for school activities)

**I** = ISS (In-school suspension)

**S** = OSS (out of school suspension)

**T** = Tardy

**H** = Homebound

**HB** = Homebased

**O** = Office/Counselor

**2WC** = Two-way Communication (virtual present code for Virtual Academy)

The following definitions will be used in regard to tardies:

- If a student is late for the start of the school day (Up to 15 minutes) = tardy
- If a student is late more than 15 minutes of the start of the school day = absence "A" or "D" (AM attendance at elementary/preschool)
- If a student leaves school early (from 1 to 15 minutes) at the end of the day = tardy
- If a student leaves school more than 15 minutes before the end of the day = absence "A" or "D" (PM attendance at elementary/preschool)
- Tardies may be documented in the same manner as absences.

Students who are more than 15 minutes late are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see [Policy 5301 Compulsory Attendance, Absenteeism and Truancy](#).

### **Extended Illness Assistance/Make-Up Work**

Students who must be absent from school for medical reasons for more than five days have access to a home or hospital tutor. Contact the principal and provide a doctor's statement (nature of the condition, probable duration, a request for instruction, and evidence of the student's ability to participate in this educational program) before a prolonged medical absence so tutoring may begin as soon as possible. If not planned, please let the office know as soon as possible so a home/hospital tutor may be arranged.

Teachers provide make-up work for all absences except truancy. The length of time for completing this work shall be approximately equivalent to twice the period of absence unless it is necessary, because of school year schedules, etc., to make a change. Make-up work should be requested by 9:30 and may be picked up in the office after school.

### **Attendance Policy/Illness**

- Fever (at a normal temperature for 24 hours before returning to school)
- Severe coughing
- Sore throat

- Chills
- Swollen glands
- Ear, eye, or skin discharge
- Diarrhea
- Unknown rash
- Upset stomach
- Uncontrollable itching

If your child is absent, please contact the school office before 9:30 a.m. the morning of the absence. Voice mail is available for after-hour calls. This policy is for the safety of your children, and your cooperation will be greatly appreciated. Per Board Policy, if students are absent, we must receive a phone call or a dated, signed note from parents or guardians on the first day back stating the reason for the absence.

### **Appointments/Early Dismissal**

We encourage you to schedule your child's appointments before or after school hours. If this is not possible, and you must pick up your child, we ask that you first come to the office. If someone other than the parent or guardian (or someone not listed on the child's Emergency Card) must pick up a child, we must have parental permission before the child may be released. While this may be inconvenient, it helps assure that an unauthorized person does not remove the child from school. Students who are gone more than half the morning or afternoon will be marked absent for that half-day.

Permission for early dismissal will not be granted without parental request. Telephone requests can be honored only if the caller can be reasonably identified as the parent or guardian. Students must be signed out at the school office.

### **Vacations**

The school calendar sent home each year will help in planning vacations. We approve vacations upon parents' request. If a vacation during the school year is necessary, please notify the teacher prior to the anticipated time. Please remember that there will be make-up work when the student returns and teachers may assign logs, reports, etc. Unexcused absences are issued to students who are absent due to recreational, business, or family activities.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.



Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in [Policy 5503 Bulletin Boards and Other Student Postings](#).

### **Electronic Device Policy/Cell Phone Use**

#### **Student Use of Cell Phone and Electronic Communication Devices**

The Board of Education recognizes that personal electronic devices, including cell phones, are a part of modern student life. However, the inappropriate use of such devices during the school day may interfere with the educational environment and pose risks to student privacy and safety. Therefore, the Board establishes the following rules governing student possession and use of personal electronic devices during the school day. See [Policy 5209 Student Use of Cell Phone and Electronic Communication Devices](#).

#### **Elementary Grades (K–5):**

1. Students in grades K–5 shall not use cell phones or other personal electronic devices during the instructional day, defined as the period from 8:40 a.m. to 3:45 p.m.
2. All such devices must be turned off and stored during the instructional day.
3. Use of such devices during school hours is prohibited unless expressly authorized by a building administrator or classroom teacher for instructional purposes.

#### **Enforcement and Discipline:**

1. Building principals are responsible for ensuring consistent enforcement of this policy.
2. Violations of this policy may result in disciplinary action in accordance with the Student Code of Conduct.
3. Confiscated devices may be held by school administration and returned to a parent or guardian as determined appropriate.

#### **Exceptions:**

This policy does not apply to:

1. A student's use of an electronic device as a documented accommodation in an Individualized Education Program (IEP) or Section 504 Plan.
2. The use of medical devices that are necessary for a student's health and well-being.

Students may use cell phones or other electronic devices as described above, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Board Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device. See [Policy 5209 Student Use of Cell Phone and Electronic Communication Devices](#).

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.

- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

Student dress is a factor in establishing a positive educational atmosphere. Parents will be notified if a student's hygiene or attire endangers their own, or others, health or safety or in any way with another person's right to an education. In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, [Policy 5101 Student Expression](#), or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **Dress Code**

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Exposes undergarments, excessive amounts of skin, or bare midriff
- Is any type of hat, cap, or hood
- Is shaded eyeglasses, non-prescription

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **Food Services- Lunch and Breakfast**

School Meals play a critical role in student health, well-being and academic success. We are proud to serve healthy and delicious meals to our students. Owosso Public Schools participates in the Community Eligibility Program (CEP) which allows all students to receive a free breakfast, lunch and participate in the free snack (for educational groups)

programs. Owosso Public Schools offers smart snacks for a minimal charge if students decide to purchase throughout the school day.

School meals are provided for all students who wish to participate. The lunch period is thirty minutes for lunch and a short recess.

The Owosso Public Schools participate in the National School Lunch and Breakfast Program, which provides students with a free breakfast and lunch daily. Education Benefit Forms are available before school starts in the fall, or may be picked up at school offices during the year, and can be filled online via district website. We encourage parents to take advantage of this service. Whether students participate in the lunch meal program or not, schools may be eligible for other programs based on an accurate count of students eligible for the programing. Confidentiality is maintained for students and their families.

### **APPLICATIONS MUST BE SUBMITTED EACH YEAR.**

When students bring a cold lunch, they may bring a healthy beverage from home or purchase milk at school daily. Carbonated beverages are discouraged.

Students are expected to follow the rules of safety and courtesy while in the lunchroom and during lunch recess. Parents are welcome to bring or eat lunch with their child(ren). Students are not allowed to share lunches unless it is a treat brought for that purpose and does not exclude children.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Field trips are valuable extensions of class work and allow students to participate in and/or see firsthand something studied during the year. The district may fund field trips taken during the school day. When district funds are not available, students may be charged for expenses. However, students are not prohibited from participating because of inability to pay. Extended field trips go beyond the regular school day. Full details regarding special rules or procedures are sent home with field trip requests and will be communicated.

Parents chaperoning a group must be able to focus their attention on the group for which they are responsible. Only class members and their adult chaperones are permitted to

All participants must exhibit acceptable behavior as defined by conduct codes and Board Policy.

## **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

## **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue. See [Policy 5709 Lice, Nits, and Bed Bugs](#).

## **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student may qualify for certain rights and protections under the federal McKinney-Vento Act if that student or his/her family is living in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a vehicle, park abandoned building, bus or train station

- Doubled up with other people due to loss of housing or economic hardship

A student or parent in a homeless situation who requires assistance should contact your school office of the District's homeless McKinney-Vento liaison:

Tasha Speck, McKinney-Veto Liaison  
645 Alger St., Owosso, MI 48867  
989-723-8131  
speck@owosso.k12.mi.us

For detailed information about Homeless Children and Youth, see [Policy 5307 Homeless Students](#).

### Immunizations

Kindergartners and all students new to the district must follow state law regarding the following immunizations:

- DPT (Diphtheria, Pertussis, Tetanus) -Four doses required, one dose after age 4.
- Polio - Four doses required.
- MMR (Measles, Mumps, Rubella) - Two doses required after 12 months of age.
- Hepatitis B series -Three doses required.
- Varicella (Chickenpox) - One dose required after 12 months of age.

*Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.*

*Sharing immunization and personally identifiable information including the students' name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine-preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosure of information from his or her education records.*

*You may withdraw your consent to share this information in writing at any time.*

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713 Immunizations and Communicable Diseases](#) and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with [Policy 5201 Investigations, Arrests, and Other Law Enforcement Contact](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal or designee will verify and record the identity of the officer or other authority and ask for an explanation, as appropriate, of the need to question or interview the student. It is the responsibility of the interviewing agency to follow up with parents.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

### **Lost and Found**

All lost and found items are to be taken to the designated lost and found area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Media Center**

Students visit the media center to regularly access materials. Most materials located there are available for checkout. Students must check out materials from the media specialist or designee on duty. Parents are requested to assist children with returning these items by the due date. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is



responsible for any fine that accumulates on materials charged to the student. Students must also pay for any damage they cause to materials.

### **Parties/Special Activities**

Party policies vary by building and grade level. However, parties are considered and developed as an educational experience for the children, involving them in planning, preparing, implementing, and cleaning up. Please do not bring younger siblings to class parties. **If religious beliefs do not allow your child to participate, please contact the teacher or principal.**

### **Playground/Recess Rules**

Students have opportunities to play outside before lunch and at other times of the day. Students go outside to play unless weather conditions prohibit it. Therefore, we encourage students to dress appropriately for the weather. Permission to remain inside for prolonged periods is granted for reasons of illness or recovery with a doctor's note.

Students must follow rules during recess or while using the playground. Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

### **Public Display of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to

schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See [Policy 5309 Student Records and Directory Information](#) for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in [Policy 5309 Student Records and Directory Information](#).

## Directory Information

The District designates the following information as directory information:

“Directory information” is the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- . student names, addresses, and telephone numbers;
- a. photographs and videos depicting a student’s participation in school-related activities and classes;
- b. date and place of birth;
- c. grade level;
- d. enrollment status (e.g., full-time or part-time);
- e. dates of attendance (e.g., 2023-2027); and
- f. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student’s participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

## Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

## **Student Photographs and Directory Information**

Photographers may be contracted to take student photos and make them available to parents. No student shall be required to have his photo taken and/or added to yearbooks. Photographs/videos of students in classrooms and extracurricular settings are sometimes taken by representatives of area media, school staff, parents, and students. These may be used in media news reports, district newsletters and brochures, school yearbooks, and school newspapers. In addition, information considered directory information for past and current students may be disclosed by the school. This may include name, address, phone number, date/place of birth, participation in officially recognized activities/sports, dates of attendance, degrees/awards received, and other similar personally identifiable information.

If parents do not wish personally identifiable information, photos or videos made part of the publicity, usually in the Owosso Public Schools' yearbooks and school and/or area newspaper publications, please send a letter of notification to the principal designating the specific categories of directory information you do not want to be released concerning your child. By law, a parent of a student currently in attendance in the Owosso Public Schools has 10 days from the date of this notice each fall to notify the school district in writing. There is a place on the back of the enrollment form to check, or parents may write a letter requesting their child's name or photograph not to be published.

## **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in [Policy 5714 Threat Assessment](#).

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus.

### **School Vehicle Misconduct Consequences**

Students who violate school vehicle rules will be referred to the Transportation Director or building principal for disciplinary action. Consequences may include parent notification, suspension of vehicle or bus riding privileges, exclusion from extracurricular activities, in-school suspension, or suspension/expulsion from school. The building principal will consult with the Transportation Director to determine any disciplinary action beyond the suspension of vehicle or bus riding privileges.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies [Policy 5210 GPS Tracking Device with Audio Surveillance Capabilities](#) or [Policy 5805 Student Audio and Video Recording](#), applicable law, or a District employee.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool

To register for PowerSchool contact the school main office.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher. Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Parent/Teacher Conferences**

Parent/teacher conferences are held once each year. Parents are encouraged to contact the teacher at any time, however, for questions, comments, or concerns during the year.

### **Placement**

The District has the sole discretion to make placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

To obtain a copy of the district's Section 504 policies and procedures, please contact any building Principal or the district's Section 504 Coordinator, Bridgit Spielman, Principal Bryant Elementary, 925 Hampton Street, Owosso, MI 48867, 989-723-4355, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us). See [Policy 5601 Special Education](#) and [Policy 5603 Section 504](#).

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 building Principal through the school's main office to inquire about evaluation procedures and programs.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact your building Principal or the district's Section 504 Coordinator, Bridgit Spielman, Principal Bryant Elementary, 925 Hampton Street, Owosso, MI 48867, 989-723-4355, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us).

## **SECTION III: HEALTH AND SAFETY**

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the district, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored event. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who feels they have been a victim of bullying or harassment should report the situation immediately to the Principal.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Special Health Problems**

Please make the principal and teachers aware annually of any special health problems which your child may have. We will be happy to cooperate with you in arriving at the best methods of assisting these students. If problems occur during the school year, the office and teacher should also be notified. There is a Health Care Plan form at the end of this Handbook.

### **Medication**

When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

- All medications must be in the original container.

For additional information and requirements, see [Policy 5703 Medications](#).

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Administering Medication to Students**

Schools are subject to state law for the dispensing of medications. All Owosso Public Schools follow the procedures listed below: See [Policy 5703 Medications](#).

- 1) The school will keep medication in a safe place and administer medication to students. Refrigeration is available for medication that must be kept cold.
- 2) The parent/guardian must provide the school with **written permission by filling out an official *Permission Form for Administration of Medication* form.** (A copy of this form is at the back of this Handbook.) Whether the medication is by prescription or over-the-counter, school personnel may only administer it with this signed form on file.
- 3) By law, a student is not to have any medication without specific written permission. If it is deemed by both parent and physician that a child must carry his/her medication for emergency purposes/not convenience

(and if having it available in the office is not sufficient for your child's safety), AND if your child is deemed responsible enough to use the medication only for whom and as prescribed, students may carry emergency medication (i.e., epi-pens/inhalers). The ***Permission Form for Self-Administration of Medication*** must be signed by both parent and physician. A copy of this form is available through school offices. (Note: The student must report to the office after taking the medication.)

- 4) Written instructions on any forms must include the student's name, name of medication, name of the prescribing physician, dosage, and when to administer the medication. (This information may already be on the container.)
- 5) Medication must be in its **original container**. (This applies to prescription and non-prescription medication).



- 6) Medication will be administered by one adult in the presence of a second adult (unless in a life-threatening emergency). The office will keep a log of medication administered to students.
- 7) **Students may not transport medications. Medication left at school will not be sent home with the student.** Parents must pick up any remaining medication at the end of the school year. Medication left at school may be discarded and not carried over into the next school year.

**MEDICATIONS WILL NOT BE DISPENSED FROM THE OFFICE WITHOUT THE OFFICIAL FORMS ON FILE IN THE BUILDING OFFICE.**

**NOTE: NEW FORMS MUST BE COMPLETED EACH SCHOOL YEAR.**

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Asbestos**

An extensive asbestos survey has been conducted by Trust Thermal Systems, Eagle, Michigan. The Health Department has approved the management/response plans. There is a notebook in each school office stating where asbestos exists and the management/response plans for the building. In all cases, the asbestos has been encased and is not dangerous. Parents wishing to look at the documentation may check with office personnel.

### **Preparedness for Toxic and Asbestos Hazards**

The school district is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Superintendent's office upon request.

## **Drill Procedures (Fire, Tornado, Intruder, Evacuation, Lock-Down)**

Student safety is the responsibility of all staff. Staff members are familiar with emergency procedures. If a student is aware of any dangerous situation, he/she must notify any staff person immediately.

Students are instructed most quickly and safely to leave the building in case of fire or other emergencies. Tornado and fire drills are practiced. During a tornado warning, students are taken to the safest place in each building. They are not sent home. Parents may pick up only their own children in such an emergency.

Intruder and evacuation drills are practiced regularly.

## **Lockers/Desk Use**

Pursuant to [Policy 5102 Lockers](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students not completing their In-School Suspension successfully, will face further disciplinary action.

#### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

#### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice

of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe

disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with [Policy 5206 Student Discipline](#) Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## STUDENT CODE OF CONDUCT



Note: The areas below are enforced for classrooms, special class areas such as the gym and media center, buses, and on school grounds before, during, and after school. They also apply to all after-school activities. If applicable, actions may be taken regarding student behavior on the way to school and on the way home from school.

	Time Out/Extra Time	Misc. Disciplines	Confiscate Item	Notify Parent/Guardian	Notify Police/Authorities	Initial Responsibility	Suspension **	Expulsion
1. Alcohol/Drugs/Tobacco			A	A	A	O	A	X
2. Arson			A	A	A	O	A	X
3. Possession of matches/lighters, etc.	X	X	A	A	X	S/O	X	
4. Bomb Threats			A	A	A	O	A	X/A
5. Bullying (threatening/intimidating behavior)	X	X	X	A	X	S/O	X	X
6. Burglary/Theft	X	X	A	A	X	O	X	X
7. Cheating/Plagiarism	X	X	A	A		S/O	X	
8. Closed Campus	X	X		A	X	S/O	X	
9. Disrespect of Staff/Others	X	X		X		S/O	X	
10. Dress/Appearance	X	X		X		S	X	
11. Explosives			A	A	X	O	X	X/A
12. Extortion/Blackmail/Coercion	X	X	X	A	X	S/O	X	
13. False Alarms	X	X		A	X	S/O	X	X
14. Fighting/Physical Attack on Student(s)	X	X	X	A	X	S/O	X	X
15. Firearms/Weapons	X	X	A	A	A	O	A	X/A
16. Forgery	X	X	X	A		S	X	
17. Gambling	X	X	A	A		S	X	
18. Gross Misbehavior	X	X	X	A	X	S/O	X	
19. Harassment/Abuse	X	X		A	X	S/O	X	
20. Inciting Others to Violence or Disobedience	X	X		A	X	S/O	X	X
21. Indecency	X	X	X	A	X	S/O	X	X
22. Insubordination	X	X		X		S/O	X	
23. Loitering/Trespassing	X	X		X	X	O		
24. Obscenity/Profanity	X	X		X		S/O	X	
25. Persistent Disobedience	X	X		A		O	X	
26. Physical Attack on Staff			A	A	X	O	A	X/A
27. Smoking or possession of tobacco or vape products			A	A	X	S/O	A	
28. Truancy	X	X		A	X	O	X	
29. Vandalism/Malicious Acts	X	X	X	A	X	S/O	X	X
30. Violation of State Law	X	X	X	A	A	O	X	X/A
31. Violation of School Rules	X	X	X	X	X	S/O	X	X

Key: X - Possible Consequence    A - Automatic Consequence  
 S - Staff Response    O - Sent to the office or office notified of the offense  
 S/O - Response begins with a staff person, and is sent to the office, as necessary  
 \*\*Includes in-house suspension, as an option.

Unless regulated by state law, the principal or designee decides which of the above options is most appropriate.

This chart supersedes any other set of guidelines or former Handbooks.

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION  
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

**Policy 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by [Policy 3118 Title IX Sexual Harassment](#).

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in [Policy 3115B Designation of Coordinators](#).

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see [Policy 3115A Definitions for 3115 Series](#).
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see [Policy 3115B Designation of Coordinators](#).
- C. Supportive Measures: For more information about supportive measures, see [Policy 3115C Supportive Measures](#).
- D. Informal Resolution: For more information about informal resolution, see [Policy 3115D Informal Resolution](#).
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see [Policy 3115E Grievance Procedure and Remedies](#).
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see [Policy 3115F Complaint Dismissal and Appeals](#).
- G. Reserved

- H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see [Policy 3115H Training Requirements and Policy Notice](#).

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.



## **Policy 3115A Definitions for 3115 Series**

The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

“Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

“Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.

“Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.

“Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.

“Day” means a day that the District’s central office is open for business, unless otherwise indicated.

“Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

“Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

“Grievance Procedure” means the process outlined in Policy 3115E.

“Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

“Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

“Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

“Party” means a Complainant or Respondent.

“Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are

provided to restore or preserve that person's access to the District's education program or activity after the District determines that Unlawful Discrimination occurred.

"Respondent" means a person who is alleged to have violated the District's prohibition on Unlawful Discrimination.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

"Supportive Measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or

Provide support during the District's Grievance Procedure or during an informal resolution process.

"Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

### Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

Race, Color, or National Origin Harassment, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

Disability Harassment, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-Based Harassment, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## **Policy 3115B      Designation of Coordinators**

The District designates the following person(s) to serve as non-discrimination Coordinators:

### **Title IX Coordinator(s)**

Mr. Rich Collins-Principal  
765 E. North Street  
Owosso, MI 48867  
989-723-3460  
collinsr@owosso.k12.mi.us

Dr. Cathy Dwyer-Asst Superintendent  
645 Alger St  
Owosso, MI 48867  
989-725-8131  
dwycerc@owosso.k12.mi.us

Section 504 Coordinator  
Bridgit Spielman-Principal  
925 Hampton St  
Owosso, MI 48867  
989-723-4355  
spielman@owosso.k12.mi.us

Civil Rights Coordinator/Employment Compliance Officer  
Carrie Yoho-Human Resources Director  
645 Alger St.  
Owosso, MI 48867  
989-723-8131  
yoho@owosso.k12.mi.us

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## ***Policy 3115C Supportive Measures***

### **. Supportive Measures**

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

### **B. Students with Disabilities**

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## **Policy 3115D      Informal Resolution**

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority:      20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## ***Policy 3115E   Grievance Procedure and Remedies***

### **.   Grievance Procedure**

## 1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

## 2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

## 0. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

## 0. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

## 0. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

## 0. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- . The Grievance Procedure and any informal resolution process;

- a. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- b. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

#### 0. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

#### 0. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- . Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- a. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- b. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

#### 0. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- . Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;



- a. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- b. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

0. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

***Policy 3115F Complaint Dismissal and Appeals***

. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

#### B. Determination Appeal Procedures

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

## **Policy 3115-F-1      Discrimination, Harassment, and Retaliation Complaint Form**

### **District Letterhead**

This form is being submitted by: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If the Complainant is a student:**

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building Attending: \_\_\_\_\_

**If the Complainant is an employee:**

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

**Complaint Details**

Reporter's Name and Relationship to Complainant: \_\_\_\_\_

Reporter's Phone: \_\_\_\_\_ Reporter's Email: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_ Respondent's Relationship to Complainant: \_\_\_\_\_

1. Describe the alleged discrimination that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. What would you like the District to do to remedy the situation?

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Signature

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Date

**For more information about the District's complaint investigation process, see Policies 3115 through 3115H.**

**A person alleging discrimination may file a Complaint using the District's Grievance Procedure. A Complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a Complaint with the District is not a prerequisite to filing with OCR.**

**Use of this form is not required, but it does assist the District in gathering data related to the Complaint to ensure a prompt investigation. A Complainant's failure to use this form will not be the basis to delay an investigation.**

## **Policy 3115H      Training Requirements and Policy Notice**

### **A. Training Requirements**

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

### **B. Nondiscrimination Notice Requirement**

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## **APPENDIX B: ANTI-BULLYING**

### **Policy 5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### **. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
1. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### **A. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

**Training.** The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

**Educational Programs.** The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

## H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
1. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;



- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

### Bullying Incident Report Sheet

<b>Name of complainant:</b>	<b>Name of alleged perpetrator:</b>
<b>Time and location of the incident:</b>	<b>Parties (if any) witnessing incident:</b>
<b>Name of staff recording incident:</b>	<b>Date and time of report:</b>
<b>What happened – indicate if recorded by the complainant or by assisting staff:</b>	
<b>Additional comments (indicate the source of comments i.e. staff, parent, alleged perpetrator...):</b>	
<b>Is this the first time this type of incident has occurred:</b> Yes    No	<b>Were there any contributing factors (ex. race/color, gender, disability, etc...)</b>
<b>Date of notification of parent of the complainant:</b>	<b>Date of notification of alleged perpetrator's parent:</b>
<b>Name of the person contacted and method used:</b>	<b>Name of the person contacted and method used:</b>
<b>Has a parent meeting been established? (If yes, please indicate date and time)</b>	
<b>Describe the action plan that has been established and the date for follow-up:</b>	

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### **Policy 5308 Protection of Pupil Rights**

#### **Surveys, Analyses, and Evaluations**

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

#### **A. Invasive Physical Examinations**

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of

attendance, (2) administered and scheduled by the district, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

#### B. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

#### C. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with [Policy 5401 Parent Involvement in Education](#).

#### D. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. This Policy and its availability upon request;
2. How to opt their child out of participation in activities as provided for in this Policy.

3. The approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. The approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);
5. How to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: 20 USC 1232h

## **APPENDIX D: SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

### **Policy 5601 Special Education**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

IDEA-eligible students are protected from discrimination under state and federal law, including Section 504 of the Rehabilitation Act, as outlined in Policy 5603.

Legal authority: 20 USC 1400 et seq.; 34 CFR Part 300; MCL 380.1701 et seq.; MARSE R 340.1701 et seq.

### **Policy 5603 Section 504**

The District does not discriminate against any student with a disability, as that term is defined in Section 504 of the Rehabilitation Act (Section 504), in any District program or activity. Any claim of disability-based discrimination will be addressed pursuant to Policy 5202.

Eligible students are entitled to a free appropriate public education through a Section 504 plan. Students with disabilities who are also eligible for services under Policy 5601 will receive a free appropriate public education through an IEP.

The District will follow federal law and applicable regulations and guidance in identifying, locating, evaluating, and educating students with disabilities under Section 504. The Superintendent or designee will develop and implement procedures for identifying and serving eligible students under Section 504 that are consistent with federal law.

For purposes of this Policy, a free appropriate public education means the provision of regular or special education and related services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, and that are provided without cost (except for District fees imposed on students without disabilities and their Parents).

### **Designated Section 504 Coordinator**

Bridgit Spielman, Principal, Bryant Elementary  
925 Hampton St., Owosso, MI 48867  
989-723-4355  
spielman@owosso.k.12.mi.us

**APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM**

**5309-F-2 Directory Information and Opt-Out**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Owosso Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you do not want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [Insert Deadline Date].

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes "directory information," as adopted by the Board in [Policy 5309 Student Records and Directory Information](#).

**Please check the boxes next to the purpose(s) for which you do not grant the District permission to disclose your student's directory information, below.**

Owosso Public Schools may not disclose my student's directory information for the following purposes:

[Insert District's chosen list of uses of directory information. See examples of common uses of directory information below]

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.

- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

### **Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date



## APPENDIX F: ACCEPTABLE USE AGREEMENT

### Policy 3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

#### . Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - . taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - a. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - b. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

#### B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their Parent; and
- students in grades 6 and below and their Parent.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

##### 1. A statement that:

- . use of District technology resources is a privilege that may be revoked at any time;
- a. a user has no expectation of privacy when using District technology resources;
- b. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- c. District technology resources may not be used to bully, harass, or intimidate others;
- d. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- e. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
  - . accessing other user accounts or files without authorization;
  - a. conducting personal business or activities;
  - b. accessing pornography;
  - c. communicating inappropriately with students;
  - d. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - e. accessing or downloading unauthorized software or programs.
2. A requirement that users report any material that is threatening, harassing, or bullying.
3. A release of all claims and liability against the District for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with [Policy 4215 District Technology and Acceptable Use](#) and [Policy 4216 Personal Communication Devices](#).

#### D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

## 1. Students

- . Students shall leave all electronic devices outside of the testing room.
- a. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- b. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

## 2. Test Administrators

- . Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
  - . Ensure that all background applications and alternative websites are disabled on testing devices.
  - i. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
  - ii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators are prohibited from wearing or accessing a wearable electronic device (e.g., smart watch or Fitbit).
- a. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

## 2. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

## E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s Parent, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a Parent do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606



## TECHNOLOGY USER AGREEMENT

### Elementary School Parents Permission & Student Agreement

*Parents: Please read this policy to/with your child(ren) before signing.*

Owosso Public Schools supports the use of electronic information technologies for educational endeavors. The district provides student access to informational resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in technologically rich environment and assist to become responsible, self-directed, life-long learners.

#### **Technology-Terms and Conditions for Use**

Using the district computers and other electronic equipment is a conditional privilege. I can use the equipment for learning.

1. I will only access my own accounts or the generic computer lab account.
2. I will follow the rules, copyright and intellectual use policies explained to me by my teacher(s).
3. I will take responsibility for my behavior while using the equipment.
4. I will be respectful and responsible with the equipment I use and report any problems to my teacher.
5. I will not tell anyone my password and will not use other people's passwords for any reason.
6. I will tell my teacher if the equipment is broken or if someone is not using it properly.
7. I will use only the software and settings that are provided by the school and will not download or copy software or change settings on the computer.
8. I will use the Internet for education only; and if I visit a site that is bad or makes me feel uncomfortable, I will tell my teacher.
9. I will not give out my name, address, phone number or other information about me while using the Internet.
10. I will not use the Internet for any type of bullying and I will let my teacher know if I become aware of any cyber bullying.

#### **Consequences for misuse:**

If I do not follow the rules or my teacher's instructions, I may lose my privilege to use all district equipment. I may also be disciplined by the school. I may have to pay to the school to repair or replace any equipment that I damage on purpose. Depending on the offense, legal action may also be taken.

#### **Student User Agreement:**

As a user of the Owosso Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent/Guardian Permission:**

All students are provided with conditional access to district computer resources. In addition to accessing our district computer network, as the parent/legal guardian, I grant permission (by my signature below) the above named student to: access the Internet and Owosso Public School network systems work collaboratively and publish work on teacher selected, educationally appropriate World Wide Web sites

I have read the Owosso Public Schools Information Technologies Acceptable Use Policy. I understand Owosso Public Schools has taken precautions to prohibit access to inappropriate materials. However, I recognize it is impossible for Owosso Public Schools to restrict access to all inappropriate materials and will not hold the district responsible for materials acquired on the network. I understand that I may be held financially responsible for damages or unauthorized expenses incurred as a result of technology use by this student.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed name: \_\_\_\_\_

This form is to be kept at the school site and kept on file by the Technology teacher. It is required for all students that will be using the computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

STUDENT NAME: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Grade: \_\_\_\_\_

## APPENDIX G: CONCUSSION PROTOCOL

### Concussion Protocol

The District will comply with the concussion protocol in [Policy 5712 Concussion](#).

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

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

#### UNDERSTANDING CONCUSSION – SOME COMMON SYMPTOMS

Headache  
Pressure in the  
Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
“Feeling Down”

Not “Feeling Right”  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

#### WHAT IS A CONCUSSION?

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

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

#### IF YOU SUSPECT A CONCUSSION:

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

to miss one game than the whole season.

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

**SIGNS OBSERVED BY PARENTS:**

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

**CONCUSSION DANGER SIGNS:**

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

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

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

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

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

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

**Parents and Students Must Sign and Return the  
Educational Material Acknowledgement Form found at the**



## APPENDIX H: PERMISSION-FORMS CHECKLIST

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### PERMISSION-FORMS CHECKLIST

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☒ **MANDATORY FORM: Technology User Agreement Form**

☒ **MANDATORY FORM: Confirmation of Handbook Review**

☒ **MANDATORY FORM: Parent-Student-Teacher Compact**

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#### **OPTIONAL FORMS:**


☐ **Pesticide/Herbicide**

☐ **Medical Management Plan**

☐ **Permission for Administration of Medication**

☐ **Volunteer Screening Process and Form**

## APPENDIX I: VOLUNTEER SCREENING FORM

<div data-bbox="311 323 506 480"></div> <div data-bbox="250 483 565 512">OWOSSO PUBLIC SCHOOLS</div> <div data-bbox="319 533 492 560">Ready for the World</div> <div data-bbox="284 609 565 1083"><p><input type="checkbox"/> Administration <input type="checkbox"/> Athletics <input type="checkbox"/> Bentley <input type="checkbox"/> Bryant <input type="checkbox"/> Central <input type="checkbox"/> Community Ed <input type="checkbox"/> Emerson <input type="checkbox"/> High School <input type="checkbox"/> Lincoln High School <input type="checkbox"/> Middle School</p></div>	<div data-bbox="727 287 1261 333"><h1>VOLUNTEER SCREENING</h1></div> <div data-bbox="609 420 1367 453">Students Full Legal Name _____</div> <div data-bbox="609 514 1367 546">Teacher's Name _____</div> <div data-bbox="609 604 1367 814"><p>As a prospective volunteer at Owosso Public Schools, I understand it is this agency's policy to secure conviction criminal history information as part of their screening process using the information provided below. I understand the provided information is required to conduct the criminal history background check. I authorize Owosso Public Schools to utilize the information for the sole purpose of obtaining a record of any history of criminal convictions.</p></div> <div data-bbox="609 877 1367 911">Signature of Volunteer: _____</div> <div data-bbox="609 972 1367 1003">Date: _____</div> <div data-bbox="609 1064 1367 1123">Legal Name: _____ First Middle Last Suffix</div>
	<div data-bbox="240 1197 383 1228">Office Use:</div> <div data-bbox="240 1249 568 1281">Date: _____</div> <div data-bbox="240 1297 568 1331">Completed By: _____</div> <div data-bbox="279 1352 431 1585"><p><input type="checkbox"/> ICHAT <input type="checkbox"/> NSOPW <input type="checkbox"/> MSPSOR <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p></div> <div data-bbox="240 1604 568 1635">Notes: _____</div>

As part of the School Safety Legislation that took effect January 1, 2006, Owosso Public Schools will screen any person who volunteers to work with the District through the Sex Offenders Registry list and the Internet Criminal History Access Tool criminal history records check who meets the following criteria.

- Chaperone field trips, whether one day or overnight
- Will be volunteering regularly in the school/classrooms

As part of the screening process, volunteers will be required to complete the attached Volunteer Screening form prior to participating in any activity or program. All criminal history background checks will be conducted at the Central Office. Once the volunteer has been cleared, the prospective school will be notified by the Central Office. Forms should be received at the Central Office at least ten working days prior to the start date of the volunteer participating in any activity or program.

I have offered my services as a volunteer to help the School District in the following areas:

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I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.*

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Signature of Volunteer/Chaperone

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Date

## APPENDIX J: PERMISSION FORM ADMINISTRATION OF MEDICATION

### ▲ PERMISSION FORM FOR ADMINISTRATION OF MEDICATION

Student: \_\_\_\_\_ Date of birth or age: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

School: \_\_\_\_\_ Date form received: \_\_\_\_\_

\*Medications must  
be brought to the  
office by an adult in  
the original  
package/container.

Name of medication: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Form of medication/treatment –

☐ tablet/capsule

☐ liquid

☐ inhaler

☐ injections

☐ nebulizer

☐ topical

Other: \_\_\_\_\_

Instructions (schedule and dose to be given at school):

Start: \_\_\_\_\_

Stop –

☐ end of school year

☐ other date/duration: \_\_\_\_\_

☐ for episodic emergencies only

Restrictions and/or important side effects:

☐ No - none anticipated

☐ Yes – if yes, please describe below:

Special storage requirements:

☐ none

☐ refrigerate

☐ other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Physician's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPENDIX K: PARENT-STUDENT-TEACHER COMPACT

Owosso Public Schools

### PARENT-STUDENT-TEACHER COMPACT

Education succeeds when there is a strong **partnership** between the school, the parents, and the students themselves. A clear path of communication, ownership, and mutual respect helps to create this partnership. Individual and shared **responsibilities** for education growth and student success are the foundation of this **Compact**. The areas outlined below demonstrate our combined assurances that will ensure success for your children.

#### **Parents Pledge: I will**

- Let teachers know if my child has any problems with learning
- Use reading and math materials sent home for parents
- Read to my child 20 minutes a day
- Keep a list of new words and link letters to sounds
- Help my child see how to use math and reading to achieve his or her goals

#### **Students Pledge: I will**

- Let my teacher and family know when I need help
- Read with my family and on my everyday
- Work on math and reading using the materials that have been sent home
- Write down assignments, and do my homework when given

#### **Teachers and Staff Pledge: I will**

- Create a partnership with every family in my class/school
- Monitor student progress in reading and math and report to parents
- Make sure that all students get help as soon as it is needed
- Send home learning materials in reading and math
- Explain my grading, teaching, and assignment expectations to students and families
- Continue to refine my teaching strategies so **all** students can learn
- Assign work that is relevant and interesting
- Make sure that my students understand the concepts taught, assignments and grade or evaluate promptly
- Review this compact at parent-teacher conferences

*By signing this **Compact**, I am pledging to be a partner in the educational process!*

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Parent Thoughts: \_\_\_\_\_

Student: \_\_\_\_\_

Teacher/Staff Member: \_\_\_\_\_

**APPENDIX L: MEDICAL MANAGEMENT PLAN**

Owosso Public Schools

**MEDICAL MANAGEMENT PLAN**

**Student Name:**

**Date of Birth:**

**Grade:**

**Teacher(s):**

**Condition:**

**Symptoms and Consequences:**

**Medications:**

**Medical Management Actions:**

IF THIS	PERFORM THIS ACTION

**Emergency Contacts:**

**1. Name:**

**Phone:**

**Relation to Student:**

**2. Name:**

**Phone:**

**Relation to Student:**

## APPENDIX M: PESTICIDE/HERBICIDE ADVISORY

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### PESTICIDE/HERBICIDE ADVISORY

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As part of the Owosso Public School District's pest management program, pesticides and herbicides are occasionally applied. You have the right to be informed prior to any pesticide/herbicide application made to the school grounds and buildings if students would normally be in those areas within 24 hours following such application. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to:

Director of Operations  
645 Alger  
Owosso, MI 48867  
(989) 723-8131

You may contact the Director of Operations at (989) 723-8131 if you have any questions.

✂-----✂

#### ONLY COMPLETE IF YOU WISH TO BE NOTIFIED PESTICIDE/HERBICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: \_\_\_\_\_

Student (child's) Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_  
Daytime Evening

Please check one:

- ☐ I **DO NOT** wish to be notified before a scheduled pesticide treatment inside ~~one~~ building
- ☐ I wish to be notified before a scheduled pesticide treatment inside of the building
- ☐ I **DO NOT** wish to be notified before a scheduled pesticide treatment on the outside grounds of the school
- ☐ I wish to be notified prior to a scheduled pesticide treatment on the outside grounds of the school

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## APPENDIX N: CONFIRMATION OF HANDBOOK REVIEW



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### CONFIRMATION OF HANDBOOK REVIEW

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The Owosso Elementary Family/Student Handbook is the official manual of regulations and requirements covering the students at Owosso Elementary Schools. It outlines expectations of students and their rights and responsibilities. The handbook is not intended to address all issues, concerns, or conduct of students, but to detail general matters. If you have particular concerns or questions, please feel free to discuss them with an appropriate staff member or principal. As the need arises for the administration and staff to develop new or change existing policies, students will be informed of the new policies and will be expected to follow these policies even though they may not be included in the current edition of the handbook. Parents must sign this handbook acknowledgment form upon enrollment at the beginning of each school year.

The Family/Student Handbook is available online for all three elementary buildings at:  
<https://www.owosso.k12.mi.us/elementaryforms>  
or by scanning the QR code.

Student Name	Teacher	Grade
Parent/Guardian Signature	Phone/Contact Information	Date

### CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Owosso Public Schools.

Student Name Printed	Parent or Guardian Name Printed
Student Name Signature	Parent or Guardian Name Signature
Date	Date