



**Board of Education Agenda
April 8, 2019
5:30 pm Regular Meeting**

Owosso High School Media Center
765 E. North Street
Owosso, Michigan 48867

1. Call to Order

2. Pledge of Allegiance

3. Building Reports:

Celebrate Kids! – Bryant Elementary School and Lincoln Alternative High School
Recognition of Ty Krauss: Certified Board Member Award
Carson Bornefeld and Cayden Whiteherse – Board of Education Student Representative

4. Board Correspondence:

Superintendent’s Report
Curriculum Director’s Report

5. Public Participation

6. For Action

▪ **Consent Agenda:**

March 11, 2019 Minutes-----	Report 18-143	Page 1
April 1, 2019 Committee of the Whole Meeting Minutes-----	Report 18-144	Page 7
Current Bills-----	Report 18-145	Page 9
▪ Approval of Wheelchair Lift Contract for Secondary Campus-----	Report 18-146	Page 16
▪ Approval of Course Listings-----	Report 18-147	Page 18
▪ Revised Policy 5460, Second Reading-----	Report 18-148	Page 88
▪ Sinking Fund High School Access Drive-----	Report 18-149	Page 100

7. For Future Action

▪ Student Handbook Revisions for 2019-2020-----	Report 18-150	Page 102
▪ Approval of Masonry and Structural Steel for renovation of the Secondary Campus-----	Report 18-151	Page 224
▪ Michigan State Police Security Grant Door Access Control System Contracts-----	Report 18-152	Page 226
▪ Mutual Aid Agreement-----	Report 18-153	Page 228

8. For Information

▪ Personnel Update-----	Report 18-154	Page 234
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9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

April 22: Board Meeting, 5:30 pm
May 13: Board Meeting, 5:30 pm

Important Upcoming Dates:

April 9: Bryant 1st/2nd Grade Mardi Gras Math, 3:40 pm
April 10: Emerson’s 1st Grade Math Night, 4:30 pm
April 11: Bryant’s Got Talent, 4:30 pm
April 12: Legislative Breakfast at Hawk Hollow, 7 am
April 15: Bryant Elementary Career Day, 2 pm
April 15: Pleasant Valley Fundraiser, OHS Cafeteria, 5-6:30 pm
April 16: Central Band/Recorder Concert, 7 pm
April 17: Blue & Gold Banquet at D’Mar Banquet Center, 6 pm
April 17: Bryant Band/Recorder Concert, 7 pm
April 18: Bryant Movie Night, 4 pm
April 18: Emerson Band/Recorder Concert, 7 pm
April 18: Shiawassee Community Foundation Scholarship Night at D’Mar Banquet Center, 7 pm
April 19: Half Day for all Students
April 22: 8th Grade OHS Tours, 1 pm
April 22: Student Culinary Competition at OHS, 3:15 pm

12. Adjournment:

BOARD GUARANTEE (Adopted May 2006)

We have been elected by the members of our community and choose to serve our fellow citizens to deliver the best possible programs and services to our children.

Therefore, we guarantee that:

We will serve with pride. We have been given the opportunity to make a difference in the lives of children and the quality of life in our community, and we are proud to accept that challenge.

We will treat students, parents, citizens, staff and fellow board members with dignity and respect.

We will be informed, knowledgeable and prepared before making decisions that affect the education of students. We will stay up-to-date so that our decisions will be based on the most recent information. We will model our belief that learning is a lifelong process.

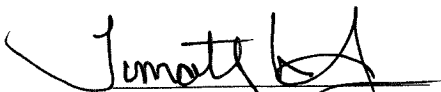
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance council (PGC) and many more.

We will maintain the policy making role of the Board and represent this to the constituents of the district by informal communications and referral to the proper channels for consideration of concerns and suggestions.

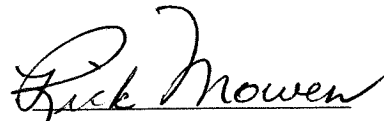
We will be enthusiastic and energetic in our support of the work in our schools by students, staff and volunteers. We will model this behavior by attending school sponsored events and working toward board certification through class work.

We will represent and reflect all segments of the community and base our decisions on sound policy and ethical principle that is in the best interest of all students. We will do this by basing our decisions on data and survey work on an annual basis. We will also take the time to have formal and informal conversations with our community.

Timothy Jenc
President



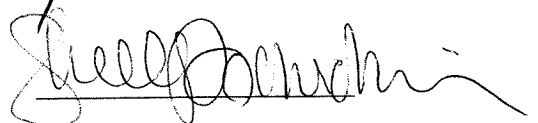
Rick Mowen
Vice-President



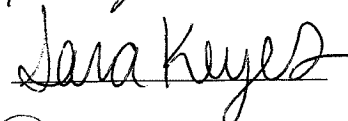
Marlene Webster
Treasurer



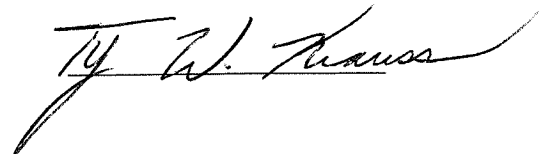
Shelly Ochodnicky
Secretary



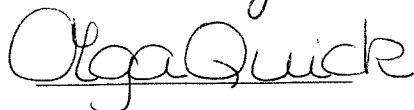
Sara Keyes
Trustee



Ty Krauss
Trustee



Olga Quick
Trustee



Board Guarantee check points will run in conjunction with the Superintendent dialogue sessions.



OWOSSO PUBLIC SCHOOLS

Ready for the World

BOARD OF EDUCATION NORMS

- Open, Honest, and Timely Communication
- Prepared
- Committed
- Unified
- Disagree Without Conflict
- Punctual (notify if absent)
- Responsive (48 hour rule)
- Students First
- No Surprises



OWOSSO PUBLIC SCHOOLS

Ready for the World

Public Participation at Board Meetings

The Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience are reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

OWOSSO PUBLIC SCHOOLS
Board of Education Minutes
March 11, 2019
Report 18-143

President Jenc called the meeting of the Board of Education to order at 5:30 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Keyes, Krauss, Mowen, Ochodnicki, Quick, Webster
 Absent: All members were present

Pledge of Allegiance

Building Reports

As part of the Celebrate Kids! segment of the meeting, Superintendent Tuttle introduced Central Elementary School Principal Mrs. Bridgit Spielman. Mrs. Spielman reported that third grade teacher Mrs. Megan Friend and her students were in attendance to share information about their Oliver Woods buddies. Oliver Woods staff members Brandy Quarderer and Cathy Scriptor were introduced by Mrs. Spielman. The Oliver Woods Buddies program has been in existence for the past four years. Mrs. Friend takes her entire class to the Oliver Woods Retirement Center on a weekly basis. The residents and students primarily read to each other, play games, and celebrate holidays. Over the past two years the residents periodically visit the students in the school's media center. Mrs. Friend introduced the Oliver Woods buddies to the Board which included retired OPS administrator Mr. Tom Henne; Mrs. Birdie Wright, former third grade teacher at Bentley Elementary School; Pat Ash, retired business teacher from Corunna High School; and Pat Brettrager. Central third grade students Summer Walker, Taylor Friend, Adi Doyle, Leighton Sobak, Abby Crandell, Gunnar Garrison, and Keagan Spielman shared comments about their buddies and the positive interactions they have experienced. The Oliver Woods buddies also commented on how much they appreciate and value the relationships they have formed with the students.

Vice President Rick Mowen thanked the students for sharing their time and getting to know the residents of Oliver Woods.

Bridgit Spielman acknowledged the District's Transportation Department for transporting the students to Oliver Woods on a weekly basis. She also thanked the administration for supporting the program.

Superintendent Dr. Tuttle commented that there is so much that students can learn beyond the classroom. She stated that students benefit from getting out of their classrooms and learning from the residents that have so much wisdom and knowledge. The Oliver Woods residents were thanked for giving up their time to allow the students to visit with them and for providing them with the wonderful experience.

Board of Education Student Representative Carson Bornefeld commented that because of his involvement in sports, it has been a while since he has been able to report at a meeting. He expressed his gratitude towards Cayden Whiteherse for filling in for him during his absences. Carson also thanked the staff and students of OPS for their generous Christmas gifts.

Carson Bornefeld informed the Board that the Owosso High School Winter Formal was canceled due to poor ticket sales that were a result of the numerous snow days. He reported that the high school's spring sports season has begun. Carson announced that Prom tickets are now available to be purchased from senior class officers. This year's Prom will be held on April 26th at the Golden Glow Ballroom in Saginaw. The Trojan Marching Band will depart for Disney World on Thursday, March 14th.

Carson Bornefeld explained that the departing seniors would like to leave their mark at the high school by customizing a brick in the building. He stated that administration has given student council their approval for this project.

President Tim Jenc thanked Carson for his report. He also congratulated Carson for being voted as the Flint area boys basketball Player of the Week.

Owosso High School Principal Jeff Phillips announced that Carson Bornefeld was selected to participate in a free-throw contest at the Breslin Center based on his outstanding free-throw percentage for the season.

Board Correspondence

Superintendent Dr. Andrea Tuttle reminded the Board that the meeting was originally scheduled to be a Committee of the Whole meeting. She explained that a lot has been going on in the District. Since the last Board meeting, the District has had three audits. She applauded Curriculum Director Steve Brooks, Title I team members, and administrators for doing a phenomenal job with the audits.

Superintendent Dr. Tuttle reported that preschool and kindergarten registration has concluded. Administrators Amanda Rowell, Jessi Anderson, Bridgit Spielman, and Shelly Collison were recognized for their efforts to showcase and promote the District during the registration. The kindergarten team and administrators were also thanked for their work on the successful preschool and kindergarten registrations.

Superintendent Dr. Tuttle stated that two large video productions that showcase all of the opportunities available to students in the District were recently produced. One of the videos was displayed during the February 25th Board meeting.

Superintendent Dr. Tuttle applauded the custodial staff for continually making the buildings and facilities look clean and pristine, especially during the recent parent/teacher conferences and when the District is being showcased for new families.

Superintendent Dr. Tuttle informed the Board that the annual Shiawassee Home and Garden Business Expo was held at Owosso High School during the past weekend. She acknowledged Director of Operations John Klapko and Community Education Director Jessica Thompson for undertaking the event and doing an outstanding job.

Superintendent Dr. Tuttle recognized the administrative team and members of the Instructional Leadership Council for leading a phenomenal professional development day on March 6th. Superintendent Dr. Tuttle's annual State of the District address was also shared with staff during the professional development.

Superintendent Dr. Tuttle thanked everyone who participated in the groundbreaking ceremony for the secondary campus. An update on the bond was shared with the community prior to the ceremony.

Superintendent Dr. Tuttle stated that the District is undergoing an IB Reauthorization. She thanked Vice President Rick Mowen and Treasurer Marlene Webster for joining the reauthorization team at lunch earlier that day and expressing the Board's support of IB.

Superintendent Dr. Tuttle reported that all the District's choral programs received perfect 1 scores at festival. This included three middle school choirs and five from the high school. Additionally, the bands received perfect 1 scores at the Perry Band Festival.

Superintendent Dr. Tuttle informed the Board that the elementary bond projects are currently all on schedule at the present time. She explained that fencing is being installed at the high school in preparation for the secondary campus construction. Parking in the freshmen lot will not be permitted during the construction as this is will be used for bus pickups. She stated that Principal Jeff Phillips and she plan to monitor the parking and traffic congestion throughout the construction phase. She stated that Liaison Officer Mike Wheeler and the City of Owosso have been very helpful in monitoring the traffic and keeping students safe. The District is currently working on technology RFP's for the bond and this is a huge undertaking for all involved.

Superintendent Dr. Tuttle stated that a letter was sent to Owosso Public Schools families regarding the snow day closures. She stated that a total of nine missed school days have been forgiven. As of February 13, Owosso Public Schools has six days beyond the maximum possible forgiven days of nine. There is current pending legislation asking to forgive the two State of Emergency days. Currently, the last day of school is June 10th.

Superintendent Dr. Tuttle reported that Chief Financial Officer Julie Omer and she will be working on an RFP for the sale of the current middle school facility. All interested parties will be asked to provide a business plan and their intent for usage of the building. It is hoped that the building will ultimately be used to benefit the community.

Superintendent Dr. Tuttle reminded the Board that their meeting dates have been changed to allow for the process of bond bids, Board approvals, and transparency for the community. Some months will include more than one Board meeting.

Superintendent Dr. Tuttle informed the Board that the County-wide School Board Dinner Meeting will take place on March 13th at D'Mar Banquet Center. She stated that several informative topics will be discussed during the meeting.

Curriculum Director Steve Brooks reported that Title (Federal) and At-risk onsite reviews were just completed during the previous week. The District's processes and procedures for budgets, interventions, core-curriculum, and personnel were the main focus of the reviews. A letter summarizing the audit was provided to the District after the onsite reviews. A written report will be submitted at a later date. The initial letter that was provided after the review thanked the District for their hospitality. The onsite review auditors were particularly impressed with the classrooms that they visited and appreciated their time with administrators, teachers, liaison officers, counselors, social workers, and para-professionals. The auditors stated in their letter that they have a much better understanding of the philosophy of the District and how it serves the young people and families, as well as the philosophy represented in using the state and Federal funding streams. The team was especially struck by how focused the staff and students were and how quiet the schools' hallways were, both during class time and passing times. The effort it takes to maintain a positive climate and culture of the schools visited was definitely noted. The initial findings of the audit stated that it is very unusual to have a program of "no changes required" with the Federal funds. It is also very unusual to have only two changes required with Section 31a (At-risk funds). The recommended changes dealt with how the District reports math and reading scores for third and eighth grade. In addition to chronic absenteeism. Mr. Brooks noted that they have also changed the formula for how they rate chronic absenteeism three times over the past three years. All documentation for written processes and procedures that were provided to the onsite review team was very thorough and well executed. The knowledge of all participants, including parents was very high and the conversations were very lively and thoughtful. The letter encouraged Owosso Public Schools to participate, present and showcase the District's procedures and processes at the next School Improvement Conference in 2020. The letter also noted that the vision and philosophies of the District have maintained a steady course and it was refreshing to witness.

Superintendent Dr. Tuttle praised Steve Brooks on the exceptional review and the many hours, weeks, and days he spent preparing and showcasing for the audits.

Public Participation

President Jenc stated that the Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

Mr. Tom Manke congratulated the three Central Elementary students that were just selected as Curwood princesses.

On behalf of the Shiawassee Conservation Association, Mr. Tom Manke reported that the organization made donations that amounted to \$23,500 last year. The association offers archery, wildlife conservation, and hunter safety seminars for youth and adults. Mr. Manke stated that the association is interested in starting a high school trap league and he is looking for information on starting a trap league shooting club. Mr. Manke remarked that trap leagues are becoming very popular with students and the Conservation Association has wanted to start a trap league for many years.

For Action

- Moved by Mowen, supported by Webster to approve the February 25, 2019 regular meeting minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Ochodnicki, supported Mowen to authorize the Transportation Department to dispose of a bus that did not pass inspection. The bus has exceeded its useful life and can no longer satisfactorily be repaired to meet the needs of the District. Motion carried unanimously.
- Moved by Ochodnicki, supported by Mowen to authorize the Superintendent to sign a contract with Concrete Placement, LLC to commence the bid category of concrete at the secondary campus and authorize the Superintendent to approve any contingencies of 5% and general condition work up to 2% of the overall contract work not to exceed \$1,465,128. Superintendent Dr. Tuttle noted that of the total, \$190,000 of this base contract is expected to be funded by the donation from the Cook Family Foundation. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to approve the “Work Directive Change” to the original contract with Spicer Group approved at the November 26, 2018 Board meeting for the sinking fund administration services. The proposed Work Directive Change has been included in the Board package for consideration. Motion carried unanimously.
- Moved by Krauss, supported by Keyes to adopt Revised Policy 5460-Graduation Requirements as a first reading. Motion carried unanimously.
- Moved by Ochodnicki, supported by Keyes to approve the hiring of certified staff member Deborah Faulkner as an Owosso High School Special Education Teacher. Nays: Trustee Quick. Motion carried.
- Moved by Quick, supported by Mowen to authorize Bentley Bright Beginnings to dispose of a Children’s Castle Climber that has been identified as not being needed any longer and taking up needed space in the gymnasium. Motion carried unanimously.

For Future Action

- The Board of Education will be asked to authorize the Superintendent to sign a contract with A4 Access of Rochester Hills to commence with the purchase and installation of a Wheelchair Lift at the secondary campus and approve any contingencies of 5% and general condition work up to 2% of the overall contract work not to exceed \$37,997.
- The Board of Education will be asked to approve the course listings presented for the Middle School, High School, and Lincoln High School for the 2018-2019 school year.

For Information

Superintendent Dr. Tuttle reported that Luqas Warden has accepted the Custodian II position at Owosso High School. Susan Mitchell has accepted the Food Service Distribution Coordinator position. Michelle Bingham has accepted the 3-hour Food Service position at Owosso Middle School. Terry Carsten, OHS Custodian II has resigned. Nichole Carsten, Central Custodian II has resigned. Branden Carsten, OHS Custodian II has resigned. LaShawn Ayers-Hanes, Special Education Teacher at Owosso High School has submitted her letter of resignation effective at the conclusion of the 2018-2019 school year after six years of service with the District. Lesa McKeon, Kindergarten Teacher at Bryant Elementary has submitted her letter of retirement effective at the conclusion of the 2018-2019 school year after 33 years of service with the District. James Fournier, Special Education Teacher at Central Elementary has submitted his letter of retirement effective at the conclusion of the 2018-2019 school year after 23 years of service with the District. Susan Jones, Second Grade Teacher at Emerson Elementary has submitted her letter of retirement effective at the conclusion of the 2018-2019 school year after 29 years of service with the District. Scott McCuaig, Fifth Grade Teacher at Emerson Elementary has submitted his letter of

retirement effective at the conclusion of the 2018-2019 school year after 25 years of service with the District.

Public Participation

There were no comments from the public.

Board Member Comments/Updates

President Tim Jenc commented that there has been a lot of social media comments recently regarding student drop-offs and pick-ups at Central Elementary School. Superintendent Dr. Tuttle was asked to provide the Board with an overview of the situation.

Superintendent Dr. Tuttle stated that when she was the Principal of Central Elementary School she had the same issues that the building is currently experiencing with parents dropping off and picking up their children. She stated that Central Elementary, as well as all of the District's buildings are land locked and were originally built as neighborhood schools during a time when children walked to school. Liaison Officer Mike Ash has consistently tried to control the traffic conditions at Central. The parent that has posted complaints on social media has spoken with Mrs. Spielman and Mr. Steve Brook on previous occasions. Recommendations for the pickup and drop off of her children were shared with her. Superintendent Dr. Tuttle stated that the District realizes that parking is an issue at all of its elementary building and is open to suggestions that can improve the conditions.

Central Elementary Principal Bridgit Spielman commented that when she took over as the building principal, meetings were held with parents to discuss the parking conditions. The meetings provided parents with an opportunity to share their concerns and offer suggestions. Chief of Police Kevin Lenkart and Liaison Officer Mike Ash were also in attendance at these meetings. The meetings resulted in a no parking zone on the west side of Ada Street between the hours of 3-4 pm. In addition, Chief Lenkart recently advised that new signage will be placed on Oliver Street. Handicap parking spaces are also being monitored.

President Tim Jenc announced that he has tickets available for the CTE pontoon raffle. Tickets are \$50 each for the \$38,000 pontoon boat that was donated to the District. All proceeds from the ticket sales will go to the CTE program.

Trustee Ty Krauss wished Carson Bornefeld good luck in the free throw contest. He thanked Steve Brooks and staff for their efforts with the recent audits. The OPS band and choir programs were congratulated by Mr. Krauss for their perfect one scores at Festival. He stated that his daughter was a member of choir for six years and the program never received all ones during her tenure in spite of trying.

Trustee Sara Keyes stated that appreciates Mrs. Spielman for taking all of the phone calls about the parking situation at Central. She remarked that the administrative team spends a great deal of time trying to come up with solutions to problems and complaints but still manages to do a great job educating the students of OPS. Mrs. Keyes also stated that she has enjoyed seeing all of the positive comments and photos on social media about kindergarten registration.

Vice President Rick Mowen congratulated Carson Bornefeld on his incredible free throw feat. He wished Carson good luck at the free throw contest that will be held at the Breslin Center. Mr. Mowen also stated that he and Treasurer Marlene Webster were pleased to represent the Board at the IB reauthorization and show their support of the program on behalf of the entire Board of Education. He thanked all staff members that were involved in the reauthorization and the amount of time they spent away from their classrooms.

Superintendent Dr. Tuttle expressed her appreciation for Mr. Lance Little, Mr. Rich Collins, Mr. Jeff Phillips, and Mrs. Sarah Collins for being instrumental in the IB reauthorization which is key to the District.

Secretary Shelly Ochodnicky stated that during this time of social media negativity, she sincerely appreciates all of the positive and great posts that she has seen about the District's programs, students, and buildings.

Trustee Olga Quick also thanked staff for their efforts with the most recent audits. She stated that it is a great compliment to the District to be invited to present on our procedures and policies at a conference. Mrs. Quick remarked that she chaperoned at choir festival and was so amazed with our students and their expertise at site readings. The administrative team was also applauded for giving up their personal time to support the students at Festival. Mrs. Quick expressed her appreciation for Officer Mike Ash along with the numerous staff members that go above and beyond to create resources for students that need extra support. She remarked that she feels extremely blessed to be a part of the District.

Superintendent Dr. Tuttle commented that during the recent audits the District was commended for its Liaison Officers and their active involvement with students.

Treasurer Marlene Webster stated that as a proud mother of an Owosso Public Schools graduate, she sincerely appreciates the staff and administrators of the District. She announced that her daughter, Abigail Webster was accepted into Michigan State University's College of Osteopathic Medicine. She remarked that her grandfather was the son of an immigrant and he always dreamed that there would one day be a doctor in the family and her daughter will be the first. Mrs. Webster stated that 6000 students applied to be admitted into the program and 500 were called for an interview, but only 300 students are selected. She commented that MSU's College of Osteopathic Medicine is a very stringent program and she is proud to say that her daughter was educated by Owosso Public Schools.

Upcoming Board Meeting Dates:

April 1: Regular Board Meeting, 5:30 pm (new additional date)

April 8: Regular Board Meeting, 5:30 pm (previously scheduled as Committee of the Whole meeting)

Important Upcoming Dates:

March 11-13: IB Reauthorization Visit

March 11: LHS, 3rd Trimester Begins

March 13: County School Board Dinner Meeting @ D'Mar, 6 pm

March 13: Central 5th Grade Wax Museum

March 14-20: OHS Band Florida Trip

March 15: Bryan Daddy-Daughter Dance, 7 pm

March 19: OHS Spring Sport Parents Night, 6 pm

March 19: Class of 2023 Shiawassee Scholars Induction at D'Mar, 7 pm

March 22: Half Day of School for all Students & Teacher Work Day

March 25-29: Spring Break

April 1: School Resumes

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 6:37 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
Board of Education Committee of the Whole Meeting Minutes
April 1, 2019
Report 18-144

President Jenc called the Board of Education Committee of the Whole Meeting to order at 5:02 pm. The meeting was held at the Washington Campus, 645 Alger Street, Owosso, MI 48867.

Present: Tim Jenc, Ty Krauss, Rick Mowen, Olga Quick, Shelly Ochodnicky, and Marlene Webster

Absent: Sara Keyes

Pledge of Allegiance

Public Participation

President Jenc stated that the Board of Education is a public body and recognizes the value of public comment on educational issues. Time has been included in the meeting's agenda for public participation. Members of the audience were reminded that they should announce their name and group affiliation when applicable and to limit their participation time to three minutes or less. Comments should be directed to the Board and be relevant to the business of the Board of Education. This is not an opportunity for dialogue with the Board of Education. The rules of common courtesy should also be observed.

There were no comments from the public.

Introductions

President Jenc asked those in attendance to introduce themselves. The participants of the meeting included President Tim Jenc, Vice President Rick Mowen, Secretary Shelly Ochodnicky, Trustee Ty Krauss, Trustee Olga Quick, Treasurer Marlene Webster, Superintendent Dr. Andrea Tuttle, Curriculum Director Steve Brooks, Chief Financial Officer Julie Omer, Director of Operations John Klapko, Mr. Gary Stellar of Clark Construction, Mr. Brendan Pollard of Kingscott Architects, and Administrative Assistant Clara Pitt.

Bond Update

Mr. Gary Stellar of Clark Construction and Mr. Brendan Pollard of Kingscott Architects provided an update on the secondary campus. The timeline and status of the bond budget was discussed at length by the Board, Superintendent Dr. Tuttle, Mr. Stellar, and Mr. Pollard. Superintendent Dr. Andrea Tuttle and members of the Board voiced their concerns about the lack of communication from Clark Construction and Kingscott even though there have been ongoing weekly construction meetings that should have provided an opportunity for these discussions. A meeting with the District's bond team and representatives from Clark Construction and Kingscott Architects is scheduled to be held on Friday, April 5th in Superintendent Tuttle's office to further address issues and concerns about the bond.

Sinking Fund

Superintendent Dr. Tuttle informed the Board that bids were received on March 22, 2019 for the 2019 Sinking Fund Improvements to the high school access drive project. The scope of the work was summarized by Superintendent Tuttle. There have been significant discussions regarding the limited and congested access that transportation vehicles have to the secondary campus,

including buses and emergency vehicles. It was determined that creating an access road to the property via Middleton Road would provide the best solution to address this issue. The Board will be asked to authorize the Superintendent to move forward with the access road from Middleton Road to the secondary campus at the April 8, 2019 Board meeting.

Staffing

Curriculum Director Steve Brooks reported that the District is in high need of middle school science and special education teachers. A small team from the District plans to attend a job fair at Michigan State University on Monday, April 8th with hopes of recruiting new teachers to fill the open positions.

Board Comments

President Tim Jenc expressed his interest in having a District program highlighted in an upcoming MASB Spotlight bulletin.

Upcoming Meeting Dates

April 8: Board of Education Meeting, 5:30 pm

April 22: Board of Education Meeting, 5:30 pm

Adjournment

Moved by Mowen, supported by Ochodnicky to adjourn at 6:57 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

Shelly Ochodnicky, Secretary

OWOSSO PUBLIC SCHOOLS
EXPENDITURE REPORT
MARCH 4 - MARCH 31 , 2019
REPORT 18-145

CHECK RUN ACTIVITY BY FUND

GENERAL FUND	\$939,965.52
SERVICE FUND	\$20,800.58
SINKING FUND	\$0.00
CAPITAL PROJECTS - BOND FUND	\$445,320.88

CHECK RUN TOTAL \$1,406,086.98

CREDIT CARD ACTIVITY BY FUND (Post Date 3/4-4/03/2019)

GENERAL FUND (MARCH ACTIVITY)	\$ 29,828.89
SERVICE FUND (MARCH ACTIVITY)	\$ 332.59
ORGANIZATIONAL FUND (MARCH ACTIVITY)	\$ 4,637.37

CREDIT CARD TOTAL \$ 34,798.85

GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)

PAYMENT 3-6-2019	\$ 27,841.08
PAYMENT 3-15-2019	\$ 17,388.05
PAYMENT 3-22-2019	\$ 26,095.04

DIRECT DRAW FROM BANK ACCOUNT \$ 71,324.17

PAYROLL (#19) 3/15/2019	\$ 864,049.43
PAYROLL (#20) 3/29/2019	\$ 817,871.02
STABILIZATION PYMNT 3/26/2019	\$ 192,455.38

PAYROLL TOTAL \$ 1,874,375.83

GRAND TOTAL \$ 3,386,585.83

Detailed payment information can be obtained from the Chief Financial Officer, Julie Omer, by calling (989) 723-8131 or by mailing a written request to Owosso Public Schools, P.O. Box 340, 645 Alger Street, Owosso, MI 48867

Check Register for Bank Account ID CHEM1

From 03/04/2019 to 03/31/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099548	03/07/2019	1 Comp	Open	101548 AGNEW SIGNS CO.	OPER/KLAPKO/TRUCK LOGO	1,969.00
099549	03/07/2019	1 Comp	Open	008350 ALEXANDRIA PUMFORD	ADM/COMM ED LEFEGUARD	71.25
099550	03/07/2019	1 Comp	Open	007694 ANDERSON, JESSICA	EM/ANDERSON/KINDERGARTEN R	68.89
099551	03/07/2019	1 Comp	Open	100046 BAKER COLLEGE OWOSSO	ADULT ED PMT #3 1/1-2/28	12,221.08
099552	03/07/2019	1 Comp	Open	001020 CREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	62.25
099553	03/07/2019	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
099554	03/07/2019	1 Comp	Open	100576 CLEVINGER, RYAN	HS/R CLEVINGER/MILEAGE	116.00
099555	03/07/2019	1 Comp	Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	68.67
099556	03/07/2019	1 Comp	Open	000124 CONTROL SOLUTIONS INC.	OPER/KLAPKO/HVAC WORK	120.00
099557	03/07/2019	1 Comp	Open	007131 CSH ELECTRIC MOTOR SUPPLY	OPER/KLAPKO/SPACE HEATERS	90.00
099558	03/07/2019	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/PLOW	6,165.67
099559	03/07/2019	1 Comp	Open	007515 DANIELLE LAB	COMM ED WATER AEROBICS	75.00
099560	03/07/2019	1 Comp	Open	008591 DAVIS, LILYANNE	ADM/COMM ED LIFE GUARD	142.50
099561	03/07/2019	1 Comp	Open	102034 DELL MARKETING, L.P.	OPER/KLAPKO/HVAC LAPTOP	1,469.97
099562	03/07/2019	1 Comp	Open	003516 DIGNAN, LINDA	HS/DIGNAN/STUDENT REWARDS	50.00
099563	03/07/2019	1 Comp	Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/ALARM REPAIR	299.00
099564	03/07/2019	1 Comp	Open	002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	25.06
099565	03/07/2019	1 Comp	Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	9.65
099566	03/07/2019	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	1,888.44
099567	03/07/2019	1 Comp	Open	100069 HEINEMANN	EM/CICALO/BOOKS	11.00
099568	03/07/2019	1 Comp	Open	102288 HILTON GARDEN INN	IB CONF LODGING	1,204.58
099569	03/07/2019	1 Comp	Void	03/21/2019 003767 HODGE GLASS SERVICE	MS/GRAHAM/LOCKS	69.89
099570	03/07/2019	1 Comp	Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	1,805.00
099571	03/07/2019	1 Comp	Open	005463 JOSTENS	ALT/PARSONS/DIPLOMA COVERS	483.38
099572	03/07/2019	1 Comp	Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
099573	03/07/2019	1 Comp	Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	77.37
099574	03/07/2019	1 Comp	Open	007823 LAVIGNE, PATTY	BB/LAVIGNE/SUPPLIES	30.00
099575	03/07/2019	1 Comp	Open	001841 LINTNER, DALLAS	ATH/LINTNER/MILEAGE	670.16
099576	03/07/2019	1 Comp	Open	008566 LIVINGSTON, MADISON	COMM ED LIFEGUARD	166.25
099577	03/07/2019	1 Comp	Open	005958 LONGS TRANSMISSION INC.	OPER/KLAPKO/VEHICLE REPAIR	136.30
099578	03/07/2019	1 Comp	Open	008676 MAEO STARS	ATL/SCHMITZ/LEGISLATIVE DA	130.00
099579	03/07/2019	1 Comp	Open	008628 MECA	HS/SCHNEIDER/CONF	320.00
099580	03/07/2019	1 Comp	Open	004351 MICHIGAN FCCLA	HS/SCHNEINDER/CONF REG	570.00
099581	03/07/2019	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER SERVICE	318.00
099582	03/07/2019	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	297.67
099583	03/07/2019	1 Comp	Open	004600 OPS FOOD SERVICE FUND	HS/POYNER/SUPPLIES	288.02
099584	03/07/2019	1 Comp	Open	004652 PCMI - WEST	BB STAFF PAYMENT	11,258.26
099585	03/07/2019	1 Comp	Open	007024 PROJECT LEAD THE WAY	MS/MURRAY/KITS	7,930.75
099586	03/07/2019	1 Comp	Open	100922 SAGINAW VALLEY STATE UNIVERSITY	ATH/SMITH/3-21 TRACK ENTRY	400.00
099587	03/07/2019	1 Comp	Open	005420 SCHOOL SPECIALTY INC.	ALT/PARSONS/HIGHLIGHTERS	26.16
099588	03/07/2019	1 Comp	Open	000693 SEHI COMPUTER PRODUCTS	CE/KLAPKO/Front Row BATTER	926.00
099589	03/07/2019	1 Comp	Open	005610 SHIAWASSEE COUNTY HEALTH DEPT.	OPER/KLPAKO/POOL INSPEC FE	104.00
099590	03/07/2019	1 Comp	Open	005625 SHIAWASSEE RESD	1/27-2/9/19 EDUSTAFF BILL	15,854.21
099591	03/07/2019	1 Comp	Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	72.94
099592	03/07/2019	1 Comp	Open	002623 TASC-CLIENT INVOICES	4/1-4/30/19 ADMIN FEE	375.36
099593	03/07/2019	1 Comp	Open	006230 THRUN LAW FIRM, P.C.	FEB 2019 LEGAL SERVICES	255.00
099594	03/07/2019	1 Comp	Open	008675 TSA CONSULTING GROUP, INC.	JAN 2019 PLAN ADMIN	157.68
099595	03/07/2019	1 Comp	Open	006510 VALLEY LUMBER COMPANY	HS/DIGNAN/GREENHOUSE SUPPL	899.02
099596	03/07/2019	1 Comp	Open	005014 VALLEY PLAZA RESORT	HS/SCHNEIDER/CONF LODGING	503.94
099597	03/07/2019	1 Comp	Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/MARCH 2019	2,233.05
099598	03/07/2019	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	84.04
099599	03/07/2019	1 Comp	Open	002238 WHITE, BEVERLY	ADM/WHTIE/CONF REIMB	52.12
099600	03/07/2019	1 Comp	Open	006845 WIN'S CORPORATE OFFICE	HS/DIGNAN/GREENHOUSE SUPP	234.46
099601	03/14/2019	1 Comp	Open	007694 ANDERSON, JESSICA	EM/ANDERSON/REIMBURSEMENT	144.22

Check Register for Bank Account ID CHEM1

From 03/04/2019 to 03/31/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099602	03/14/2019	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/SECOR/PROPANE	4,456.67
099603	03/14/2019	1	Comp Open	008648 CHEMICAL BANK	3RD INSTALL STATE AID LOAN	435,173.57
099604	03/14/2019	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
099605	03/14/2019	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC/MARCH 2019	39,479.40
099606	03/14/2019	1	Comp Open	100920 CORUNNA HIGH SCHOOL	ATH/SMITH/5-3 TRACK	220.00
099607	03/14/2019	1	Comp Open	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	425.00
099608	03/14/2019	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/REPAIR	401.50
099609	03/14/2019	1	Comp Open	008548 GARBER, STEPHANIE	ADM/GARBER/CONF REIMB	36.77
099610	03/14/2019	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	284.95
099611	03/14/2019	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	93.75
099612	03/14/2019	1	Comp Open	008044 HARKEMA, SUSAN	BR/HARKEMA/MEETING SNACKS	22.75
099613	03/14/2019	1	Comp Open	001459 LAMAY, JENNIFER	BR/LAMAY/MEETING SNACKS	11.76
099614	03/14/2019	1	Comp Open	008332 MALLORY, ROBERT	HS/MALLORY/CONF REIMB	282.58
099615	03/14/2019	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	OHS/KOWALCZYK/REPAIRS	40.00
099616	03/14/2019	1	Comp Open	004187 MASON HIGH SCHOOL	ATH/SMITH/5-9 GOLF	185.00
099617	03/14/2019	1	Comp Open	007066 MICHALANGELO ENTERPRISES LLC	ADM/BROOKS/PROF DEVELOPMEN	1,750.00
099618	03/14/2019	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER CHEMICA	400.65
099619	03/14/2019	1	Comp Open	002869 MUSICAL RESOURCES	HS/DIGNAN/MUSIC	280.49
099620	03/14/2019	1	Comp Open	008684 NICHOLS, SAMANTHA & BENJAMIN	BB/ROWELL/OVERPAYMENT	29.69
099621	03/14/2019	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/THOMPSON/PAPER	79.49
099622	03/14/2019	1	Comp Open	008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL SUPPLIES	142.28
099623	03/14/2019	1	Comp Open	004600 OPS FOOD SERVICE FUND	MS/MICHALEC/SUPPLIES	1,194.99
099624	03/14/2019	1	Comp Open	101833 PERRY PUBLIC SCHOOLS	ATH/SMITH 4-12&27 GOLF	390.00
099625	03/14/2019	1	Comp Open	008190 PRINGLE, DEVIN	HS/PRINGLE/CONF REIMBURSEM	534.10
099626	03/14/2019	1	Comp Open	100135 QUILL CORPORATION	CE/KLAPKO/TONER, SCISSORS,S	408.38
099627	03/14/2019	1	Comp Open	005420 SCHOOL SPECIALTY INC.	EM/LEDUC/SUPPLIES	1,571.73
099628	03/14/2019	1	Comp Open	004568 SECOR-JENKS, RENEE	TRANS/SECOR/SUPPLIES	114.07
099629	03/14/2019	1	Comp Open	100017 SEG WORKERS COMPENSATION FUND	FOURTH QUARTER INVOICE	8,909.00
099630	03/14/2019	1	Comp Open	100017 SET-SEG	ACA TRACKING SERVICE	5,940.00
099631	03/14/2019	1	Comp Open	100810 SHIA. COUNTY ROAD COMMISSION	OPER/KLAPKO/ROAD SALT	503.43
099632	03/14/2019	1	Comp Open	001119 UNITED PARCEL SERVICE	HS/POSTAGE	22.88
099633	03/14/2019	1	Comp Open	007457 US BANK EQUIPMENT FINANCE	MARCH 2019 LEASE PMT	2,132.95
099634	03/14/2019	1	Comp Open	006845 WIN'S CORPORATE OFFICE	HS/GREENHOUSE SUPPLIES	347.26
099635	03/20/2019	2	Comp Open	100274 MICHIGAN STATE UNIVERSITY	OPER/GUNSELL/CORE REVIEW	30.00
099636	03/20/2019	2	Comp Open	100274 MICHIGAN STATE UNIVERSITY	OPER/CLARK/CORE REVIEW	30.00
099637	03/21/2019	1	Comp Open	007694 ANDERSON, JESSICA	EM/ANDERSON/MATH BUNDLE	90.00
099638	03/21/2019	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	NATURAL GAS PURCHASE	17,863.10
099639	03/21/2019	1	Comp Open	006077 CHERYL LYNN BARTON	COMM ED INSTURCTOR PAYMENT	984.00
099640	03/21/2019	1	Comp Open	001197 CLEVINGER, DEB	HS/D CLEVINGER/SUPPLIES	16.58
099641	03/21/2019	1	Comp Open	004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	68.67
099642	03/21/2019	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC OHS ELECTRIC	11,861.91
099643	03/21/2019	1	Comp Open	004001 FRIEND, MATT	MS/FRIEND/SUPPLIES	39.38
099644	03/21/2019	1	Comp Open	100685 LITTLE, LANCE	MS/LITTLE/IB VISIT	61.03
099645	03/21/2019	1	Comp Open	008543 LOBB, EMILY	MS/LOBB/SUPPLIES	60.00
099646	03/21/2019	1	Comp Open	000457 MANCINO'S PIZZA & GRINDERS	ADM/PITT/IB LUNCH	106.23
099647	03/21/2019	1	Comp Open	008349 PETERSON, BROOKE	ATH/PETERSON/MILEAGE	375.49
099648	03/21/2019	1	Comp Open	004860 POSTMASTER	HS/PILON/POSTAGE	38.64
099649	03/21/2019	1	Comp Open	003692 RESERVE ACCOUNT	HS/SNYDER/POSTAGE	2,721.97
099650	03/21/2019	1	Comp Open	100017 SET-SEG	APRIL 2019 BILL/GF STAFF	5,370.02
099651	03/21/2019	1	Comp Open	006491 SOMERS, JOHN	MS/SOMERS/CERTIFICATE	218.07
099652	03/21/2019	1	Comp Open	100267 UNUM LIFE INSURANCE	APRIL 2019 BILL/GF STAFF	1,224.94
099653	03/21/2019	1	Comp Open	100267 UNUM LIFE INSURANCE	APRIL 2019 BILL/ADMIN	1,090.31
099654	03/21/2019	1	Comp Open	007788 WAKELAND OIL	OPER/KLAPKO/GAS	1,132.66
099655	03/28/2019	1	Comp Open	100809 BROOKS, STEPHEN	ADM/BROOKS/CONF REIMB	235.56

Check Register for Bank Account ID CHEM1

From 03/04/2019 to 03/31/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099656	03/28/2019	1 Comp	Open	001763 GUTE, REBEKAH	BR/GUTE/CONF REIMB	23.83
099657	03/28/2019	1 Comp	Open	004818 HODGE PRODUCTS	MS/GRAHAM/LOCKS	69.89
099658	03/28/2019	1 Comp	Open	005455 KOENIG, BERNADETTE	ATH/SMITH/SCHEDULING	25.00
099659	03/28/2019	1 Comp	Open	001566 LAB, FRED	OPER/KLAPKO/REIMBURSEMENT	110.92
099660	03/28/2019	1 Comp	Open	001841 LINTNER, DALLAS	HS/LINTNER/CONF REIMB	254.64
099661	03/28/2019	1 Comp	Open	003780 MESSA	APRIL 2019 BILL/OESPA STAF	51,830.86
099662	03/28/2019	1 Comp	Open	003780 MESSA	APRIL 2019 BILL/TEACHERS	220,745.02
099663	03/28/2019	1 Comp	Open	003780 MESSA	APRIL 2019 BILL/NON-UNION	14,413.89
099664	03/28/2019	1 Comp	Open	003780 MESSA	APRIL 2019 BILL/ADMIN	23,487.98
099665	03/28/2019	1 Comp	Open	005928 MURRAY, ANDREW	MS/MURRAY/SCIENCE SUPPLIES	62.80
099666	03/28/2019	1 Comp	Open	000371 SMITH, JO ELLEN	ATH/SMITH/CONF REIMB	251.71
099667	03/28/2019	1 Comp	Open	004018 ST. PAUL SCHOOL	WORKSHOP REIMBURSEMENT	799.98
099668	03/28/2019	1 Comp	Open	008681 USA TRAILER SALES, LLC	OHS/MALLORY/TRAILER	4,799.00
099669	03/28/2019	1 Comp	Open	007985 WATSON, JOE	ADM/WATSON/CONF REIMB	219.56
CHECK TOTAL						940,035.41
LESS VOIDS						69.89
GRAND TOTAL						939,965.52

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	121	939,965.52	Computer	121	939,965.52
Cleared			Prepaid		
Void	1	69.89			
Scratch					
TOTAL	122	940,035.41	TOTAL	121	939,965.52

Check Register for Bank Account ID SERVIC

From 03/04/2019 to 03/31/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007475	03/07/2019	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	77.37
007476	03/07/2019	1 Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	55.68
007477	03/07/2019	1 Comp	Open	008530 STERNO PRODUCTS LLC	PRINCE/OHS/EQUIPMENT	639.71
007478	03/14/2019	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/MANNS/FOOD PURCHASE	926.64
007479	03/14/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	7,954.00
007480	03/14/2019	1 Comp	Open	008258 GREAT LAKES COCA-COLA DISTRIBUTI	FS/MANNS/FOOD PURCHASE	2,512.32
007481	03/14/2019	1 Comp	Open	004354 MILLS REFRIGERATION, INC.	FS/MANNS/EQUIP REPAIR	125.00
007482	03/14/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	6,134.40
007483	03/14/2019	1 Comp	Open	008649 SUMMIT COMPANIES	FS/KLAPKO/INSPECTION	162.00
007484	03/21/2019	1 Comp	Open	100017 SET-SEG	APRIL 2019 BILL/FS STAFF	146.98
007485	03/21/2019	1 Comp	Open	100267 UNUM LIFE INSURANCE	APRIL 2019 BILL/FS STAFF	45.49
007486	03/21/2019	1 Comp	Open	007788 WAKELAND OIL	FS/KLAPKO/FUEL	149.93
007487	03/28/2019	1 Comp	Open	003780 MESSA	APRIL 2019 BILL/FS STAFF	1,871.06
CHECK TOTAL						20,800.58
LESS VOIDS						0.00
GRAND TOTAL						20,800.58

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	13	20,800.58	Computer	13	20,800.58
Cleared			Prepaid		
Void					
Scratch					
TOTAL	13	20,800.58	TOTAL	13	20,800.58

Check Register for Bank Account ID BOND

From 03/04/2019 to 03/31/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
900064	03/14/2019	1	Comp Open	008639 BORNOR RESTORATION, INC.	APP #5 THRU 2-28-19	64,889.55	
900065	03/14/2019	1	Comp Open	005142 CLARK CONSTRUCTION	FEB 19 CM GEN CONDITIONS	57,642.79	
900066	03/14/2019	1	Comp Open	008633 DEE CRAMER, INC.	APP #5 THRU 2-28-19	17,684.54	
900067	03/14/2019	1	Comp Open	008632 DICKERSON MECHANICAL, INC.	APP # 5 2-28-2019	3,564.00	
900068	03/14/2019	1	Comp Open	005197 GREAT LAKES POWER & LIGHTING, INC	APP #5 THRU 2-28-19	57,511.91	
900069	03/14/2019	1	Comp Open	008685 GREAT LAKES WEST	APP #5 THRU 2-28-19	8,375.40	
900070	03/14/2019	1	Comp Open	008595 J. PEREZ CONSTRUCTION INC.	APP #5 THRU 2-28-19	41,735.70	
900071	03/14/2019	1	Comp Open	101057 STATE OF MICHIGAN-LARA	RECORD # PR2019BCC000507	8,238.09	
900072	03/14/2019	1	Comp Open	101057 STATE OF MICHIGAN-LARA	FIRE PLAN PR2019BGFS000702	30,098.10	
900073	03/14/2019	1	Comp Open	008597 STRUCTURAL STANDARDS, INC.	APP #5 THRU 2-28-19	30,497.00	
900074	03/14/2019	1	Comp Open	008598 XTREME MASON CONTRACTORS, LLC	APP # 5 THRU 2-28-19	125,083.80	
						CHECK TOTAL	445,320.88
						LESS VOIDS	0.00
						GRAND TOTAL	445,320.88

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	11	445,320.88	Computer	11	445,320.88
Cleared			Prepaid		
Void					
Scratch					
TOTAL	11	445,320.88	TOTAL	11	445,320.88

Home Financial Account Manager Reports Company User

Search Reporting Structure Account Summary

Displaying page 1 of 1 search results.

ACCOUNT SUMMARY

OWOSSO PUBLIC SCHOOLS • JULIE OMER • 645 ALGER ST - PO BOX 340 • OWOSSO, MI 48867-4601

* Indicates required field

SEARCH CRITERIA

[Advanced Search](#)

Reporting Cycle : Select

Date Range : From*: 03/04/2019

To*: 04/03/2019

Date Type : Posting Date

Data available starting: 04/03/2016

Search

SEARCH RESULTS

Search Total

Page 1 of 1 : Page

<u>Account Name</u>	<u>Account Number</u> ^	<u>Transaction Amount</u>	<u>Adjustment Amount</u>	<u>Total Transaction</u>
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	569.99	0.00	
MIKE GRAHAM	XXXX-XXXX-0530-1557	2,027.19	0.00	
FRED LAB	XXXX-XXXX-0532-9202	150.96	0.00	
ED VAN STRATE	XXXX-XXXX-0532-9277	58.11	0.00	
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	396.63	0.00	
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	741.39	0.00	
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	332.59	0.00	
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	1,076.77	0.00	
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	1,491.08	0.00	
AL HUYCK	XXXX-XXXX-1323-6431	67.96	0.00	
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(24,640.10)	(2)
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	1,338.54	0.00	
DAN CLARK	XXXX-XXXX-0188-5846	137.48	0.00	
BEN COBB	XXXX-XXXX-0188-5861	391.62	0.00	
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	5,070.21	0.00	
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	26.70	0.00	
JOHN QUICK	XXXX-XXXX-0274-4836	19.88	0.00	
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	856.30	0.00	
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	538.38	0.00	
OPERATIONS DEPT	XXXX-XXXX-0474-9080	150.01	0.00	
DISTRICT TRAVEL	XXXX-XXXX-7790-7151	2,232.67	0.00	
CENTRAL OFFICE	XXXX-XXXX-6404-7812	12,487.02	0.00	
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-6679-7711	4,637.37	0.00	

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Search Total

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 8, 2019
Report -146

FOR ACTION

Subject:

Awarding of the contract for the Wheelchair lift for the secondary campus bond activity.

Recommendation:

Recommend that the Board authorize the Superintendent to sign a contract with A4 Access of Rochester Hills to commence with the purchase and installation of a Wheelchair Lift at the secondary campus and authorize the Superintendent to approve any contingencies of 5% and general condition work up to 2% of the overall contract work not to exceed \$37,997.

Rationale:

To award the contract for the Wheelchair lift purchase so that the contractor can work in conjunction with the foundation contractor to create the optimal base for the wheelchair lift in the Performing Arts Center of the building.

Statement of Purpose/Issue:

To award the contract for the Wheelchair lift and installation at the secondary campus for the bond work.

Facts/Statistics:

On February 15, 2019 the bid for the wheelchair lift contract at the secondary campus was opened. Clark Construction, the District's Construction Manager, has reviewed the recommended bid to be awarded for completeness, propriety and has conducted a post-bid interview with A4 Access LLC. The recommended contractor, as has been consistent with all bids awarded by the Board, is the Contractor that provides the lowest responsible bid for the work and has confirmed their commitment to performance in accordance with the Contract documents. In this instance, there was only one valid bidder (the other "bidder" had only enclosed the Iran and Familial disclosures but not an actual bid). It is felt that this is a fair bid in spite of the competition available due to the specialized nature of the equipment.

In addition to the base bids, Clark Construction is recommending the following authorizations from the Board:

- 2.0% General Conditions fund – this will be utilized for such items as safety fencing & signage, temporary roads, construction office trailer, temporary facilities, document reproductions and snow removal. Only those items that are considered customary and necessary will be recommended by Clark to the District Administration for approval and be billed through the Clark Construction billing.
- 5% Contingency fund – the contingency fund would be established for changes in work that have not been able to be anticipated by the bid documents. These will not be approved prior to consultation with the Owosso Public Schools Administration and will be in the form of Change Orders to the basic contract. This has been a normal and customary practice utilized by the District to administer the sinking fund to allow flexibility of the projects to move forward without coming back to the Board unless there is a significant change required.

It should be noted that all payments will be made from the proceeds of the sale of the bonds that took place in May of 2018 and have been designated for the purpose outlined above.

Motion

Seconded

Vote – Ayes

Nays

Motion

AWARDING OF CONTRACT
 FOR SECONDARY CAMPUS RENOVATION
 2017 BOND – CONCRETE CONTRACT (BID CATEGORY 14B)
 BIDS RECEIVED ON 2/15/19

CONTRACTOR	LOCATION	BASE BID	WINNING BASE BID
A4 Access LLC	Rochester Hills, MI	\$35,478.00	\$35,478.00
TOTAL CONTRACTOR AWARD RECOMMENDATION			\$35,478.00
GENERAL CONDITIONS FUND RECOMMENDATION 2.0%			\$710.00
SUBTOTAL			\$36,188
CONSTRUCTION CONTINGENCY FUND 5%			\$1,809
GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION			\$37,997

Report 18-147

FOR ACTION

Subject:

Approval of Course listings

Recommendation

Resolve that the Board of Education approve the course listings presented for the Middle School, High School and Lincoln High School for the 2018-19 school year.

Facts/Statistics:

Under the “Required Documentation” section of the Michigan Department of Education 2017-18 Pupil Accounting Manual is the indication of the following required documentation to be retained by the District:

“The school district's board of education shall adopt a list of approved courses. The list includes all courses offered by the district for credit or grade promotion, and is used when determining which courses may be included in membership for state aid purposes, as well as for auditing purposes when examining the membership counted for state school aid on the count days. The list of approved courses must include traditional offerings and courses offered through other means, such as experiential or online learning opportunities.”

In addition, to the Pupil Accounting Manual, the requirement for such Board approval is contained within Board Policy 2220 “Adoption of Courses of Study” in compliance with Michigan Compiled Law. In the past this was done through the approval by the Board of Education of new classes that were being offered in the upcoming school year. In order to reflect all of the changes in the courses being offered at the secondary level, including Middle School, it was considered prudent to supply the Board of Education a complete listing of all of the courses being offered during the 2017-18 school year which is accompanying this Board report. All courses being offered have gone through the appropriate review to determine alignment with curriculum standards and provide assurance that the courses enhance the ability of the District to “provide for a comprehensive instructional program to serve the educational needs of the students of this District” as outlined in Board Policy 2220.

It should be noted that “course” offerings are not applicable for the elementary level but comprehensive “new adoptions” of curriculum at the elementary level are brought before the Board for approval to satisfy the necessary requirements.

Motion

Seconded

Vote – Ayes

Nays

Motion

Number	Name	Prerequisite Note	Active
1	Instructor Planning		OLHS
1006	Ind Voc Training	Must have an IEPC on file to be selected for this course as an 11th grade student in the 2nd semester.	OHS
1014	World History	Students who select this course must have an IEPC on record.	OHS
1019	Biology 10		OHS
1021	Science	Students who select this course must have an IEPC on record.	OHS
1028	Biology 9		OHS
1037	SE Case Load	Students who select this course must have an IEPC on record.	OHS
1052	Geometry	Students who select this course must have an IEPC on record.	OHS
1053	Ind Study	Must have approval from administration, teacher and counselor.	OHS
1058	Tutorial Assistance		OHS
1065	Co-Op	Students must be in 11th or 12th grade and on-track for graduation. Students must have their own transportation. Prior approval is necessary to register for this class. Please see counselor for application and application deadline.	OHS
1066	Algebra One	Students who select this course must have an IEPC on record.	OHS
1090	IB Coord		OHS
1093	Office Asst - Stu Serv	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.	OHS
1096	Office Assistant-Athletics		OHS
1097	Office Assistant-Main	Student must have permission to register for this class and successfully completed both BMA 1 and BMA 2.	OHS
1161	Entrepreneurship and Innovation		OHS
1193	Guitar	Student must provide their own guitar. Students will be expected to participate in one performance/concert at the end of the year. Instructor approval is required. Students are not allowed to repeat this class.	OHS
1198	Info Graphics II	Builds on the knowledge of Information Graphics I. Students will be introduced to the Adobe Photoshop CS3 software which is an image-editing program that lets you create and modify digital images. Photoshop allows students to create original artwork, manipulate color images, and retouch photographs. Students will be designing and creating computer-generated projects using Photoshop to create: menus, brochures, and banners, etc. Meets Online Experience Requirement Meets Visual/Performing/Applied Arts Students must pay a \$15 annual non-refundable program fee, in order to register for this class.	OHS
1200	Art I	Students may only take this class if they are also enrolled in Dual Enrollment-Kendall, or with Art Challenge.	OHS
1201	Art Study	Students must have instructor approval to take this course.	OHS
1202	Art Chall I(a)	Students must have taken and passed Art I to select this course. Students must also pay a \$15 non-refundable program fee to select this course.	OHS
1204	Art II	Students must submit a portfolio and have instructor approval to take this class. Students must pay a \$40 non-refundable program fee in order to select this class.	OHS
1206	Art Chall II(a)	Student must have taken and passed both Art I and Art II in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.	OHS
1210	Art III		OHS
1215	Art IV		OHS

1218	3-D Art	Students must have passed Art I to select this course. There is \$40 non-refundable program fee in order to select this course.	OHS
1219	3-D Advanced Art	Students must have passed 3-D Art with a "B" or better in order to take this class. There is a non-refundable \$40 program fee in order to select this class. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1220	AP Art	All 9th grade girls requesting to enroll in a choir class must choose Bel Canto. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.	OHS
1227	Bel Canto	Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	OHS
1234	A Cappella	Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	OHS
1235	Madrigals	Each student must have experience playing a band instrument. Students are exposed to festival experiences, public concerts, parades and some out-of-school rehearsals. Participation in these activities is part of the expectations of this class and are included in student's grade. Students will also have both written and playing tests.	OHS
1236	FrsH Band	Piano instruction for beginner thru advanced level skills. Piano literature appropriate to ability, scales, exercises, and theory work are studied. Space is limited. This course can fulfill the MMC Visual/Performing/Applied Arts requirement	OHS
1238	Keyboard/Piano	Each student must have experience playing a band instrument. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	OHS
1240	Concert Band	This course is designed to provide qualifying students with the most advanced challenge to their musical abilities. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	OHS
1242	Symphony Band	Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 1 can be repeated yearly as the course material will change.	OHS
1250	Dance I	Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 2 can be repeated yearly as the course material will change.	OHS
1252	Dance II	Dance 3 is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 3 can be repeated as the course material will change.	OHS
1254	Dance III		OHS

1255	Dance Ensemble	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester.	OHS
1280	Spanish I	Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. For CLEP purposes, consider taking Foreign Language during 11th/12th grade as it will be current for college.	OHS
1282	Spanish II	Students must have earned a C in Spanish I to move to Spanish II. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	OHS
1284	Spanish III	Students must have earned a C in Spanish II to move to Spanish III. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	OHS
1286	Spanish IV	Students must have earned a C in Spanish III to move to Spanish IV. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	OHS
1293	Jazz Band	Students must have the approval of the band director to register for this class and must also be enrolled in either Freshman, Concert or Symphony Band. Jazz Band requires students to participate in out of school rehearsals and concerts and other events.	OHS
1307	Construction Trades I	Students must successfully complete both Wood Tech 1 and Wood Tech 2 to enroll in Construction Trades 1.	OHS
1309	Construction Trades II	Construction Trades II is a 2-hour course where students will build on the concepts and skills learned in Construction Trades I. Students will develop advanced knowledge, skill level, and procedures of the construction industry. Course work will primarily focus on hands-on projects including structures such as pole barns, garages, and timber framing construction. Meets Visual, Performing and Applied Arts Requirement College Credit Available	OHS
1353	LCC Fire Academy	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
136	Accounting I	This course will introduce students to a complete accounting cycle for a proprietorship, which will include journalizing transactions, journalizing, posting, petty cash, financial statements, adjusting and closing entries, automated accounting and an accounting simulation based on a real-life proprietorship business.	OHS
14	World History	Meets .5 credits of 4th Year Math Requirement when completed in Senior Year College Credit Available Students who select this course must have an IEPC on record. Students must also select 2nd semester World History SE 1014.	OHS
1401	Eng 9 Lit/Comp	This is the first high school level English class that covers a broad range of writing and literature skills. Students will review the writing process, write several varieties of essays, learn the fundamentals of literary terms and work with assorted literature. Grammar and vocabulary are also addressed. This course fulfills the MMC 9th Grade English Requirement.	OHS

1403	Eng9 Lit/Comp H	For enrollment in English 9 Lit/ Composition Honors students must possess above average reading and writing skills as well as willingness for extra out of class work. Students must also have a recommendation from their 8th grade Language Arts teacher. You must see your counselor to register for this class.	OHS
1405	ISHALL/MSU	This course requires above average reading and writing skills. There will be extensive work required outside of the classroom.	OHS
1424	English 12 Honors	Students must possess above average reading and writing skills, as well as, commitment to extra work outside of class time.	OHS
1428	American Lit 10 H	Students must have completed World Lit Humanities, or American Literature 10 Honors. Students must also have teacher recommendation to take this course. The class requires above average reading and writing skills.	OHS
1429	Theory of Thought and Knowledge	Instructor approval needed to take this course. Once approved, students from grades 11-12.	OHS
1437	Communication Workshop Y	This English class is intended for grades 10-12.	OHS
1448	Sci Fiction Fantasy	Students should have above average reading and writing skills and higher level thinking skills. Extensive work outside of the classroom is expected. Students should have teacher recommendation to have this class.	OHS
1449	Mythology		OHS
1452	World Lit Humanities	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1486	AP Eng Lan/Comp	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1495	AP Eng Lit/Comp	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
151MS	Ancient World History & Design		OMS
1530	Geometry	If you take this course, you must also take Math 530 - Geometry (semester 1) This is a continuation of the 8th grade Honors Algebra 1 math sequence. This class is designed for students who plan to take AP Calculus their senior year. If you take this course, you must also take Math 535 - Geometry Honors(semester 1). Students who have not followed the honors curriculum would require teacher recommendation to take this course.	OHS
1535	Geometry Honors	If you take this course, you must also take Math 550 - Algebra 2 (semester 1). Students should have previously completed. Students will use a graphing calculator to model data and analyze functions throughout the entire course.	OHS
1550	Algebra Two	This course is a continuation of the Geometry Honors math sequence. As an honors level course this section utilizes a more advanced text, ACT prep materials and extensive use of graphing calculators to prepare students for Pre-Calculus and the ACT/SAT exams. This class is designed for students who are planning on taking AP Calculus their senior year. Teacher recommendation required for this course. If you take this course, you must also take Math 551 - Algebra 2 Honors (semester 1)	OHS
1551	Algebra Two H		OHS
1552	Algebra Two A	This class is designed for students who need to take Algebra Two over a 2 year period. If you take this course, you must also take Math 552 - Algebra 2A (semester 1)	OHS ²²

1553	Algebra Two B	This class is designed for students who need to take Algebra Two over a 2 year period (Algebra 2B is the second semester of a traditional Algebra 2 course). If you take this course, you must also take Math 553 - Algebra Two B (sem 1).	OHS
1554	Algebra Two A	This is the 2nd semester of Algebra Two A SE, which is the first year of a two year program to meet the Algebra Two MMC requirement of the Michigan Merit Curriculum.	OHS
1560	Pre-Calculus	Pre Calculus is a challenging and fast paced course that requires knowledge from both Geometry and Algebra 2. Students should have received grades of B or higher in both Geometry and Algebra 2. This course is designed for juniors planning to take Advanced Placement Calculus in the twelfth grade. If you take this course, you must also take Math 560 - Pre-Calculus (sem 1).	OHS
1570	AP Calculus I	AP Calculus is a challenging and fast paced course. Students should have received grades of B or higher in Pre-Calculus. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
1572	AP Calculus BC		OHS
15MS	Ancient World History 7		OMS
1600	Gen Phys ED	General Physical Education is the pre-requisite course that students need to take in order to take other Physical Education courses. A nominal fee may be required when students participate in activities such as bowling, golf and roller-blading.	OHS
161	Entrepreneurship and Innovation		OHS
1610	Str-Trn-Cond	Students are required to have successfully completed General Physical Education to register for this class or have counselor approval.	OHS
1618	Net/Team Sports	Students are required to have successfully completed General Physical Education or have counselor permission to register for this class.	OHS
1625	Boys Adv Athletics	Student must be an OHS athlete or have permission of the instructor to register for this class.	OHS
16MS	Geography 7 MYP		OHS
1703	Intro Bio/Chem IB		OHS
1704	Intro Bio/Chem IIB		OHS
1705	Biology I		OHS
1706	Honors Biology		OHS
1707	Biology 9		OHS
1708	Biology 10		OHS
1709	Biology H-9	If you take this course, you must also take SCI 707 (first semester Biology 9). If you take this course, you must also take SCI 708 (first semester Biology 10).	OHS
1750	Chemistry	Students must possess above average reading and writing skills as well as strong science skills to register for this class. If you take this course, you must also take SCI 706 (first semester Honors Biology).	OHS
1760	Honors Chemistry	If you take this course, you must also take SCI 750 (first semester Chemistry). Students must have successfully completed Algebra 1 or Algebra 1B to register for the class. If you take this course, you must also take SCI 760 (first semester Honors Chemistry). Students must have completed Honors Biology, as well as Algebra 1 or Algebra 1B with a grade of B or better to register for this class.	OHS
1780	Adv. Biology	If you take this course, you must also take SCI 780 (first semester Advanced Biology).	OHS

1790	AP Chemistry	Students must have a B or higher in H.Chemistry. This course is a Two Period Block. AP Chemistry is a rigorous course. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
1791	AP Chem Lab	This course must be taken with AP Chemistry. The grade for AP Chemistry Lab is recorded as "CR" for Credit. If you take this course, you must also take SCI 791 (first semester AP Chemistry Lab).	OHS
1795	Meteorology	This is a one semester class offered second semester. Please choose another semester class to complete a full class period for the year.	OHS
1798	AP Biology	Students must possess strong reading and comprehension skills and have successfully completed Biology and Chemistry. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
1799	Environmental Science	Students need to have earned 2 credits in science before registering for this class. Students are expected to go outside on a regular basis and need to bring weather appropriate footwear and outdoor clothing. If you take this course, you must also take SCI 799 (first semester Environmental Science).	OHS
1800	World History H	For enrollment in World History Honors a student must have completed 833 United States History Honors or 830 United States History. Students must possess above average reading and writing skills as well as commitment to extra out of class work.	OHS
1810	World History	For enrollment in World History a student must have completed 833 United States History Honors or 830 United States History.	OHS
1830	U S Hist	This class will focus on events from the 1880's to the present. The areas of study will include imperialism, WWI, the Roaring 20's, Great Depression, WWII, Cold War, Civil Rights Movement, Vietnam conflict and current events. There will be a focus on geography's effect on historical events. Throughout this course, students can expect to write research papers, analyze primary source documents in addition to regular course work.	OHS
1832	AP US History	This course fulfills the MMC requirements for US History and Geography. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1833	US History Honors	Students must possess above average reading and writing skills as well as Willingness for extra out of class work. 8th grade teacher recommendation suggested.	OHS
1835	Exploring Psychology	Students must be in at least 11th grade to enroll in this class.	OHS
1842	AP Psychology	Students must successfully complete Exploring Psychology. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010	OHS
1845	Mich History	students must be in at least 10th grade to enroll in this class.	OHS

1847	Civics/Economics	This course will require one written essay and five unit assessments in addition to a comprehensive final assessment. Daily debate and discussion will be expected of all students. Topics of focus will include: Conceptual Foundations of Civic and Political Life, Origins and Foundations of American Government, Structure and Function of American Government, The USA and World Affairs, Citizenship in the USA, Citizenship in Acti	OHS
1850	Soc Interactions and Tolerance	This class is intended for mature 12th grade students. Controversial topics in society are discussed. Students must also understand that they will be required to be in the pool for several weeks during this year long course.	OHS
1880	Ap Government	Instructor recommendation required. All students will take the AP exam in May. Advanced Placement Government is a college course designed for students who would like to study the processes of government in society. Students will participate in the Advanced Placement examination and have an opportunity to earn college credits. This rigorous course provides students with an in depth knowledge of the Constitution, Federalism, American Political Culture Branches of Government, Elections.	OHS
1881	AP World History	Summer work assignments must be completed prior to the start of school. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010	OHS
19	Biology 10		OHS
193	Guitar	Students must provide their own guitar. This class may not be taken more than once.	OHS
198	Info Graphics I	Students will be introduced to the Adobe InDesign CS3 program. InDesign is a comprehensive software program that allows you to create output ready layouts for anything from a simple coupon to an 8-page newsletter. Areas of focus will include: photos, illustrations, type, shapes, color and texture. Students will complete computer-generated projects such as logos, websites, business cards, letterheads, advertisements.	OHS
1995	Dual Enrollment	Meets Online Experience Requirement Meets Visual, Performing/Applied Arts Requirement Students must be in 11th or 12th grade with a minimum GPA of 2.0. Students must provide their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
1Standards	1st Grade Standards		OBR, OCE, OEM, OMS, OWA
20	SRP	Students who select this course must have an IEPC on record.	OHS
200	Art I	Students must pay a \$15 annual non-refundable program fee, in order to register for this class.	OHS
201	Art Study	Students may only take this class if they are also enrolled in Dual Enrollment-Kendall, or with Art Challenge.	OHS
202	Art Chall I(a)	Students must have instructor approval to take this course. \$40/per year fee. Must have a B or better in Art I, teacher recommendation, instructor approval and a portfolio review.	OHS
204	Art II	Students must have taken and passed Art I to select this course. Students must also pay a \$20 non-refundable program fee to select this course.	OHS
205MS	Eng Lang Arts 8		OHS

205P2MS	Eng Lang Arts 8 Part 2								
206	Art Chall II(a)								OHS
2062	Biology I								OHS
2063	Biology II								OHS
206MS	English 8 MYP								OHS
21	Science								OHS
210	Art III								OHS
215	Art IV								OHS
215MS	History 8								OHS
216MS	History 8 MYP								OHS
217MS	History & Design								OHS
218	3-D Art								OHS
219	3-D Advanced Art								OHS
220	AP Art								OHS
225MS	Science 8								OHS
226MS	Science 8 MYP								OHS
227	Bel Canto								OHS
234	A Cappella								OHS
235	Madrigals								OHS
235MS	Math 8								OHS
236	Frsh Band								OHS
238	Keyboard/Piano								OHS
240	Concert Band								OHS
240MS	Geometry 8H								OHS

This course has a demanding work schedule and is set in a studio art environment. There is a \$40 non-refundable program fee in order to select this class.

Students who select this course must have an IEPC on record.

Student must have taken and passed both Art I and Art II in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.

Student must have taken and passed both Art II and Art III in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.

Students must have passed Art I to select this course. There is \$40 non-refundable program fee in order to select this course.

Students must have passed 3-D Art with a "B" or better in order to take this class. There is a non-refundable \$40 program fee in order to select this class

Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.

All 9th grade girls requesting to enroll in a choir class must choose Bel Canto. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.

Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.

Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.

Each student must have experience playing a band instrument. Students are exposed to festival experiences, public concerts, parades and some out-of-school rehearsals. Participation in these activities is part of the expectations of this class and are included in student's grade. Students will also have both written and playing tests.

Piano instruction for beginner thru advanced level skills. Piano literature appropriate to ability, scales, exercises, and theory work are studied. Space is limited.

This course can fulfill the MMC Visual/Performing/Applied Arts requirement

Each student must have experience playing a band instrument. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.

242	Symphony Band	OHS	This course is designed to provide qualifying students with the most advanced challenge to their musical abilities. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.
244MS 245MS	Algebra 7 MYP Algebra 8 MYP	OMS OMS	
250	Dance I	OHS	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 1 can be repeated yearly as the course material will change.
250MS	Tutor 8	OMS	
252	Dance II	OHS	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 2 can be repeated yearly as the course material will change.
254	Dance III	OHS	Students must audition for Dance III before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 3 can be repeated yearly as the course material will change.
255	Dance Ensemble	OHS	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester.
255MS 25MS 260MS 265MS 268 26MS 28	Academic Enrichment 8 Science 7 Math 6 MYP Math 8 MYP LEAF-FRENCH Science 7 MYP Biology 9	OMS OMS OMS OMS OHS OMS OHS	
280	Spanish I	OHS	Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. For CLEP purposes, consider taking Spanish 1/Spanish II in 11th and 12th grade as it will be current for college.
282	Spanish II	OHS	Students must have earned a C in Spanish I to move to Spanish II. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.

284	Spanish III	Students must have earned a C in Spanish II to move to Spanish III. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. Students are required to select 2nd semester Spanish III 1284.	OHS
286	Spanish IV	Students must have earned a C in Spanish III to move to Spanish IV. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	OHS
293	Jazz Band	Student must have the approval of the band director to register for this class and they must also be enrolled in either Freshman, Concert or Symphony Band. Jazz Band requires students to participate in out of school rehearsals and concerts and other events.	OHS
2Standards	2nd Grade Standards		OBR, OCE, OEM, OMS, OWA
305MS	Eng Lang Arts 6		OMS
305P2MS	Eng Lang Arts 6 Part 2		OMS
306	Mfg Tech II		OLHS
307	Construction Trades I	Students must successfully complete both Wood Tech 1 and Wood Tech II to register for Construction Trades I.	OHS
309	Construction Trades II	Construction Trades II is a 2-hour course where students will build on the concepts and skills learned in Construction Trades I. Students will develop advanced knowledge, skill level, and procedures of the construction industry. Course work will primarily focus on hands-on projects including structures such as pole barns, garages, and timber framing construction. Meets Visual, Performing and Applied Arts Requirement College Credit Available	OHS
315MS	Global Studies 6		OMS
316MS	Global Studies & Design		OMS
325MS	Science 6		OMS
330MS	Science 6 MYP		OMS
335MS	Math 6		OMS
34MS	Math		OMS
350MS	Tutor 6		OMS
353	LCC Fire Academy	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
355MS	Academic Enrichment 6		OMS
35MS	Math 7		OMS
37	SE Case Load		OHS
3703	Independent Study Microbiology		OHS

401	Eng 9 Lit/Comp	This is the first high school level English class that covers a broad range of writing and literature skills. Students will review the writing process, write several varieties of essays, learn the fundamentals of literary terms and work with assorted literature. Grammar and vocabulary are also addressed.	OHS
401MS	Activity Band		OHS
402MS	Concert Band		OHS
403	Eng9 Lit/Comp H	*φ This course fulfills the MMC 9th Grade English Requirement.	OHS
404MS	Symphony Band		OHS
405	ISHALL/MSU		OHS
405MS	Jazz Band		OHS
406MS	Cadet Band		OHS
408MS	Sweet Harmony 7		OHS
409MS	Treble Serenade 7		OHS
410MS	Art 7		OHS
415MS	Computers 7		OHS
424	English 12 Honors	This course requires above average reading and writing skills. There will be extensive work required outside of the classroom.	OHS
428	American Lit 10 H	Students must possess above average reading and writing skills as well as commitment to extra work outside of class time.	OHS
429	Theory of Thought and Knowledge	Students must have completed World Lit Humanities, or American Literature 10 Honors. Students must also have teacher recommendation to take this course. The class requires above average reading and writing skills.	OHS
437	Communication Workshop Y	Instructor approval required to register for this class. Once approved, this class is intended for grades 11-12.	OHS
439	Strength Training and Conditioning		OHS
440MS	Physical Education 7		OHS
448	Sci Fiction Fantasy	This class does not meet the 4 year English requirement needed for graduation from Owosso High School. This class counts as an elective class credit not an English credit. This English class is intended for students in grades 10-12.	OHS
449	Mythology	This class does NOT meet the 4 year English requirement needed for graduation from Owosso High School. This class counts as an elective class credit not an English credit. This English class is intended for students in grades 10-12.	OHS
451MS	Spanish 7		OHS
452	World Lit Humanities	Students should have above average reading and writing skills and higher level thinking skills. Extensive work outside of the classroom is expected. Students should have teacher recommendation to have this class. Students need to also select 1452 2nd semester World Literature Humanities.	OHS
45MS	Math 7 MYP		OHS
460MS	Woods and Construction 7		OHS
465MS	Industrial Arts & Design 6		OHS
4703	Independent Study		OHS
	Microbiology		OHS

4709	I.S. Biology Forensics			OHS
470MS	Industrial Arts & Design 7			OHS
475MS	Industrial Arts & Design 8			OHS
480MS	Design In Action			OHS
481MS	Peer to Peer			OHS
485MS	Yearbook Design			OHS
486	AP Eng Lan/Comp	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.		OHS
490MS	Engineering & Design	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.		OHS
495	Ap Eng Lit/Comp			OHS
495MS	Culinary Arts & Design			OHS
50MS	Tutor 7			OHS
510MS	Art 6			OHS
512MS	Digital Art 6			OHS
513MS	Digital Art 7			OHS
515MS	Performing Arts 6			OHS
52	Geometry	Students who select this course must have an IEPC on record.		OHS
520MS	Computers 6			OHS
53	Ind Study	Must have approval from administration, teacher and counselor.		OHS
530	Geometry	If you take this course, you must also take Math 1530 - Geometry (semester 2)		OHS
530MS	Spanish 6			OHS
535	Geometry Honors	This is a continuation of the 8th grade Honors Algebra 1 math sequence. This class is designed for students who plan to take AP Calculus their senior year. If you take this course, you must also take Math 1535 - Geometry Honors(semester 2).		OHS
540MS	Physical Education 6			OHS
550	Algebra Two	If you take this course, you must also take Math 1550 - Algebra 2 (semester 2). You should have previously completed Geometry. Students will use a graphing calculator to model data and analyze functions throughout the entire course.		OHS
550MS	Gold Choir 6			OHS
551	Algebra Two H	This course is a continuation of the Geometry Honors math sequence. As an honors level course this section utilizes a more advanced text, ACT prep materials and extensive use of graphing calculators to prepare students for Pre-Calculus and the ACT/SAT exams. This class is designed for students who are planning on taking AP Calculus their senior year. Teacher recommendation required for this course. If you take this course, you must also take Math 1551 - Algebra 2 Honors (semester 2).		OHS
552	Algebra Two A	This class is designed for students who need to take Algebra Two over a 2 year period. If you take this course, you must also take Math 1552 - Algebra 2A (semester 2)		OHS

553	Algebra Two B	This class is designed for students who need to take Algebra Two over a 2 year period (Algebra 2B is the second semester of a traditional Algebra 2 course). If you take this course, you must also take Math 1553 - Algebra Two B (sem 2).	OHS
554	Algebra Two A		OHS
55MS	Academic Enrichment 7		OMS
560	Pre-Calculus	Pre Calculus is a challenging and fast paced course that requires knowledge from both Geometry and Algebra 2. Students should have received grades of B or higher in both Geometry and Algebra 2. This course is designed for juniors planning to take Advanced Placement Calculus in the twelfth grade. If you take this course, you must also take Math 1560 - Pre-Calculus (sem 2).	OHS
560MS	Blue Choir 6		OMS
561MS	Treble Singers 6		OMS
570	AP Calculus I	AP Calculus is a challenging and fast paced course. Students should have received grades of B or higher in Pre-Calculus. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
570MS	Blue Choir 7		OMS
571MS	Vocal Performance 6		OMS
572	AP Calculus BC		OHS
572MS	Vocal Performance 7		OMS
573MS	Vocal Performance 8		OMS
575MS	Gold Choir 7		OMS
58	Tutorial Assistance		OHS
580MS	Blue Choir 8		OMS
585MS	Gold Choir 8		OMS
5MS	Eng Lang Arts 7		OMS
5P2MS	Eng Lang Arts 7 Part 2		OMS
6	Ind Voc Training		OHS
600	Health	Student must have a current IEPC on file to select this course. Health is a required course for all students to meet the Michigan Merit Curriculum requirements for a high school diploma.	OHS
603MS	Chorale 8		OMS
604MS	Choraliers 8		OMS
606MS	Generations of Sound 8		OMS
60MS	Math 7/8		OMS
610	Str-Trn-Cond	Students must have taken one semester of General Physical Education to be eligible for this course in 9th or 10th grade. Ninth grade students will take General Physical Education first semester and S/T/C second semester. A nominal fee may be required when students participate in activities such as bowling, golf and roller-blading.	OHS
610MS	Art 8		OMS
618	Net/Team Sports	Students must have taken one semester of General Physical Education to be eligible for this course in 9th or 10th grade. Ninth grade students will take General Physical Education first semester and Net/Team second semester. A nominal fee may be required when students participate in activities such as bowling, golf and roller-blading.	OHS
620MS	Computers 8		OMS
625	Boys Adv Athletics		OHS
640MS	Physical Education 8	Students must be an OHS athlete or have permission or the instructor to register for this class.	OMS

643MS	Journalism 8	OHS
646MS	Yearbook 8	OHS
648MS	Spanish 8	OHS
65	Co-Op	OHS
66	Algebra One	OHS
660MS	Woods and Construction 8	OHS
6MS	English 7 MYP	OHS
700MS	APEX	OHS
703	Intro to Bio/Chem IA	OHS
704	Intro Bio/Chem IIA	OHS
705	Biology I	OHS
706	Honors Biology	OHS
707	Biology 9	OHS
708	Biology 10	OHS
709	Biology H-9	OHS
720MS	WK Science 7/8	OHS
721MS	WK Science 6/7/8	OHS
725MS	WK Social Studies 7/8	OHS
730MS	WK English 7/8	OHS
735MS	WK Reading 7/8	OHS
740	Prin Of Tech I	OLHS
750	Chemistry	OHS
750MS	WK AE 6/7/8	OHS
755MS	WK English 6/7/8	OHS
755P2MS	WK English 6/7/8 Part 2	OHS
760	Honors Chemistry	OHS
765MS	WK Math 7/8	OHS
766MS	WK Math 6/7/8	OHS
770MS	WK Math 6/7	OHS
775MS	WK Math 6	OHS
778MS	WK Math 8	OHS
780	Adv. Biology	OHS
780MS	WK Science 6	OHS
781MS	WK Science 6/7	OHS
782MS	WK Science 8	OHS
785MS	WK Social Studies 6	OHS
7867MS	WK Social Studies 6/7/8	OHS
786MS	WK Social Studies 6/7	OHS
788MS	WK Social Studies 8	OHS
643MS	Journalism 8	OHS
646MS	Yearbook 8	OHS
648MS	Spanish 8	OHS
65	Co-Op	OHS
66	Algebra One	OHS
660MS	Woods and Construction 8	OHS
6MS	English 7 MYP	OHS
700MS	APEX	OHS
703	Intro to Bio/Chem IA	OHS
704	Intro Bio/Chem IIA	OHS
705	Biology I	OHS
706	Honors Biology	OHS
707	Biology 9	OHS
708	Biology 10	OHS
709	Biology H-9	OHS
720MS	WK Science 7/8	OHS
721MS	WK Science 6/7/8	OHS
725MS	WK Social Studies 7/8	OHS
730MS	WK English 7/8	OHS
735MS	WK Reading 7/8	OHS
740	Prin Of Tech I	OLHS
750	Chemistry	OHS
750MS	WK AE 6/7/8	OHS
755MS	WK English 6/7/8	OHS
755P2MS	WK English 6/7/8 Part 2	OHS
760	Honors Chemistry	OHS
765MS	WK Math 7/8	OHS
766MS	WK Math 6/7/8	OHS
770MS	WK Math 6/7	OHS
775MS	WK Math 6	OHS
778MS	WK Math 8	OHS
780	Adv. Biology	OHS
780MS	WK Science 6	OHS
781MS	WK Science 6/7	OHS
782MS	WK Science 8	OHS
785MS	WK Social Studies 6	OHS
7867MS	WK Social Studies 6/7/8	OHS
786MS	WK Social Studies 6/7	OHS
788MS	WK Social Studies 8	OHS
643MS	Journalism 8	OHS
646MS	Yearbook 8	OHS
648MS	Spanish 8	OHS
65	Co-Op	OHS
66	Algebra One	OHS
660MS	Woods and Construction 8	OHS
6MS	English 7 MYP	OHS
700MS	APEX	OHS
703	Intro to Bio/Chem IA	OHS
704	Intro Bio/Chem IIA	OHS
705	Biology I	OHS
706	Honors Biology	OHS
707	Biology 9	OHS
708	Biology 10	OHS
709	Biology H-9	OHS
720MS	WK Science 7/8	OHS
721MS	WK Science 6/7/8	OHS
725MS	WK Social Studies 7/8	OHS
730MS	WK English 7/8	OHS
735MS	WK Reading 7/8	OHS
740	Prin Of Tech I	OLHS
750	Chemistry	OHS
750MS	WK AE 6/7/8	OHS
755MS	WK English 6/7/8	OHS
755P2MS	WK English 6/7/8 Part 2	OHS
760	Honors Chemistry	OHS
765MS	WK Math 7/8	OHS
766MS	WK Math 6/7/8	OHS
770MS	WK Math 6/7	OHS
775MS	WK Math 6	OHS
778MS	WK Math 8	OHS
780	Adv. Biology	OHS
780MS	WK Science 6	OHS
781MS	WK Science 6/7	OHS
782MS	WK Science 8	OHS
785MS	WK Social Studies 6	OHS
7867MS	WK Social Studies 6/7/8	OHS
786MS	WK Social Studies 6/7	OHS
788MS	WK Social Studies 8	OHS

790	AP Chemistry	Students must have a B or higher in H.Chemistry. This course is a Two Period Block with AP Chem Lab required to be selected as well. AP Chemistry is a rigorous course. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
791	AP Chem Lab	This course must be taken with AP Chemistry. The grade for AP Chemistry Lab is recorded as "CR" for Credit. If you take this course, you must also take SCI 1791 (second semester AP Chemistry Lab).	OHS
795	Astronomy	This is a one semester class offered first semester. Please choose another semester class to complete a full class period for the year.	OHS
7957	Reading the Media 1		OLHS
7958	Reading the Media 2		OLHS
7959	Reading the Media 3		OLHS
7960	Documentary Reading 2		OLHS
7961	Documentary Reading 3		OLHS
7962	Self-contained English 1		OLHS
7963	Self-contained English 2		OLHS
7964	Self-contained English 3		OLHS
7965	Online Journalism 2		OLHS
7966	Online Journalism 3		OLHS
7968	Compass - World Lit 2		OLHS
7970	Secrets of Success 1		OLHS
7971	Secrets of Success 2		OLHS
7973	Writer's Workshop 1		OLHS
7974	Writer's Workshop 2		OLHS
7976	American Literature 2		OLHS
7977	American Literature 3		OLHS

7978	Worlds of Wordcraft 3		OLHS
798	AP Biology	Students must possess strong reading and comprehension skills and have successfully completed Biology and Chemistry. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
7981	Justice Literature		OLHS
7982	Worlds of Wordcraft		OLHS
7983	Worlds of Wordcraft 2		OLHS
7984	Artful Writing II		OLHS
7985	Artful Writing		OLHS
7986	Yearbook 1		OLHS
7987	Yearbook 2		OLHS
7988	Yearbook 3		OLHS
7989	Human Rights Inquiry 1		OLHS
799	Environmental Science	Students need to have earned 2 credits in science before registering for this class. Students are expected to go outside on a regular basis and need to bring weather appropriate footwear and outdoor clothing. If you take this course, you must also take SCI 1799 (second semester Environmental Science).	OHS
7990	Human Rights Inquiry 2		OLHS
7991	Human Rights Inquiry 3		OLHS
7992	Human Rights Literature 1		OLHS
7993	Human Rights Literature 2		OLHS
7994	Human Rights Literature 3		OLHS
7995	Mythology 2		OLHS
7996	Mythology 3		OLHS
7997	Online Journalism		OLHS

7998	Real World Writing	OLHS
7999	Documentary Reading	OLHS
800	World History H	OHS
For enrollment in World History Honors a student must have completed 833 United States History Honors or 830 United States History. Students must possess above average reading and writing skills as well as willingness for extra out of class work. Student MUST also select 2nd semester World History Honors 1800.		
8000	Adv Film and Literature	OLHS
8001	Adv Film and Literature	OLHS
8002	Adv Film and Literature	OLHS
8003	Senior English Project	OLHS
8004	Senior English Project	OLHS
8005	Senior English Project	OLHS
8006	Composition	OLHS
8007	Composition	OLHS
8008	Composition	OLHS
8009	Extreme Reading	OLHS
8010	Extreme Reading	OLHS
8011	Extreme Reading	OLHS
8012	Survey of Literature	OLHS
8013	Survey of Literature	OLHS
8014	Survey of Literature	OLHS
8015	Drama Literature	OLHS
8016	Drama Literature	OLHS
8017	Drama Literature	OLHS
8018	Writing for Life	OLHS

8019	Writing for Life	OLHS
8020	Writing for Life	OLHS
8021	Film and Literature	OLHS
8022	Mythology	OLHS
8023	African Literature	OLHS
8024	Asian World Literature	OLHS
8025	Adventure Literature	OLHS
8026	Crime and Literature	OLHS
8027	Critical Thought & Writing	OLHS
8028	Literature of the Americas	OLHS
8029	American Lit	OLHS
8030	Leadership 1	OLHS
8031	Leadership 2	OLHS
8032	Leadership 3	OLHS
8033	Journalism Writing 1	OLHS
8034	Creative Writing	OLHS
8035	Intro to Acting	OLHS
8036	Journalism Writing 2	OLHS
8037	Non Fiction Reading	OLHS
8038	Journalism Writing 3	OLHS
8039	Art & Writing	OLHS
8040	World Literature 1	OLHS
8041	War Literature	OLHS

8042	World Literature 2	OLHS
8043	World Literature 3	OLHS
8044	Food Literature	OLHS
8045	Media Literature	OLHS
8046	Intro to Literature Sem 1	OLHS
8047	Intro to Literature Sem 2	OLHS
8048	Creative Writing 2	OLHS
8049	Food Literature 2	OLHS
8050	Reel History	OLHS
8051	Reel History	OLHS
8052	Reel History	OLHS
8053	World History	OLHS
8054	World History	OLHS
8055	World History	OLHS
8056	Economics	OLHS
8057	Economics	OLHS
8058	Economics	OLHS
8059	Practical Law	OLHS
8060	Practical Law	OLHS
8061	Practical Law	OLHS
8062	African Am History	OLHS
8063	African Am History 2	OLHS
8064	African Am History 3	OLHS

8065	US History	OLHS
8066	US History	OLHS
8067	US History	OLHS
8068	Mich History	OLHS
8069	Mich History	OLHS
8070	Mich History	OLHS
8071	History of Rock-n-Roll	OLHS
8072	Psychology	OLHS
8073	Crime History	OLHS
8074	Native American History	OLHS
8075	American History	OLHS
8076	American History	OLHS
8077	American History	OLHS
8078	Human Rights History	OLHS
8079	Human Rights History	OLHS
8080	Human Rights History	OLHS
8081	Study of Human Rights 1	OLHS
8082	Study of Human Rights 2	OLHS
8083	Study of Human Rights 3	OLHS
8084	Social Justice	OLHS
8085	Re-Use	OLHS
8087	Evolution of Women	OLHS
8090	Current Events	OLHS

For enrollment in World History a student must have completed 833 United States History Honors or 830 United States History.

810	World History	OHS
8100	Physics I	OLHS
8101	Physics I	OLHS
8102	Physics I	OLHS
8103	Biology I	OHS, OLHS
8104	Biology I	OHS, OLHS
8105	Biology I	OHS, OLHS
8106	Biology II	OHS, OLHS
8107	Biology II	OHS, OLHS
8108	Biology II	OHS, OLHS
8109	Genetics	OLHS
8110	Genetics	OLHS
8111	Genetics	OLHS
8112	Environmental Science	OLHS
8113	Environmental Science	OLHS
8114	Environmental Science	OLHS
8115	Conceptual Physics	OLHS
8116	Conceptual Physics	OLHS
8117	Conceptual Physics	OLHS
8118	Food Science	OLHS

8119	Human Bio Kinesiology	OHS, OLHS
8120	Chemistry 1	OLHS
8121	Chemistry 2	OLHS
8122	Chemistry 3	OLHS
8123	Environmental Science II	OLHS
8126	Forensic Science	OLHS
8127	Biology 3	OLHS
8130	Anatomy	OHS, OLHS
8133	Ag/Chemistry	OLHS
8134	Space Science	OLHS
8135	Chem Comp	OLHS
8136	Physical Science	OLHS
8139	Compass - Marine Biology	OHS, OLHS
8142	Compass - Paleontology	OLHS
8145	Earth Science	OLHS
8148	Compass - Earth Science	OLHS
8150	Stage Craft & Theater Design	OLHS
8151	Intro to Theater	OLHS
8152	Visual Art	OLHS
8153	Speech 1	OLHS
8154	Speech 2	OLHS

8155	Speech 3	OLHS
8156	Acting II	OLHS
8200	Geometry	OLHS
8201	Geometry	OLHS
8202	Geometry	OLHS
8203	Algebra One	OLHS
8204	Algebra One	OLHS
8205	Algebra One	OLHS
8206	Algebra Two	OLHS
8207	Algebra Two	OLHS
8208	Algebra Two	OLHS
8209	Math Connections A	OLHS
8210	APEX - Math	OLHS
8213	Culinary Math	OLHS
8214	APEX Fundamental Math S1	OLHS
8215	APEX Fundamental Math S2	OLHS
8216	Senior Math	OLHS
8217	Personal Finance	OLHS
8218	Compass Math Skills	OLHS
8221	Math Skills	OLHS
8224	Compass - Statistics	OLHS
8226	Compass - Algebra 2 1	OLHS
8227	Compass - Algebra 2 2	OLHS

8229	Compass - Math Skills	OLHS
8230	Self-contained Math 1	OLHS
8231	Self-contained Math 2	OLHS
8232	Self-contained Math 3	OLHS
8250	Early American Lit	OLHS
8251	Early American Lit	OLHS
8252	Early American Lit	OLHS
8253	Modern American Lit	OLHS
8256	Contemporary American Lit	OLHS
830	U S Hist	OHS
8300	Government	OLHS
8301	Compass - Civics	OLHS
832	AP US History	OHS
8325	Computer Lab	OLHS
8326	Internet Web Page Design	OLHS
8327	Internet Web Page Design	OLHS
8328	Internet Web Page Design	OLHS
8329	Realistic Web & Software	OLHS
833	US History Honors	OHS

This class will focus on events from the 1880's to the present. The areas of study will include imperialism, WWI, the Roaring 20's, Great Depression, WWII, Cold War, Civil Rights Movement, Vietnam conflict and current events. There will be a focus on geography's effect on historical events. Throughout this course, students can expect to write research papers, analyze primary source documents in addition to regular course work.

This course fulfills the MMC requirements for US History and Geography.

Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.

Students must possess above average reading and writing skills as well as Willingness for extra out of class work. 8th grade teacher recommendation suggested. Students must also select 2nd semester US History Honors 1833.

8330	Compass - Computer Online Experience			OLHS
835	Exploring Psychology	Students must be in at least 11th grade to enroll in this course.		OHS
8350	Physical Education			OLHS
8400	Geography			OLHS
8401	Geography			OLHS
8402	Geography			OLHS
842	AP Psychology	Successful completion of Exploring Psychology. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.		OHS
8425	Health			OLHS
8426	APEX Health			OLHS
8427	Health			OLHS
8428	Health			OLHS
8429	APEX Health			OLHS
8430	APEX Health			OLHS
845	Mich History	Students must be in at least 10th grade to enroll in this class. Unless you are taking Health or an online course for one semester you will need to select 1st and 2nd semester Michigan History as it is a full year course.		OHS
8450	APEX			OLHS
8451	APEX			OLHS
8452	APEX			OLHS
8453	Baker Web Design			OLHS
8454	Baker Web Design			OLHS
8455	Baker Web Design			OLHS
8456	Baker Cosmetology I			OLHS

8457	Baker Cosmetology I	OLHS
8458	Baker Cosmetology I	OLHS
8459	Baker Auto I	OLHS
8460	Baker Auto I	OLHS
8461	Baker Auto I	OLHS
8462	Basic Reading Rewards	OLHS
8463	Reading Rewards Secondary	OLHS
8464	Reading Rewards Plus Science	OLHS
8465	Baker Health Occupations	OLHS
8466	Baker Health Occupations	OLHS
8467	Baker Health Occupations	OLHS
8468	Reading Rewards Plus Social Studies	OLHS
8469	Reading Rewards Plus Writing	OLHS
847	Civics/Economics	OHS
8470	Interventions in Math	OLHS
8471	Rewards Study Skills	OLHS
8472	Work Study	OLHS
8473	Indiv. Voc. Training	OLHS
8474	Abnormal Psychology	OLHS
8475	Child Psychology	OLHS
8476	Reading for Information	OLHS
8477	Real Money	OLHS
8478	Music Exploration	OLHS

ALL JUNIORS MUST SELECT THIS COURSE AND 2nd SEMESTER CIVICS/ECONOMICS COURSE.

8479	College and Career Prep Sem 1	OLHS
8480	College and Career Prep Sem 2	OLHS
8481	Baker Auto II	OLHS
8482	Baker Auto II	OLHS
8483	Baker Auto II	OLHS
8484	Compass	OLHS
8487	Tutorial Assistance	OLHS
8488	Sociology	OLHS
8489	Art History	OLHS
8490	Medical	OLHS
8491	Marine Biology	OHS, OLHS
8492	Study Skills	OLHS
8493	Study Skills	OLHS
8494	Study Skills	OLHS
8495	Independent Study	OLHS
8498	Developmental Psychology	OLHS
850	Soc Interactions and Tolerance	OHS
8501	Compass - Medical Elective	OLHS
8504	Compass - Art History	OLHS
8507	Baker Computer Networking	OLHS
8508	Baker Computer Networking	OLHS
8509	Baker Computer Networking	OLHS

This class is intended for mature 12th grade students. Controversial topics in society are discussed. Students must also understand that they will be required to be in the pool for several weeks during this year long course.

8510	LCC Intro to Psychology	OLHS
8511	LCC Writing 121	OLHS
8514	Ind Voc Training	OLHS
8516	LCC Am Political Systems	OLHS
860MS	Woods and Construction 7/8	OMS
870MS	Student Council	OMS
880	Ap Government	OHS
880MS	Approaches to Learning	OMS
881	AP World History	OHS
8990	LCC Criminal Justice	OHS
8991	LCC Criminal Justice	OHS
90	IB Coord	OHS
901MS	Online- Common Core Grade 8 Math I	OMS
902MS	Online- Common Core ELA 8 - ELA3008 IC	OMS
9032	NHS Member 10	OHS
9033	NHS Member 11	OHS
9034	NHS Member 12	OHS
903MS	Online- MI-Integrated United States Hist	OMS
904MS	Online- MI-Grade 8 Earth Systems Science	OMS
905MS	Online- Common Core Grade 7 Math I	OMS
906MS	Online- Common Core ELA 7 - ELA3007 IC	OMS
907MS	Online- MI- Eastern Hemisphere Studies	OMS

Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.

Summer work assignments must be completed prior to the start of school. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.

Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.

Students are required to have a minimum GPA of 2.0 as well as counselor and principal approval and their own transportation to register for this course.

908MS	Online- MI-Grade 7 Life Science			OMS
9121	Intro Bio/Chem I			OHS
9122	Intro Bio/Chem I			OHS
9123	Intro Bio/Chem II			OHS
9124	Intro Bio/Chem II			OHS
93	Office Asst - Stu Serv	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.		OHS
96	Office Assistant-Athletics	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.		OHS
97	Office Assistant-Main	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.		OHS
9703	Intro Bio/Chem I			OHS
99	Home	Students who select this course must have an IEPC on record.		OHS
995	Dual Enrollment	Students must be in 11th or 12th grade to register for this class. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.		OHS
9969	Career & Life Management			OHS
9985	Intro Bio/Chem I			OHS
9989AHS	Intro Bio/Chem II			OHS
9997	Biology I			OHS
9998	Biology II			OHS
B355	Baker Auto I	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.		OHS
B357	Baker Auto II	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.		OHS
C355	Baker Auto I	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.		OHS
C357	Baker Auto II	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.		OHS
CLMS	Case Load MS			OHS
GLAD	GLAD			OHS
HS0001CA	Intro to Biology/Chemistry			OHS
HS0001CB	Intro to Biology/Chemistry			OHS
HS0001FA	Civics/Economics			OHS
HS0001FB	Civics/Economics			OHS
HS0001JA	Art			OLHS
HS0100AA	AP Eng Lan/Comp			OHS
HS0100AB	AP Eng Lan/Comp			OHS
HS0100CA	Intro to Biology/Chemistry			OHS

HS0100CB	Intro to Biology/Chemistry	OHS
HS0100EA	AP US History	OHS
HS0100EB	AP US History	OHS
HS0100FA	Economics	OHS
HS0100FB	Civics	OHS
HS0100GA	Statistics	OHS
HS0100GB	Statistics	OHS
HS0100HA	Intro to Business	OHS, OLHS
HS0100HB	Introduction to Entrepreneurship	OHS
HS0100IA	Boys Adv Athletics	OHS
HS0100IB	Boys Adv Athletics	OHS
HS0100JA	Woods II	OHS
HS0100JB	Woods II	OHS
HS0100NB	Health	OHS
HS0100QA	Careers in Education	OHS
HS0100QB	Careers in Education	OHS
HS0100SA	Spanish I	OHS
HS0100SB	Spanish I	OHS
HS0101AA	AP Eng Lit/Comp	OHS
HS0101AB	AP Eng Lit/Comp	OHS
HS0101CA	Biology Honors	OHS
HS0101CB	Biology Honors	OHS
HS0101DA	Sociology & Jurisprudence	OHS
HS0101DB	Sociology & Jurisprudence	OHS
HS0101EA	U S Hist	OHS
HS0101EB	U S Hist	OHS
HS0101FA	AP Government	OHS
HS0101FB	AP Government	OHS
HS0101IA	Dance Ensemble	OHS
HS0101IB	Dance Ensemble	OHS
HS0101JA	Men's Choir	OHS
HS0101JB	Men's Choir	OHS
HS0101QA	Student Teacher	OHS
HS0101QB	Student Teacher	OHS
HS0101SA	Spanish II	OHS
HS0101SB	Spanish II	OHS
HS0102AA	Communication Workshop Y	OHS

This class is an option for boys in grades 9 - 12. Attendance at all dress rehearsals and performances is required or the student grade will be affected. Vocabulary quizzes are given every Wednesday.

This class is an option for boys in grades 9 -12. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.

HS0102AB	Communication Workshop Y	OHS
HS0102CA	AP Biology Lab	OHS
HS0102CB	AP Biology Lab	OHS
HS0102DA	AP Microeconomics	OHS
HS0102DB	AP Microeconomics	OHS
HS0102EA	US History Honors	OHS
HS0102EB	US History Honors	OHS
HS0102FA	AP Government DE	OHS
HS0102GA	AP Calculus BC	OHS
HS0102GB	AP Calculus BC	OHS
HS0102JA	Dance I	OHS
HS0102IB	Dance I	OHS
HS0102SA	Spanish III	OHS
HS0102SB	Spanish III	OHS
HS0103AA	English 9	OHS
HS0103AB	English 9	OHS
HS0103CA	Honors Physics	OHS
HS0103CB	Honors Physics	OHS
HS0103DA	AP Psychology	OHS
HS0103DB	AP Psychology	OHS
HS0103EA	UNL - AP US History	OHS
HS0103EB	UNL - AP US History	OHS
HS0103FA	AP Comparative Government DE	OHS
HS0103GA	AP Calculus I	OHS
HS0103GB	AP Calculus I	OHS
HS0103IA	Dance II	OHS
HS0103IB	Dance II	OHS
HS0103JA	Woods I	OHS
HS0103JB	Woods I	OHS
HS0103QA	LCC Sports Medicine	OHS
HS0103QB	LCC Sports Medicine	OHS
HS0103SA	Spanish IV	OHS
HS0103SB	Spanish IV	OHS
HS0104AA	English 9 Honors	OHS
HS0104AB	English 9 Honors	OHS
HS0104CA	AP Biology	OHS
HS0104CB	AP Biology	OHS
HS0104DA	AP World History	OHS
HS0104DB	AP World History	OHS
HS0104FA	UNL - AP Comparative Politics	OHS
HS0104FB	UNL - AP Comparative Politics	OHS
HS0104GA	Algebra Two	OHS

HS0104GB	Algebra Two	OHS
HS0104IA	Dance III	OHS
HS0104IB	Dance III	OHS
HS0104SA	LEAF-FRENCH	OHS
HS0104SB	LEAF-FRENCH	OHS
HS0105AA	English 12 Honors	OHS
HS0105AB	English 12 Honors	OHS
HS0105CA	AP Chem Lab	OHS
HS0105CB	AP Chem Lab	OHS
HS0105DA	Exploring Psychology	OHS
HS0105DB	Exploring Psychology	OHS
HS0105GA	Algebra Two A	OHS
HS0105GB	Algebra Two A	OHS
HS0105HA	Entrepreneurship and Innovation	OHS
HS0105HB	Entrepreneurship and Innovation	OHS
HS0105IA	Gen Phys ED	OHS
HS0105IB	Health - DO NOT USE	OHS
HS0105JA	AP Art History	OHS
HS0105JB	AP Art History	OHS
HS0105SA	Spanish 1A	OHS
HS0105SB	Spanish 1A	OHS
HS0106AA	Mythology	OHS
HS0106AB	Mythology	OHS
HS0106CA	AP Chemistry	OHS
HS0106CB	AP Chemistry	OHS
HS0106DA	Mich History	OHS
HS0106DB	Mich History	OHS
HS0106GA	Algebra Two B	OHS
HS0106GB	Algebra Two B	OHS
HS0106HA	Info Graphics I	OHS
HS0106HB	Info Graphics II	OHS
HS0106IA	Net/Team Sports	OHS
HS0106IB	Net/Team Sports	OHS
HS0106JA	Fundamentals of Accounting	OHS
HS0106JB	Fundamentals of Accounting	OHS
HS0106SA	Spanish 1B	OHS
HS0106SB	Spanish 1B	OHS
HS0107AA	Sci Fiction Fantasy	OHS
HS0107AB	Sci Fiction Fantasy	OHS
HS0107CA	Adv. Biology	OHS
HS0107CB	Adv. Biology	OHS

Teacher recommendation is required. This is a college level class and only dedicated and self-motivated students should enroll.

HS0107DA	Soc Interactions and Tolerance	OHS
HS0107DB	Soc Interactions and Tolerance	OHS
HS0107GA	Algebra Two H	OHS
HS0107GB	Algebra Two H	OHS
HS0107HA	Introduction to Entrepreneurship	OHS, OLHS
HS0107IA	Str-Trn-Cond	OHS
HS0107IB	Str-Trn-Cond	OHS
HS0107JA	Bella Voce	OHS
HS0107JB	Bella Voce	OHS
HS0107SA	French 2 DE	OHS
HS0108AA	Theory of Thought and Knowledge	OHS
HS0108AB	Theory of Thought and Knowledge	OHS
HS0108CA	Astronomy	OHS
HS0108DA	World History	OHS
HS0108DB	World History	OHS
HS0108GA	Geometry	OHS
HS0108GB	Geometry	OHS
HS0108HA	Advanced Entrepreneurship & Innovation	OHS
HS0108HB	Advanced Entrepreneurship & Innovation	OHS
HS0108IA	Girl's Advanced Athletics	OHS
HS0108IB	Girl's Advanced Athletics	OHS
HS0108JA	3-D Advanced Art	OHS
HS0108JB	3-D Advanced Art	OHS
HS0108SA	German I DE	OHS
HS0109AA	World Lit Humanities	OHS
HS0109AB	World Lit Humanities	OHS
HS0109CA	Biology 10	OHS
HS0109CB	Biology 10	OHS
HS0109DA	World History H	OHS
HS0109DB	World History H	OHS
HS0109GA	Geometry Honors	OHS
HS0109GB	Geometry Honors	OHS
HS0109HA	Entrepreneurial Management	OHS
HS0109HB	Entrepreneurial Management	OHS
HS0109IA	Boy's Advanced Athletics	OHS
HS0109IB	Boy's Advanced Athletics	OHS

HS0109JA	3-D Art	OHS
HS0109JB	3-D Art	OHS
HS0109SA	Aventa - French I a	OHS
HS0109SB	Aventa - French I a	OHS
HS0110AA	English 10	OHS
HS0110AB	English 10	OHS
HS0110CA	Chemistry	OHS
HS0110CB	Chemistry	OHS
HS0110DA	CMU Psychology 100DE	OHS
HS0110DB	CMU Psychology 100DE	OHS
HS0110GA	Pre-Calculus Honors	OHS
HS0110GB	Pre-Calculus Honors	OHS
HS0110HB	Python Multiplayer-Accelerate Ed.	OHS
HS0110IA	Dance and Society	OHS
HS0110JA	A Cappella	OHS
HS0110JB	A Cappella	OHS
HS0110QA	Culinary Arts I	OHS
HS0110QB	Culinary Arts I	OHS
HS0110SA	Aventa - German 1 Part 2	OHS
HS0110SB	Aventa - German 1 Part 2	OHS
HS0111AA	English 10 Honors	OHS
HS0111AB	English 10 Honors	OHS
HS0111CA	Environmental Science	OHS
HS0111CB	Environmental Science	OHS
HS0111DA	CMU Sociology 100DE	OHS
HS0111DB	CMU Sociology 100DE	OHS
HS0111GA	Algebra One	OHS
HS0111GB	Algebra One	OHS
HS0111JA	AP Art	OHS
HS0111JB	AP Art	OHS
HS0111QA	Introduction to Engineering Design	OHS
HS0111QB	Introduction to Engineering Design	OHS
HS0111SA	Aventa - Spanish II a	OHS
HS0111SB	Aventa - Spanish II a	OHS
HS0112AA	English 11	OHS
HS0112AB	English 11	OHS
HS0112CA	Honors Chemistry	OHS
HS0112CB	Honors Chemistry	OHS
HS0112DA	CMU Economics 201DE	OHS
HS0112DB	CMU Economics 201DE	OHS
HS0112GA	LCC - Precalculus 121	OHS

HS0112GB	LCC - Precalculus 121	OHS
HS0112IA	Dance Movement	OHS
HS0112IB	Dance Movement	OHS
HS0112JA	Art Chall I(a)	OHS
HS0112JB	Art Chall I(a)	OHS
HS0112QA	Culinary Arts II	OHS
HS0112QB	Culinary Arts II	OHS
HS0112SA	Edgenuity - German 1A	OHS
HS0112SB	Edgenuity - German 1A	OHS
HS0113AA	English 11 Honors	OHS
HS0113AB	English 11 Honors	OHS
HS0113CA	Biomedical Engineering	OHS
HS0113CB	Biomedical Engineering	OHS
HS0113DA	CMU Economics 210 DE	OHS
HS0113GA	Bkr - Math 108 College Math: Reas. Appl	OHS
HS0113GB	Bkr - Math 108 College Math: Reas. Appl	OHS
HS0113IA	Aerobic Fitness	OHS
HS0113IB	Aerobic Fitness	OHS
HS0113JA	Art Chall II(a)	OHS
HS0113JB	Art Chall II(a)	OHS
HS0113SA	Aventa - Spanish IVa	OHS
HS0113SB	Aventa - Spanish IVa	OHS
HS0114AA	English 12	OHS
HS0114AB	English 12	OHS
HS0114CA	Conceptual Physics	OHS
HS0114CB	Conceptual Physics	OHS
HS0114DA	CMU Sociology 120 DE	OHS
HS0114JA	Art I	OHS
HS0114JB	Art I	OHS
HS0114QA	Financial Literacy	OHS
HS0114QB	Global Finance	OHS
HS0114SA	UNL - French I	OHS
HS0114SB	UNL - French I	OHS
HS0115AA	World Literature	OHS
HS0115AB	World Literature	OHS
HS0115CA	Anatomy & Physiology DE	OHS
HS0115DA	AP European History DE	OHS
HS0115JA	Art II	OHS
HS0115JB	Art II	OHS
HS0115QA	21st Century Families	OHS
HS0115QB	21st Century Families	OHS
HS0115SA	UNL - Latin 1	OHS
	Pass the previous year's science course with an 80% or higher and/or instructor approval. Internet and computer access outside of school.	
	Students must have passed Biology Honors or Intro to Biology in 9th grade to select this class. A "C" or better in Algebra One is required.	

HS0115SB	UNL - Latin 1	OHS
HS0116AA	CMU English 101DE	OHS
HS0116CA	Aventa - AP Environmental Science	OHS
HS0116CB	Aventa - AP Environmental Science	OHS
HS0116DA	Baker - General Psychology	OHS
HS0116DB	Baker - General Psychology	OHS
HS0116JA	Art III	OHS
HS0116JB	Art III	OHS
HS0116QA	Principles of Engineering	OHS
HS0116QB	Principles of Engineering	OHS
HS0116SA	Aventa - French Ila	OHS
HS0116SB	Aventa - French Ila	OHS
HS0117AA	Baker - Composition I	OHS
HS0117CA	Aventa - Astronomy	OHS
HS0117DA	LCC - Geography 121	OHS
HS0117DB	LCC - Geography 121	OHS
HS0117JA	Art IV	OHS
HS0117JB	Art IV	OHS
HS0117QA	Baker - Computer Science	OHS
HS0117QB	Baker - Computer Science	OHS
HS0118AA	Baker - Interviewing, Investigating, & R	OHS
HS0118AB	Baker - Interviewing, Investigating, & R	OHS
HS0118CA	BYU - Human Anatomy	OHS
HS0118DA	LCC - History 211 US History to 1877	OHS
HS0118DB	LCC - HIST 211 US History to 1877	OHS
HS0118JA	Art Study	OHS
HS0118JB	Art Study	OHS
HS0119AA	Baker - Workplace Communications	OHS
HS0119AB	Baker - Workplace Communications	OHS
HS0119CA	Edison - Anatomy/Physiology	OHS
HS0119CB	Edison - Anatomy/Physiology	OHS
HS0119DA	LCC - Humanities 214	OHS
HS0119DB	LCC - Humanities 214	OHS
HS0119JA	Baker - Health Occupations	OHS
HS0119JB	Baker - Health Occupations	OHS
HS0119QA	Skills for Success	OHS

HS0119QB	Skills for Success	OHS
HS0120AA	LCC - Composition 121	OHS
HS0120AB	LCC - Composition 121	OHS
HS0120CA	Principals of Biomedical Science	OHS
HS0120CB	Principals of Biomedical Science	OHS
HS0120DA	LCC - Micro Econ 201	OHS
HS0120DB	LCC - Micro Econ 201	OHS
HS0120JA	Concert Band	OHS
HS0120JB	Concert Band	OHS
HS0120QA	COMPASS	OHS
HS0120QB	COMPASS	OHS
HS0121AA	Language & Literature 9	OHS
HS0121AB	Language & Literature 9	OHS
HS0121CA	K12 - Physics Honors	OHS
HS0121CB	K12 - Physics Honors	OHS
HS0121DA	LCC - Psychology 200	OHS
HS0121DB	LCC - Psychology 200	OHS
HS0121JA	Fresh Band	OHS
HS0121JB	Fresh Band	OHS
HS0121QA	Skills for Success II	OHS
HS0121QB	Skills for Success II	OHS
HS0122AA	Language & Literature 9 Honors	OHS
HS0122AB	Language & Literature 9 Honors	OHS
HS0122CA	Northwestern - AP Physics	OHS
HS0122CB	Northwestern - AP Physics	OHS
HS0122DA	LCC - Sociology 120	OHS
HS0122DB	LCC - Sociology 120	OHS
HS0122JA	Guitar	OHS
HS0122JB	Guitar	OHS
HS0122QA	Co-Op 2nd Yr	OHS
HS0122QB	Co-Op 2nd Yr	OHS
HS0122SA	Aventa - Mandarin Chinese 1a	OHS
HS0122SB	Aventa - Mandarin Chinese 1a	OHS
HS0123AA	Language & Literature 10	OHS
HS0123AB	Language & Literature 10	OHS
HS0123CA	LCC - BIO 120 Environmental Science	OHS
HS0123CB	LCC - BIO 120 Environmental Science	OHS
HS0123DA	World History through Film	OHS

HS0123DB World History through Film
HS0123JA Jazz Band
HS0123JB Jazz Band
HS0123QA IVT After School
HS0123QB IVT After School

HS0123SA Edison - German 1B

HS0123SB Edison - German 1B

HS0124AA Language & Literature 10 Honors
HS0124AB Language & Literature 10 Honors
HS0124CA Human Body Systems
HS0124CB Human Body Systems
HS0124DA LCC - SOCL 120 Intro to Sociology

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HS0124DB	LCC - SOCL 120 Intro to Sociology	OHS
HS0124JA	Keyboard/Piano	OHS
HS0124JB	Keyboard/Piano	OHS
HS0124QA	AP Art History	OHS
HS0124QB	AP Art History	OHS
HS0124SA	French IA - Edgenuity	OHS
HS0124SB	French I A - Edgenuity	OHS
HS0125AA	Language & Literature 11	OHS
HS0125AB	Language & Literature 11	OHS
HS0125CA	Ag-Sci: Zoology/Animal Sci	OHS
HS0125CB	Ag-Sci: Zoology/Animal Sci	OHS
HS0125DA	LCC - PHIL 151	OHS
HS0125DB	LCC - PHIL 151	OHS
HS0125JA	Madrigals	OHS
HS0125JB	Madrigals	OHS
HS0125QA	Baker - Auto I	OHS
HS0125QB	Baker - Auto I	OHS
HS0125SB	French 1B - Edgenuity	OHS
HS0126AA	Language & Literature 11 Honors	OHS
HS0126AB	Language & Literature 11 Honors	OHS
HS0126CA	Ag-Sci: Botany/Plant Sci	OHS
HS0126CB	Ag-Sci: Botany/Plant Sci	OHS
HS0126JA	Symphony Band	OHS
HS0126JB	Symphony Band	OHS
HS0126QA	Baker - Auto II	OHS
HS0126QB	Baker - Auto II	OHS
HS0126SB	Japanese 1 A - MVHS	OHS
HS0127AA	Language & Literature 12	OHS
HS0127AB	Language & Literature 12	OHS
HS0127CA	Space and Earth Science	OHS
HS0127CB	Space and Earth Science	OHS
HS0127DA	Philosophy: The Big Picture - MVHS	OHS
HS0127DB	Philosophy: The Big Picture - MVHS	OHS
HS0127JA	K12 - 3D Art I Modeling	OHS
HS0127QA	Baker - Health Science	OHS
HS0127QB	Baker - Health Science	OHS
HS0128AA	Language & Literature 12 Honors	OHS

Teacher recommendation is required. This is a college level class and only dedicated and self-motivated students should enroll.

HS0128AB	Language & Literature 12	OHS
HS0128JA	Honors	OHS
HS0128JB	Digital Electronics	OHS
HS0128QA	Digital Electronics	OHS
HS0128QB	Bel Canto	OHS
HS0129CA	Bel Canto	OHS
HS0129JA	LCC - CHEM 125	OHS
HS0129JB	Aventa - Intro. Marketing I	OHS
HS0129QA	Aventa - Intro. Marketing I	OHS
HS0129QB	Home Improvement	OHS
HS0130CA	Home Improvement	OHS
HS0130CB	Forensic Science - MVHS	OHS
HS0130JA	Forensic Science - MVHS	OHS
HS0130JB	UNL - Music Theory	OHS
HS0130QA	UNL - Music Theory	OHS
HS0130QB	Construction Trades	OHS
HS0131CA	Construction Trades	OHS
HS0131CB	AP Physics - MVHS	OHS
HS0131JA	AP Physics 1 - MVHS	OHS
HS0131JB	Agri-Science	OHS
HS0131QA	Agri-Science	OHS
HS0131QB	Co-Op	OHS
HS0131SA	Co-Op	OHS
HS0131SB	Latin I A - MVHS	OHS
HS0132CA	Latin I A - MVHS	OHS
HS0132CB	AP Physics C - MVHS	OHS
HS0132JA	AP Physics C - MVHS	OHS
HS0132JB	Creative Writing - Aventa	OHS
HS0132QA	Creative Writing - Aventa	OHS
HS0132QB	Dual Enrollment	OHS
HS0133CA	Dual Enrollment	OHS
HS0133CB	Human Biology - Edgenuity	OHS
HS0133JB	Human Biology - Edgenuity	OHS
HS0133QA	BKR- ITS 2310 LINUX 1	OHS
HS0133QB	IB Coord	OHS
HS0134QA	IB Coord	OHS
HS0134QB	Ind Study	OHS
HS0135QA	Ind Study	OHS
HS0135QB	Ind Voc Training	OHS
HS0135SA	Ind Voc Training	OHS
HS0135SB	Latin IA - Edgenuity	OHS
HS0136HA	Latin IA - Edgenuity	OHS
HS0136HB	Aventa	OHS
HS0136QA	Aventa - C++ Programming	OHS
HS0136QB	LCC Criminal Justice	OHS
	LCC Criminal Justice	OHS

HS0136SA	Latin II A - Edgenuity	OHS
HS0137AA	BKR - ENG 1010 Comp. I	OHS
HS0137AB	BKR - ENG 1010 Comp. 1	OHS
HS0137CB	Astronomy - MVHS	OHS
HS0137GA	BKR - MTH 1050 Quan Reas	OHS
HS0137GB	BKR - MTH 1050 Quan Reas	OHS
HS0137QA	LCC Fire Academy	OHS
HS0137QB	LCC Fire Academy	OHS
HS0137SA	Aventa - Spanish III A	OHS
HS0138HA	HS0138HA	OHS
HS0138JB	BKR - CRJ 1310 Diversity in Crim Justice	OHS
HS0138QA	Office Assistant-Athletics	OHS
HS0138QB	Office Assistant-Athletics	OHS
HS0138SA	EdOptions - French I A	OHS
HS0139QA	Office Assistant-Main	OHS
HS0139QB	Office Assistant-Main	OHS
HS0140JA	Advanced Art 1	OHS
HS0140JB	Advanced Art 1	OHS
HS0140QA	Office Asst - Stu Serv	OHS
HS0140QB	Office Asst - Stu Serv	OHS
HS0141JA	Advanced Art 2	OHS
HS0141JB	Advanced Art 2	OHS
HS0141QA	Tutorial Assistance	OHS
HS0141QB	Tutorial Assistance	OHS
HS0142QA	Home	OHS
HS0143JB	Digital Photography 1- Edgenuity	OHS
HS0143QA	Approaches to Learning I	OHS
HS0143QB	Approaches to Learning I	OHS
HS0144QA	Approaches to Learning II	OHS
HS0144QB	Approaches to Learning II	OHS
HS0145QA	Civil Engineer and Architecture	OHS
HS0145QB	Civil Engineer and Architecture	OHS
HS0146QA	Baker - Computer Networking	OHS, OLHS
HS0146QB	Baker - Computer Networking	OHS
HS0147QA	Baker - Computer Programming	OHS

HS0147QB	Baker - Computer Programming	OHS
HS0148QA	Cosmetology I	OHS
HS0148QB	Cosmetology I	OHS
HS0149QA	Cosmetology II	OHS
HS0149QB	Cosmetology II	OHS
HS0150QA	Cosmetology Summer	OHS
HS0150QB	Cosmetology Summer	OHS
HS0151QA	Criminal Justice	OHS
HS0151QB	Criminal Justice	OHS
HS0152QA	Graphic Design	OHS
HS0152QB	Graphic Design	OHS
HS0154QA	Insurance and Risk Management I	OHS
HS0154QB	Insurance and Risk Management I	OHS
HS0155QA	LCC Allied Health I	OHS
HS0155QB	LCC Allied Health I	OHS
HS0156QA	LCC Business Mgmt Entrep.	OHS
HS0156QB	LCC Business Mgmt Entrep.	OHS
HS0157QA	LCC Construction Tech I	OHS
HS0157QB	LCC Construction Tech I	OHS
HS0158QA	LCC Teacher Prep	OHS
HS0158QB	LCC Teacher Prep	OHS
HS0160QA	Nail Technology	OHS
HS0161QA	Child Care Services	OHS
HS0161QB	Child Care Services	OHS
HS0163QA	Construction Trades	OHS
HS0163QB	Construction Trades	OHS
HS0164QA	Engineering Design and Development	OHS
HS0164QB	Engineering Design and Development	OHS
HS0165QA	Wood Technology Challenge	OHS
HS0165QB	Wood Technology Challenge	OHS
HS0166QA	Wood Technology Lab	OHS
HS0166QB	Wood Technology Lab	OHS
HS0167QA	Insurance and Risk Management II	OHS
HS0167QB	Insurance and Risk Management II	OHS
HS0168QA	Advanced Accounting	OHS

HS0168QB	Advanced Accounting	OHS
HS0169QA	Baker - CNC Operator	OHS
HS0169QB	Baker - CNC Operator	OHS
HS0170QA	Baker - Criminal Justice	OHS
HS0170QB	Baker - Criminal Justice	OHS
HS0171QA	LCC Early Childhood Education	OHS
HS0171QB	LCC Early Childhood Education	OHS
HS0172QA	LCC - Digital Media Arts	OHS
HS0172QB	LCC - Digital Media Arts	OHS
HS0173QA	Approaches to Learning III	OHS
HS0173QB	Approaches to Learning III	OHS
HS0174QA	Approaches to Learning IV	OHS
HS0174QB	Approaches to Learning IV	OHS
HS0176CA	AP Environmental Science - Edgenuity	OHS
HS0176CB	AP Environmental Science - Edgenuity	OHS
HS0177CB	Environmental Sci - BYU	OHS
HS0177QA	Office Aide - Accounting	OHS
HS0177QB	Office Aide - Accounting	OHS
HS0178QA	Office Aide - Business	OHS
HS0178QB	Office Aide - Business	OHS
HS0179QA	Baker - Criminal Justice 2nd Yr.	OHS
HS0179QB	Baker - Criminal Justice 2nd Yr.	OHS
HS0180QA	CMU Business Law 202 DE	OHS
HS0181QA	CMU English 101 DE	OHS
HS0182QA	K12 - C++ Programming	OHS
HS0183QA	LCC - Speech 120	OHS
HS0183QB	LCC - Speech 120	OHS
HS0184QB	Baker - Oral Communication	OHS
HS0185QB	Baker Psychology 211	OHS
HS0186QB	Edison - Java	OHS
HS0187QB	Edison - HTML	OHS
HS0188QA	Computer Software Engineering	OHS
HS0188QB	Computer Software Engineering	OHS
HS0189QA	Sous Chef	OHS
HS0189QB	Sous Chef	OHS
HS0190QA	Peer Mentor	OHS
HS0190QB	Peer Mentor	OHS

HS0191QA	LCC - Math 120 College Algebra	OHS
HS0191QB	LCC - Math 120 College Algebra	OHS
HS0192QA	LCC - WRIT 121	OHS
HS0192QB	LCC - WRIT 121	OHS
HS0193QA	LCC - GEOG 221 Physical Geography	OHS
HS0193QB	LCC - GEOG 221 Physical Geography	OHS
HS0194QA	LCC - HUM 213 World Civiliz to 1600	OHS
HS0194QB	LCC - HUM 213 World Civiliz. to 1600	OHS
HS0195QA	LCC - Arts 102	OHS
HS0195QB	LCC - Arts 102	OHS
HS0196QA	LCC - ECON 120	OHS
HS0196QB	LCC - ECON 120	OHS
HS0197QA	LCC - ENGL 122 Composition II	OHS
HS0197QB	LCC - ENGL 122 Composition II	OHS
HS0198QA	LCC - HIST 212	OHS
HS0198QB	LCC - HIST 212	OHS
HS0199QA	LCC - PFHW 123 Human Nutrition	OHS
HS0199QB	LCC - PFHW 123 Human Nutrition	OHS
HS0200QA	Mott CC - SOCL 120	OHS
HS0200QB	Mott CC - SOCL 120	OHS
HS0201QA	EdOptions - Cosmetology	OHS
HS0201QB	EdOptions - Cosmetology	OHS
HS0202QA	K12 - Digital Arts I	OHS
HS0202QB	K12 - Digital Arts I	OHS
HS0203QA	K12 - Digital Arts II	OHS
HS0204QA	Bkr - HSC 151 Intro. Elec. Hlth Rec.	OHS
HS0205QA	Aventa - Anthropology	OHS
HS0205QB	Aventa - Anthropology	OHS
HS0206QA	Aventa - AP Macroeconomics	OHS
HS0206QB	Aventa - AP Macroeconomics	OHS
HS0206SA	AP Spanish Lang. & Culture-AVENTA	OHS

HS0207QA	Aventa - AP Microeconomics	OHS
HS0207QB	Aventa - AP Microeconomics	OHS
HS0207SB	AP Spanish Lang. & Culture_AVENTA	OHS
HS0208QA	Aventa - Intro. Medical Terminology	OHS
HS0208QB	Aventa - Intro. Medical Terminology	OHS
HS0209QA	Aventa - Psychology	OHS
HS0209QB	Aventa - Psychology	OHS
HS0210QA	EdOptions - Careers in Criminal Justice	OHS
HS0210QB	EdOptions - Careers in Criminal Justice	OHS
HS0211QA	EdOptions - Child Dev. & Parent.	OHS
HS0211QB	EdOptions - Child Dev. & Parent.	OHS
HS0212QA	EdOptions - Forensic Science	OHS
HS0212QB	EdOptions - Forensic Science	OHS
HS0213QA	Bkr - INF 112 Word Processing	OHS
HS0213QB	Bkr - INF 112 Word Processing	OHS
HS0214CA	Aventa - AP Biology A	OHS
HS0214QA	Bkr - INF 141A Microsoft PowerPt. Staff	OHS
HS0214QB	Bkr - INF 141A Microsoft PowerPt. Staff	OHS
HS0215CA	Anatomy & Physiology - MVHS	OHS
HS0215QA	EduOptions - Intro to Criminal Justice	OHS
HS0215QB	EduOptions - Intro to Criminal Justice	OHS
HS0216QA	K12 - Fashion & Interior Design	OHS
HS0216QB	K12 - Fashion & Interior Design	OHS
HS0217QA	Epidemiology	OHS
HS0218QA	AP Computer Science Principles	OHS

HS0218QB AP Computer Science Principles
HS0219QA Culinary Science 1A
HS0220QA Theory of Thought and Knowledge
HS0220QB Theory of Thought and Knowledge
HS0221QA Bkr - CRJ 106 - Intro to Corrections

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HS0221QB Bkr - CRJ 106 - Intro to Corrections

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HS0222QA LCC - MUS 180
HS0222QB LCC - MUS 180
HS0223QA Bkr - PSY 1110 General Psychology
HS0223QB Bkr - PSY 1110 General Psychology
HS0224QA BKR - MTH 1110 College Algebra I
HS0224QB BKR - MTH 1110 College Algebra I
HS0225QA BKR - SCI 101C Human Anat & Physio II
HS0225QB BKR - SCI 101C Human Anat & Physio I
HS0226QA Bkr - SCI 101L
HS0226QB Bkr - SCI 101L
HS0227QA BKR - MKT 111B Princ of Marketing
HS0227QB BKR - MKT 111B Princ of Marketing

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HS0228QA	BKR - CRJ 211 Interper Comm & Confl Mgmt	OHS
HS0228QB	BKR - CRJ 211 Interper Comm & Confl Mgmt	OHS
HS0229QA	BKR - SPK 2010 Oral Communications	OHS
HS0229QB	BKR - SPK 2010 Oral Communications	OHS
HS0230QA	BKR - SPN 101 Spanish I	OHS
HS0230QB	BKR - SPN 101 Spanish I	OHS
HS0231QA	BKR - PSY 1010 Human Relations	OHS
HS0231QB	BKR - PSY 1010 Human Relations	OHS
HS0232QA	LCC Math 130 Finite Math w/ College Alg.	OHS
HS0232QB	LCC Math 130 Finite Math w/ College Alg.	OHS
HS0233QA	LCC - WRIT 122	OHS
HS0233QB	LCC - WRIT 122	OHS
HS0234QA	LCC - MKT 200 Princ of Marketing	OHS
HS0234QB	LCC - MKT 200 Princ of Marketing	OHS
HS0235QA	LCC - MATH 121 Precalculus I	OHS
HS0235QB	LCC - MATH 121 Precalculus I	OHS
HS0237QA	BKR - CRJ 131 Client Relations	OHS
HS0237QB	BKR - CRJ 131 Client Relations	OHS
HS0238QA	BKR - CRJ 231 Princ. of Policing	OHS
HS0238QB	BKR - CRJ 231 Princ. of Policing	OHS
HS0239QA	COMPASS Elective	OHS
HS0239QB	COMPASS Elective	OHS
HS0240GA	AP Calculus AB - UNL	OHS
HS0240GB	AP Calculus AB - UNL	OHS
HS0241HA	C++ Programming - Aventa	OHS
HS0241HB	C++ Programming - AVENTA	OHS
HS0242HA	Engineering Design I/CAD- AVENTA	OHS
HS0246QA	LCC - BUSN 118	OHS

HS0246QB
HS0252QA
HS0252QB
HS0253QA
HS0253QB

LCC - BUSN 118
Edmentum - Social Issues
Edmentum - Social Issues
LLS - Graphic Design LI
LLS - Graphic Design LI

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Baker - Health Science II

HS0254QB

Baker - Health Science II

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OLHS
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HS0256QA

BKR - AST 106 Intro Auto
Service

HS0256QB

BKR - AST 106 Intro Auto
Service

HS0257QA

BKR - AST 111A Intro Auto
Electrical

HS0257QB

BKR - AST 112B
Electrical/Electron Sys I

HS0258QA

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HS0258QB	BKR - AST 111A Intro Auto Electrical	OHS
HS0259QA	BKR - AST 231A Auto Suspension/Steering	OHS
HS0259QB	BKR - AST 221A Auto Brakes	OHS
HS0260AA	English Lang. Arts 12A Honors: Edgenuity	OHS
HS0260AB	English Lang Arts 12 B Honors Edgenuity	OHS
HS0260QA	BKR - AST231A Auto Suspension/Steering	OHS
HS0260QB	BKR - AST 221A Auto Brakes	OHS
HS0261QA	BKR - CS 101 Prin Computer Science	OHS
HS0261QB	BKR - CS 111 Intro to Programming	OHS
HS0262QA	BKR - CS 217A C++ Programming	OHS
HS0262QB	BKR - CS 218A Obj Oriented Program C++	OHS
HS0263QA	BKR - NET 101 Networking Essentials I	OHS
HS0263QB	BKR - NET 102 Networking Essentials II	OHS
HS0264QA	BKR - HSC 221 Nutrition	OHS
HS0264QB	BKR - HSC 2210 Nutrition	OHS
HS0265AA	UNL - AP English Lit. & Comp. 1	OHS
HS0265DA	Social Problems 1-EdOptions	OHS
HS0265DB	Sociology - Edgenuity	OHS
HS0265QA	BKR - CIS 106B Com Oper Sys/Maintenan I	OHS
HS0265QB	BKR-CIS 107B Com Oper Sys/Maintenanc II	OHS
HS0266QA	LCC - GEOG 221	OHS
HS0268QA	BKR - WELD 1010	OHS
HS0268QB	BKR - WELD 1010	OHS
HS0269QA	LCC - BIO 121	OHS
HS0269QB	LCC - BIO 121	OHS
HS0270QB	LCC - ASTR 201	OHS
HS0272QA	BKR - Early Childhood Ed	OHS
HS0272QB	LCC - SPCH 110 Speech	OHS
HS0273QA	IB MYP Personal Project	OHS ⁶⁷

HS0273QB	BKR - Early Child Ed	OHS
HS0274QA	IB MYP Personal Project	OHS
HS0274QB	LCC - HUM 214	OHS
HS0274SA	American Sign Language 1	OHS
HS0274SB	American Sign Language 1	OHS
HS0275CA	AP Environmental Sci. - MIVS	OHS
HS0275CB	AP Environmental Science - MVHS	OHS
HS0275SA	American Sign Lang. 1A - MIVU	OHS
HS0275SB	American Sign Lang. 1A - MIVU	OHS
HS0276DA	AP Human Geography A - Edgenuity	OHS
HS0276DB	AP Human Geography - Edgenuity	OHS
HS0276FA	AP Comparative Politics - Edgenuity	OHS
HS0276FB	AP Comparative Politics - Edgenuity	OHS
HS0278QA	LCC - POLS 120	OHS
HS0279AA	Gothic Lit. - Edmentum	OHS
HS0280QA	LCC - ECON 201	OHS
HS0281QA	Graphic Design 2	OHS
HS0281QB	Graphic Design 2	OHS
HS0282QA	LCC - MATH 119 Math Applic. for Living	OHS
HS0290QA	Assessment Planning	OHS
HS0290QB	Assessment Planning	OHS
HS0291QA	Special Ed. Coord.	OHS
HS0291QB	Special Ed. Coord.	OHS
HS0292AA	BKR - ENGLISH 1010	OHS
HS0292CA	Aventa - Physics, Honors A	OHS
HS0292CB	Aventa - Physics Honors A	OHS
HS0292QA	Instructor Planning	OHS
HS0292QB	Instructor Planning	OHS
HS0293CA	LCC - CHEM 125	OHS
HS0293JA	Odysseyware-Music Theory	OHS
HS0293QA	BKR - CRJ 2410 Juvenile Justice Concepts	OHS
HS0293QB	BKR - CRJ 2410 Juvenile Justice Concepts	OHS
HS0293SA	Spanish 2 - Part 1 -- Lincoln LS	OHS

HS0294CA	Fundamentals of Ecology - Lincoln LS	OHS
HS0294GA	UNL - AP Calculus AB - 1	OHS
HS0294JA	Medical Terminology - MVS	OHS
HS0294QA	BKR - CRJ 2510	OHS
HS0295QA	BKR - CRJ 1510 Legal Issues Corrections	OHS
HS0296QA	Edison Learning - Life Skills	OHS
HS0297DA	Edgenuity - Psychology	OHS
HS0297QA	Edmentum-Nutrition & Wellness	OHS
HS0298AA	BKR - ENGL 1010	OHS
HS0298QA	BKR - WELD 1010-U1	OHS
HS0298SA	Language Acquisition	OHS
HS0299AA	UNL - AP English Lit. & Comp. 1	OHS
HS0299QA	CES: Sports Medicine - Lincoln LS	OHS
HS0299QB	EdOptions - Fashion & Interior Design	OHS
HS0300CA	Life Science	OHS
HS0300CB	Life Science	OHS
HS0300IA	Heart & Sole	OHS
HS0300IB	Heart & Sole	OHS
HS0300QA	Cosmet.: Cutting Edge Styles- EdisonLearn	OHS
HS0301CA	Life Science - Honors	OHS
HS0301CB	Life Science - Honors	OHS
HS0301QA	UNL-Digital & Film Photography	OHS
HS0302QA	Mystery & Science Fiction - Lincoln Lng	OHS
HS0302QB	Mystery & Science Fiction - Lincoln Lng	OHS
HS0305QA	Check IN Check OUT	OHS
HS0305QB	Check IN Check OUT	OHS
HS0306CA	Botany	OHS
HS0306CB	Botany	OHS
HS0307CA	Zoology	OHS
HS0307CB	Zoology	OHS
HS0308CA	Botany/Biology	OHS
HS0308CB	Botany/Biology	OHS
HS0309CA	Zoology/Biology	OHS
HS0309CB	Zoology/Biology	OHS
HS0311CA	Medical Interventions	OHS
HS0311CB	Medical Interventions	OHS

HS0311JA	Advanced Art	OHS
HS0315CA	Physical Science	OHS
HS0315CB	Physical Science	OHS
HS298AA	LCC - ENGL 1010	OHS
HS3000AA	English 9	OLHS
HS3000AB	English 9	OHS
HS3000DA	Civics	OHS
HS3000DB	Civics	OHS
HS3000GA	Algebra 1	OHS
HS3000GB	Algebra 1	OHS
HS3000QA	Art History	OLHS
HS3001AB	English 10	OHS
HS3001CB	Biology 10	OHS
HS3001DB	Economics	OHS
HS3001GB	Algebra 2	OHS
HS3001QA	Health	OHS,
HS3002AB	English 11	OLHS
HS3002CB	Chemistry	OHS
HS3002QA	Media Studies	OLHS
HS3002SA	World Language 2	OHS
HS3002SB	World Language 2	OHS
HS3003AA	English 12	OHS
HS3003AB	English 12	OHS
HS3003GA	Algebra 2B	OHS
HS3003GB	Algebra 2B	OHS
HS3004DA	US History	OHS
HS3004DB	US History	OHS
HS3004GB	Geometry	OHS
HS3005DA	World History	OHS
HS3005DB	World History	OHS
HS3006AA	English 9	OHS
HS3006CB	Physics S2	OHS
HS3007CA	Environmental Science	OHS
HS3007CB	Environmental Science	OHS
HS3007QA	Edgenuity - Credit Recovery	OHS
HS3007QB	Edgenuity - Credit Recovery	OHS
HS3008AA	English 11	OHS
HS3008CB	Intro to Bio/Chem	OHS
HS3008GA	Algebra 2A	OHS
HS3008GB	Algebra 2A	OHS
HS3009GA	Geometry	OHS

HS3010CA	Chemistry	OHS
HS3010GA	Algebra 2	OHS
HS3011CA	Intro to Bio/Chem	OHS
HS3017AA	English 10	OHS
HS306QB	Edgenuity - Medical Terminology	OHS
HS4000DA	LCC - HIST 212 US History 1877 to Pres.	OHS
HS4000JA	LCC - ARTS 102 Design & Commun.	OHS
HS4000QA	BKR-AST1110 Engine Oper. & Service	OHS
HS4001DB	LCC - HUM 214 World Civ from 1600	OHS
HS4001JA	BKR - MA 1210 Basic Clinical Adm Skills	OHS
HS4001QA	BKR - AST 1410 Electrical Systems	OHS
HS4002JA	BKR - MA 1210L Basic Clinic Adm Skills	OHS
HS4002QB	BKR - AST 2410 Electr. Oper. & Sys Testi	OHS
HS4003JA	BKR - MA 1310A Dosage Math/Pharma	OHS
HS4003QA	BKR - AST 1210 Steering & Suspension	OHS
HS4004JA	BKR - MA 1350 Legal Concepts	OHS
HS4004QA	BKR - AST 1310 Brakes & Braking Sys	OHS
HS4005JA	BKR - MA 1410 Clinical Procedures I	OHS
HS4005QA	BKR - NET 1010 Networking Essentials	OHS
HS4006JA	BKR - MA1410L Clinic Procedures I Lab	OHS
HS4006QA	BKR - ITS 2110 Intr to Network Security	OHS
HS4006QB	BKR - ITS 2210 VPN Firewall	OHS
HS4007QA	BKR - CIS 1110 Comp Oper Sys & Maint	OHS
HS4008QA	BKR - CS 1010 Princ of Comp. Science	OHS
HS4009QA	BKR - CS 1110 Intro to Programming	OHS

HS4010QB	BKR - CS 2150 C++ Programming	OHS
HS4011QA	BKR - CRJ 1010 Intro Criminal Justice	OHS
HS4012QA	BKR - CRJ 1410 Criminology	OHS
HS4013QA	BKR - AST 1110L Engine Oper. & Ser Lab	OHS
HS4013QB	BKR - CRJ 2110 Interper Comm & Conflict	OHS
HS4014QA	BKR - CRJ 1060 Intro to Corrections	OHS
HS4014QB	BKR - CRJ 1060 Intro to Corrections	OHS
HS4015QA	BKR - CRJ 1210 Correctional Facilities	OHS
HS4015QB	BKR - CRJ 1210 Correctional Facilities	OHS
HS4016QB	BKR - CRJ 2310 Princ. of Policing I	OHS
HS4017QA	BKR - HSC 1010 Intro to Health Profess.	OHS
HS4017QB	BKR - HSC 1010 Intro to Health Profession	OHS
HS4018QB	BKR - HSC 1210 Human Anatomy & Physi I	OHS
HS4019QB	BKR - HSC 1211 Human Anat & Physi I LAB	OHS
HS4020AA	LCC - ENGL 121 Composition I	OHS
HS4020AB	LCC - ENGL 121 Composition I	OHS
HS4020QA	LCC - PHIL 151 Intr Logic & Crit. Think	OHS
HS4020QB	BKR - WELD 1210 Gas Tungsten Arc Weld	OHS
HS4021AA	LCC - ENGL 121 Composition I	OHS
HS4021CA	LCC - BIOL 121 Biol. Fdn. of Physiology	OHS
HS4021DA	LCC - HIST 211 US History to 1877	OHS
HS4021QA	BKR-WELD 1310 - Metallurgy	OHS
HS4022AA	BKR - ENGL 1010 Composition I	OHS

HS4022CA	LCC - CHEM 125 Basic Chemistry	OHS
HS4022CB	LCC - CHEM 125 Basic Chemistry	OHS
HS4022DA	LCC - POLS 120 American Political Syst	OHS
HS4022QA	LCC - COMM 110 Oral Comm in Wrkplace	OHS
HS4022QB	BKR-WELD 2960 Weld Cert I & II SMAW/GMAM	OHS
HS4023CA	Anatomy & Physiology - MVHS	OHS
HS4023CB	Anatomy & Physiology - MVHS	OHS
HS4023DA	LCC - PSYC 200 Intro to Psychology	OHS
HS4023DB	LCC - PSYC 200 Intro to Psychology	OHS
HS4023QA	BKR - WELD 1110 Cutting & Oxy-Fuel Weld.	OHS
HS4024DA	LCC - SOCL 120 Intro to Sociology	OHS
HS4024QB	BKR-WELD 1160 Gas Metal Arc	OHS
HS4025QB	BKR-WELD 1160L Gas Metal Arc Lab	OHS
HS4026QA	BKR-WELD 1260 Gas Shielded Metal Arc	OHS
HS4026QB	BKR - SPN 1010 Spanish I	OHS
HS4027QA	BKR - PSY 1110 General Psychology	OHS
HS4027QB	BKR - PSY 1110 General Psychology	OHS
HS4028QA	BKR - HSC 1210 Human Anatomy & Phys II	OHS
HS4028QB	BKR - HSC 1210 Human Anatomy &^ Physi II	OHS
HS4029QA	BKR - HSC 1211 Human Anat & Phys 2 Lab	OHS
HS4029QB	BKR - HSC Human Anat & Physio II LAB	OHS
HS4030QB	BKR - AST 2710 Heating & Air Cond.	OHS
HS4031QB	BKR - AST 2710L Heating & Air Cond. Lab	OHS

HS4032QB	BKR - AST 2250 Manual Trans./Case & Axi	OHS
HS4033QB	BKR-AST Manual Trans./Case & Ax Lab	OHS
HS4034QB	BKR - MGT 1010 Intro to Business	OHS
HS4035QB	BKR - CRJ 2210 Interv., Invest. & Rpt.	OHS
HS4036QB	BKR - ENGL 1020 College Composition II	OHS
HS4040QB	O-EEC-1 RESA Education Early	OHS
HS4041QB	Edmentum-Graphic Des. & Illustration	OHS
HS4042QB	3D Modeling	OHS
HS4043QB	Aventa - Digital Photography	OHS
HS4044QA	LCC - PFHW 123 Human Nutrition	OHS
HS4044QB	Aventa - Life Skills	OHS
HS4045QB	Edgenuity - AP English Lit & Comp	OHS
HS4046QB	Aventa - JAVA Programming	OHS
HS4047QB	Edmentum - Intro to Veterinary Sci	OHS
HS4049QA	BKR - ECE 1010 Intro to Early Child. Ed.	OHS
HS4050AB	BKR ENGL 1020-U3 Composition 2	OHS
HS4050QB	BKR - CRJ 2210-U1 Interview. Invest Rpt.	OHS
HS4051QB	Personal Finance	OHS
HS4052QB	BKR - CRJ 1810 Community Corrections	OHS
HS4053QA	Credit Recovery Elective	OHS
HS4053QB	Online Credit Recovery	OHS
HS4054QA	BKR - CS 2410 Java Programming 3	OHS
HS4054QB	Aventa - Audio Engineering	OHS
HS4055QA	BKR - AST 2010 General Mainten. & Safety	OHS
HS4055QB	BKR - CIS 2610 Visual Basic	OHS
HS4056QB	BKR - HSC 2210 Nutrition	OHS
HS4057QA	BKR - HSC 2210 Nutrition	OHS
HS4059QA	MCC - HIST 155 Hist of US 1877-Pres	OHS

HS4059QB	BKR - CS 2410 Java Programming 3	OHS
HS4060GA	MCC - MATH 120 Intermediate Algebra	OHS
HS4060QA	BKR - CS 2010 Net Centric Computing 3	OHS
HS4060QB	BKR - CS 2010 Net Centric Computing 3	OHS
HS4062QA	MCC - HIST 154 US HIST to 1877	OHS
HS4063QA	MCC - SOCY 191 Intro to Sociology	OHS
HS4064QA	LCC - BIOL 120 Environmental Science	OHS
HS4065QA	LCC - HUMS 213 World Civil to 1600	OHS
HS4066QB	LCC - GEOG 221 Physical Geography	OHS
HS4067QA	MCC - PSYC 281 General Psychology	OHS
HS4067QB	BKR - MKT 1010 Intro to Management	OHS
HS4068QA	BKR - CIS 2210 Database Mngmt & Design	OHS
HS4069QA	BKR - MNP 2110 Microsoft Client	OHS
HS4070JA	Career Exploration - Internship	OHS
HS4070JB	Career Exploration - Internship	OHS
HS4070QA	Applied Medical Terminology - Edmentum	OHS
HS4071QA	OHS Peer to Peer	OHS
HS4071QB	OHS Peer to Peer	OHS
HS4072QA	Natural Resources	OHS
HS4072QB	Natural Resources	OHS
HS4073QA	Family Living & Interior Design	OHS
HS4073QB	Family Living & Interior Design	OHS
HS4074QA	Building Trades (MC3)	OHS
HS4074QB	Building Trades (MC3)	OHS
HS4075QA	Chef de Cuisine	OHS
HS4075QB	Chef de Cuisine	OHS
HS4076QA	Building Trades (MC3)	OHS
HS4076QB	Building Trades (MC3)	OHS

HS4077QA	Edgenuity-Credit Recovery	OHS
HS4077QB	Edgenuity-Credit Recovery	OHS
HS4078AA	LCC ENGL 261 Creative Writing I	OHS
HS4080QA	BKR - Welding Lab	OHS
HS5000AA	English	OHS
HS5000AB	English	OHS
HS5000CA	Science	OHS
HS5000CB	Science	OHS
HS5000DA	Social Studies	OHS
HS5000DB	Social Studies	OHS
HS5000EA	US History	OHS
HS5000GA	Math	OHS
HS5000GB	Math	OHS
HS5000QA	Elective	OHS
HS5000QB	Elective	OHS
HS5001AA	English 2	OHS
HS5001AB	English 2	OHS
HS5001CA	Science 2	OHS
HS5001CB	Science 2	OHS
HS5001DA	Social Studies 2	OHS
HS5001DB	Social Studies 2	OHS
HS5001GA	Math 2	OHS
HS5001GB	Math 2	OHS
HS5001QA	Elective 2	OHS
HS5001QB	Elective 2	OHS
HS5002AA	English 3	OHS
HS5002AB	English 3	OHS
HS5002CA	Science 3	OHS
HS5002CB	Science 3	OHS
HS5002DA	Social Studies 3	OHS
HS5002DB	Social Studies 3	OHS
HS5002GA	Math 3	OHS
HS5002GB	Math 3	OHS
HS5002QA	Elective 3	OHS
HS5002QB	Elective 3	OHS
HS5003AA	English 4	OHS
HS5003AB	English 4	OHS
HS5003CA	Science 4	OHS
HS5003CB	Science 4	OHS
HS5003DA	Social Studies 4	OHS
HS5003DB	Social Studies 4	OHS
HS5003GA	Math 4	OHS
HS5003GB	Math 4	OHS
HS5003QA	Elective 4	OHS
HS5003QB	Elective 4	OHS

HS5004AA	English 5	OHS
HS5004AB	English 5	OHS
HS5004CA	Science 5	OHS
HS5004CB	Science 5	OHS
HS5004DA	Social Studies 5	OHS
HS5004DB	Social Studies 5	OHS
HS5004GA	Math 5	OHS
HS5004GB	Math 5	OHS
HS5004QA	Elective 5	OHS
HS5004QB	Elective 5	OHS
HS5005AA	English 6	OHS
HS5005AB	English 6	OHS
HS5005CA	Science 6	OHS
HS5005CB	Science 6	OHS
HS5005DA	Social Studies 6	OHS
HS5005DB	Social Studies 6	OHS
HS5005GA	Math 6	OHS
HS5005GB	Math 6	OHS
HS5005QA	Elective 6	OHS
HS5005QB	Elective 6	OHS
HS6000AA	English 1	OHS
HS6000AB	English 1	OHS
HS6000CA	Science 1	OHS
HS6000CB	Science 1	OHS
HS6000DA	Social Studies 1	OHS
HS6000DB	Social Studies 1	OHS
HS6000GA	Math 1	OHS
HS6000GB	Math 1	OHS
HS6000QA	Elective 1	OHS
HS6000QB	Elective 1	OHS
HS6001AA	English 2	OHS
HS6001AB	English 2	OHS
HS6001CA	Science 2	OHS
HS6001CB	Science 2	OHS
HS6001DA	Social Studies 2	OHS
HS6001DB	Social Studies 2	OHS
HS6001GA	Math 2	OHS
HS6001GB	Math 2	OHS
HS6001QA	Elective 2	OHS
HS6001QB	Elective 2	OHS
HS6002AA	English 3	OHS
HS6002AB	English 3	OHS
HS6002CA	Science 3	OHS
HS6002CB	Science 3	OHS
HS6002DA	Social Studies 3	OHS
HS6002DB	Social Studies 3	OHS

HS6002GA	Math 3	OHS
HS6002GB	Math 3	OHS
HS6002QA	Elective 3	OHS
HS6002QB	Elective 3	OHS
HS6003AA	English 4	OHS
HS6003AB	English 4	OHS
HS6003CA	Science 4	OHS
HS6003CB	Science 4	OHS
HS6003DA	Social Studies 4	OHS
HS6003DB	Social Studies 4	OHS
HS6003GA	Math 4	OHS
HS6003GB	Math 4	OHS
HS6003QA	Elective 4	OHS
HS6003QB	Elective 4	OHS
HS6004AA	English 5	OHS
HS6004AB	English 5	OHS
HS6004CA	Science 5	OHS
HS6004CB	Science 5	OHS
HS6004DA	Social Studies 5	OHS
HS6004DB	Social Studies 5	OHS
HS6004GA	Math 5	OHS
HS6004GB	Math 5	OHS
HS6004QA	Elective 5	OHS
HS6004QB	Elective 5	OHS
HS6005AA	English 6	OHS
HS6005AB	English 6	OHS
HS6005CA	Science 6	OHS
HS6005CB	Science 6	OHS
HS6005DA	Social Studies 6	OHS
HS6005DB	Social Studies 6	OHS
HS6005GA	Math 6	OHS
HS6005GB	Math 6	OHS
HS6005QA	Elective 6	OHS
HS6005QB	Elective 6	OHS
HS8000AA	English	OHS
HS8000AB	English	OHS
HS8000CA	Science	OHS
HS8000CB	Science	OHS
HS8000DA	Social Studies	OHS
HS8000DB	Social Studies	OHS
HS8000GA	Math	OHS
HS8000GB	Math	OHS
HS8000IA	Physical Education	OHS
HS8000IB	Physical Education	OHS

HS8000QA	Job Study	OHS
HS8000QB	Job Study	OHS
HS8001AA	Language & Lit 9	OHS
HS8001AB	Language & Lit 9	OHS
HS8001CA	Science 9	OHS
HS8001CB	Science 9	OHS
HS8001DA	Social Studies 9	OHS
HS8001DB	Social Studies 9	OHS
HS8001GA	Math 9	OHS
HS8001GB	Math 9	OHS
HS8002AA	Language & Lit 10	OHS
HS8002AB	Language & Lit 10	OHS
HS8002CA	Science 10	OHS
HS8002CB	Science 10	OHS
HS8002DA	Social Studies 10	OHS
HS8002DB	Social Studies 10	OHS
HS8002GA	Math 10	OHS
HS8002GB	Math 10	OHS
HS8003AA	Language & Lit 11	OHS
HS8003AB	Language & Lit 11	OHS
HS8003CA	Science 11	OHS
HS8003CB	Science 11	OHS
HS8003DA	Social Studies 11	OHS
HS8003DB	Social Studies 11	OHS
HS8003GA	Math 11	OHS
HS8003GB	Math 11	OHS
HS8004AA	Language & Lit 12	OHS
HS8004AB	Language & Lit 12	OHS
HS8004CA	Science 12	OHS
HS8004CB	Science 12	OHS
HS8004DA	Social Studies 12	OHS
HS8004DB	Social Studies 12	OHS
HS8004GA	Math 12	OHS
HS8004GB	Math 12	OHS
HS9000CA	Science	OHS
HS9000CB	Science	OHS
HS9000DA	World History	OHS
HS9000DB	World History	OHS
HS9000GA	Consumer Math	OHS
HS9000GB	Consumer Math	OHS
HS9000IA	Physical Education	OHS
HS9000IB	Physical Education	OHS
HS9000QA	Job Study	OHS
HS9000QB	Job Study	OHS
HS9001CA	Bio/Chem 9	OHS
HS9001CB	Bio/Chem 9	OHS

HS9001GA	Consumer Math 2	OHS
HS9001GB	Consumer Math 2	OHS
HS9002CA	Bio 10	OHS
HS9002CB	Bio 10	OHS
HS9003CA	Chemistry 11	OHS
HS9003CB	Chemistry 11	OHS
HS9004CA	Life Science 9	OHS
HS9004CB	Life Science 9	OHS
HS9100AA	English 12	OHS
HS9100AB	English 12	OHS
HS9100BA	American Lit. 10	OHS
HS9100BB	American Lit. 10	OHS
HS9100DA	U.S. History	OHS
HS9100DB	U.S. History	OHS
HS9100GA	Algebra One	OHS
HS9100GB	Algebra One	OHS
HS9100JA	Life Skills	OHS
HS9100JB	Life Skills	OHS
HS9101AA	World Lit.	OHS
HS9101AB	World Lit.	OHS
HS9101DA	Social Skills	OHS
HS9101DB	Social Skills	OHS
HS9101GA	Math	OHS
HS9101GB	Math	OHS
HS9101QA	Work Study	OHS
HS9101QB	Work Study	OHS
HS9102AA	English	OHS
HS9102AB	English	OHS
HS9102QA	Study Skills	OHS
HS9102QB	Study Skills	OHS
HS9103AA	Reading	OHS
HS9103AB	Reading	OHS
HS9103GA	Algebra Two A	OHS
HS9103GB	Algebra Two A	OHS
HS9103QA	SLC-E	OHS
HS9103QB	SLC-E	OHS
HS9104AA	Language & Lit. 9	OHS
HS9104AB	Language & Lit. 9	OHS
HS9104GA	Geometry	OHS
HS9104GB	Geometry	OHS
HS9105AA	Language & Lit. 10	OHS
HS9105AB	Language & Lit. 10	OHS
HS9105QA	Learning through Film	OHS
HS9105QB	Learning through Film	OHS
HS9106AA	Language & Lit. 11	OHS
HS9106AB	Language & Lit. 11	OHS

HS9106QA	Careers & Life Management	OHS
HS9106QB	Careers & Life Management	OHS
HS9107AA	Language & Lit. 12	OHS
HS9107AB	Language & Lit. 12	OHS
HS9107HA	Intro to Technology & Application	OHS
HS9107HB	Intro to Technology & Application	OHS
HS9999	See My Counselor	
L001	OL-Online Computer Experience	OLHS
L025	Baker College - Computer Science	OLHS
L030	BKR - WELD 1110 Cutting & Oxy-Fuel Weld	OLHS
L031	BKR - WELD 1010	OLHS
L100	OL-English 9 S1	OLHS
L1000A	American Lit 1	OLHS
L1000B	American Lit 2	OLHS
L1001	English Elective	OLHS
L1002	Media Studies	OLHS
L1003	World Lit 1	OLHS
L1004	Documentary Reading 4	OLHS
L1005A	English 9	OLHS
L1005B	English 9	OLHS
L1005C	English 9	OLHS
L1006	Reading Docs 5	OLHS
L1007	World Mythology	OLHS
L101	OL-English 9 S2	OLHS
L102	OL-English 10 S1	OLHS

L103	OL-English 10 S2	OLHS
L104	OL-English 11 S1	OLHS
L105	OL-English 11 S2	OLHS
L106	OL-English 12 S1	OLHS
L107	OL-English 12 S2	OLHS
L110	OL-Lit/Comp 1	OLHS
L111	OL-Intro to Lit/Comp 2	OLHS
L113	Senior English Project 2	OLHS
L114	Senior English Project 3	OLHS
L115	OL-Expository Reading	OLHS
L120	English 1	OLHS
L121	English 2	OLHS
L122	English 3	OLHS
L125	SE Language and Literature	OLHS
L200	OL-Algebra 1(1)	OLHS
L2000A	Biology 1	OLHS
L2000B	Biology 2	OLHS
L2001A	Chemistry 1	OLHS
L2001B	Chemistry 2	OLHS
L2002	Earth/Space Science	OLHS
L2003A	Physical Science 1	OLHS
L2003B	Physical Science 2	OLHS
L2004	Investigations in Science	OLHS

L201	OL-Algebra 1(2)	OLHS
L202	OL-Geometry 1	OLHS
L203	OL-Geometry 2	OLHS
L204	OL-Algebra 2(1)	OLHS
L205	OL-Algebra 2(2)	OLHS
L206	OL-Senior Math	OLHS
L207	OL-Personal Finance	OLHS
L208	OL-Personal Finance 2	OLHS
L210	Algebra 2(1)	OLHS
L211	Algebra 2(2)	OLHS
L220	OL-Financial Math	OLHS
L225	OL-Math Models	OLHS
L300	OL-US History A	OLHS
L3000A	American History 1	OLHS
L3000B	American History 2	OLHS
L3000C	American History 3	OLHS
L3001	Economics	OLHS
L3002	Economics 2	OLHS
L3002A	World History 1	OLHS
L3002B	World History 2	OLHS
L3002C	World History 3	OLHS
L3003	Civics	OLHS
L3004	Civil Rights	OLHS

L301	OL-US History B	OLHS
L302	OL-World History 1	OLHS
L303	OL-World History 2	OLHS
L305	OL-Government/Civics	OLHS
L306	OL-Economics	OLHS
L400	OL-Biology S1	OLHS
L4000A	Algebra 1(1)	OLHS
L4000B	Algebra 1(2)	OLHS
L4001A	Geometry 1	OLHS
L4001B	Geometry 2	OLHS
L4002	Math Elective	OLHS
L4003	Renewable Energy	OLHS
L4004	Personal Finance	OLHS
L401	OL-Biology S2	OLHS
L410	OL-Chemistry S1	OLHS
L411	OL-Chemistry S2	OLHS
L412	OL-Earth/Space Science	OLHS
L413	OL-Environmental Science	OLHS
L414	OL-Environmental Science 2	OLHS
L422	OL-Earth/Space Science 2	OLHS
L425	OL-Physical Science	OLHS
L500	OL-Physical Educ	OLHS
L5000	Health	OLHS

L5001	Personal Fitness	OLHS
L5002	Healthy Living	OLHS
L5003	Health Science	OLHS
L501	OL-Personal Fitness	OLHS
L505	OL-Health	OLHS
L506	OL-Lifetime Fitness	OLHS
L510	OL-Health Science Concepts	OLHS
L600	OL-Intro to IT	OLHS
L610	OL-Digital Arts	OLHS
L700	OL-Psychology	OLHS
L7000A	Middlebury - Spanish 1	OLHS
L7000B	Middlebury - Spanish 2	OLHS
L7001A	Middlebury - French 1	OLHS
L7001B	Middlebury - French 2	OLHS
L701	OL-Intro to Health Science	OLHS
L705	OL-Sociology	OLHS
L710	OL-Contemporary Health	OLHS
L715	OL-Intro to Entrepreneurship I	OLHS
L717	OL-Intro to Business	OLHS
L720	OL-Medical Terminology 1	OLHS
L721	OL-Medical Terminology 2	OLHS
L725	OL-Art History	OLHS
L726	OL-Art	OLHS

L727	OL-Intro to Art	OLHS
L728	OL-Intro to Art 2	OLHS
L730	OL-Healthy Living	OLHS
L731	OL-Foundations of Personal Wellness	OHS, OLHS
L735	OL-Intro to Comm/Speech	OLHS
L740	OL-Career Exploration	OLHS
L750	Approaches to Learning I	OLHS
L751	Approaches to Learning 2	OLHS
L752	Approaches to Learning 3	OLHS
L7972	Secrets of Success 3	OLHS
L800	OL-Spanish 1	OLHS
L8000	Psychology	OLHS
L8001	Sociology	OLHS
L8002	Compass - Personal Finance	OLHS
L801	OL-Spanish 2	OLHS
L802	OL-Spanish 3	OLHS
L803	OL-Spanish 4	OLHS
L805	OL-French 1	OLHS
L806	OL-French 2	OLHS
L810	OL-French 1	OLHS
L8257	Contemporary American Lit 2	OLHS
M755	Baker Health Career	OLHS

Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.

M756	Baker Health Occupation	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
N755	Baker Health Career	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
N756	Baker Health Occupation	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 8, 2019
Report 18-148

FOR ACTION

Subject:

Revised Policy 5460-Graduation, 2nd reading.

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 2nd reading: **Revised Policy 5460-Graduation**

Facts / Statistics:

Proposed NEOLA revisions to this policy are a result of statutory changes related to HB 4106 which requires credit be awarded for successful completion of approved internships and work experiences and SB 344 which provides the **option** of granting a STEM endorsement for qualifying students. The proposed STEM endorsement, since it is optional language, is not recommended for adoption. In addition, old language that delineated specific credits need for graduation over the years and was not part of NEOLA language has been recommended for deletion. The specifics of graduation requirements are provided elsewhere and are not required to be reflected in the body of the graduation policy.

These revised policies reflect the current state of the law, current district practices and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

policy

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REVISED POLICY- VOL. 33, NO. 1 - SEPTEMBER 2018

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;

policy

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- I. international baccalaureate or other "early college" programs; or
- J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum.
- K. on-line class

~~[] **[OPTIONAL LANGUAGE]** If a student successfully completes all of the following credit requirements while in grades 7 to 12, the District will notate on the student's transcript or diploma that the student has earned a STEM endorsement:~~

- ~~A. All applicable requirements of the Michigan merit standard for a high school diploma under sections M.C.L. 380.1278a and 1278b.~~
- ~~B. At least six (6) credits in mathematics. At least five (5) of these credits must be in courses that are either listed in section M.C.L. 380.1278a(1)(a)(i) or that cover the same content standards as a course listed in section 1278a(1)(a)(i), including a credit for pre-calculus or calculus.~~
- ~~C. At least six (6) credits in science. At least 4 of these credits must be in courses that are either listed in section M.C.L. 380.1278b(1)(b) or that cover the same content standards as a course listed in section 1278b(1)(b).~~
- ~~D. At least one half (1/2) credit featuring significant course work involving technology activities and at least 1/2 credit featuring significant course work involving engineering activities. These credits may be gained through separate technology and engineering course work or in conjunction with course work associated with the credits required under subdivisions (b) and (c).~~

[END OF OPTIONAL LANGUAGE]

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Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of **C+** **80%** or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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~~For elective courses, which are not State mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.~~

~~Credit earned through mastery without enrollment in the course shall be based on a "credit" (CR) grade and shall not be included in the computation of grade point average for any purpose. Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.~~

Such credit (X) shall () shall not be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

~~[] [OPTIONAL LANGUAGE] A student engaging in an internship or work experience under M.C.L. 380.1279h must complete a reflection projection. The reflection project shall include:~~

- ~~(+) A copy of the student's time card from the internship or work experience.~~
- ~~(+) A resume that includes the internship or work experience.~~
- ~~(+) A written summary of the internship or work experience.~~

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~~[END OF OPTIONAL LANGUAGE]~~

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

~~The principal will offer all graduating seniors an opportunity to audition to address the graduating class at commencement. The Principal, in consultation with the Superintendent, has the right to remove the student if s/he can reasonably forecast a disruption to the ceremony.~~

~~COURSE REQUIREMENTS~~

~~Minimum graduation requirements are established by the State of Michigan and Michigan Department of Education. The Owosso Board of Education shall ensure that each student in the Owosso Public Schools is offered the curriculum necessary to meet these requirements.~~

Graduating Class of 2011

~~Each student is required to be enrolled in and to attend a minimum of seven (7) class periods per semester until s/he reaches a minimum of twenty-three (23) credits to graduate from Owosso High School. The following credits are required to be taken and passed by each student:~~

- ~~4 credits of English Language Arts — 1 credit 9th grade English, 1 credit 10th grade English, 1 credit 11th grade English, & 1 credit 12th grade English (Aligned with subject area content expectations developed by the Department and approved by the State Board of Education).~~
- ~~4 credits of Mathematics — 1 credit of Algebra One, 1 credit of Geometry, 1 credit of Algebra Two and 1 additional math or math-related credit and all students must take math in their senior year of high school.~~
- ~~3 credits of Science — 1 credit of Biology, 1 credit of Chemistry or Physics and 1 additional Science credit.~~

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BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS

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- ~~3 credits of Social Studies, 1/2 credit of Civics, 1/2 credit of Economics, 1 credit of United States History to include Geography, and 1 credit of World History to include Geography.~~
- ~~1 credit of Health and Physical Education (Physical Education credit can also be met with 4 years of high school band, 1 year of dance, or 2 seasons in a sport; OHS considers student participation in marching band, 1 year of dance or 2 seasons in an MHSAA sport as proficient demonstration of the MDE PE credit guidelines however 1/2 credit of Health is still required.~~

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- ~~1 credit of Visual, Performing, or Applied Arts~~
- ~~Online Learning Experience — Online course or learning experience OR online experience incorporated into each of the required credits as outlined by the Michigan Merit Curriculum guidelines.~~

Graduating Class of 2012 and Beyond

~~Each student is required to be enrolled in and to attend a minimum of seven (7) class periods per semester until s/he reaches a minimum of twenty-four (24) credits to graduate from Owosso High School. The following credits are required to be taken and passed by each student:~~

- ~~4 credits of English Language Arts — 1 credit 9th grade English, 1 credit 10th grade English, 1 credit 11th grade English, & 1 credit 12th grade English (Aligned with subject area content expectations developed by the Department and approved by the State Board of Education).~~
- ~~4 credits of Mathematics — 1 credit of Algebra One, 1 credit of Geometry, 1 credit of Algebra Two and 1 additional math or math-related credit and all students must take math in their senior year of high school.~~
- ~~3 credits of Science — 1 credit of Biology, 1 credit of Chemistry or Physics and 1 additional Science credit.~~
- ~~3 credits of Social Studies — 1/2 credit of Civics, 1/2 credit of Economics, 1 credit of United States History to include Geography, and 1 credit of World History to include Geography.~~
- ~~1 credit of Health and Physical Education (Physical Education credit can also be met with 4 years of high school band, 1 year of dance, or 2 seasons in a sport; OHS considers student participation in marching band, 1 year of dance or 2 seasons in a MHSAA sport as proficient demonstration of the MDE PE credit guidelines however 1/2 credit of Health is still required.~~

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- ~~1 credit of Visual, Performing, or Applied Arts~~
- ~~Online Learning Experience — Online course or learning experience OR online experience incorporated into each of the required credits as outlined by the Michigan Merit Curriculum guidelines. Beginning with the Class of 2013, students may earn 1/2 high school credit and satisfy the online learning experience by successfully completing eighth grade Computers 8.~~

Notes:

- ~~The Class of 2011-2015 will need sixteen (16) credits in these areas: mathematics, English Language Arts, science, social studies, health/physical education, the arts (visual, performing or applied), and online experience as outlined by the Michigan Merit Curriculum guidelines.~~
- ~~The Class of 2016 and beyond will need eighteen (18) credits that include the original sixteen (16) required credits plus two (2) credits of world languages as outlined by the Michigan Merit Curriculum guidelines.~~
- ~~Special Education students: The Individualized Education Plan (IEP) shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the student to progress in the curricular requirements, or in a Personal Curriculum, and meet the requirements for a high school diploma. The role of the IEP is to support the student's progress in the general curriculum where possible; however exceptions to the general curriculum may affect the student's ability to meet the curriculum requirements for a diploma. IDEA 2004 establishes a right to a free and appropriate public education however it does not establish an entitlement to a diploma.~~
- ~~Personal Curriculum modifications are allowed to the above requirements as outlined by the State Board of Education.~~

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Credits

~~One (1) unit of credit may be earned for a course when the requirements have been successfully completed.~~

- ~~A student must be enrolled each year in seven (7) subjects or courses totaling seven (7) credits. Therefore, during four years in high school, the student will have had the opportunity to earn twenty-eight (28) units of credit. (Any deviation from this requirement must have the principal's approval.)~~
- ~~The high school principal is delegated the authority to interpret credits needed to graduate for students who transfer into the school district from other school systems which may require fewer credits for graduation.~~
- ~~Credit Deficiencies: A student with credit deficiencies may earn credits via night school, independent study, and/or summer school. These options may be taken with the approval of the building principal or his/her designee in addition to the credits earned in the day school program. A maximum of two (2) credits may be earned outside of the mandated academic school year(s) unless administrative approval is granted.~~

Testing Requirement

All District students are required to take all parts of the State mandated test, Michigan Merit Exam and/or any other State of Federal required testing program. These tests will be administered at the high school level. All students are expected to put forth their reasonable best effort.

If a student refuses to take the state-mandated test during the prescribed testing window or make-up testing window, s/he will not be allowed to participate/walk at graduation ceremonies of OHS. ~~Students who meet or exceed the standards set for the State mandated test, Michigan Merit Exam or an alternative test will receive one-half (0.5) elective credit.~~

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Unit Requirements for Graduation

~~Class of 2011 graduates must have acquired twenty three (23) units of credit with passing grades.~~
~~Class of 2012 and beyond graduates must have acquired twenty four (24) units of credit with passing grades.~~
~~Class of 2011-2012 and beyond graduates are responsible for completing the Michigan Merit Curriculum.~~

~~One (1) unit of credit may be earned for a course pursued one (1) class period a day, five (5) days a week for one (1) year.~~

Diplomas

Any student issued a diploma from Owosso High School (who is enrolled in off site classes for credit) will be required to complete these graduation requirements.

Obligations

Students who have not fulfilled all financial obligations to the school or who have not returned issued textbooks, library books and/or equipment belonging to the school may have their schedule, report card, transcripts or cap and gown withheld until all obligations are met.

Commencement

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. Because participation in commencement ceremonies is a privilege, not a right, a student may be denied such participation when personal conduct so warrants.

M.C.L.A. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b
M.C.L. 380.1278d, 380.1279h

20 U.S.C. 1400 et seq.

20 U.S.C. 1401 et seq.

29 U.S.C. 794

42 U.S.C. 12131 et seq.

Revised 4/06

Revised 1/22/07

Revised 6/11/07

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**BOARD OF EDUCATION
OWOSSO PUBLIC SCHOOLS**

Revised 12/10/07

Revised 5/27/08

Revised 1/12/09

Revised 12/14/09

Revised 1/24/11

Revised 5/11/15

Revised 4/1/2019

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FOR ACTION

Subject:

Awarding of the contract for the Access Road from Middleton Road to the Secondary campus, tennis court playing surface and Bentley playground fencing renovation funded out of Sinking Funds

Recommendation:

Recommend that the Board authorize the Superintendent to sign a contract with LA Construction not to exceed \$1,117,216.12 to build an access road from the Middleton property to the secondary campus, tennis court playing and Bentley playground fencing renovation and include all 4 alternates (East and West Drive paving around baseball/softball/track to connect with access drive, back parking lot expansion by pool/football/cross county practice area, and add curb and gutter to access drive).

Rationale:

To award the contract for services indicated.

Statement of Purpose/Issue:

To award the contract for the access drive and recommended alternates.

Facts/Statistics:

After significant discussion regarding the limited and congested access that transportation vehicles have to the secondary campus, including buses and emergency vehicles, it was determined that creating an access road to the property via Middleton would provide the best solution to address this issue. In addition, several additional areas of concern were noted including: 1) the continued difficulty in maintaining the dirt roads around the softball, baseball and track fields in a condition suitable for the traffic that is on them; 2) limited parking in the pool/football/cross country practice area creating a safety issue for pedestrians and transportation vehicles dropping off students in this area; 3) the need for emergency vehicle and transportation parking/staging at the secondary campus; and 4) a desire to create the access road in a manner that would promote easier maintenance. This led to Spicer Engineering developing a bid package that would include the access road as a base bid and several alternates that could address the other issues identified allowing the District to present a comprehensive recommendation to the Board. In addition, it was felt prudent to include the tennis court playing surface renovation/repair and the Bentley fencing needs to the package to provide economies of scale for the work.

On March 22, 2019 bids were received and are outlined in the accompanying table. LA Construction is not only the lowest responsible bidder but has a proven positive track record with the District. In addition, since the original estimate for the access road was in the neighborhood of \$1.1 million prior to bid and the recommended contract, including all 4 alternates, approximates the original projection it is considered prudent to recommend to the Board to accept the contract to include all 4 alternates in order to address all concerns indicated. If approved, the project will be funded 100% from sinking funds.

Motion
Seconded
Vote – Ayes Nays Motion

**AWARDING OF CONTRACT
FOR SECONDARY ACCESS ROAD AND ALL 4 ALTERNATES FOR THE SECONDARY CAMPUS, OHS
TENNIS COURT PLAYING RENOVATION/REPAIR AND BENTLEY FENCING RENOVATION
BIDS RECEIVED ON 3/22/2019**

CONTRACTOR	BASE BID (Access Drive)	ALT. #1 (East Drive Paving)	ALT. #2 (West Drive Paving)	ALT. #3 (Parking Lot Expansion)	ALT. #4 (Access Drive Curb and Gutter)	Owner Contingency	TOTAL BID (Including Owner Contingency)
LA Construction, Flushing, MI	\$660,636.89	\$84,420.55	\$61,013.22	\$105,141.31	\$65,004.15	\$141,000.00	\$1,117,216.12
McGuirk Sand & Gravel, Mt. Pleasant, MI	\$699,884.90	\$87,823.00	\$63,029.00	\$114,619.50	\$49,070.00	\$141,000.00	\$1,155,426.40
DCC Construction, Davison, MI	\$722,699.78	\$94,624.34	\$73,838.32	\$121,392.51	\$55,201.77	\$141,000.00	\$1,208,756.72
Green Tech Systems, Inc., Kawkawlin, MI	\$860,615.10	\$87,809.00	\$68,313.00	\$141,377.40	\$70,946.00	\$141,000.00	\$1,370,060.50

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 8, 2019
Report 18-150

FOR FUTURE ACTION

Subject:

Student Handbook Updates

Recommendation

Resolve that the Board of Education approve the 2019-2020 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented.

Facts/Statistics:

1998 was the first year the Board had an opportunity to review student handbooks. Last year the Board took action to formally approve the handbooks, which will occur annually.

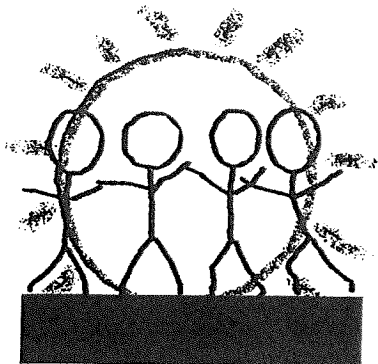
Motion

Seconded

Vote – Ayes

Nays

Motion



**Bentley
Bright Beginnings**

Owosso Public Schools

***2019-2020
Parent Handbook***

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WELCOME!

Welcome to our center! We are excited to have you as a part of the Bentley Bright Beginnings family. At Bentley Bright Beginnings, every child is important. Our program is academically rich and designed to promote your child's growth and development. We will help your child develop the critical-thinking skills and intellectual curiosity that fuel success in the classroom and beyond.

Our dedicated and highly trained teachers focus on more than just reading, writing, and arithmetic by creating active learning experiences focused on character building, physical activity, and social/emotional development while incorporating the STEM philosophy (science, technology, engineering, and mathematics). We believe that every activity is an opportunity to teach. A well-planned environment helps promote a child's inquisitiveness and approach to the learning process. Each of our classrooms is designed to specifically support and encourage a child's growth, depending on his or her age group in a safe, stimulating environment to create meaningful experiences for your child every day.

A transition into any new environment can be challenging and can cause anxiety for any child or adult. Our staff is trained to be alert of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at Bentley Bright Beginnings, your child may visit the classroom and be introduced to his/her teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

This handbook will help you understand our center goals and policies. Our guidelines are designed to make sure that each child receives the best education possible. Please look over the information so that you are familiar with our operation and guidelines. Also included with this packet is the registration paperwork required for your child's file. Please complete these and return them to the office. Your child will not be enrolled in a classroom until the appropriate paperwork is on file in the office.

We look forward to getting to know you and your child. We are excited to provide your family with a rich learning environment where your child(ren) will develop to their full potential. Thank you for choosing to be a part of the Bentley Bright Beginnings family.

Sincerely,

Amanda Rowell
Bentley Bright Beginnings Administrator
Director of Early Childhood Education

BENTLEY BRIGHT BEGINNINGS PARENT HANDBOOK

PHILOSOPHY:

We believe children learn best in a nurturing environment that fosters active learning. Our educational programs are based on sound principles of child development. They are rich in language, autonomy, exploration, and discovery. Children are introduced to lessons and activities that are specifically planned to stimulate each child's natural curiosity for learning. We support children so they feel confident and secure to explore and grow in a stimulating educational and social environment. These learning opportunities support children's emotional, intellectual, creative, social, and physical growth. Our staff is competent, professional, and educated, enabling us to provide safe, dependable, high-quality care for your child(ren) in a comfortable, relaxed environment.

EARLY CHILDHOOD INITIATIVE:

1. To strengthen communication and curriculum articulation between the district's early childhood programs and elementary schools.
2. To continue partnerships with community resources to provide information and support for parents, extended families, and caregivers to be their children's first teachers.
3. To increase access to, and participation in, outreach activities such as parent education workshops, reading fairs, and other programs designed to meet family needs.
4. To increase early identification and intervention for children with learning disabilities through greater collaboration between district programs and the Shiawassee RESD.
5. To expand the base of children attending quality early childhood programs in Owosso by researching how other school districts fund their programs and utilizing their models to increase funding for Owosso.

MISSION:

To facilitate the social, intellectual, physical, and emotional development of children, in order for them to become independent learners/thinkers and to gain the skills to be successful in school/life. We strive for every student to "Be Kind, Be Safe and Try your Best" as a building wide positive behavior model.

STATEMENT OF SERVICES:

Bentley Bright Beginnings is a year-round program that offers preschool and child care for children ages 6 weeks through 5th grade. Our daily activities consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages, which includes a year-round curriculum. Our activities include: individual, small, and large group time; quiet and active play; large and small motor activities; child and teacher-initiated play; language and literacy lessons; and math/science-focused exploration.

HOURS AND DAYS:

Bentley Bright Beginnings is open from 6:30am to 6:00pm, Monday through Friday. We are closed New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Christmas Day. **On No School days for OPS and some days surrounding holidays, we will post a Sign-Up Day sheet for those days, as they are not typical days for the District. Sign Up Day sheets will be posted by the sign-in sheets or sent home in your child's mailbox at least 4 weeks in advance. If the center does not get enough children signed up for these days, we may close on these days due to insufficient enrollment. You will be notified of this 2 weeks in advance.** Schedules may change as needed; you will be notified immediately if there are any changes to the above schedule.

SNOW DAYS AND INCLEMENT WEATHER:

When Owosso Public Schools is closed for the entire day due to inclement weather (i.e. snow day), Bentley Bright Beginnings child care will remain open, weather permitting. ALL preschool classes will be cancelled. Bentley Bright Beginnings will make every effort to remain open during the snowy and icy weather.

If Owosso Public Schools close after school has already begun, child care will be open for students who have signed up in advance for care during inclement weather (see form in registration packet). There is a fee for this service and you will be charged the additional amount (non-contracted) after the inclement weather day.

In the event of a school delay, child care will be open. There is a fee for this service and you will be charged the additional amount (non-contracted) after the inclement weather delay day.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Bentley Bright Beginnings complies with applicable state licensing regulations and policies. These requirements include staff qualifications, facility/playground regulations, health and safety guidelines, child/staff ratios, and medication/illness policies.

The licensing notebook is available to parents during regular business hours. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Bentley Bright Beginnings. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell/work numbers, and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment and all immunizations must be current. Bentley Bright Beginnings must be informed of custody situations in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the center office to tour the center, meet the Administrator, and their child(ren)'s Lead Teacher. The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of what the daily schedule looks like for your child(ren)'s average day. At this time, we will give you a copy of the parent handbook and registration information necessary to enroll your child(ren) in the center.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their first day at Bentley Bright Beginnings. There will be a deadline given for compliance to this requirement. Failure to renew paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment fees and all other fees due. If Bentley Bright Beginnings is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

DROP-OFF:

Parents must accompany their child(ren) into the Bentley Bright Beginnings building every morning/afternoon and sign their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. Each family will be issued a security card to gain access to the building. Each child must be signed in and out with an accurate drop off/pick up time and the adult's initials. This is a requirement of state

licensing. The sign in/out sheets are located on a clipboard, outside each classroom. The children are not allowed to come into the Bentley Bright Beginnings building alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Administrator. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up and signed out by an adult and/or person as indicated on the child's emergency card. All children must be signed out before being picked up from their classroom. Anyone, including all parents, who are allowed to pick the child up, *must* be listed on the child's emergency card or be approved in writing by a parent/guardian. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. Each child must be signed in and out with an accurate drop off/pick up time and the adult's initials. Anyone not recognized by sight will be asked for a picture ID. In the event that someone out of the ordinary is to pick-up your child, please alert the office prior to that time. This is in addition to them being on the child's emergency card or approval as stated above. It is the parent's responsibility to notify the office and make changes on this document whenever necessary. This form is re-done annually.

PARKING POLICY:

Bentley Bright Beginnings has a parking lot where you may park when dropping off or picking up your child(ren). We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Bentley Bright Beginnings is not responsible for items lost or stolen from cars or from the parking lot or facility. Please do not park in the bus loading zone or handicapped spaces (unless you have clearly visible identification). These areas are painted in yellow/red lines along the sidewalk. We have several buses that need to use these areas at various times throughout the day.

***Effective 4-1-09* MICHIGAN PENAL CODE (EXCERPT)**

Act 328 of 1931

750.135a Leaving child unattended in vehicle; prohibition; violation; definitions.

Sec. 135a.(1) A person who is responsible for the care or welfare of a child shall not leave that child unattended in a vehicle for a period of time that poses an unreasonable risk of harm or injury to the child or under circumstances that pose an unreasonable risk of harm or injury to the child.

(3) As used in this section:

(a) "Child" means an individual less than 6 years of age.

(b) "Physical harm" and "serious physical harm" mean those terms as defined in section 136b.

(c) "Unattended" means alone or without the supervision of an individual 13 years of age or older who is not legally incapacitated.

(d) "Vehicle" means that term as defined in section 79 of the Michigan vehicle code, 1949 PA 300, MCL 257.79.

History: Add. 2008, Act 519, Eff. Apr. 1, 2009

EMERGENCY CARDS:

All persons authorized to pick a child up from the center must be listed on the child's emergency card. To avoid confusion, it is the responsibility of the parent enrolling the child in to our center to properly complete all forms. Whenever any information on this card changes, it is your responsibility to notify us and update or re-do the card. In a custody situation, the parent enrolling the child in to our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested. If a parent who is not listed or who believes the information given to us is inaccurate or contests the authorization details, they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We will then request legal documentation (order signed by a judge) as to the parenting time schedule, including drop off and pick up times. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

MEDICAL CONSENT:

Your child's emergency card will give us your consent to call an ambulance or your child's doctor/dentist if s/he needs emergency care. Please list your child's primary doctor and the hospital you would prefer for treatment (in the event of an emergency) on your child's emergency card. Also, please list phone numbers, addresses, and additional emergency phone

number contacts. It is strongly suggested that all emergency contacts be listed on your child's emergency card. If your child has any allergies or is on any medications, please include this information on the card. You must also complete a Medication Form for any allergy-related medication to be stored at the center. This form allows for the administration of any medication(s) prescribed by the child's doctor. All of these forms **must** be re-done annually. Whenever any information on the Medication Form changes, it is your responsibility to notify us and update or re-do the form.

INFORMATION CHANGE:

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your child's safety so that we may reach you in an emergency. The center requires that someone listed on the emergency card of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that we have determined needs to go home. It is required that all changes of phone numbers, places of employment, residence, or changes in pick-up information be turned in to the office immediately. Please give the Administrator written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

Immunization records must be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card/form back in for us to make a copy of it so that we can update your file. All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. Parent's wishing to take a religious exemption must contact the office to get the proper procedure for providing an affidavit of such a religious opposition. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a Health Appraisal form signed by a health care provider. This form must be turned in within 30 days of a child's first day at the center. This form will state that the child has received all current, age-appropriate immunizations. If Bentley Bright Beginnings is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

MEDICATION:

All medication to be given to a child **must** be in the original bottle/container with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including scripted and un-scripted medications, must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have the child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Medication Permission and Instructions" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Medication Permission and Instructions" form (filled out completely). Bentley Bright Beginnings reserves the right not to give medicines if the dosage is questionable or not according to the label. Bentley Bright Beginnings reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. Any remaining medication will be returned to the parent upon completion of the course of medication.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known allergies, please note **all** of them on your child's emergency card (front side). This allows us to alert our staff to be aware of their allergy. This form must be updated annually. We also need to be aware of any non-food allergies that can affect your child. You will need to fill out a "Medication Permission and Instructions" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of the children in our care. In order to provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors, then they are too sick for group care. A child that is ill or has a temperature of 100 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior (see the Drop-Off section above). A child that is too ill to remain in the center shall be supervised and cared for in a separate area away from the other children in the center until the child can be cared for elsewhere.

If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of the name of the communicable disease and the symptoms of the disease.

The child will be sent home if s/he is running a temperature of 100 degrees or higher, if s/he is vomiting or has diarrhea, or if it is suspected that s/he has a contagious disease. If a child needs to be sent home and his/her parents are unreachable, we will call the emergency contact listed on the child's emergency card. In the event you are called to pick up an ill child, you must pick your child up within 30 minutes, or late pick-up fees may apply. The center reserves the right to request the child see a physician or have a physician's note prior to returning.

When your child shows signs of illness at home, please do not send them to any Bentley Bright Beginnings programs. This results in further inconvenience to parents (needing to leave work/home to pick up their sick child) and increases the risk of possible exposure to other children.

When a child will be sent home sick:

- 1) Fever over 100 degrees
- 2) Vomiting or Diarrhea
- 3) Eye Discharge (Conjunctivitis is extremely contagious)
- 4) Excessive cough and/or nasal discharge
- 5) Any unidentified rash
- 6) With regard to head lice, the District has a "no nit" policy, which Bentley Bright Beginnings also follows. There cannot be any sign of infestations on the child (i.e. nits, "flea dirt", etc.).

Parents will be notified by phone of any symptoms of impending illness that occur during the day (i.e. headache, fever, vomiting, cramps, etc.). If we feel your child is not well, you will be asked to pick him/her up. If your child is too sick to participate in all activities (like recess), your child should not be brought to the center.

When can my child return to school after an illness?

Usually a child can come back to the school under any of these circumstances:

- 1) The child's temperature has been below 100 degrees for at least 24 hours without a fever reducer (i.e. Tylenol, aspirin, Motrin, etc.).
- 2) It has been at least 24 hours since the last episode of vomiting or diarrhea.
- 3) Eyes are no longer discharging and the condition has been treated with an antibiotic for at least 24 hours.
- 4) The nasal discharge is not thick, yellow, or green.
- 5) The rash has subsided or a physician has determined that the rash is not contagious (documentation from a physician is needed).
- 6) The child cannot return until 24 hours after appropriate treatment has begun and has to be checked by office staff before re-entering. There cannot be any sign of infestations on the child (i.e. nits, "flea dirt", etc.). Children may return when there are no apparent nits or infestations.
- 7) The child has been diagnosed as having a bacterial infection and has been on an antibiotic for at least 24 hours.

WHEN A CHILD CAN RETURN TO CARE AFTER AN ILLNESS:

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center.

Fever Free:

Must be fever free for 24 hours (without the administration of a fever reducer, i.e. Tylenol, aspirin, etc.) with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotics has started.

Vomit Free:

Must not have vomited for 24 hours.

Uncontrolled Diarrhea:

Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until s/he has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the center at that time (if it is determined this is the cause of the diarrhea) with a doctor's note.

<u>Conjunctivitis (Pink Eye):</u>	24 hours after documented treatment for conjunctivitis has begun.
<u>Mouth Sores:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Rash:</u>	With any rash, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<u>Infestations (e.g. head lice, scabies, fleas):</u>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by office staff before re-entering. There cannot be any sign of infestations on the child (i.e. <u>nits</u> , "flea dirt", etc.). Children may return when there are no apparent nits or infestations.
<u>Tuberculosis:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Impetigo:</u>	Cannot return until 24 hours after documented treatment has begun. Sore(s) must be covered until healed completely.
<u>Strep Throat:</u>	Cannot return until 24 hours after documented treatment has been initiated.
<u>Varicella (Chicken Pox):</u>	Cannot return until 7 days after onset of rash/ and until all lesions have dried and crusted.
<u>Shingles:</u>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<u>Whooping Cough:</u>	Cannot return until 5 days after appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 7 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious. Sore(s) must be covered until healed completely.
<u>Hand Foot and Mouth:</u>	Cannot return until 6 days after onset of rash or until all lesions have dried and crusted.
<u>RSV:</u>	Cannot return until a minimum of 7 days after the onset symptoms. Symptoms can last 3 weeks. Must have a doctor's note to return.
<u>Viral Gastroenteritis (Rotavirus):</u>	Cannot return until 72 hours after symptoms occur.
<u>Scabies:</u>	Must have a doctor's note stating that the child is non-infectious.
<u>Croup:</u>	Cannot return until 6 days after onset of symptoms (cough). Must have a doctor's note stating that the child is non-infectious.

ACCIDENT REPORTS:

Safety is a top priority of Bentley Bright Beginnings. There are times when a child may have an accident/incident/injury between your child and another child. If the accident/incident/injury requires “more than a hug,” our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed in the office. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. This not only puts our staff in an awkward situation but is against our confidentiality policy. We will handle any and all behavior problems in a professional, confidential, and appropriate manner. If your child has an accident/incident/injury that does not involve another child and requires “more than a hug,” our teachers will also complete the same report detailing what happened, the nature of the injuries, and any first aid administration, if there is any given.

INDIVIDUALS WITH DISABILITIES:

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities. 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, at 989-723-3460.

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.

If you suspect that your child may be a student with a disability who needs either special education or general education with related aids and services, please contact either your building Principal or the district’s Section 504 Coordinator, Ed King, at 989-729-5709.

Children who are part of our ECSE programs will have an IEP with the collaboration of staff and families to meet the individual needs of the child. Our special education staff is offered ongoing training on inclusion/special needs. The confidentiality of children and families is respected, communication with families is ongoing and is responsive to the needs of families. A variety of teaching strategies are used to meet the individual needs of children within our programs. The Bentley Bright Beginnings staff facilitate or enhance interactions between children with and without disabilities.

DISCIPLINE:

At Bentley Bright Beginnings the staff is trained to use positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline Policy; please refer to the registration packet for a copy.

TOILET TRAINING:

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent, positive encouragement from adults at home and at the center. Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should discuss a toilet training plan that describes how they will cooperate to encourage toilet training. This plan is a commitment to work with the child in a consistent manner and is not a timeline for completing toilet training.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child’s progress each day. The Administrator and staff are available as a resource to answer any questions about your child’s toilet training progress at Bentley Bright Beginnings. Several complete changes of clothes should be kept at the center during this process.

Children must be toilet trained before enrolling in a preschool program.

TOYS:

Bentley Bright Beginnings has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child’s name. Bentley Bright Beginnings is not responsible for stolen, lost or broken toys/clothing.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Since our program is based on play and exploration, your child WILL get dirty!! Children will have opportunities for outdoor play (weather permitting). Children will go outside if the temperature is above 20 degrees or below 100 degrees, with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in clothes from the center, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

DIAPERS:

Please provide diapers, wipes, and diaper ointment (if needed) for children who are not toilet trained. All items must be labeled with the child's first and last name. You can bring a package of diapers/wipes to leave at the center. You will be notified when your child is running low on diapers/wipes. If adequate supplies are not provided, you will be billed \$.50 per diaper and \$1.00 per day if the child does not have wipes.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Bentley Bright Beginnings. Additional personal items which may be needed include:

- 1) A small blanket for rest time
- 2) A crib sheet for a mat/crib
- 3) If your child prefers a small pillow and/or a stuffed animal/doll for resting, please be sure to provide one daily or leave one in the child's cubby at school.

Please mark all items clearly with your child's name. Please note that all items must be taken home once a week (at a minimum) to be washed.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each classroom that fosters individual growth through opportunities for exploration. An amazing 90% of brain growth occurs between the ages of 0 to 5. Each classroom's lesson plan and daily schedule are posted near the child's classroom. We incorporate current trends in early childhood education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

INFANT CURRICULUM:

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help him/her develop their social, emotional, cognitive, language and physical skills. These activities may include: playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in a group setting

Work Habits

- Memory skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic addition and subtraction
- Money

Orientation in Time and Space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

CULTURAL INTEGRATION:

Our program is committed to respecting every child’s cultural background and diverse needs. All children are entitled to an educational experience that is responsive to their family’s, racial, ethnic and cultural backgrounds. We incorporate diverse cultures into our program, as we believe it is important for children from all backgrounds to be exposed to different cultures and diversities. We invite families of all backgrounds to participate in school activities. Our staff will refrain from making assumptions of others. Staff will also be given opportunities to future their knowledge of different cultural backgrounds and ways to incorporate this into lesson planning.

DAILY SCHEDULE:

Although your child’s schedule varies somewhat day to day, a typical flow of a day’s activities is below:

Activity/Center Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and social stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sit with children while they are eating, encouraging and participating in conversation.

Rest Time: Children are given the opportunity to nap or rest each day (depending on the child’s schedule). Specific activities vary based on age; all are posted in each classroom.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Age of children	State Staff : Child Ratio	Bentley Bright Beginnings Staff : Child Ratio
6 weeks – 12 months <i>(Infant Room)</i>	1 : 4	1 : 4
11 months – 2 ½ years <i>(Wobbler & Toddler Rooms)</i>	1 : 4	1 : 4
2 ½ years – 3 years	1 : 8	1 : 8
3 years	1 : 10	1 : 8
4 years	1 : 12	1 : 10
5 years	1 : 18	1 : 16
School Age (6+)	1 : 18	1 : 16

MIXED-AGE GROUPING

Our program encourages times for mixed-age grouping of children to provide a rich learning environment that recognizes all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN:

Bentley Bright Beginnings will create an individualized transition plan to help children who are about to transition from one class to the next. This is to help the children become familiar with the new classroom, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different, therefore, the transition plan may vary quite a bit from child to child. Your child's teacher or the Administrator will provide more details about transitioning and when your child will move to another classroom.

SUMMER "SUN" SATIONS:

Summer "Sun"sations is a program offered during the summer months for children of all ages. The program is built around weekly themes. Activities include various arts and crafts projects, music, water fun days, sports, science exploration, reading, cooking, active team-building games, and field trips for children grades K – 5th. A separate summer contract/paperwork is required for enrollment.

OUR STAFF:

At Bentley Bright Beginnings we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of Michigan through a background analysis that cross references state and federal criminal records, as well as child abuse reporting records to ensure that each employee has a background that is clear.
- Infant, child, and adult CPR and first aid certification.
- 16 hours of annual training focused on early childhood education and development.

We firmly believe in professional training and continued education for all of our employees. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of 16 annual clock hours of training required to be qualified to continue to work in an early education setting.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will keep you informed concerning your child's day and overall development.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about Bentley Bright Beginnings and curriculum.
- Daily written communication in the form of "Daily Report" forms (Infant and Toddler rooms), "Owie Reports", and classroom memos will be placed in the child's "cubby" from time to time.
- Parent/Teacher conferences and/or progress reports twice each year (preschoolers).
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION:

We will communicate during drop-off and pick-up times. This is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for a more detailed conversation. There is typically an office employee who is available for you to talk to in person or on the phone. You may also email the Administrator at: rowell@owosso.k12.mi.us for additional communication.

PARENTAL INVOLVEMENT:

We encourage all parents and/or guardians to be involved in your child's activities. We believe that participation is key to any successful program. At Bentley Bright Beginnings, we strive to fill the gap created during early separation and educational opportunities when parents are not available. We welcome parent visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the office with their suggestion.

1. School Improvement Meetings (7 times per year)
2. PTO Meetings Monthly
3. Fall Open House
4. 2 individual parent/teacher conferences per year (preschool)
5. Programs and special activities, such as: the Holiday Bash, Parent/Child events, field trips, etc.
6. Classroom volunteer (must complete a volunteer screening form)
7. Come and eat lunch with your child
8. Send special treats for snack or meals (please notify the teacher a day or two in advance)
9. Help with a center fundraiser
10. Participation in a parent's group
11. On site field trips (when we bring a "field trip" type activity to our center)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair sheets.

CHILDREN'S BIRTHDAYS:

Birthdays are special days for children. If you wish to celebrate your child's birthday, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk.

VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do ask that you check in with the office before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. People not listed on the child's emergency card, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the "Pick-Up" section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members (such as grandparents and aunts/uncles) are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact the Lead Teacher or office personnel if you wish to set up a "visit" from an extended family member.

VOLUNTEERS:

Any parent wishing to volunteer in a classroom on a regular basis must go through the District volunteer screening process. This includes people who volunteer five or more times per year and/or chaperones a field trip. Volunteers must complete and submit the District Volunteer Screening form to the office. An office staff person or classroom teacher will notify you once we receive permission from central office allowing that person to volunteer. Our screening process could also include, but not limited to: 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check; 4) a signed statement regarding child abuse. Any "visitor" who spends extended periods of time at the center will be considered a volunteer and will be required to go through the screening listed above. All volunteers will be supervised by staff at all times.

A volunteer shall **not** be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect. Documentation from the department of human services that a volunteer has not been named in a central registry case as the perpetrator of child abuse or child neglect shall be on file at the center before having unsupervised contact with a child in care.

PESTICIDE MAINTENANCE:

In the event pest removal is necessary in the center, parents will be given two methods of written notification prior to the treatment. This advance notice will contain information about the pesticide, including the target pest or purpose, approximate location, date of application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture. Liquid spray or aerosol insecticide applications may not be performed in a room of the center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use instructions.

INTRUDERS:

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to complete certain screening requirements. These are set by state law and our policies.

MEALS AND SNACKS:

Breakfast (universal breakfast), morning, and afternoon snacks are provided for all preschool students. Breakfast and afternoon snacks are provided for school-age children. Parents provide snacks during Preschool and in the Infant, Wobbler, and Toddler classrooms. If your child is in attendance during lunch time, you may either purchase a hot lunch from our food service program or pack a cold lunch for your child. Cold lunches must have an ice pack (if needed), as we do not refrigerate lunches (Infant, Wobbler, and Toddler rooms are an exception). All lunches should come prepared, as staff cannot heat/cook children's lunches. In the event that your child does not have a hot or cold lunch, we will serve him/her a lunch; your account will be charged \$2.50/lunch. All food served needs to be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

FOOD FOR INFANTS:

Parents must provide food/formula/liquid/milk for children in the Infant room. The Infant room is equipped with warming pots and refrigerators. All bottles are required to be prepared and to have a sticker with the child's name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using and any other facts regarding diet. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

FOOD FOR TODDLERS/PRESCHOOLERS:

Parents must provide food for toddlers and preschoolers unless they choose to use the school lunch program. School lunches will not be available during any snow days or school breaks. The food containers must be labeled with the child's name and date it was made. If you are providing food in a large container, the large container must be labeled with first and last names, the smaller individual container may remain un-labeled.

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the fall and the spring. You will receive proofs before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies, for a project, for promotional use, or in the weekly edition of the Trojan Times (in the Argus Press newspaper). There is a picture permission form included in the registration packet giving us permission to take your child's picture or include them in short video footage. You have the option to decline picture permission.

REGISTRATION AND EQUIPMENT FEES:

As stated in your service contract, there is a non-refundable registration fee of \$25.00 (per family) due prior to the child's first day at Bentley Bright Beginnings. This fee is due upon initial enrollment. The registration fee will be deposited in your billing account and will be used towards the first week of tuition charges. An equipment fee of \$25.00 (per family) is due by February 1st of each year to help absorb the cost of consumables and equipment that is broken, lost, etc. throughout the year.

WEEKLY TUITION FEES:

Parents must pay for the hours of care as indicated by their service contract and any additional "non-contracted" care that may accrue, regardless of any absences from the center. Each student is allowed ten (10) "No Charge" absences per year (July 1st – June 30th). (NOTE: Does not include Preschool programs). When you wish to utilize this option, you need to fill out the "No Charge" form and turn it in to the office within one week of the absence. Service contracts may be adjusted as needed with a two weeks written notice of intent to change services. Contract changes (adding care) will be accepted if space is available in the classroom. Contracts are re-done annually prior to the start of school. A weekly statement of activity will be provided. Add-on fees may occur such as in the case of children who are in need of additional services due to an irregularity in their schedule, such as: a late pick up, optional day of child care, or a school break. In the case of summer break, a new contract will be entered into by the parent/guardian's specifying the schedule for care needed.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Friday. There will be a \$15.00 late payment fee added if the account is not paid by the close of business on Friday. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Administrator and/or Business Manager. After two NSF checks are received by the center, payment will be required by cashier's check or money order. Parents may pay by check, cash, cashier's check, money order, or credit card. All payments must be payable to: **Owosso Public Schools. Payments may be given directly to the Administrator or may be placed in the payment box located inside the office.**

All tuition is non-refundable, except for pre-paid tuition that is over-and-above any additional charges, including the two weeks notice. See the REFUNDS policy below. Registration fees are non-refundable. Bentley Bright Beginnings may seek collection of fees due and clients may be required to pay a two week termination fee and any collection costs/attorney's fees incurred by Bentley Bright Beginnings to collect this amount. If Bentley Bright Beginnings elects, it may immediately terminate all services provided, including but not limited to the immediate dismissal of the children from the facility.

DHS/ STATE PAID TUITION CLIENTS:

Bentley Bright Beginnings is authorized to receive payments from DHS the (Department of Human Services - state child care assistance program). If you qualify for free or reduced meals, you might be eligible to receive assistance through DHS. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use DHS assistance must make these arrangements on their own and list us as their DHS child care provider. You may enroll in the program as a DHS client once the office has received a letter of authorization from DHS, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a DHS client must notify the office. The registration fee and annual equipment fee is the responsibility of the client and not that of DHS. All DHS clients are required to pay the difference between Bentley Bright Beginnings tuition rates and the DHS rates; a weekly co-pay is **required**. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the Administrator. It is the responsibility of each DHS client to ensure weekly payments are made. Failure to do so will result in a late payment fee of \$15. Failure to make co-payment amounts may void your contract with DHS whether you stay at Bentley Bright Beginnings or move on to another center.

DISCOUNTS:

Bentley Bright Beginnings offers a sibling discount for each sibling listed on the service contract. The child with the most hours at Bentley Bright Beginnings must be listed as the first child.

REFUNDS:

In the event you have over-paid, the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees (including the two weeks notice required) will be subtracted from any balance prior to a final refund being issued. Checks for this are cut weekly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

You will receive weekly billing statements. Annual statements for tax and accounting purposes are available by January 31.

LATE PICK-UP FEE:

There will be a \$5.00 fee added per every five (5) minutes if pick-up takes place after closing (6:00pm). This fee is non-negotiable and is the responsibility of all clients. An attempt will be made to contact individuals on the emergency card after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 15 minutes later than their service contract indicates.

Parents who are notified that a child is ill and needs to leave the center for the day, have a "reasonable period of time" to pick-up the child from the center or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be reached within 30 minutes of trying to contact them, the "Late Pick-up Fee" will also apply.

NON-NOTIFICATION FEE:

There will be a \$5.00 fee added for each time the center is not notified that your child will not be attending afterschool childcare. There will be 2 grace periods. For each instance after the 2 grace periods, there will be a \$5.00 fee added to your account. This fee is non-negotiable and is the responsibility of all clients.

DID NOT SIGN IN/OUT FEE:

There will be a \$2.00 fee added for each time you do not sign your child in or out of childcare or preschool. As a requirement from the State of Michigan Childcare Licensing Department, childcare centers must have accurate sign in and sign out times of when children are in care.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular hourly rate. We request that all absences be reported to the Bentley Bright Beginnings office prior to or the day of the absence. We require a two week written notice prior to your child leaving the center or a change in your child's contract. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to accrue until **written** notification is received. When notification is received, two additional weeks will be added to your billing account. The center reserves the right to require the dis-enrollment of a child according to our "Discipline Policy." The center also reserves the right to require the dis-enrollment of any child whose parent and/or guardian has become a problem at the center or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff. The center may expel a family from care as a result of non-payment for accrued tuition fees.

CONFIDENTIALITY POLICY

This center will ensure that all matters concerning the Childcare and its users will remain confidential at all times.

QUIET/REST TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest as a part of their daily routine. Since all of the children are constantly engaged in a stimulating activity, we require that everyone rest on mats after lunch. Infant's individual schedules will determine when they nap. The following chart is a guideline as to the sleep needs of children under 15 years of age:

Age of Child	Suggested Hours of Sleep	Suggested Number of Naps
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children younger than school age (based on the child's schedule). This will be established by their daily schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY:

The State of Michigan requires that Bentley Bright Beginnings and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities, any and all suspected cases of abuse/neglect of a child.

At Bentley Bright Beginnings our center and staff are mandatory reporters of child abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

Employees are screened every year by the Department of Human Services for any records as being identified as a perpetrator of child abuse and/or neglect on the Child Abuse/Neglect Central Registry system. Each employee is required to sign a statement of abuse and neglect, as follows: "I, _____, am aware that abuse and neglect of children is against the law. I am aware of and understand the policies on child abuse and neglect implemented at Bentley Bright Beginnings. I understand that I am required by law to immediately report suspected abuse and neglect to Children's Protective Services."

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the center (with the exception of 4 year olds enrolled in Tuition-Based Preschool or ECSE Preschool). Bentley Bright Beginnings will provide transportation for school-aged children to and from their respective elementary school for child care before and after school. Bentley Bright Beginnings will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. This form should be re-done annually. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center.

INSURANCE REQUIREMENTS:

Bentley Bright Beginnings complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, please see the Administrator or Central Office.

ADDITIONS AND CHANGES:

Bentley Bright Beginnings reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

MOVIE POLICY:

Only G rated movies will be shown on an occasional basis.

SECTION 504/ADAPROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aides or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Title IX Coordinator:

*Catheryn Dwyer
Assistant Principal
Owosso Middle School
219 N. Water St.
Owosso, MI 48867
989) 723-3460
dwycrc@owosso.k12.mi.us*

The Section 504 Coordinator:

*Bridgit Spielman
Principal
Central Elementary
600 W. Oliver St.
Owosso, MI 48867
(989) 723-2790
spielman@owosso.k12.mi.us*

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met

as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, **including the right to participation by the student's parents or guardian and representation of counsel**, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

- Step 1 Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to

present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2 Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 11/24/08
Revised 8/9/10
Revised 1/10/11
Revised 1/16/12
Revised 6/23/14
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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	Double Vision	Fogginess	“Feeling Down”
Pressure in head	Blurry Vision	Grogginess	Not “Feeling Right”
Nausea/ Vomiting	Sensitive to Light	Poor Concentration	Feeling Irritable
Dizziness	Sluggish	Memory Problems	Slow response time
Balance Problems	Haziness	Confusion	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.

***Please sign and return the Concussion Awareness Acknowledgement form in your registration packet.**

Nondiscrimination and Equal Employment Opportunity

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Jeff Phillips, Principal, Owosso High School, 765 E. North St., Owosso, MI 48867, (989) 723-8231, phillips@owosso.k12.mi.us or Title IX Coordinator Catheryn Dwyer, Assistant Principal, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, dwyerc@owosso.k12.mi.us. The Section 504 Coordinator is Bridgit Spielman, Principal, Central Elementary, 600 W. Oliver St., Owosso, MI 48867 (989) 723-2790, spielman@owosso.k12.mi.us

MEMO**TO:** Andrea Tuttle, School Board**DATE:** 3-18-19**FROM:** Rich Collins**REGARDING:** 2019-2020 Handbook changes

Page 1: Date change from 18-19 to 19-20

Page 6: Changed Tobacco products to Tobacco/Vape Products

Page 18: Changed E. from Telephone Privileges to Office Telephone Privileges

Page 19: Added XII; Consent for disclosure of immunizations

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 disclosures of information from his or her education records.

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

If you have any questions regarding the Owosso Middle School handbook please feel free to call me at 729-5710.

Thanks,

Richard A. Collins
OMS Principal
989-729-5710
collinsr@owosso.k12.mi.us
@OMSMrCollins

To: Andrea Tuttle, Owosso Public Schools Board of Education
From: Elementary Principals via Bridgit Spielman
Re: 2019-2020 Elementary Handbook Changes
Date: April 8, 2017

- All dates 2018-19 changed to 2019-2020
- P.12 Student Insurance- Statement changed to reflect current practices. “Information about inexpensive student insurance is available upon request”
- P.13 School Closings, Delays, and Early Releases- statement updated to reflect current notification procedures and parent’s responsibility for providing a current phone number to the school office
- P.16 Report Cards- wording added to reflect standards based grading for K-2 and letter grading scale for 3-5
- P.17 Walkers/Bikers statement added to discourage last minute transportation changes
- P.20 Student Behavior- behavior interventions used in classroom updated to reflect current positive behavior support initiatives
- Appendix-
 - Parent-Teacher Compact- updated to reflect current homework practices, to note that compact is reviewed at Parent Teacher Conferences, and blank space added for parents’ input
 - Volunteer Screening form has been updated district wide
 - Immunization instructions will be updated to reflect consent for “disclosure of immunizations” changes

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.

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

Questions regarding this memo can be directed to Bridgit Spielman, Central Elementary School Principal. She can be reached at spielman@owosso.k12.mi.us or (989)729-5786.

OWOSSO MIDDLE SCHOOL
Student-Parent Handbook
2019-2020

Owosso Middle School
 219 N. Water Street
 Owosso, Michigan 48867

(989) 723-3460 Main Office
 (989) 729-5760 Fax

Principal: Rich Collins
 Assistant Principal: Dr. Cathy Dwyer
 IB Coordinator: Lance Little

THIS STUDENT PLANNER IS THE PROPERTY OF:

WELCOME TO OWOSSO MIDDLE SCHOOL!

Owosso Middle School is committed to creating a safe, supportive student-centered learning community by a collaborative, dedicated staff who provides challenging and developmentally appropriate learning opportunities. Owosso Middle School students are empowered to become life-long learners and respectful, contributing citizens.

On behalf of the staff of Owosso Middle School, have a great year!

Richard A. Collins
 OMS Principal
 989-729-5710
collinsr@owosso.k12.mi.us
 @OMSMrCollins

IB Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

PRIMARY OFFICES

There are three primary offices serving OMS students, their parents, and the Owosso community:

Assistant Principal

989-729-5709

Hours: 7:00 AM – 4:00 PM daily
 Location: Go to main office for directions
 Services: Attendance, Discipline, Special Education, & Academic Interventions
 Personnel: Cathy Dwyer, Assistant Principal

IB Coordinator

989-729-5341

Hours: 7:00 AM – 4:00 PM daily
 Location: Go to main office for directions
 Services: IB Coordination, Scheduling, and Testing
 Personnel: Lance Little, IB Coordinator

Main Office

Fax: 989-729-5760

Phone: 989-723-3460

Hours: 7:00 AM – 4:00 PM daily and during most holiday breaks.
 Location: East entrance of the Middle School near the auditorium
 Services: Curriculum, Personnel/Staffing, Budgeting, Communication, & Athletics
 Personnel: Rich Collins, Principal

• STUDENT – PARENT HANDBOOK •

The O.M.S. Student-Parent Handbook is the official manual of regulations and requirements covering all aspects of student life at Owosso Middle School. It outlines expectations of students and their rights and responsibilities.

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 are not included in this edition of the Student-Parent Handbook.

Students must sign an acknowledgement of receipt when they are issued a planner with handbook at the start of the school year or upon enrollment. The first planner with handbook is issued for free; replacement planners are \$5.00.

Parents are highly encouraged to review the Student-Parent Handbook with their student.

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- IX. MEDIA CENTER
- X. BULLYING POLICY
- XI. STUDENTS LIVING IN TRANSITIONAL HOUSING
- XII. CONSENT FOR DISCLOSURE OF IMMUNIZATIONS
- XIII. UNDERSTANDING CONCUSSION

I. COMMUNICATION

Communication between home and school regarding a student's education is essential. School communication includes, but is not limited to:

1. OMS Student Handbook, Email, and Newsletters
2. Report cards and Power School
3. Parent-Teacher Conferences
4. School Open Houses

REPORT CARDS AND PROGRESS REPORTS

There are four 9-week marking periods per school year. Progress reports can be accessed through Power School at any time. Report cards are issued to students at the end of each 9-week marking period. Approximate distribution dates for report cards are mid-November, mid-January, mid-April, and June.

II. GENERAL SCHOOL POLICIES

A. **AFTER-SCHOOL ACTIVITIES**

A teacher-sponsor must be present at all after-school activities including play practices, club/class meetings, dances, athletic contests, etc. The teacher-sponsor may leave when all students under his/her supervision have left the school building or grounds.

B. **ASSEMBLIES**

Throughout the school year, assemblies for enrichment activities or sporting events are held during the school day. Students are expected to be courteous and attentive at all times and remain seated until dismissed.

C. **ATTENDANCE POLICY**

This policy is intended to create positive classroom attendance habits by all students. It is aligned with our mission statement, educational beliefs, and student exit outcomes. This policy is based on current best practices regarding principles within the instructional process, grounded in the belief that learning is interrupted when students are absent from school. The school day starts at 7:45 a.m. and ends at 2:40 p.m.

An approved absence by a student's parent/guardian; this includes absences due to illness, funeral, religious observance, or medical appointments. Parent/guardian must notify the school by 12:00 noon the day following the absence to be considered verified. **Absence verification number: 729-5757. Written notes must be sent with the students when they return. The following information must be given:**

1. Student's first and last names as well as grade level
2. Day(s) and dates absent, and telephone number
3. Reason for absence
4. Parent/guardian signature or name

Tardy Policy

Students will have four tardy vouchers administered by the I.S.S instructor at the beginning of each semester.

Students are permitted tardy to any class with a pass from school personnel. The I.S.S. instructor is expected to inform students of the number of tardies the student has when a tardy occurs.

Teachers will mark the tardy students.

Students are considered tardy when the tone sounds to begin the hour.

Students arriving to class late with a pass from a teacher, counselor, or other staff member are not to be considered tardy.

Students who will be tardy to a class due to an outside appointment, must present a note from the appointment location or their parent/guardian verifying the absence and subsequent tardy, to the attendance office prior to attending class. If the appointment is not verified, the time missed is considered an unverified absence or an unexcused tardy based on the time of arrival to class.

- **STUDENTS WILL BE MADE AWARE OF CUMULATIVE TARDY CONSEQUENCES EITHER VERBALLY OR BY POSTING.**

D. BACKPACK USAGE

Backpacks brought to school must be taken directly to and left in the student's locker until the end of the school day.

Students that play a sport must take their athletic equipment bags to a location in the athletic area as determined by the athletic director and/or principal.

E. WORK – IT PAYS

Students participate in the M-STEP assessment in the spring. We encourage students to be the best they can be. Academics and citizenship are rewarded with IB Learner of the Month, and behavior rewards. Good habits begin at OMS and will help ensure success at Owosso Middle School and beyond.

F. BEHAVIOR CODE AND CONSEQUENCES

The Behavior Code and Consequences serves to maintain a safe and orderly learning environment at Owosso Middle School. Administrative staff reserves the right to amend the handbook as necessary.

Behavior Code

OMS students are responsible for the following:

- Attending school on a regular and punctual basis.
- Understanding and complying with the school's rules and regulations.
- Respecting the authority of teachers and other school personnel; fellow students and their personal belongings; and the school's facilities, equipment and property.
- Demonstrating proper behavior in class, at school functions and activities, on school property and en route to and from school.
- Contributing to class in an active and attentive manner while excelling in each course of study.
- Wearing appropriate attire in school and during school activities and functions, while practicing the standards of good health and cleanliness.

Behavior Consequences

Inappropriate student behavior will be subject to the following:

- Consistent with board policy regarding student due process, an administrator will conduct an investigation and review all facts to consider the circumstances when applying consequences to a student's overall behavior.
- Appropriate consequences will be administered as a result of inappropriate student behavior.
- Students will be counseled to elicit a behavior change.
- When appropriate, a larger community of support services may be used to aid the student.
- Teachers may be consulted in cases involving extenuating circumstances.
- All violations are cumulative over a student's middle school career.
- Students accumulated behavior record may result in an Owosso Board of Education referral for expulsion.
- When a student's infraction results in an assignment to Saturday detention, ISS, or an out-of-school suspension, the student will receive the appropriate notification form. It is the student's responsibility to give the form to his or her parent.
- Community service may replace an out-of-school or in-school suspension when there is a mutual agreement between the school official and parent, and when a community service project is available.

Community service formula:

3 hours of community service = 1 day of out-of-school suspension

2 hours of community service = 1 day of in-school suspension

Community service must be completed when school is not in session. The school must receive verification that community service has been completed. If the community service is not completed within a designated period of time, the original consequence will be reinstated.

The following behaviors are serious in nature and are cause for immediate removal from school for corrective action and can result in a recommendation to the Owosso Board of Education for immediate expulsion:

Infraction :

Alcohol **	Profanity/Vulgarity (person-directed)
Arson****	Rape****
Assault on a staff member****	Sexual Harassment
Bomb Threat	Theft
Drugs**	Tobacco/Vape Products (use or possession of)
Explosives	Unauthorized demonstration
False Alarm	Vandalism* (over \$100)
Fighting	Violation of State or Federal Law
Gross Misbehavior (administrative determination)	Weapons***
Inciting a riot	

Consequences for infraction include, but are not limited to:

First Offense:	Up to 5 days of out-of-school suspension
Second Offense:	Up to 10 days of out-of-school suspension
Third offense:	Possible school board for expulsion

*	Full restitution to be made is required for all offenses
**	Administer present board policy
***	Automatic expulsion by law
****	Expulsion recommendation to school board
*****	Possible Board referral

The following behaviors can result in immediate suspensions:

Infraction:

Cafeteria misconduct	Hall pass violation
Cheating	Improper identification
Closed campus	Inappropriate hall behavior
Driving/parking violations	Insubordination
Disrespect	Intimidation
Disruptive behavior	Non-attendance for detention
Misuse of Electronic Devices	Non-dress for PE
Excessive display of affection (including hand-holding)	Profanity/vulgarity (non-person directed)
Food in academic area	Selling items
Forgery (written/telephone)	Trespassing
Gambling	Unauthorized area
	Vandalism* (under \$100)

Consequences for infraction include, but are not limited to:

First offense:	Saturday detention and/or ISS (8th hour, teacher, lunch)
Second offense:	Saturday detention and/or ISS (8th hour, teacher, lunch)
Additional offenses:	Saturday detention and/or ISS Out-of-school suspension

Glossary of Discipline Terms

- Cheating-** Giving, copying, or receiving information to/from another student or source, unless otherwise authorized by a staff member.
- Closed campus-** Leaving school grounds at any time without receiving approval from the office via an "out pass."
- Disruptive behavior-** Actions, objects or words that interfere with a safe and orderly educational process including but not limited to: rubber bands, lighters, snowballs, cosmetics, perfumes, etc. Items may be confiscated and held in the main office for parents to pick up.
- Electronic devices-** Communication devices, such as iPads, cellular phones, iPods, CD players, headphone equipment, MP3 Players, etc.
- Forgery-** Deceitfully writing or signing a note or pass; deceitfully making a telephone call for fraudulent purposes.
- Gross misbehavior-** Any action or behavior that disrupts the safe and orderly management of the school or school programs.
- Hallway behavior-** Students are expected to refrain from loud conversation, running and other behaviors that are disruptive or could result in injury. Students are permitted to be in the hallway with an official hall pass only.
- Improper Identification-** Refusing to identify one's self properly when requested by school personnel
- Inappropriate dress-** See Dress Code, The final determination of whether a student's dress is appropriate or inappropriate rests with the administration.
- Insubordination-** Refusing a reasonable request by any staff member, back talking or mocking a staff member after a reasonable request.
- Lying-** Intentionally giving false or misleading information, or intentionally making false or misleading statements to school authorities.
- Profanity/Vulgarity-** Obscene words or gestures, racial slurs, and ethnically slanderous language, oral or written
- Selling items-** Any items sold which are not part of a school organization or club fundraiser; items which have not been approved by OMS administration
- Sexual harassment-** Making unwelcome sexual advances, engaging in improper physical conduct, and making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment.
- Smoking-** The possession, use, or sale of any tobacco product
- Theft-** Taking, borrowing, or using the property of another without permission
- Trespassing-** Being on school property while on suspension is considered trespassing as per City of Owosso ordinance; visiting or loitering at or near other school buildings in the district.
- Unauthorized area-** Being present in the parking lots or other area of the building or grounds during the school day without a valid pass
- Unauthorized demonstration-** Organizing students for any purpose without the consent of administration
- Vandalism-** Destroying or defacing personal or school property
- Violence-** Physical contact with the intent to do harm to another

G. BUS TRANSPORTATION

Students are eligible for bus transportation to and from school and school-related activities. Students are expected to follow transportation guidelines; failure to do so may result in disciplinary action and denial of bus privileges.

1. Follow the bus driver's directions.
2. Follow classroom conduct guidelines
3. Do not enter or exit a bus at the elementary school for any reason.
4. Vandalism to a bus will be charged to the student/parent.
5. Smoking, possession of tobacco or flammable products is not permitted on the bus; bus privileges will be denied.
6. Students eligible for a city bus stop will be issued a bus pass and are responsible for showing the bus pass to their driver.
7. Non-bussing students will be permitted to ride the bus in emergency situations. A parent note endorsed by the principal is required.
8. Students or parents should contact the Transportation Department (725-7665) if pick up is not necessary on the country routes.

For additional information, please contact the **Transportation Supervisor at 725-7665**.

H. CAFETERIA OPERATIONS

The cafeteria serves breakfast daily, 7:15 – 7:45 AM. Lunch is served daily during three, thirty minute lunch periods.

All Owosso students have Free lunch and breakfast at Owosso Middle School.

I. CLOSED CAMPUS

Owosso Middle School operates a closed campus. Students are not authorized to leave the school grounds between the first and last scheduled class except for such approved special activities as authorized by the building administration.

During lunch students may not disrupt classes or leave the school grounds, if they do they will be subject to disciplinary action.

J. DETENTION - SATURDAY

Saturday detention is held from 8:00 AM – 12:00 PM as a consequence for student behavior that does not warrant a suspension. Students assigned to detention receive written notification, indicating the infraction and length of detention, which they are to give to their parents. Students assigned to Saturday detention are expected to adhere to the following:

1. Be on time – Students who arrive late may not be permitted to serve or may be assigned an additional Saturday detention.
2. Bring class work or other material to keep occupied for the entire period of detention.
3. Students are assigned one student per table with all students facing the same direction; students must remain seated the entire time.
4. Talking and sleeping are not permitted.
5. Food and drink are not permitted.
6. One student at a time may use the restroom, with the supervisor's permission; other breaks are not given.
7. Students are not allowed to go to their lockers.
8. Inappropriate behavior may result in a more severe penalty, including suspension.
9. When a student is unable to attend detention due to an illness or family commitment, the student must submit a parent note the next day school is in session. Failure to do so will result in the student being reassigned to detention. When a student misses a second detention and does not submit a parent note, he/she may be suspended for 3 days. Saturday employment or athletic events/practice are not acceptable reasons to miss detention.

K. DRESS CODE

Student dress is a factor in establishing a positive educational atmosphere. Students will not be allowed to attend school if his or her personal hygiene or attire endangers his own health or safety; the health and safety of others or interferes in any way with another person's right to an education.

Individuals or groups that represent the school (performing musical groups, athletic squads, cheerleaders, etc.) are subject to a more definitive dress code.

The final determination of whether a student's dress is appropriate or inappropriate rests with the administration.

Inappropriate dress includes that which:

1. Advertises alcohol, drugs, or tobacco products
2. Is suggestive/vulgar or has offensive pictures or slogans
3. Is any type of hat, cap, or hood
4. Is shaded eyeglasses, non-prescription type
5. Exposes undergarments, excessive amounts of skin or bare midriff

L. DRIVER EDUCATION

Driver Education and behind-the-wheel instruction is offered to students that qualify. The law requires every driver under the age of eighteen to successfully complete a driver program before he/she is permitted to drive on the road. For driver education application cards, contact the main office. Driver Education is offered during the summer only. Eligibility requirements are the same as those for students who participate in the athletic program. Students will not be given their driver education certificate if they have any outstanding fines.

M. ELECTRONIC EQUIPMENT-CELL PHONES, ETC. (See Board Policy 7540)

The misuse of electronic equipment inhibits the learning process; student use is prohibited unless used for instructional purposes. State law prohibits the use of personal pocket pagers by students. Students who misuse electronic equipment in their possession or in their locker may have it confiscated. Misuse of electronic equipment may require a parent to come in and pick up the device and have a meeting with administration. Continued misuse of electronic equipment may result in an administrative consequence.

N. ENTERING AND EXITING THE BUILDING

Students may enter the building beginning at 7:35 AM through the doors located at the South of the building. During school hours, entrance can be made only through the main doors located at the East part of the school building near the auditorium; all doors are locked. Students need to be under direct supervision of an administrator, staff member or coach when in the building before or after school. Students are not to be in the building without permission after 3:00 p.m. on school days. Handicapped entrance is located at the South end of the building.

O. FINES AND FEES-COLLECTION OF

A cumulative record is kept for all student grades 6-8 who owe money for such items as textbooks, equipment, supplies, etc. All financial debts must be paid prior to students being issued a driver education certificate or admittance to the Spring Fling. Students who transfer out of OMS must pay their financial debts before transcripts or other school records are forwarded to a school or employer.

P. FOOD AND DRINK IN BUILDING

Juice, pop and water machines are located in the cafeteria and are not available throughout the day. Beverages are not to be consumed in the classroom and are not allowed in the academic areas unless previously approved by teachers or administrators. Beverages purchased during lunch must remain in the cafeteria.

Q. GRADES-Procedures for Incompletes ("I")

Incompletes- Students who do not complete all class work by the end of the marking period or semester may receive an "I" (Incomplete) grade on their report card. Students have a maximum of two weeks to make up the work required to convert the "I" to a letter grade. Students must contact the teacher to obtain the necessary class work.

Students who do not complete the class work by the deadline will receive a permanent letter grade for the class based upon the average score of the class work completed. This grade will be calculated into the GPA. Teachers may allot additional time for extenuating circumstances.

R. ACADEMIC REQUIREMENTS

To be successful OMS students need to show mastery at his/her present grade level. This positive growth in academics can result in positive social-emotional behavior and growth. Support will be provided to a student who needs more time to successfully complete classroom requirements and mastery of basic skills.

Regular and prompt completion of class responsibilities and requirements creates a quality school environment and sets a pattern necessary for the student's success in future pursuits.

S. RESPONSIBILITY

To promote academic success, responsibility must be assumed by the student, parent and staff. Retention will be considered for those students who fail two or more academic classes during the second semester. This decision will be done on an individual basis in consultation with the student, parent, counselor, teacher and administrator.

T. HALL PASSES

Students are permitted to be in the hallway during class time for emergencies only and with a pass, signed by school personnel (i.e. teacher, administrator, secretary), located at the back of the planner. Students who do not have a planner will not be allowed to leave the classroom. Using the restroom, drinking fountain, or locker can be completed before school, between classes and during lunch.

U. HOMEBOUND AND IN-HOSPITAL EDUCATIONAL SERVICES

Students who must be absent from school for more than five consecutive school days due to a medical condition or have a doctor's note indicating they are not physically capable of attending school, will be provided homebound or in-hospital educational services.

Whenever the principal or his designee is notified by a parent of a student's absence due to illness, injury, or accident, the principal must inquire if the student is expected to be absent more than five consecutive school days. When this is confirmed, the principal must obtain from the parent any necessary information from the attending physician to determine the student's eligibility for homebound or in-hospital educational services. Eligibility is determined by the attending physician's statement certifying that the student has a medical condition that requires hospitalization or home confinement during regular school hours for a period longer than five consecutive school days.

Upon parent notification of an upcoming hospitalization of more than five consecutive days, the principal has three days from the date of notification to arrange for in-hospital educational services.

V. ILLNESS-STUDENT

Students who become ill during the school day must report to the Main Office. Students are not permitted to go home unless contact is first made with the parents or legal guardian. Parents must make certain that the school has emergency numbers should a student become ill and needs to be sent home.

W. IN-SCHOOL SUSPENSION (ISS) RULES

Students assigned to the In-School Suspension (ISS) program are expected to adhere to the following rules:

1. Class work is the only acceptable activity in ISS.
2. Bring all books and materials needed for each class.
3. Remain in assigned seats.
4. Hall passes will not be given--a supervised break is provided.
5. Students are required to make up class work for days assigned to ISS. Students will receive credit.
6. ISS assignment rests solely with administration.

X. MEDICATION-DISPENSING TO STUDENTS

The following guidelines apply to the dispensing of student medication:

- Students may take medication at school when a form indicating the parent or guardian's approval is on file in the assistant principal's office. The note must include the student's name, name of medication, time to be administered, reason for medication, dosage, length of time medication is to be taken and physician's name.
- School personnel are not allowed to administer any medication (including aspirin and other over-the-counter medications) to a student unless written permission from the parent or guardian is on file in the Main Office.
- Students must bring medication to the Main Office before school.
- All medication must be kept in the Main Office.
- A hall pass will be issued if the meds must be taken other than at lunchtime or between classes.
- Medication is administered by school personnel in the Main Office and logged, with a second adult witness present when the medication is administered.

Y. NON-SCHOOL ORGANIZATIONS-PUBLICITY FOR

Materials from outside school organizations must be approved by the Superintendent prior to display and must be displayed in designated areas. Any other materials placed in the building without administrative approval will be removed. Posters relating to Owosso Middle School events are to have the expiration date written in the lower left corner of the poster for the purpose of removal. Students and organization sponsor/advisors are expected to remove posters/announcements when the event is completed.

The administration reserves the right to prohibit any poster, brochure, or other material in the building or on the property.

Z. PARENT -TEACHER CONFERENCES

Parent-teacher conferences are scheduled at the end of the first marking period. Parents are encouraged to meet their son or daughter's teachers and discuss his or her academic and social progress. Administrators are available to discuss any aspect of student life.

Parents are encouraged to contact their student's counselor or teachers any time they are concerned about his or her progress.

AA. PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school building or grounds during the school day without an "out pass" issued by the Attendance Office.

BB. STUDENT IDENTIFICATION CARDS

Students receive a pictured Student ID card which must be carried with them at all times, including school-sponsored events. Failure to show a Student ID card at a school-sponsored event may result in the student being asked to leave. Students must show their Student ID cards at the request of school personnel.

CC. TARDY POLICY- SEE ATTENDANCE POLICY**DD. TEXTBOOKS**

Textbooks are furnished by the Board of Education and are distributed to students by their teachers. Students will be fined for lost textbooks or those showing more than normal use and wear.

EE. VISITORS

Students are not permitted to bring visitors to school. Non-students are permitted on school grounds or in the building when conducting business with a faculty member or administrator once they have registered in the Main Office. Parents and other adults are always welcomed and are urged to call the school and make arrangements to see the school day in operation. A City of Owosso ordinance prohibits non-students from loitering on school property.

FF. CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

GG. PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School 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 Board offices upon request.

HH. INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. 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 at 729-5786.

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.

If you suspect that your child may be a student with a disability who needs either special education or general education with related aids and services, please contact either your building Principal or the district's Section 504 Coordinator Bridgit Spielman, at 989-729-5786.

II. LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the main office for more information at 723-3460 or to inquire about evaluation procedures and programs offered by the District.

III. LEGAL-STATE AND FEDERAL POLICIES

(Including OMS-adopted policies regarding these matters)

A. ALCOHOL, TOBACCO & OTHER DRUGS – STUDENTS

The use or possession of alcohol, drugs, tobacco or other controlled substances is prohibited in or on school property; in any school vehicle being used to transport students; at school events; and, *attending school events under the influence of intoxicants is prohibited.*

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property; subject to disciplinary action within the provisions of school regulations; and shall be subject to prosecution in accordance with the provisions of the law.

Tobacco-free schools Policy

The Owosso Public Schools maintains tobacco-free grounds and facilities twenty-four hours a day, seven days a week. Owosso Public Schools enforces PA 1993, No. 140 and will promote practices which aid students and employees in abstaining from all tobacco products; intervene early when use is detected; take corrective disciplinary action when necessary; and make accessible after-care support for students and staff.

Alcohol and Drug-Free School Policy

The use, distribution, dispensation and/or manufacturing of controlled substances or alcohol by students, employees or citizens on school property, including school vehicles, is prohibited.

Owosso Middle School students, while at any Owosso Public School district school place or activity will not illegally manufacture, distribute, disperse, possess, or use any alcohol or controlled substances including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, anabolic steroids, or any controlled substance as defined in federal and state law.

School place includes: school building or property; school-owned vehicle or school-approved vehicle needed to transport students to and from school or school activities; off-school property during any school-approved or school-related activity, event or function such as field trip or athletic event where students are under the jurisdiction of the school district or its personnel.

According to the Model Drug Paraphernalia Act, drafted by the Drug Enforcement Administration of the United States Department of Justice, August, 1979, drug paraphernalia includes: all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Consequences for infractions include, but are not limited to:**Use and possession of tobacco**

- 1st offense: Penalty not to exceed a ten-day suspension.
- 2nd offense: May result in long-term suspension and/or referral to the appropriate law enforcement authority.

Trafficking or possession of a controlled substance

- 1st offense: trafficking or possession (exchanging, selling, trading, or passing on) will result in a referral to the Superintendent and the Board of Education for a discipline hearing and may result in expulsion from Owosso Public Schools.

Trafficking or possession of a non-controlled substance (look-alike drug)

- 1st offense: trafficking or possession (exchanging, selling, trading, or passing on) will result in a referral to the Superintendent and the Board of Education for a discipline hearing and may result in expulsion from Owosso Public Schools.

Use or possession of a controlled substance

- 1st offense: Notify parent/guardian via telephone of the violation and request a parent/administrative conference.
5-week suspension (25 school days)
If less than five weeks remains in a semester, the suspension will carry over into the next semester.*
- 2nd offense: 9-week suspension (45 school days)
If less than nine weeks remain in the semester, the suspension shall carry over into the next semester.

*OMS administration may reduce the length of an out-of-school suspension by 10 days if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention and treatment program. The program may be public or private and is at the discretion of the parent or guardian. Evidence of participation must be supplied to the school within 10 days from the first day of the suspension. Failure to satisfactorily participate in a program will result in the reinstatement of the suspension.

B. ARSON, CRIMINAL SEXUAL CONDUCT & WEAPONS

The Board of Education of Owosso Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons or by individuals who commit arson or criminal conduct.

Students who commit arson or criminal sexual conduct at a school place (see definition under Behavior Code) shall be permanently expelled from school and referred to the appropriate criminal justice and social services system.

Possessing, using or threatening to use any weapon, any instrument representing an actual weapon or any instrument capable of inflicting bodily injury, which is being used in the manner of a weapon, is prohibited. Any student guilty of a violation shall be permanently expelled from school regardless of grade level or age. Weapons involved in the violation will be confiscated and turned over to local law enforcement authorities.

Public Act 211, Section 1313, requires school officials to immediately report to local law enforcement officials and a student's parent or guardian when a student possesses dangerous weapons while the student is attending school or school-related activities or while en route to or from school.

A dangerous weapon, for reporting purposes, is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. Section 1313 requires a written record.

School officials are not limited to legal definition of a dangerous weapon or firearm in their treatment of school related incidents, and they may go beyond the requirements of Public Act 211 in confiscation, disciplinary action and reporting to parents.

C. DUE PROCESS RIGHTS-STUDENT

The Owosso Board of Education has developed and adopted a Student Due Process Rights/Student Conduct Code in compliance with a directive from the State Board of Education.

All students shall have the right to receive a listing of the rules and regulations to which they are subject. Any restrictions on student behavior must be concerned with speech or action that disrupts the work of the school or interference with the rights and safety of others. Such rules shall be approved by the administration and filed with the Superintendent of Schools on behalf of the Board of Education.

D. INTERROGATIONS AND SEARCHES

Interrogations- Cooperation with law enforcement agencies is desirable while keeping in mind the rights of students and parents. This cooperation must recognize the function of the schools, be in harmony with the Constitution of the United States, the laws of Michigan, and the rights of the individual.

Interviews- Interviews of students by law enforcement officers, who show proper identification, will be permitted during the school day when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts should be made to notify the parent, guardian, or other adult person having the care and custody of the student prior to the interview. In the event that an interview is conducted on the school premises, the principal or his representative must be present during the interview.

Arrests- Custody and/or arrest may be allowed by a police officer after he has shown proper identification and credentials.

Searches- The right of inspection of students' school lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school will employ every safeguard to protect the well-being of those students. Nevertheless, the exercise of that authority places unusual demand upon the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection or search is reasonably likely to produce anticipated tangible

results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Maximum effort will be made to protect each student's constitutional rights, his/her rights to personal privacy, and to provide protection from coercion by others.

E. PESTICIDE MANAGEMENT PROGRAM

As part of the Owosso Public Schools' District pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice and notification will follow. If you need prior notification, please call the main office to request a Pesticide Prior Notification Form. Owosso Middle School is inspected on the third Thursday of each month. Contact John Klapko at 729-5711 for further information.

F. SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. Definitions and grievance procedures are outlined in Board policy 5050.

Sexual Harassment- Student

Sexual harassment of students by other students or OPS employees is unlawful under both Michigan and federal law. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical conduct, and making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment.

If a student has concerns about the nature of any conduct or physical contact by an adult District employee, a fellow student, or member of the public, the student should immediately report their concern to the building principal or any district administrator.

All such reports will be recorded and investigated by the district. If a satisfactory conclusion is not reached within 10 days of the initial report, the concern should be reported in written form to the office of the Personnel Director, 645 Alger Street Owosso, MI 48867 for review and determination.

Persons who violate this policy will be subject to disciplinary action up to and including expulsion (if a student) and termination (if an employee).

District officials will, as required by law, report suspected abuse to the Michigan Department of Social Services and/or Prosecuting Attorney. Discretion will be used to avoid embarrassment and censure.

G. STUDENT INFORMATION FOR PUBLIC USE

Personally Identifiable Information Public Law 93.380 provides that, "An education agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information." According to Section 99.37(a) of P.L. 93.380, the following is designated as directory information with respect to all past and present students of the Owosso Public Schools: Name, address, telephone number, date and place of birth, major and minor fields of study and courses taken, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar personally identifiable information. In addition, representatives of area media, school staff, and students sometimes take photographs and videos of students in classrooms and extra-curricular school-related settings. These may be used in media news reports, district newsletters and brochures, school yearbooks and school newspapers. If a parent does not want personally identifiable information, photos or videos made part of Owosso Public Schools publicity, a letter of notification should be given to the principal designating the specific categories of directory information that should not be released with respect to your student. In accordance with this law, a parent of a student currently in attendance in the Owosso Public Schools has 10 days from the date of this notice to notify the school district in writing. Please call the main office and request a copy of the Directory Information Notification Form. Complete the form and return it to the building principal.

H. TRUANCY

Unauthorized absence from school not given prior approval by parents is considered truancy (unverified absence) and will be treated as such.

This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes any school disciplinary session which the student has been directed to attend.

Disciplinary action shall be taken in such cases, beginning with notification of parents. Further violation may lead to suspension from school. Teachers shall not be required to provide makeup work for absences due to truancy (unverified).

I. VOLUNTEER SCREENING

Effective immediately and in compliance with the Pupil Protection Act, all individuals who volunteer regularly in the Owosso Public Schools (5 or more times per year) or chaperone on a field trip must be approved by the school district office after completion of a criminal background check. 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 a couple of permission forms that must be signed by you to begin the approval process. I want to thank each person who has partnered with us as a volunteer in any capacity this year. If you have not been able to volunteer yet this year, please consider doing so. We simply can't do without your valuable help.

J. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identify) disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Jeff Phillips, Principal, Owosso High School, 765 E. North St., Owosso, MI 48867, (989) 723-8231, phillips@owosso.k12.mi.us or Title IX Coordinator Catheryn Dwyer, Assistant Principal, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, dwyerc@owosso.k12.mi.us. The Section 504 Coordinator, Bridgit Spielman, Central Principal, Central Elementary School, 600 W. Oliver St., MI 48867 (989) 729-5786, Spielman@owosso.k12.mi.us.

IV. SCHOOL SAFETY POLICIES**FIRE DRILLS - TORNADO DRILLS – LOCK DOWN DRILLS**

Fire drills, tornado drills, and lock-downs are held periodically throughout the year. The route for leaving in case of fire or tornado is posted in each room. Students must walk quickly and quietly in a single file to the designated area. An all-clear bell will be used to return students to class.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the P.A.

V. SCHOOL BOARD POLICIES**A. SUSPENSION AND EXPULSION POLICIES****Glossary of terms****Out-of-school suspension**

The temporary removal of a student from school and school-related activities for violation of the rules and regulations, does not result in the automatic loss of academic credit. A suspension shall not exceed 10 days. If a student's conduct or record warrants, the Board of Education may authorize a suspension longer than ten days.

The Board of Education authorizes the principal or assistant principal to determine the length of penalty for various infractions. Students may be suspended for one to ten days for conduct warranting disciplinary action. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law may be promptly reported to the appropriate law enforcement authorities.

In the event of a short-term suspension from school (10 days or less) the following procedures shall be followed: The student will be informed of the charges against him/her and supporting evidence. The student will be given the opportunity to present his/her side of the case. When a suspension is given, the student will be informed of the duration of and the means for termination of the suspension; parents or guardian will be notified of the suspension by telephone when possible. When a parent or guardian cannot be notified, the student will remain on school property until the end of the school day. Parents or guardians will be notified of the suspension, the cause for and the procedures for reinstatement. The parents, guardians or student have five school days to request a review of the suspension.

Expulsion

Permanent removal of a student from school for gross misbehavior or persistent violation of the rules and regulations of the school

Expulsion- When a principal or assistant principal recommends the expulsion of a student from the school, the recommendations shall be submitted to the Board of Education for their consideration and determination. The student and parents or guardian shall have the right to a hearing before the Board of Education. Any student may be considered for expulsion by action of the Board of Education for gross misbehavior or persistent disobedience of the rules and regulations.

Academic Status

The grades of any student who is suspended will not be automatically lowered during the period of suspension. However, the grades received will depend on the quality and amount of "make up" work turned in by the student.

It is the student's responsibility to make up any and all work missed during the period of time of he/she is suspended. Quizzes, tests and laboratory work will be made up on the student's time and at a time convenient for the teacher.

Expulsion from school will automatically result in all loss of academic credit for the academic semester.

VI. TECHNOLOGY POLICIES

To obtain access to the Districts data network, all staff and students (or parent if student is under 18 years of age) must read the Owosso Public Schools Technology Acceptable Use Policy and sign the Request for Computer and Network Access form. This policy and request form are located in a separate packet which includes a Permission to Publish on the World Wide Web form and a Web Page / Photograph and Video Release Form.

These documents have been created to provide a consistent District standard and ensure that students understand the expectations outlined in the Acceptable Use Policy. These forms provide parents with an opportunity to agree or disagree to have their student's image used in District publications. Any student who does not sign and return the Request for Computer and Network Access form, will not be able to participate in computer based lessons at OMS.

VII. MISCELLANEOUS INFORMATION

A. DAILY ANNOUNCEMENTS

Daily announcements are posted and read to students each day. Emergency-type announcements will be made over the P.A. system whenever it is necessary to do so. All other last minute announcements will be made just prior to the end of the school day.

B. LOCKERS

Each student will be assigned a locker and a lock. Personal padlocks are not permitted. Locks that are lost or damaged must be replaced at the expense of the student. Locks will cost \$10 to replace. Students are not to share lockers with any other student.

Lockers shall only be used for books, apparel, shoes, boots, and lunches. Stale food, alcoholic beverages, cigarettes, drugs or weapons of any kind are not to be stored in school lockers.

An administrator may inspect student lockers when there is reasonable cause to believe that prohibited articles are stored within. The locker may be searched to ensure school safety and student welfare.

C. LOST AND FOUND

During the school year, the main office will serve as the lost and found. Students who lose articles should check in the office. At the end of the school year, unclaimed articles will be donated to a charitable organization.

D. STUDENT INSURANCE

Student insurance is available for all students in the Owosso Middle School District at a nominal cost. Insurance coverage includes accidents that occur to a school student while traveling to or from school; while attending school; taking part in school-sponsored/supervised extra-curricular activities; taking part in school-sponsored field trips; as a spectator at school-sponsored activities; and while engaging in, practicing for, or participating in any scheduled athletic contest, excluding tackle football.

Athletic insurance is available at a nominal cost through the Michigan State High School Athletic Association. Students interested in either insurance plan may sign up the first week of school.

E. OFFICE TELEPHONE PRIVILEGES

Students may use the Main Office telephone in cases of illness or emergency. In other cases, the office telephone may be used before 7:55 AM, during a student's lunch hour, or after 2:45, with permission of the attending secretary. Students are not allowed to leave class to use the telephone.

F. TIME BETWEEN CLASSES

Classes begin and end by a tone sounding over the public address system. A warning tone sounds one minute prior to the beginning of each class. Students are allowed 4 minutes passing time between classes.

VIII. STUDENT SERVICES

The function of the guidance department is to assist students in making important educational, vocational, and social-personal decisions. It serves as the center of student services. The primary services provided by guidance personnel include:

Social Work

The primary role of the Social Worker is individual counseling. The major aim of the counselor is to develop self-understanding in students because through self-understanding, a student realizes and accepts social and personal responsibilities. Counseling is an individual service that exists for all students, not just those with deep-seated problems. The counseling relationship is characterized by acceptance and confidentiality on the part of the counselor.

Testing

Information regarding standardized tests is provided in the IB office. Students desiring information on a particular test should see the IB Coordinator.

Scheduling

The Student Registration Guide gives students a concise overview of the total middle school curriculum and assists students and their parents in planning the academic program students will follow during their high school career. In February, under the supervision of OMS/OHS Staff, students will plan their schedule of classes for the following school year.

IX. MEDIA CENTER

Our media center is open for study, reference and recreational reading throughout the day (7:35am – 3:00pm). A pass **MUST** be secured from your classroom teacher to visit the media center before, during or after class time. Some materials may be checked out for two (2) weeks while others may only be checked out for overnight use. Return all materials promptly as others may need them. We encourage you to use the media center. If you need help in finding books or materials, ask. Learning the use of the Media Center and observing the rules is an essential part of the school curriculum.

X. BULLYING POLICY

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 or Assistant Principal.

XI. STUDENTS LIVING IN TRANSITIONAL HOUSING

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, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

If any of these living situations or similar circumstances apply to you or your family, please contact your school office or the district’s McKinney-Vento Liaison.

XII. CONSENT FOR DISCLOSURE OF IMMUNIZATIONS

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.

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

XIII. UNDERSTANDING CONCUSSION

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

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

UNDERSTANDING CONCUSSION

Some Common Symptoms

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

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:

- 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.
- 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.
- 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.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Owosso School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (3) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Title IV, Part A, Subpart 4, Section 4155 of the No Child Left Behind Act (“Transfer of School Disciplinary Records”) requires that:

...the State has a procedure in place to facilitate the transfer of disciplinary records., with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that:

Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student’s previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student’s record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

Appendix B Owosso Public Schools

Bylaws & Policies

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with

the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Dr. Cathy Dwyer
Assistant Principal OMS
219 N Water St.
Owosso, MI 48867

Jeff Phillips
Principal OHS
765 E. North St.
Owosso, MI 48867

989-729-5709

dwyerc@owosso.k12.mi.us

989-729-5492

phillips@owosso.k12.mi.us

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint

procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process. All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding

through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 34 C.F.R. Part 110 (7/27/93)
 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,
 Department of Education, Office of Civil Rights, March 1979
 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
 Title III of the No Child Left Behind Act of 2001
 Revised 12/11/06
 Revised 1/10/11
 Revised 6/23/14
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Appendix A

Owosso Public Schools

Bylaws & Policies

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive

technology, reasonable accommodations or auxiliary aides or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.

Bridgit Spielman, Central Principal, 600 W. Oliver St, Owosso MI 48867, 989-729-5786, Spielman@owosso.k12.mi.us

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1 Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2 Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building

Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
 Office for Civil Rights
 Cleveland Office
 1350 Euclid Avenue, Suite 325
 Cleveland, Ohio 44115
 (216) 522-4970
 FAX: (216) 522-2573
 TDD: (216) 522-4944
 E-mail: OCR.Cleveland@ed.gov
 Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws

OWOSSO HIGH SCHOOL

2019-2020 Student-Parent Handbook and Student Planner

Owosso High School
765 East North Street
Owosso, Michigan 48867

(989) 723-8231 Main Office
(989) 729-5600 Fax

Principal: Jeff Phillips
Assistant Principal: Karen VanEpps
Assistant Principal/Athletic Director: Dr. Dallas Lintner

THIS STUDENT PLANNER IS THE PROPERTY OF:

WELCOME TO OWOSSO HIGH SCHOOL!

Our mission at Owosso High School is “*to create a quality learning experience for every student.*” You and your family are an important part of the formula for success. It is essential that all of us form a partnership built upon communication and caring.

We want you to have many options when you graduate from Owosso High School. We invite you to share our vision of excellence and become involved in the activities and opportunities that are available to you. Take full advantage of our programs and perform to the best of your ability every day.

On behalf of the staff of Owosso High School, have a great year!

Sincerely,

Jeff Phillips
Principal

• STUDENT – PARENT HANDBOOK •

The O.H.S. Student-Parent Handbook is the official manual of regulations and requirements covering the students at Owosso High School. 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 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 are not included in this edition of the Student-Parent Handbook.

Students must sign an acknowledgement of receipt when they are issued a planner with handbook at the start of the school year or upon enrollment. The first planner with handbook is free; replacement planners are \$5.00.

Parents are highly encouraged to review the Student-Parent Handbook with their student.

Nondiscrimination and Equal Employment Opportunity

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Jeff Phillips, Principal, Owosso High School, 765 E. North St., Owosso, MI 48867, (989) 723-8231, phillips@owosso.k12.mi.us or Title IX Coordinator Catheryn Dwyer, Assistant Principal, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, dwyerc@owosso.k12.mi.us. The Section 504 Coordinator is Bridgit Spielman, Principal, Central Elementary, 600 W Oliver St., Owosso, MI 48867 (989) 723-2790, spielman@owosso.k12.mi.us. (See Appendix A & B)

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- IV) STUDENT CODE OF CONDUCT/DISCIPLINE POLICIES
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V) LEGAL – STATE AND FEDERAL POLICIES

(includes OHS-adopted policies regarding these matters)

- A. Volunteer Screening
- B. Pesticide Management
- C. Family Educational Rights and Privacy Act
- D. Control of Non-casual Contact Communicable Diseases
- E. Preparedness for Toxic and Asbestos Hazards
- F. Individuals with Disabilities
- G. Limited English Proficiency
- H. Homeless

VI) SCHOOL SAFETY POLICIES

- A. Fire, Tornado, and Lockdown Drills

VII) SCHOOL BOARD POLICIES

- A. Dual Enrollment and Credit at Post-Secondary Institutions
- B. Parking Regulations
- C. 18 Year Old Students-Rights and Responsibilities

VIII) TECHNOLOGY POLICIES

IX) ATHLETIC DEPARTMENT

X) COLLEGE AND CAREER CENTER

XI) COMMUNITY/CAREER AND TECHNICAL EDUCATION

XII) MEDIA CENTER

XIII) STUDENT SERVICES CENTER

XIV) APPENDIX A – Nondiscrimination and Access to Equal Educational Opportunity

XV) APPENDIX B – Section 504/ADA Prohibition Against Discrimination Based on Disability

I. COMMUNICATION

Communication between home and school regarding a student's education is essential. School communication includes, but is not limited to:

1. OHS Student Handbook
2. Report cards, progress reports, and PowerSchool
3. Parent-Teacher Conferences
4. School Open House
5. OHS Webpage

REPORT CARDS AND PROGRESS REPORTS

There are four 9-week marking periods per school year. Parents are welcome to check their student's grades at any time by using the Parent Portal with the school-provided login and password numbers. Report cards are only printed and mailed at semester time.

II. GENERAL SCHOOL POLICIES

A. AFTER-SCHOOL ACTIVITIES

A teacher-sponsor must be present at all after-school activities including play practices, club/class meetings, dances, athletic contests, etc. The teacher-sponsor may leave when all students under his/her supervision have left the school building or grounds.

B. ASSEMBLIES

Throughout the school year, assemblies for enrichment activities or sporting events are held during the school day. Students are expected to be courteous and attentive at all times and remain seated until dismissed. Assemblies are an important part of the school experience and students are expected to attend all assemblies.

C. ATTENDANCE

This policy is intended to create positive classroom attendance habits by all students. It is aligned with our mission statement, educational beliefs, and student exit outcomes. This policy is based on current best practices regarding principles within the instructional process, grounded in the belief that learning is interrupted when students are absent from school.

Attendance Guidelines

Students who accumulate more than twelve absences per semester in any class may lose credit for that class. ~~Students may make up absences by attending After School Tutoring (AST). Three days of AST will equal one absence made up.~~ Both verified and unverified absences are included in the twelve day rule, suspensions are not.

Class work missed during verified absences can be made up. Students are expected to make up class work missed during an absence. (one day is allowed to make up work for each day of absence).

After the twelfth absence, students may apply for a "Waiver of Loss of Credit". Seniors in their final semester must make waiver arrangements prior to commencement.

Students who exceed the 12 day rule and are ineligible for a "Waiver of Loss of Credit" are expected to attend class and follow all classroom rules and procedures.

Students who disrupt class will be referred to the office and may receive disciplinary action including, but not limited to, suspension or Board of Education referral.

School-related absences do not count towards the 12 day rule.

Students who are absent for a portion of the day must present a note from their parent/guardian verifying the absence, to the main office prior to leaving or attending class.

Students who must leave school early for any reason are required to check out through the Main Office before leaving the school building. Failure to do so will result in disciplinary action. ~~The use of a cellular telephone by a student to call home will be considered an infraction of the electronic device policy, and will be subject to disciplinary action.~~

Exam Policy

Students in all grades will be eligible to be exempt from semester exams if they meet the following criteria:

- 7 or less absences for the semester, as well as tardies
- Grade of a “B-” or better (80%) in the class for the semester
- No out of school suspensions for the semester

End of course exams such as AP exams and exams in courses for college credit will not be exempt. Teachers will indicate in their syllabus the waiver policy for exams for the particular class in order to be clear to all students.

Waiver of Loss of Credit Procedure

Students who have exceeded the 12-day Rule may apply to have their absences waived by submitting a Waiver of Loss of Credit form. Waivers will only be considered if a student is passing a class(es). Forms may be obtained from and returned to the Counseling or Main Office at the end of each semester. An independent committee reviews the waiver applications to determine whether extenuating circumstances contributed to a student’s excessive absences. The committee may consist of the following school personnel: an administrator, members of the faculty, a support staff member and the student’s counselor. The committee convenes approximately three days after the waiver submission deadline. In cases of illness or hospitalization, appropriate documentation from a physician may be requested. Students who receive Homebound or In-Hospital Educational Services are not subject to the twelve-day absence policy and need not apply for a Waiver of Loss of Credit.

Tardy Policy

When tardy vouchers are used for 1st hour prior to 8:00 am, the student should not be considered tardy for that hour only.

Students are permitted 2 tardies to 1st hour only without penalty.

Students are permitted tardy to any class with a pass from school personnel.

Students arriving to class late with a pass from a teacher, counselor, or other

staff member are not to be considered tardy or to be marked absent. If a student enters class with a pass from school personnel within ten minutes of the beginning of the hour, the student will be marked as present, not absent. Students will be referred to administration for excessive tardiness.

A parent may call the absence line or present documentation from an appointment location to excuse a student's tardy or may send a note with the student the next school day to have the student's tardy removed. Students are considered tardy when the tone sounds to begin the hour.

TARDY POLICY CONSEQUENCES

(Based on the grand total number of tardies a student has in all of his/her classes per marking period)

- Tardy 1 – Student reports to class. Documented and given warning.
- Tardies 2 and beyond – May include progressive consequences including parent contacts, detention, in-school or out of school suspensions, or truancy petitions to the family court.

ATTENDANCE TERMS

Verified Absence

An approved absence by a student's parent/guardian; this includes absences due to illness, funeral, religious observance, or medical appointments.

Parent/guardian must notify the school *within 24 hours* the day following the absence to be considered verified. **Absence verification number: 729-5503.**

Acknowledging the School Reach call does not excuse the student. A call to the absence line is still needed.

Unverified Absence

An absence unconfirmed or unapproved by a parent/guardian within the 24 hour time frame.

D. SIDEPACK AND BACKPACK USAGE

Any side packs, backpacks, any purses and book bags brought to school must be taken directly to and left in the student's locker until the end of the school day. Some exceptions may apply, but all will be clearly marked by a school approved tag and all staff will receive notification of exceptions. If a side pack or backpack is used in restricted times without approval then the student will be subject to disciplinary action. Students that play a sport must take their athletic equipment bags to a location in the athletic area as determined by the athletic director and/or principal.

E. BUS TRANSPORTATION

Students are eligible for bus transportation to and from school and school-related activities. Students are expected to follow transportation guidelines; failure to do so may result in disciplinary action and denial of bus privileges or in school discipline. The following improper behavior can result in suspension of bus riding privileges, and/or suspension of school.

- Students must follow bus drivers directions at all times.
- Use classroom conduct (no fighting, swearing)

- Pick up or drop off at the middle school is **not** permitted
- Vandalism to the bus will be charged to the student/parent.
- Possession of tobacco/e-cigarettes or flammable products will result in loss of bus privileges.
- Eligible city route students will be issued a bus pass to show the driver every day.
- Non-busing students will be permitted to ride the bus in **emergency** situations only- with a signed permission note from their parent.
- Please contact the transportation department with any questions at **725-7665**

F. CAFETERIA OPERATIONS

The cafeteria serves breakfast daily, 7:00 – 7:40 AM. Students should get their food by 7:40 AM, as they need to be in class by 7:45 AM. Lunch is served daily during two, thirty-five-minute lunch periods, 10:35 AM - 12:05 PM. Owosso High School participates in the National School Lunch Program, which enables students that qualify to have free or reduced lunches. All students will be given an application to fill out the first week of school or online after July 1 at www.lunchapp.com. Students who qualify for free or reduced lunch will be notified by mail. **Ordering food to be delivered and eaten in the cafeteria is prohibited** and goes against state guidelines.. **Students ordering outside food may face disciplinary action.** After School Programs are available to students where a snack and beverage will be provided with no cost to parents.

G. FINES AND FEES-COLLECTION OF

A cumulative record is kept for all students grade 9-12 who owe money for such items as textbooks, equipment, supplies, etc. All financial debts must be paid prior to students participating in Trojan Days or being issued a cap and gown.

H. FOOD AND DRINK IN BUILDING

Beverage and water machines are located throughout the building and are available throughout the day. Beverages and food in the classroom are at the teacher's discretion.

I. GRADES-Procedures for Incompletes ("I") and Withdrawals ("W")

Incompletes

Students who do not complete all class work by the end of the marking period or semester may receive an "I" (Incomplete) grade on their report card. Students have a maximum of two weeks to make up the work required to convert the "I" to a letter grade. Students must contact the teacher to obtain the necessary class work. Students who do not complete the class work by the deadline will receive a permanent letter grade for the class based upon the average score of the class work completed with zeroes for incomplete work. This grade will be calculated into the GPA. Teachers may allot additional time for extenuating circumstances.

J. GRADUATION REQUIREMENTS

OHS students must complete the following requirements before the date of graduation to participate in graduation ceremonies:

- Fulfill the graduation requirements as outlined in the OHS Curriculum Guide including the Michigan Merit Curriculum guidelines.

- Fulfill the graduation requirements as outlined in Board Policy (Policy 5460).
- Be enrolled in seven courses per school year, for a total of seven credits. Deviation from this requirement must have the principal's approval.
- Fulfill all financial obligations to the school; return issued textbooks, library books, equipment, uniforms and/or other school property. Failure to do so may result in the withholding of a student's cap and gown.
- Students with credit deficiencies may earn credits through correspondence courses (up to 2 credits) or credit recovery programs, including summer school, with the principal's approval. The high school principal has the authority to interpret credits transferred from other school districts that are needed for graduation from OHS. A student with credit deficiency could be placed at Lincoln Alternative High School to regain credits. The school district is not responsible for cost of such course work.
- Commencement exercises are serious traditional ceremonies at which participation is a privilege. The Commencement Letter of Participation is required for seniors who participate.

In Accordance with state law, Owosso High School offers the option of a Personal Curriculum (PC) in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the Algebra II content.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

The MMC defines consistent learning standards that are intended to remain constant from district to district. Districts choose instructional approaches and design learning environments so that all students, including alternative and at-risk students, can meet the requirements of the MMC. The research is clear—struggling learners do better when given the opportunity to learn in a challenging curriculum. PC modifications must align Michigan state standards as practicable and must not create barriers that limit a student's opportunity to be engaged in a challenging curriculum. The legislative intent of the PC is to individualize the rigor and relevance of the educational experience. In this context, "practicable" is an inclusive term meaning as much of the subject area content expectations as possible during high school instruction. Students with an IEP operate under this same context. The PC is an option any student or family can explore as a way to modify certain graduation requirements and earn a diploma. The purpose of secondary education is to prepare students for life after high school. Any modification to a student's graduation requirements needs to be consistent with this purpose. The high school diploma is documentation that the student has met the expectations and possesses the knowledge and skills necessary for postsecondary success. Students who are not pursuing a diploma or students who are unable to meet modified MMC requirements do not need a PC. P

A guide was developed to help educators, students, and parents understand when it may be appropriate to use a personal curriculum (PC) option to modify the Michigan Merit Curriculum (MMC) requirements. For more information, please contact your child's counselor or reference the site below.
http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7.pdf

K. HALL PASSES

Students are permitted to be in the hallway during class time for emergencies **only** and with a handbook, signed by school personnel, or a teacher provided pass. Using the restroom, drinking fountain, or locker should be completed before school, between classes and during lunch. All students must have their planner with them during the school day. Students who have lost their planner may be required to replace it at a cost of \$5.00.

L. HOMEBOUND AND IN-HOSPITAL EDUCATIONAL SERVICES

Students who must be absent from school for more than five consecutive school days due to a medical condition or have a doctor's note indicating they are not physically capable of attending school may be provided homebound or in-hospital educational services. According to the Michigan Pupil Accounting Manual, a student who is able to attend school for a partial day is not eligible for home based services.

Whenever the principal or his designee is notified by a parent of a student's absence due to illness, injury, or accident, the principal must inquire if the student is expected to be absent more than five consecutive school days. When this is confirmed, the principal must obtain from the parent any necessary information from the attending physician to determine the student's eligibility for homebound or in-hospital educational services. Eligibility is determined by the attending physician's statement certifying that the student has a medical condition that requires hospitalization or home confinement during regular school hours for a period longer than five consecutive school days, including starting and ending dates for home-based services.

Upon parent notification of an upcoming hospitalization of more than five consecutive days, the principal will generally arrange for in-hospital or homebound educational services within three days.

M. ILLNESS-STUDENT

Students who become ill during the school day must report to the Main Office. **Students are not permitted to go home unless contact is first made with the parents or legal guardian. Parents must make certain that the school has emergency numbers should a student become ill and needs to be sent home. Students are not to use their cell phone to contact parents when ill as it is a violation of school policy. Doing so will result in an unexcused absence and a violation of the electronic device policy.**

N. MEDICATION-DISPENSING TO STUDENTS

The following guidelines apply to the dispensing of student medication:

- All medication must be kept in the Main Office.
- There needs to be a physician or parent statement in writing prior to the dispensation of any medication.
- Students may take medication at school when a permission slip indicating the parent or guardian's approval is on file in the main office. The permission slip must include the student's name, name of medication, time to be administered, reason for medication, dosage, length of time medication is to be taken and physician's name.
- School personnel are not allowed to administer any medication (including aspirin and other over-the-counter medications) to a student unless written permission from the parent or guardian is on file in the Main Office, and the parent has brought the medicine to school in its original container.
- Students must bring medication to the Main Office before school.
- All medications must be in the original container.
- Medication is administered by school personnel in the Main Office and logged, with a second adult witness present when the medication is administered. This is not required if administered by a Registered Nurse or Licensed Practical Nurse.
- Students may not possess medications except under extenuating circumstances i.e. inhalers, epi pens, etc., and a permission slip should be on file in the main office to do so.
- Students may possess asthma inhalers per Public Act 1179. A permission slip should be on file in the main office.
- A parent or guardian is to pick up any unused medication on the last day of school. Any medication left will be properly disposed of.

O. NON-SCHOOL ORGANIZATIONS-PUBLICITY FOR

Materials from organizations outside school will not be allowed. Any school materials placed in the building without administrative approval will be removed. Posters relating to Owosso High School events are to have the expiration date written in the lower left corner of the poster for the purpose of removal. Students and organization sponsor/advisors are expected to remove posters/announcements when the event is completed. The administration reserves the right to prohibit any poster, brochure, or other material in the building or on the property.

P. PARENT -TEACHER CONFERENCES

Parent-teacher conferences are scheduled in the fall during the first semester. Parents are encouraged to meet their son or daughter's teachers and discuss his or her academic and social progress. Administrators and counselors are available to discuss any aspect of student life. Parents are encouraged to contact their student's counselor or teachers any time they are concerned about his or her progress.

Q. STUDENT IDENTIFICATION CARDS

Students receive a pictured Student ID card that should be carried with them at all times, including school-sponsored events. Students may be required to show their Student ID cards at the request of school personnel. Failure to show a Student ID card at a school-sponsored event may result in the student being asked to leave. There is a \$5.00 fee for the replacement of lost student identification cards.

R. TESTING-COMPETENCY DEMONSTRATION

The State of Michigan mandates competency testing or “testing out”; it allows any high school student to test out of a course offered by his or her high school in any of the four core areas.

Competency testing procedures are as follows:

- Students must demonstrate mastery of course content by earning an 80% or better on each component of a comprehensive final exam.
- Successfully passing a given test results in credit being earned for that class; a grade of “pass” being recorded on the student’s official transcript; and credit towards graduation. The grade will not be calculated in the GPA.
- Passing a test is equal to fulfilling a requirement in a course sequence.
- Once credit is granted by “testing out”, a student may not receive credit for a prerequisite course in that sequence.
- Students considering “testing out” should see their guidance counselor.
- Students must follow guidance department testing out timelines for material pickup and testing dates.

S. TEXTBOOKS

Textbooks are furnished by the Board of Education and are distributed to students. Students can be fined for lost textbooks or those showing more than normal use and wear.

T. VISITORS

Students are not permitted to bring visitors to school. Non-students are permitted on school grounds or in the building when conducting business with a faculty member or administrator once they have registered in the Main Office. Parents and other adults are always welcomed and are urged to call the school and make arrangements to see the school day in operation. A City of Owosso ordinance prohibits non-students from loitering on school property.

U. WORK PERMITS

Work permits can be obtained from the main office before or after school or during lunch. Work permits are available to students who are 18 years old and younger and who have a summer job or part-time job outside of school hours. Students need documentation of age when applying for a working permit.

III. MISCELLANEOUS INFORMATION**A. DAILY ANNOUNCEMENTS**

Daily announcements are posted and read to students each day. Announcements will be e-mailed daily to parents who have registered for this service on the school web-site. Also, announcements will be posted daily on the high school webpage and made available through the parent portal. Emergency-type announcements will be made over the P.A. system whenever it is necessary to do so. All other last minute announcements will be made just prior to the end of the school day.

B. EMERGENCY CARDS

Emergency cards should have three contact phone numbers listed. Any illnesses or chronic conditions that would affect the student at school need to be recorded on the card.

C. LOCKERS

Each student will be assigned a locker and a lock. Personal padlocks are only permitted with administrative approval. Locks that are lost or damaged must be replaced at the expense of the student. Students are not to share lockers with any other student.

Lockers shall only be used for books, apparel, shoes, boots, and lunches. Stale food, alcoholic beverages, cigarettes, drugs or weapons of any kind are not to be stored in school lockers.

Lockers are property of the school district. An administrator may inspect student lockers when there is reasonable suspicion to believe that prohibited articles are stored within. The locker may be searched to ensure school safety and student welfare. Periodic locker checks will be announced and conducted. Students' lockers with no lock will be assessed a \$10.00 lock fee.

D. LOST AND FOUND

During the school year, the main office will serve as the lost and found. Students who lose articles should check in the main office.

E. SCHOOL CLOSING -- WEATHER

Students and parents can contact 855-955-8500 to find out if school is canceled or delayed due to inclement weather. Information about closings is also posted on the OPS website as well as local television and radio stations.

F. SCHOOL PICTURES

School pictures are taken in August during pre-registration by a school-contracted photographer. Students are not obligated to purchase picture packages, but must have a picture taken (free of charge) for their Student ID and inclusion in the OHS yearbook.

Seniors who choose to have their pictures taken by an outside studio are responsible for submitting a picture to the yearbook staff for publication by the publicized deadline. Seniors must also have their pictures taken by the school-contracted photographers for their student ID.

G. SCHOOL RINGS

School rings can be ordered during a student's sophomore, junior, or senior year, from a company under contract with the school. A deposit is required for all orders, which may be picked up before the end of the school year.

H. SENIOR ANNOUNCEMENTS

Senior students can order graduation announcements and name cards in the fall of their senior year from a company under contract with the school. A deposit is required for all orders, which may be picked up in late April.

I. STUDENT CLUBS AND ORGANIZATIONS

Owosso High School sponsors a variety of student activities, clubs, and organizations including, but not limited to:

Art Club	Pep Band
Business Professionals of America (BPA)	Quiz Bowl
Dance Team	Ski Club
Drama Club	Student Council
Environmental Club	Skills USA
Family, Career and Community Leader of America (FCCLA)	
Genders and Sexualities Alliance (GSA)	
International Club	
Key Club	
National Honor Society	

Interested and qualified students may see faculty sponsors about membership. Students interested in forming a new club or organizations should first consult with the principal's office.

National Honor Society Requirements for Membership

There are four characteristics of National Honor Society: scholarship, leadership, character, and service. In order to request membership, students must demonstrate all four characteristics, have enough credits to be a sophomore or junior, and write an essay about how their membership would contribute to the Owosso Chapter of the National Honor Society.

- In order to demonstrate scholarship, students must have a minimum cumulative grade point average of 3.40.
- In order to demonstrate character, students must have high moral standards and have good citizenship. This is determined by verifying that the students have no discipline referrals and that teachers can vouch for their character.
- In order to demonstrate leadership, students must have participated in at least one extracurricular activity per year at the high school or at least two activities the current year.
- In order to demonstrate service, students must complete at least seven service hours and document them prior to induction. Students who meet the above criteria are invited to become members and to be inducted at the annual ceremony in March.

J. STUDENT INSURANCE

Student insurance is available for all students in the Owosso High School District at a nominal cost. Insurance coverage includes accidents that occur to a school student while traveling to or from school; while attending school; taking part in school-sponsored/supervised extra-curricular activities; taking part in school-sponsored field trips; as a spectator at school-sponsored activities; and while engaging in, practicing for, or participating in any scheduled athletic contest, excluding tackle football.

Athletic insurance is available at a nominal cost through the Michigan State High School Athletic Association. Students interested in either insurance plan may sign up the first week of school.

K. TELEPHONE PRIVILEGES

Students may use the Main Office telephone in cases of illness or emergency. In other cases, the office telephone may be used before 7:45 AM, during a student's lunch hour, or after 2:45 pm, with permission of the attending secretary. Students are not allowed to leave class to use the telephone unless they receive staff approval.

L. TIME BETWEEN CLASSES

Classes begin and end by a tone sounding over the public address system. A warning tone sounds two minutes prior to the beginning of each class. Students are allowed 5 minutes passing time between classes.

M. YEARBOOK

The yearbook captures the year's activities pictorially and includes pictures of all students attending Owosso High School for that year. Yearbooks are available annually.

IV. STUDENT CODE OF CONDUCT

BEHAVIOR CODE AND CONSEQUENCES

The Behavior Code and Consequences serves to maintain a safe and orderly learning environment at Owosso High School. Administrative staff reserves the right to amend the handbook as necessary.

The school place includes: school building or property; school-owned vehicle or school-approved vehicle needed to transport students to and from school or school activities; off-school property during any school-approved or school-related activity, event or function such as field trip or athletic event where students are under the jurisdiction of the school district or its personnel.

Behavior Code

OHS students are responsible for the following:

- Understanding and complying with the school's rules and regulations
- Respecting the authority of teachers and other school personnel; fellow students and their personal belongings; and the school's facilities, equipment and property
- Demonstrating proper behavior in class, at school functions and activities, on school property and in route to and from school
- Contributing to class in an active and attentive manner while excelling in each course of study
- Wearing appropriate attire in school and during school activities and functions, while practicing the standards of good health and cleanliness.

Behavior Consequences

Inappropriate student behavior will be subject to the following:

- Consistent with board policy regarding student due process, an administrator will conduct an investigation and review all facts to consider the circumstances when applying consequences to a student's overall behavior.
- Appropriate consequences will be administered as a result of inappropriate student behavior.
- Students will be counseled to elicit a behavior change.
- When appropriate, a larger community of support services may be used to aid the student.
- Teachers may be consulted in cases involving extenuating circumstances.
- A student's accumulated behavior record may result in a referral to the Owosso Board of Education for expulsion.
- When a student's infraction results in an assignment to lunch, ISS, or an out-of-school suspension, the student will receive the appropriate notification form. **It is the student's responsibility to give the form to his or her parent.**

A. ALCOHOL, TOBACCO AND OTHER UNAPPROVED SUBSTANCES—STUDENTS

The use or possession of alcohol, tobacco (including e-cigarettes) and vapes is prohibited in or on school property; in any school vehicle being used to transport students; at school events; and, *attending school events after having consumed alcohol or other unapproved substances is prohibited.*

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property; subject to disciplinary action within the provisions of school regulations; and shall be subject to prosecution in accordance with the provisions of the law.

Consequences for infractions include, but are not limited to:

Use and/or possession of tobacco (including e-cigarettes) and vapes

First offense: 5-day suspension.

Second offense: 10- day suspension

Third offense: May result in long-term suspension, expulsion and/or referral to the appropriate law enforcement authority.

UNAPPROVED SUBSTANCES - ALCOHOL

First offense: Notify parent/guardian via telephone of the violation and request a parent/administrative conference.

5-week suspension (25 school days)

If less than five weeks remains in a semester the suspension will carry over into the next semester.*

Second offense: 9-week suspension (45 school days)

If less than nine weeks remain in the semester, the suspension shall carry over into the next semester.

UNAPPROVED SUBSTANCES – DRUGS

Distribution/sale or possession of an unapproved or look-alike drug

First offense: Distribution/sale or possession (exchanging, selling, trading, or passing on) will result in a referral to the Superintendent and the Board of Education for a discipline hearing and may result in expulsion from Owosso Public Schools.

Use or possession of an unapproved substance or a look-alike drug

The use or possession (under the influence) of drugs including prescription drugs, when not taken pursuant to a doctor's direction, unapproved substances and mind /behavior-altering drugs are prohibited in or on school property; in any school vehicle being used to transport students; or at any school events.

First offense: Notify parent/guardian via telephone of the violation and request a parent/administrative conference.
9-week suspension (45 school days)
If less than nine weeks remain in the semester, the suspension shall carry over into the next semester.

Second offense: Administrative referral for expulsion

*OHS administration may reduce the length of an out-of-school suspension by ~~10~~ days if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention and treatment program. The program may be public or private and is at the discretion of the parent or guardian. Evidence of participation must be supplied to the school within 10 days from the first day of the suspension. Failure to satisfactorily participate in a program will result in the reinstatement of the suspension.

B. ARSON, CRIMINAL SEXUAL CONDUCT & WEAPONS

The Board of Education of Owosso Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons or by individuals who commit arson or criminal sexual conduct.

Students who commit arson or criminal sexual conduct at a school place (see definition under Behavior Code) shall be permanently expelled from school and referred to the appropriate criminal justice and social services system.

Possessing, using or threatening to use any weapon, any instrument representing an actual weapon or any instrument capable of inflicting bodily injury, which is being used in the manner of a weapon, is prohibited. Any student guilty of a violation shall be permanently expelled from school regardless of grade level or age unless otherwise required by state or federal law. Weapons involved in the violation will be confiscated and turned over to local law enforcement authorities.

Public Act 211, Section 1313, requires school officials to immediately report to local law enforcement officials and a student's parent or guardian when a student possesses dangerous weapons while the student is attending school or school-related activities or while in route to or from school.

A dangerous weapon, for reporting purposes, is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, any other device intended for use as a weapon (bat, wrench, etc.), look-alikes or bullets. Section 1313 requires a written record.

School officials are not limited to legal definition of a dangerous weapon or firearm in their treatment of school related incidents, and they may go beyond the requirements of Public Act 211 in confiscation, disciplinary action and reporting to parents.

C. DISCIPLINE INFRACTIONS/TERMS AND PROCEDURES

The following behaviors are serious in nature and are cause for immediate removal from school for corrective action and can result in a recommendation to the Owosso Board of Education for immediate expulsion:

Infraction

Alcohol	False Alarm
Arson-mandatory expulsion	Gross Misbehavior
Assault on another student	Inciting a riot
Assault on a staff member	Profanity/Vulgarity (person directed)
Bomb Threat	Sexual Harassment
Criminal Sexual Conduct (mandatory expulsion)	Unauthorized Demonstration
Drugs	Violence
Possession of Drug Paraphernalia	Weapons
Explosives/Fireworks	

The following behaviors can result in disciplinary action which could include immediate suspensions:

Infraction:

Bullying/Cyberbullying	Insubordination
Cafeteria Misconduct	Intimidation
Cheating (possible loss of Credit for test or assignment)	Multiple electronic device infractions (including violations of acceptable use policy)
Closed Campus	Non-attendance for detention
Disrespect	Selling Items
Disrespect of guest teacher	Skipping School
Disruptive behavior	Tobacco Products including e cigs and vapes
Driving/Parking Violations	Trespassing
Electronic Device Possession	Vandalism (under \$100)
Excessive Display of affection (beyond hand holding)	
Forgery (written/telephone)	
Gambling	
Hall pass violation	
Inappropriate hall behavior	
Improper Identification	

Consequences for the above infractions include, but are not limited to:

First Offense:	Up to 5 days of out-of-school suspension
Second Offense:	Up to 10 days of out-of-school suspension
Third Offense:	Possible school board for expulsion

DISCIPLINARY TERMS

Other acts of conduct may result in disciplinary action as this list is not all inclusive.

Cheating

Giving, copying, or receiving information to/from another student or source, unless otherwise authorized by a staff member. (As designated in the infraction section of handbook cheating could result in loss of credit and/or disciplinary action.

Closed campus

Leaving the building or school grounds at any time without receiving approval from the office via an "out pass."

Disruptive behavior

Actions, objects or words that interfere with a safe and orderly educational process including rubber bands, lighters, snowballs, cosmetics, perfumes, etc. Items may be confiscated and held in the main office for parents to pick up.

Driving

Improperly parking; parking in an area designated for staff, visitors, or handicapped; driving in an unsafe or reckless manner

Expulsion

Permanent removal of a student from school for gross misbehavior or persistent violation of the rules and regulations of the school.

Forgery

Deceitfully writing or signing a note or pass; deceitfully making a telephone call for fraudulent purposes.

Gross misbehavior

Any action or behavior that disrupts the safe and orderly management of the school or school programs.

Hallway behavior

Students are expected to refrain from loud conversation, running and other behaviors that are disruptive or could result in injury. Students are permitted to be in the hallway with an official hall pass only. Students are required to carry their planners with them during the school day and use them for hall passes.

Improper Identification

Refusing to identify one's self properly when requested by school personnel

Inappropriate dress

Student dress is a factor in establishing a positive educational atmosphere. Students will not be allowed to attend school if his or her personal hygiene or attire endangers his own health or safety; the health and safety of others or interferes in any way with another person's right to an education.

Individuals or groups that represent the school (performing musical groups, athletic squads, cheerleaders, etc.) are subject to a more definitive dress code.

The final determination of whether a student's dress is appropriate or inappropriate rests with the principal.

Examples of inappropriate dress include:

1. Clothing that advertises alcohol, drugs, or tobacco products
2. Clothing that is suggestive/vulgar or has offensive pictures or slogans

3. Any type of hat or hood.
4. Shaded non-prescription type eyeglasses.
5. Clothing that is strapless or has spaghetti straps
6. Clothing that exposes undergarments, buttocks, back or bare midriff
7. Coats being worn in the academic classroom.
8. Pajama Pants and/or slippers
9. Tops and bottoms that do not meet
10. "High cut" skirts or shorts.
11. Not wearing footwear of any kind (bare feet or stocking feet).
12. Blankets used in classrooms or hallways.
13. Any other clothing deemed disruptive to the educational process.

Sports uniforms are not exceptions to the appropriate dress expectations

Insubordination

Refusing a reasonable request by any staff member, back talking or mocking a staff member after a reasonable request.

Lying

Intentionally giving false or misleading information, or intentionally making false or misleading statements to school authorities.

Out-of-school suspension

The temporary removal of a student from school and school-related activities for violation of the rules and regulations, which does not result in the automatic loss of academic credit. If a student's conduct or record warrants, the Board of Education may authorize a suspension longer than ten days.

Profanity/Vulgarity/Racial Slur

Obscene words or gestures, racial slurs, and ethnically slanderous language, oral or written

Selling items

Any items sold that are not part of a school organization or club fundraiser; items that have not been approved by OHS administration

Sexual harassment

Making unwelcome sexual advances, engaging in improper physical conduct, and making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment.

Smoking

The possession, use, or sale of any tobacco product, (including e-cigarettes) and vapes

Theft

Taking, borrowing, or using the property of another without permission

Trespassing

Being on school property while on suspension is considered trespassing as per City of Owosso Ordinance; visiting or loitering at or near other school buildings in the district. Being in school without permission during non-school hours; being in areas not generally accessible to students at any time.

Unauthorized area

Being present in the parking lots or other areas of the building, grounds, or off campus, during the school day without a valid pass.

Unauthorized demonstration

Organizing students for any purpose without the consent of administration

Vandalism

Destroying or defacing personal or school property

Violence

Physical contact with the intent to do harm to another

BULLYING/CYBER BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/cyber bullying or aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. See Board Policy 5517.

SUSPENSION AND EXPULSION PROCEDURES

Due Process

In the event of a short-term suspension from school (10 days or less) the following procedures shall be followed:

- The student will be informed of the charges against him/her and supporting evidence. The student will be given the opportunity to present his/her side of the case. When a suspension is given, the student will be informed of the duration of and the means for termination of the suspension; parents or guardian will be notified of the suspension by telephone when possible. When a parent or guardian cannot be notified, the student will remain on school property until the end of the school day. Parents or guardians will be notified of the suspension, the cause for and the procedures for reinstatement. The parents, guardians or student have five school days to request a review of the suspension.
- Any student who is suspended is ineligible to participate in or attend any co- or extra-curricular activity until the day of the return to school, and may face additional penalties outlined in the athletic handbook.
- Expulsion-When a principal or assistant principal recommends the expulsion of a student from the school, the recommendations shall be submitted to the Board of Education for their consideration and determination. The student and parents or guardian shall have the right to a hearing before the Board of Education. Any student may be considered for expulsion by action of the Board of Education for gross misbehavior or persistent disobedience of the rules and regulations.

The grades of any student who is suspended will not be automatically lowered during the period of suspension. However, the grades received will depend on the quality and amount of “make up” work turned in by the student. It is the student’s responsibility to make up any and all work missed during the period of time of he/she is suspended. Quizzes, tests and laboratory work will be made up on the student’s time and at a time convenient for the teacher.

D. CLOSED CAMPUS

Owosso High School operates a closed campus. Students are not authorized to leave the school grounds between the first and last scheduled class except for such approved assignments as work experience or other special activities as authorized by the building administration.

During lunch, students who enter the parking lot, disrupt classes, by entering the academic wing, or leave the school grounds, will be subject to disciplinary action. Parking passes could possibly be removed for chronic closed campus violations.

E. DETENTION - Lunch

Lunch detentions will run during both A and B lunches as a consequence for student behavior that does not warrant a suspension. Students assigned to detention receive written notification, indicating the infraction and length of detention, which *they are to give to their parents*. Lunch detention monitor will communicate expectations of the student. A boxed Lunch will be provided for students who have lunch detention or they may bring their own lunch. Students will not be permitted to go to the cafeteria to get a lunch.

F. ELECTRONIC DEVICE POLICY-See Board Policy 7540

In order to minimize disruption to the educational environment and provide school safety, the following policy is in effect.

- All electronic devices may be used before and after school, in between classes and at lunchtime.
- Inappropriate use of cell phones, pagers, and all other electronic devices is subject to the following consequences:
 - 1st Offense: Confiscated by staff until the end of the day.
 - 2nd Offense and beyond: Confiscated by staff and will be referred to administration.

G. ENTERING AND EXITING THE BUILDING

Students may enter the building beginning at 7:00 AM through the doors located at the main office, 100 South door, Guidance office and the 400 South door. During the school day, entrance can be made only through the main office doors located at the northeast part of the school building near the cafeteria; all other doors are locked at all times. Students entering or attempting to enter through or allowing entry through other doors during the school day are subject to disciplinary action. All students must exit through the main doors during school hours.

H. SEARCHES

Searches: The right of inspection of students' school lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators. Nevertheless, the exercise of that authority is the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection or search is to promote the safety and security of persons and their property within the area of educational responsibility. Maximum effort will be made to protect each student's constitutional rights, his/her rights to personal privacy, and to provide protection from coercion by others. The administration reserves the right and retains the authority to search lockers. The search needs to be reasonable in scope and inception.

Canine Searches: OHS participates in canine searches throughout the school year. The searches are random and will be unannounced to the staff and students.

I. IN-SCHOOL SUSPENSION (ISS) RULES

Students assigned to the In-School Suspension (ISS) program are expected to adhere to the following rules:

- Class work is the only acceptable activity in ISS.
- Class work given to students to complete in ISS should be completed and returned to the ISS Supervisor at the end of their ISS session.
- Bring all books and materials needed for each class.
- Remain in assigned seats.
- Talking is permitted only with the direct permission of the ISS supervisor.
- Sleeping, resting and reclining are not permitted.
- ~~Drawing, except as a requirement for art class, is not permitted.~~
- Hall passes will not be given--a supervised break is provided.
- Students are required to make up class work for days assigned to ISS. You will receive credit for these assignments and tests.
- Students may practice, participate in or attend any extra-curricular and work experience related activities if they are assigned to ISS.
- Students absent from school during an ISS assignment are required to make up the time upon return.
- ISS assignment rests solely with administration.

J. HARASSMENT AND INTIMIDATION

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. Definitions and grievance procedures are outlined in Board policy 5517.

Sexual Harassment -- Student

Sexual harassment of students by other students or OPS employees is unlawful under both Michigan and federal law. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical conduct, and making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment.

If a student has concerns about the nature of any conduct or physical contact by an adult District employee, a fellow student, or member of the public, the student should immediately report their concern to the building principal or any district administrator.

All such reports will be recorded and investigated by the district. If a satisfactory conclusion is not reached within 10 days of the initial report, the concern should be reported in written form to the office of the Superintendent, 645 Alger St., Owosso, MI 48867 for review and determination. Persons who violate this policy will be subject to disciplinary action up to and including expulsion (if a student) and termination of employment (if an employee).

District officials will, as required by law, report suspected abuse to the Michigan Department of Social Services and/or Prosecuting Attorney.

V. LEGAL-STATE AND FEDERAL POLICIES

(Including OHS-adopted policies regarding these matters)

A. VOLUNTEER SCREENING

Effective immediately and in compliance with the Pupil Protection Act, all individuals who volunteer regularly in the Owosso Public Schools (5 or more times per year) or chaperone on a field trip must be approved by the school district office after completion of a criminal background check. 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 a couple of permission forms that must be signed by you to begin the approval process. I want to thank each person who has partnered with us as a volunteer in any capacity this year. If you have not been able to volunteer yet this year, please consider doing so. We simply can't do without your valuable help.

B. PESTICIDE MANAGEMENT PROGRAM

As part of the Owosso Public Schools' District pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice and notification will follow. If you need prior notification, please call the main office to request a Pesticide Prior Notification Form. Owosso High School is inspected on the third Thursday of each month. Contact the Owosso Public Schools Director of Operations for more information.

C. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (60 Fed. Reg. 59291, 59297)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Owosso Public School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decided not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Once exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or students serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the students of the records request, until it states in annual notification that it intends to forward records on request).
- The right to file a complaint with the U.S. Department of Education concerning allegedly failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue SW
 Washington, DC 20202-4605

D. CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the

person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

E. PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School 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 Board offices upon request.

F. INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. 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, at 989-729-5786. (See Appendix B)

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.

If you suspect that your child may be a student with a disability who needs either special education or general education with related aids and services, please contact either your building Principal or the district's Section 504 Coordinator, Bridgit Spielman, at 989-729-5786.

G. LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction

to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Building Principal at 989-729-5492 to inquire about evaluation procedures and programs offered by the District.

H. STUDENTS LIVING IN TRANSITIONAL HOUSING

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

If any of these living situations or similar circumstances apply to you or your family, please contact your school office or Janet Stevens, the district's McKinney-Vento Liaison, at 989-729-5787.

VI. SCHOOL SAFETY POLICIES

A. FIRE DRILLS, TORNADO DRILLS, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are held periodically throughout the year. The route for leaving in case of fire or tornado is posted in each room. Students must walk quickly and quietly in a single file to the designated area. An all-clear bell will be used to return students to class.

VII. SCHOOL BOARD POLICIES

A. DUAL ENROLLMENT AND DUAL CREDIT

Dual enrollment shall apply to any students ~~who are classified as juniors or seniors and who have fully qualified for a state endorsement in all subject areas tested under the MME or qualifying scores on the college entrance exams (Board Policy 9855).~~

Students successfully completing the requirements of a course offered by a Michigan post-secondary institution shall receive high school credit providing all guidelines have been met (Board Policy 9855).

Additional information about Dual Enrollment and Dual Credit may be obtained from a student's guidance counselor.

B. PARKING REGULATIONS

All students who drive a motor vehicle (car, truck, motorcycle, etc.) to and from school must register it in the Student Services Office within a designated time period. Students will be required to register their vehicles at Trojan Days or at any point in the school year they wish to drive to school. Students will be given a permit that is to be attached inside the car visible to the outside. On motor bikes, the permit must be located on the right side of the gas tank. If a permit is lost or

stolen it is the responsibility of the student to purchase a new permit for \$10.00.

Additional regulations are as follows:

1. When registering a vehicle, the student must show his/her driver's license, vehicle registration and proof of insurance. A vehicle will not be registered unless these items have been produced.
2. Parking permits are not given for a designated lot. However; students authorized to leave on a regular basis or for appointments will be designated to park in the east (main) lot. Students are not permitted to park on either the north side (behind) of the building or the west rear side of the building. The parking areas next to the curbing on the east side and the parking areas on the back and northwest side of the building are reserved for teachers, maintenance, and visitor parking only.
3. Students are not permitted to sit in vehicles or loiter in the parking lot at any time, including before and after school.
4. Driving during the day is prohibited unless authorized by a member of the administration. Closed campus violations will be issued when not given administrative permission
5. Reckless or careless driving in or around school premises is prohibited. A speed limit of 15 miles per hour in the driveways and parking areas should be observed at all times. Vehicles yield the right-of-way to pedestrians.
6. Students parked in the east parking lot are to leave during the school day from the main drive only. No students may exit from the drive located farthest east of the building at the property line.
7. Students should park their vehicle at the proper angle to provide adequate parking facilities for fellow students and visitors. Students must not block the drive so it is difficult for busses, delivery trucks, or emergency vehicles to pass through. Vehicles that are found blocking the drive path may be towed or ticketed. The parking area next to the building is reserved for persons having a handicapped sticker or visitors. The parking areas on the north and west sides are reserved for staff, maintenance, deliveries and visitors. Students may not park in spaces designated for staff (S), visitor (V) parking. Students may park in either the main lot or the freshman lot. Students not complying with any of the above procedures will be subject to the Owosso High School Discipline Policy. Students may also find that their driving privilege has been revoked or that their vehicle has been towed at the expense of the owner.

C. 18 YEAR OLD STUDENTS – Rights and Responsibilities

The Owosso Public Schools Board of Education Policy Statement 8940 states, "For the purpose of these rules, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent of and the rights accorded to the parents or guardians of the student shall only be required of and accorded to the student." In an effort to be certain the parents/guardian of a student has knowledge of this position, the school will consider the parent the recipient of all records and reports unless the school has on file a statement completed by both the student and parent indicating that the student has total responsibility for himself/herself. This would include items relating to attendance, discipline, and other relevant factors. This form may be picked up and returned to the main office.

If you are a **male** ages 18 through 25 and living in the U.S., then you must register with Selective Service. According to law, a man must register with Selective Service within 30 days of his 18th birthday.

VIII. OWOSSO PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Owosso Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

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

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to technology is a privilege and not a right. The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

District Definitions:

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

Software includes, but is not limited to, computer software, print and non-print resources. Illegal software is defined as any software installed or downloaded on District equipment or servers without written permission from the Technology Dept. Networks include, but are not limited to, all voice, video and data systems.

District Responsibility:

Owosso Public Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes.

These include:

- Developing and implementing an Electronic Information Access and Use Policy
- Developing and enforcing use regulations at each network site
- Defining the rights/responsibilities of Users
- Providing resources that support the mission and Technology Plan of the School District

- Assigning and removing of member accounts on the network(s)
- Providing training and information on new technologies, software and media as they are acquired and put into use in the District
- Maintaining and repairing of equipment that comprise the network(s)
- Selecting and approving software that the network and the Technology Department shall support
- Setting quota limits for disk usage by users of the District Internet server

The District shall designate a system administrator who shall make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions. These violations are listed in the sections titled “**User**

Responsibilities” and “**Users are prohibited from:**” The system administrator has the right to view, modify or remove a user’s electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity. The user shall be present and cooperative during viewing.

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

The Owosso Public Schools has implemented filtering hardware and software through the Shiawassee Regional Education Service District intended to block minors’ access to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials shall control user’s access to such materials, or that users shall not have access to such materials while using the District’s information technologies.

The network provides access to third party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user’s own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.

The District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to any person or employee of the Owosso Public Schools granted access to the District’s information technology network.

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

Owosso Public Schools Users

All account holders on the Owosso Public Schools network shall be granted access to appropriate services offered by the network. The following people may be users of the Owosso Public Schools network:

- Students - Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.

- Faculty and Staff - Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
- Others - Anyone may request a special account on or use of the District network. These requests shall be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Owosso Public Schools Technology Users

Privileges

Users have the privilege to:

- use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school.
- attending appropriate training sessions in the use and care of hardware, equipment, software and networks.
- seeking instruction for the use of any technology with which they are not familiar.
- adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
- *refraining from disclosing, using or disseminating personal identification information regarding minor and pictures of minors over the Internet without parent or guardian authorization.*
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- *using e-mail, chat rooms, and other forms of direct electronic communications only when authorized by the District and then only under the direct supervision of an adult.*
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- material received, created or distributed using information technologies.
- making all subscriptions to list serves or news groups known to the system administrator and seeking prior approval before requesting such subscriptions on the Internet.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. *If a user remains in non-compliance, the System Administrator may delete files and*

- messages, freeze the account, and/or close the account.* Files or messages shall be deleted by the system administrator if the user remains in non-compliance.
- special care is to be taken in disseminating District confidential information over the Internet. When users are in doubt about dissemination of information, they should contact the Superintendent or his designee for written approval to release the information. Security and confidentiality needs to be of high concern for all District network users.
 - reporting the use of any non-district electronic media including floppy disks, CD's and portable storage devices on District equipment.
 - all files that are downloaded must have prior approval from the Districts Technology Administrator and scanned for possible infection. Any user who knowingly tries to download applications or propagate the Internet or Districts network with infected viruses shall be subject to expulsion or termination.
 - keeping material considered pornographic or inappropriate by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
 - awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies. In any cases where a user downloads copyrighted software he/she assumes full responsibility for his/her action and absolves the District from his/her unauthorized action.
 - using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. Owosso Public Schools is not liable for any personal purchases made while using District information technologies.
 - financial restitution for unauthorized costs incurred or damages and repair necessitated by inappropriate use or access.
 - any damages to, or incurred on, their personal equipment. Users accessing Owosso Public Schools information technologies on personal equipment do so *at their own risk*. The use of non-District owned equipment on the Districts network without Technology Department authorization may subject the user to loss of network privileges, expulsion or termination.
 - abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District. Board of Education policies, The Districts Acceptable Use Policy, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the District's technology services for private use, commercial business (Other than for the District), for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems. These actions may also result in criminal prosecution under statute 752.795 (Alteration, damage or destruction of computer, system or network) of the Michigan Criminal Code.

- using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- using the District's e-mail system to create, send or forward content that may take up unnecessary storage space on the District's network such as chain letters and large attachments.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing District or any other information technologies (the District's or any others). Vandalism is defined as any attempt to harm, destroy, disrupt or alter the operation of the District's information technologies or equipment. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.
- using software to generate password combinations which may be used to access user accounts and information.
- using non-authorized equipment, digital media and storage devices with District equipment or on the District network. These include, but are not limited to: floppy disks, CD's or portable storage devices.
- intentionally access or cause access to be made to a computer program, computer, computer system, or computer network to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or a service by a false or fraudulent pretense, representation, or promise. These actions may also result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

Consequences of Inappropriate Behavior

The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges, expulsion or termination of employment.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the District, buildings or departments. Non-compliant student users will be subject to building disciplinary action in addition to the consequences outlined in this document.

Challenges

Challenges to District information technologies policies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

IX. ATHLETIC DEPARTMENT

A. MISSION STATEMENT:

To motivate our athletes to be dedicated to whatever endeavor they may be pursuing; teaching them values of sportsmanship, fair play and positive leadership, thus enhancing their self-esteem.

B. ATHLETICS

Owosso High School offers a comprehensive interscholastic athletic program. Owosso is a member of the Flint Metro League. The Athletic Handbook, reference maps to member's schools and additional athletic information can be obtained from the Athletic Office or online at Owosso.k12.mi.us.

C. ELIGIBILITY REQUIREMENTS

The handbook of MHSAA sets forth the rules governing eligibility and limits of participation with respect to high school student/athletes. The general rules regarding the MHSAA standards student/athletes must meet will be posted for all to read. In addition, the Athletic Director and coaches will discuss the eligibility regulations with their parents and teams at Parent Night.

Owosso High School athletic eligibility is based upon the principles of the MHSAA as well as the following rules and procedures adopted by the Board of Education and the Athletic Council.

1. Coaches will provide the Athletic Director with a team roster listing information required by MHSAA rules. From this, the Athletic Department will conduct grading period checks throughout the school year. Student/athletes will meet the following requirements for eligibility:
 - A student must be in school for the entire day in order to be eligible to practice or compete in a game unless previous arrangements have been made with the coach or administration.
 - No student/athlete of Owosso High School shall compete in any athletic contest during the first 60 school days of the current semester who did not receive credit in six (6) or more classes in the previous semester.
 - A student/athlete must also be receiving credit in at least six (6) classes during the current semester Check. Student/athletes who are not currently receiving credit in at least six (6) classes will sit out a minimum of one week or until they are currently receiving credit in at least six (6) classes.
 - To be receiving credit, a student/athlete must be earning a D- or better.
 - Student/Athletes taking only six (6) classes must be receiving credit in all six (6) classes to be considered eligible.
 - Student/Athletes who do not receive credit in a two-hour or three-hour block class are ineligible.
 - Eligibility checks on a student/athlete's grade will be based on all course work from the first day of the semester up to and including the current week in which the eligibility check is conducted. A student/athlete taking dual enrollment and/or home school courses must be receiving

credit in at least five (5) classes, recorded on the transcript, to be considered eligible.

- An incomplete grade “I” will be regarded as not receiving credit if the student/athlete does not complete the necessary make-up work. To become eligible, make-up work must be completed prior to the end of the school day the athlete is to compete. It is the student/athlete’s responsibility to return to the Athletic Director an “incomplete” form signed by the teacher, stating that the student has completed all incomplete work and is passing. Only an incomplete grade may be made up. A failing grade (E or F) cannot be made up to affect one’s eligibility status.
2. A student/athlete may be allowed to practice while ineligible, at the discretion of the coach, but will not be allowed to dress for contests or be dismissed from school early for an athletic contest.

3. **Training Rules**

- It is important that all athletes understand that athletic training rules are in force from the first day of fall practice as a Freshman until the last day of contest play as a Senior. It is also important to understand violations of the athletic code accumulate throughout their high school career, and are verified through: [1] Staff confirmation, [2] Law enforcement citation, [3] Self report.
- An athlete shall refrain from the following:
 - Drinking of/or possession of alcoholic beverages.
 - Smoking and/or use of tobacco/e cigarettes/vapes including possession.
 - Illegal use or possession of drugs and/or controlled substance.
 - Hosting a party with alcohol and/or illegal drugs.

In-season (defined as: the first MHSAA scheduled practice date to the end of the last contest) violation of the above will result in:

1ST OFFENSE: Immediate suspension for a minimum of 1/3 of the dates scheduled for the entire season. The athlete must attend all practices, games (not in uniform) and all other team activities. If the athlete becomes a distraction to the team the coach may disallow these privileges. If less than 1/3 of the season is remaining, the remainder of the penalty will be served in the next sport season of participation. Athletes must finish the full season in which they are serving their suspension.

2ND OFFENSE: Immediate suspension of the athlete for one calendar year. The athlete is not allowed to practice with any team or be a part of any program.

*OHS administration may reduce the length of a suspension by up to 50% of the second offense if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention/treatment program, community service, and/or medical evaluation at their own expense. The program may be public or private and is at the discretion of the parent or guardian. At the discretion of the Athletic Director, the athlete may be allowed to practice when appropriate.

3RD OFFENSE: Immediate suspension of the athlete from ALL athletic teams for the remainder of his/her high school career.

Out of season (defined as: end of last contest to the start of MHSAA first scheduled practice date) violation of the above will result in:

When choosing to participate in the next athletic event, the student will be allowed to participate, but will be barred from interscholastic competition the number of days as indicated below:

1ST OFFENSE:

1. Athletic events having 0-10 days of scheduled interscholastic competition: 1 event
2. Athletic events having 11-15 days of scheduled interscholastic competition: 2 events
3. Athletic events having 16 or more days of scheduled interscholastic competition: 3 events

****NOTE:** A scrimmage with another school may not count as a scheduled interscholastic competition. ****NOTE:** A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this handbook.

2ND OFFENSE: Immediate suspension of the athlete for one calendar year. The athlete is not allowed to practice with any team or be a part of any program. *OHS administration may reduce the length of a suspension by up to 50% of the second offense if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention/treatment program, community service, and/or medical evaluation at their own expense. The program may be public or private and is at the discretion of the parent or guardian. At the discretion of the Athletic Director, the athlete may be allowed to practice when appropriate.

3RD OFFENSE: The student will be suspended from participation in organized athletics at Owosso High School for the remainder of the student's high school career in Owosso.

Very serious conduct or training rule infractions may, at the discretion of the Director of Athletics, result in a hearing with the Athletic Council. In such cases, athletes will be suspended immediately pending the outcome of the hearing. A few examples of conduct requiring Athletic Council action would be (among others):

- Gross misconduct under game conditions
 - Sale or distribution of illegal drugs
 - Involvement in illegal felonious activity.
- ***The athletic council will be made up of 1 administrator, 1 teacher, 1 parent and 2 coaches.**

In addition, the student/athlete will be subject to Board of Education policies pertaining to the above. This also applies to students 18 years or older.

Concern Procedure Line of Communication

If an athlete, parent, coach, administrator or fan has a concern or question regarding an athletic situation, the Athletic Office urges the individual to attempt to resolve the issue by following the steps listed below:

1. Talk with the coach
2. Talk with the head coach
3. Talk with the Director of Athletics
4. Talk with the Principal
5. Meet with the Athletic Council
6. Talk with the Superintendent or his/her designee

Appeals Procedure

All athletic code violations reviewed by the Athletic Director or the Athletic Council will result in a recommendation to the high school Principal. The Principal may accept or modify the recommendation.

Parents or guardians may request a conference with the Principal. The Principal shall affirm or modify the terms of his action within two school days from the date of the notification.

Physical Examinations and Insurance

1. No athlete shall participate in any phase of the athletic program, including tryouts, who does not have on file in the Athletic Director's office an "Athletic Information Card: indicating fitness, signed by a physician and parents or guardian.
2. All athletes are encouraged to be covered by insurance before they participate in any phase of the athletic program, including practices. Parents are responsible for any coverage of insurance, including ambulance costs, if needed, in interscholastic athletics.
3. All athletes shall have on file with their respective coach an "Emergency Medical Information" card.
4. Physicals for the current school year are valid starting April 15th .

XI. COLLEGE AND CAREER RESOURCES

College and Career resources and personal assistance for student college and career planning as well as exploration in the areas of occupations, educational institutions, employability skills and military options, and scholarships/financial aid are available in the Student Services Center.

College Information

College recruiters are invited to visit the school to speak with interested juniors and seniors about a particular college and its programs.

Students have access to 10 internet linked computers, through the College Board Account students are able to practice their Michigan Merit Exam SAT Test as well as practice the WorkKeys employability skills, interest inventories through Career Cruising access.

Students interested in finding ways to finance their further education have access to scholarship applications on file or utilize the center's computers to download and print applications for scholarships or college applications. Students can go to the OPS webpage then go to the Student Services Center web page to find the Financial Aid web link. A roster of scholarship applications with the deadlines is listed to explore further whether they are eligible to apply or not.

Students are encouraged in the fall and winter to update the information in the Career Cruising Educational Development Plan (EDP) through counselor classroom presentations. Students can access their EDP from any web accessible area at www.careercruising.com.

Career Information

Information about community resources and employment possibilities can be secured through the college and career office. In addition, information and personal interviews regarding the various branches of the military can be obtained.

Through Career Cruising students can access not only their learning style through a personal assessment and students can access information regarding careers through video interviews provided by individuals working in the career that interests the student.

XII. CAREER AND TECHNICAL EDUCATION OFFICE

Career and Technical Education programs provide students with real-life hands-on learning activities focusing on career pathway opportunities. CTE programs offered at Owosso High School include:

- Accounting
- Agriculture Science
- Computer Science Software
- Business
- Careers in Education
- Construction Trades
- Culinary Arts
- Engineering
- Family and Consumer Sciences
- Woods Technology

Work-Based Learning

Work-Based Learning programs offered at Owosso High School include:

- Office Aide
- Cooperative Education

For more information contact Ms. Lieberman in the OHS Media Center 729-5512.

XIII. MEDIA CENTER

The Media Center is open 7:30 AM – 2:45 PM daily. The Media Center offers one computer labs with 36 computers each linked to the internet; an on-line resource catalog; reference, research and leisure-activity books; journals; and magazines.

XIV. STUDENT SERVICES CENTER-

The function of the Student Services Center includes guidance curriculum including structured groups, guidance presentations in the classroom. These are based on Michigan Merit Curriculum and the Michigan Guidance and Counseling Curriculum. This includes advising, assessment, class placement and follow-up of academic progress. The following process provides individualized advising for students while at OHS:

1. **Academic Counseling-** Counselors make every attempt each year to provide information on the Michigan Merit Curriculum and how it impacts them. Counselors work with students on transcripts, college admission requirements, college requirements regarding test scores from the MME. Counselors work through the Educational Development Plan process to inform students and parents about the appropriate course selection and the importance of rigor. Emphasis will be placed on challenging students to raise the bar in their pursuit of academic success.
 - a. **Educational Development Plan (EDP)**
 - i. Working document that helps students with their career planning, post-secondary education planning and student goals for the future.
 - ii. Each year counselors assist students with updating goals as they pertain to academic excellence and their plans for after graduation
 - iii. Each year counselors use the EDP to assist students with the selection of courses so their transcript will reflect the necessary requirements for admission to their post-secondary planning.
 - iv. The EDP can be accessible on the Career Cruising website, www.careercruising.com. Career Cruising helps students explore careers, work related skills assessment, student surveys about working in general and assists them to narrow down their education and career goals. It allows students to write their resume and view interviews of professionals working in the careers currently. Information on trends of job openings are available, salaries by career, job forecasting of growth over a 10 year span, etc.
 2. **Personal Counseling and Responsive Services-**as a response to student's social and emotional needs, counselors will provide referral information for students and parents.
 3. **Career/Post – Secondary Educational Advising**
 - a. **Career:**
 - i. Exploration of jobs and careers in the initial phase.
 - ii. Exploration of post-secondary institutions that provide training or the education needed to enter the work force
 - iii. Advising as to the student's interest in conjunction with the student's achievement, work habits, and academic success.
 - b. **Post-Secondary Education Advising**
 - i. Applications processed for admission to post-secondary programs
 - ii. Financial Aid information – Counselors assist students in seeking information regarding the financial aid process. This could include scholarship searches, submitting applications for scholarships, and the submission of the FAFSA Form. (Free Application For Student

Aid) The website for the FAFSA form and financial aid information is www.fafsa.ed.gov.

4. **Assessment-** academic and achievement testing to assist students in their goals developed in their EDP
 - a. State determined standardized tests
 - b. PSAT
 - c. College entrance exams
 - d. AP
5. **Enrichment Programming-**periodically throughout the year student programs are offered through the community. As a result of a students' success personally and academically they may be given the opportunity to participate.
 - a. National Youth Leadership Forum
 - b. Boy's and Girl's State
 - c. UN Model Congress
 - d. Hartley Outdoor Education Counselors
 - e. Hugh O'Brien Youth Leadership Program for Sophomores
 - f. Operation Bentley

GPA (Grade Point Average)

Report cards are distributed to students at the end of each semester. Parents can view grades, assignments and attendance through the PowerSchool Portal 24/7. Parents can also email questions and concerns to teachers at any time. It is recommended that semester grades reflect a total of 100% comprised of a maximum of 20% for the final exam and an equal division of the remaining percentage between each marking period. (i.e. 20% final exam and 40% for each marking period)

A grade point average (GPA) is computed from all final grades to determine a student's class rank. At the completion of the senior year, students who have achieved a 3.0 - 3.49 GPA will graduate with "Honors", and seniors who have attained a 3.5 - 3.99 GPA will graduate with "High Honors" and 4.0 or above GPA will graduate with "Highest Honors".

In determining a student's GPA, traditional letter grades are converted to numerical values according to the following scale:

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Numerical Value	4.0	3.8	3.5	3.0	2.8	2.5	2.0	1.8	1.5	1.0	.80	0.0

To figure the GPA, simply add the numerical values for each course taken and divide the sum by the number of credits taken. Classes given grades of "P" (Pass) will receive ½ credit per semester. Classes given a grade of "F" (Fail) will not receive credit. Grades of "P" are not included in the GPA.

Students who receive an "I" (incomplete) for a subject at the end of a semester will have a maximum of two weeks to make up the work required by the teacher in order to convert the incomplete to a letter grade. It is the student's responsibility to contact the teacher to find out specifically what make-up work is expected. Students who neglect to make up

incompletes in the allotted time will receive a permanent "I" grade for the course. This grade will be figured into the GPA as a zero, and the course must be repeated if credit is desired. In extenuating (out of the ordinary) circumstances the instructor's reasonable judgment will determine the time allowed for make-up work to be completed.

The make-up work policy is as follows:

Teachers shall provide make-up work at the request of the student for all absences except truancy. The length of time for completing the make-up work shall be approximately equivalent to twice the period of absence unless the teacher gives more time.

ADVANCED ACADEMIC PROGRAMS

Owosso High School offers a number of advanced academic programs. The purpose of these offerings is to provide challenging, thought-provoking, college preparatory programs for students who are capable and desirous of exploring a subject area in greater depth and at an accelerated pace.

Students enrolled in these advanced academic programs (Honors classes) are best prepared to participate in the "Advanced Placement" (AP) program of the College Board. The AP program enables capable students to take an AP examination in May each year that may grant the "Advanced Placement" college credit. These exams are administered at Owosso High School and the exam fee is paid by the student. This investment may yield college credit.

Descriptions of these advanced academic courses are included in the Course Description booklet at www.owosso.k12.mi.us/index.php?q=student_services and www.collegeboard.com/AP. Owosso offers Honors and AP courses in the following departments:

Art:	Art History (AP) Studio Art (AP)
English:	English 9 Honors English 10 Honors World Literature Humanities Honors English 12 Honors English Language (AP) English Literature (AP)
Mathematics:	Geometry Honors Algebra Two Honors Pre-Calculus Calculus AB (AP) Calculus BC (AP)
Science:	Biology Honors Biology (AP) Chemistry (AP) Chemistry Honors

Physics Honors
Intro to Engineering Design
Principles of Engineering
Civil Engineering and Architecture

Social Studies: United States History Honors
World History Honors
United States History (AP)
Government (AP)
Psychology (AP)
World History (AP)
Micro Economics (AP)

Students planning to enroll in these advanced academic courses should follow the recommended sequences of courses listed in the appropriate departmental course listings. Questions regarding the advanced academic program should be directed to the Counseling Department.

The above listed Advanced Placement courses are grade weighted and the Honors courses are not grade weighted. A student's grade point average and rank in class will be affected by taking Advanced Placement courses.

Appendix A
Owosso Public Schools

Bylaws & Policies

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 – Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Jeff Phillips
OHS Principal
765 E North St.
Owosso, MI 48867

989-729-5492
phillips@owosso.k12.mi.us

Cathy Dwyer
OMS Assistant Principal
218 N Water St.
Owosso, MI 48867

989-729-5707
dwyer@owosso.k12.mi.us

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or

formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The

informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.

Distributing a copy of Policy **2260** – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy **8310** and Policy **8330**)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy **2260** - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

interviews with the Complainant;

interviews with the Respondent;

interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an

external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In

those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
29 C.F.R. Part 1635
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
34 C.F.R. Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and
Denial of Services, Department of Education, Office of Civil Rights, March 1979
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as
amended
Title III of the No Child Left Behind Act of 2001

Revised 12/11/06
Revised 1/10/11
Revised 6/23/14

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Appendix B
Owosso Public Schools
Bylaws & Policies

**2260.01 - SECTION 504/ADA PROHIBITION AGAINST
DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-

vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aides or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Beverly White
Human Resources Coordinator
645 Alger St.
Owosso, MI 48867

989-729-5671
white@owosso.k12.mi.us

Bridgit Spielman
Principal Central Elementary
600 W Oliver St
Owosso, MI 48867

989-729-5786
spielman@owosso.k12.mi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II

of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment, even if demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

- Step 1 Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the

complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present

Witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2 Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
 Office for Civil Rights
 Cleveland Office
 1350 Euclid Avenue, Suite 325
 Cleveland, Ohio 44115
 (216) 522-4970
 FAX: (216) 522-2573
 TDD: (216) 522-4944

E-mail: OCR.Cleveland@ed.gov

Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 11/24/08

Revised 8/9/10

Revised 1/10/11

Revised 1/16/12

Revised 6/23/14

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2019-2020 Summary of LHS Handbook Changes

Page 1

Changed the dates to 2019-2020 school year

Page 4

Adding C. Edgenuity/Middlebury

Page 7

Amend the Tardy Policy to remove language about the 3rd Tardy equaling two after-school detentions.

Page 8

Amend Section E Transportation to include ID requirements for students.

Page 8

Amend Section H to revise Food & Drink from outside of the building. Include language about LHS Fast Food Fridays and prohibition of Fast Food at any other time other than during planned and approved events.

Page 10

Revision of Section K, the Hall Passes requirements to include:

Students are allotted one pass per hour, per week to go to the restroom during instructional time. Bathroom and personal needs should be taken care of whenever possible during passing time and at lunch.

Page 12

Amend Section S to include device sign out procedures and expectations.

Page 13

Amend Section F to include cell phone storage requirements during instructional time. Students are required to place their phones in their lockers or store them in the teacher's cell phone holder in the classroom each hour, and for the duration of instructional time.

Page 29

Amend or include section to address Online Learning Policies/Expectations to include:

Students enrolled in either Edgenuity or Middlebury online curriculum are expected to log in and work a minimum of three times per week. Students who are not showing adequate progress online may be removed from the online learning course. Students found to be utilizing online sources to answer quiz or test questions for their online courses will be warned and if they continue to do so, their online credit will be forfeited.

Page 30

Update names of additional device names, such as Chromebooks or Tablets.

Page 30

Update Inappropriate Dress section to include: "Inappropriate dress includes, but is not limited to..." In addition we will add specific items which are prohibited. We will also be addressing students wearing hoods up in the hallway and/or classrooms as safety issues, etc.

Page 33

Student-Athlete Eligibility section will be re-worded to address the frequency of grade checks.

-Steve Irelan

4/5/19

FOR FUTURE ACTION

Subject:

Awarding of the contracts associated with the masonry and structural steel for the renovation of the secondary campus to be funded out of bond and sinking fund proceeds

Recommendation:

Recommend that the Board authorize the Superintendent to sign contracts with _____ and _____ for the masonry and structural steel work to be performed at the secondary campus

Rationale:

To award the contract for services indicated.

Statement of Purpose/Issue:

To award the contracts for the masonry and structural steel work.

Facts/Statistics:

On March 20, 2019 the bids for the majority of the renovation for the secondary campus were opened. Clark Construction, the District’s Construction Manager, in conjunction with the architects and the District, are in the process of reviewing the bids, for completeness, propriety and opportunities to provide some value engineering (value engineering is a construction industry norm that allows for substitution of material and methods with less expensive alternatives, without sacrificing functionality). The first two contracts that must be awarded will be for the masonry and structural steel in order to keep the project moving forward within the time frames provided thus this recommendation is being put forth without specific contractors which will be forthcoming at the April 22, 2019 meeting.

In addition to the base bids, Clark Construction will be recommending the following standard type of authorizations from the Board to be added to the estimated \$8,200,000 in base bids for these two categories:

- ___% General Conditions fund – this will be utilized for such items as safety fencing & signage, temporary roads, construction office trailer, temporary facilities, document reproductions and snow removal. Only those items that are considered customary and necessary will be recommended by Clark to the District Administration for approval and be billed through the Clark Construction billing.
- ___% Contingency fund – the contingency fund would be established for changes in work that have not been able to be anticipated by the bid documents. These will not be approved prior to consultation with the Owosso Public Schools Administration and will be in the form of Change Orders to the basic contract. This has been a normal and customary practice utilized by the District to administer the sinking fund to allow flexibility of the projects to move forward without coming back to the Board unless there is a significant change required.

All bidding categories that were put out to bid and received on March 20, 2019 were over budget due: 1) significantly higher inflation than could be expected 21 months ago when the budget was developed by the architects and submitted to the State for approval; and 2) inclusion by the architects of higher end finishes and scope changes in the bid packages. Due to the fact that the facility will need to serve our community and children for decades to come, the administration feels that it necessary to recommend using sinking fund dollars in the amount not to exceed \$2.5 million to ensure that square footage cuts are not made to the building with all residual funds for these two contracts and future contracts to come from the bond proceeds. The District will carefully work through the value engineering with the guidance of the construction manager and architects to provide a quality end product in order to bring the contracts back in line with the budget. This will ensure that the community and students are not short changed by a facility that does not meet their needs as was done in the past. This recommendation is not brought lightly for consideration but is considered to provide the best service to the community for moving forward with the project without sacrificing needed educational space in the new facility and still allows enough sinking fund dollars available to take care of the facilities.

Based on the results of these bids

Motion

Seconded

Vote – Ayes

Nays

Motion

**AWARDING OF CONTRACT
FOR SECONDARY CAMPUS RENOVATION
MASONRY WORK (BID CATEGORY 04A)
BIDS RECEIVED ON 3/20/19**

CONTRACTOR	LOCATION	BASE BID	WINNING BASE BID
TOTAL CONTRACTOR AWARD RECOMMENDATION			
GENERAL CONDITIONS FUND RECOMMENDATION %			
SUBTOTAL			
CONSTRUCTION CONTINGENCY FUND %			
GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION			

**AWARDING OF CONTRACT
FOR SECONDARY CAMPUS RENOVATION
STRUCTURAL STEEL (BID CATEGORY 05A)
BIDS RECEIVED ON 3/20/19**

CONTRACTOR	LOCATION	BASE BID	WINNING BASE BID
TOTAL CONTRACTOR AWARD RECOMMENDATION			
GENERAL CONDITIONS FUND RECOMMENDATION %			
SUBTOTAL			
CONSTRUCTION CONTINGENCY FUND %			
GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION			

FOR FUTURE ACTION**Subject:**

Awarding of the contracts for the Door Access Control system and Security glass that will be funded from the 2018 Michigan State Police Security Grant

Recommendation:

Recommend that the Board authorize the Superintendent to sign contracts with Sonitrol for the Door Access Control System in an amount not to exceed \$102,512.11 and with Rivers Security Specialists, Inc. for the Security glass in amount not to exceed \$62,270.00 for a total award of \$164,782.11 fully utilizing the security grant of \$164,794.00.

Rationale:

Work must be done in accordance with the provisions outlined in the Michigan State Police Competitive Security grant awarded to the District in 2018.

Statement of Purpose/Issue:

To award the contracts for the work outlined in the Security grant.

Facts/Statistics:

In September of 2018 the District wrote and was awarded a security grant sponsored by the Michigan State Police in the amount of \$164,794.00. The grant was written for door access control systems and for security glass to be placed strategically in all educational facilities within the district. The provisions of the grant require that all work be completed and paid for by September of 2019. In order to accomplish this work, bids were put out and requested for submission by April 1, 2019. The resulting bids are reflected in the bid tabulation accompanying this report. The following items should be considered when reviewing the resulting bids and ultimate placement of the security access system and security glass:

- Although only one bid was received for the security glass, the bid is considered to be fair and the material is what was requested in the RFP. In addition, the winning bidder is a local company capable of delivering a quality product.
- Bids for the access door controls needed to take into account the features, compatibility with current systems and future systems, longevity of the system and the ability of the bidder to provide a complete bid thus the recommendation by the technology department is not the lowest bidder but the most responsible bidder. This also reflects that the recommended bidder quoted the preferred manufacturer as recommended by the consultant.
- In order to maximize the long term utilization of the door access systems, District personnel are carefully reviewing where these items will be placed given the ultimate movement of the Middle School to the secondary campus to be created at the current high school location. This will necessitate identifying high profile areas that either will not be impacted by the renovation or can be easily reutilized after renovation.
- For the security glass, the grant limitations did not allow for full coverage of all glass throughout the educational facilities so District personnel will identify strategic areas for the installation of the security glass to take place with particular attention paid to entrance areas. This will also necessitate careful consideration of the renovation that will take place at the secondary campus.

All installation and disbursement of funds will take place by September of 2019 in accordance with the grant parameters.

Motion

Seconded

Vote – Ayes

Nays

Motion

**AWARDING OF CONTRACT
FOR THE SAFETY GRANT DOOR ACCESS CONTROLS
BIDS RECEIVED ON 4/1/2019**

CONTRACTOR	EQUIPMENT	BASE BID (Door Access including installation)	MANDATORY ALTERNATE* (Door Intercom) *Prices include 5 year warranty on intercom system	OPTIONAL WARRANTY ON DOOR ACCESS (5 year)	TOTAL COST OF BASE BID AND MANDATORY ALTERNATE (Does not include Optional Warranty on Door Access)
Sonitrol, Grand Blanc, MI	S2	\$78,345.30	\$24,166.81	\$30,868.00	\$102,512.11
FD Hayes, Lansing, MI	Vicon	\$70,541.00	\$40,208.00	\$4,200.00	\$110,749.00
Building Security and Automation, Rochester Hills, MI	Galaxy	\$90,177.00	\$30,397.00	\$7,392.00	\$120,574.00
Electro Media, Inc., Spring Lake, MI	Net2 (Equipment not heard of by technology department or consultant)	\$55,568.00	Not provided	Not Provided	N/A – Invalid bid
Approved Protection Systems, Kalamazoo, MI	Indentive	\$93,802	Not Provided	\$5,995.00	N/A – Invalid bid

**AWARDING OF CONTRACT
FOR THE SAFETY GRANT SECURITY GLASS
BIDS RECEIVED ON 4/1/2019**

CONTRACTOR	BRAND OF GLASS	GLASS THICKNESS	PRICE QUOTED	DISTRICT COVERAGE AREA	TOTAL CONTRACT AMOUNT
Rivers Security Specialists, Inc.	Hammerglass	Minimum 12 MM	\$65.00/square ft.	958 square feet	\$62,270

OWOSSO PUBLIC SCHOOLS
Board of Education Meeting
April 8, 2019
Report 18-153

FOR FUTURE ACTION

Subject:

Mutual Aid Agreement

Recommendation:

Resolve that the Board of Education approve the Shiawassee County School District and Shiawassee SRESM Mutual Aid Agreement. It is the recommendation of the Superintendent that the Board of Education authorize David Schulte, Superintendent, to sign the Shiawassee County School Districts and SRESM Mutual Aid Agreement which is part of our countywide continuity of operations plan as presented.

Rationale:

As authorized by law, the Mutual Aid Agreement is entered into between participating School District within Shiawassee County, State of Michigan, including the Shiawassee SRESM (collectively, the "Parties").

Statement of Purpose/Issue:

The Parties have determined that it is in their best interests to enter into this Mutual Aid Agreement to provide assistance with learning space, transportation, administrative support, and other areas related to the welfare of the schools and the students they serve, when possible as determined in the sole discretion of the School District from whom assistance is sought, to support school and school-related operations as needed during a crisis experienced by one or more of the Parties.

Motion

Seconded

Vote – Ayes

Nays

Motion

**Shiawassee County School Districts and Shiawassee RESD
Mutual Aid Agreement**

As authorized by law, this Mutual Aid Agreement is entered into between participating School Districts within Shiawassee County, State of Michigan, including the Shiawassee RESD (collectively, the "Parties").

Section One - Purpose

The Parties have determined that it is in their best interests to enter into this Mutual Aid Agreement to provide assistance with learning space, transportation, administrative support, and other areas related to the welfare of the schools and the students they serve, when possible as determined in the sole discretion of the School District from whom assistance is sought, to support school and school-related operations as needed during a crisis experienced by one or more of the Parties.

Section Two – Costs

The Parties understand that costs related to the request for assistance is the responsibility of the requesting School District. The related assistance costs billed to the requesting School District shall not exceed the actual costs incurred by the providing School District. Any related costs recoverable from third parties shall be equitably distributed among those Parties providing aid to the requesting School District.

Section Three - Employee/Contractor Status

Persons providing aid to a Party pursuant to this Agreement shall at all times, remain employees or contractors (as applicable) of the Assisting Party or the Assisting

Party's contractors and shall receive benefits and/or compensation to which they are otherwise entitled.

Section Four - Insurance

Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage and worker's compensation.

Section Five - Liability

Each Party will be solely responsible for the acts of its own employees, agents, and subcontractors, the costs associated with those acts, and the defense of those acts. It is agreed that none of the Parties shall be liable for failure to provide aid for any reason to any request from another Party.

Section Six - No Waiver of Governmental Immunity

All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, and all pensions, relief, disability, worker's compensation and other benefits which apply to the activity of Parties, officers, agency, or employees of any public agents or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies, shall apply to the same degree and extent to the performance of such functions and duties of such Parties, officers, agents, or employees extraterritorially under this Agreement. No provision of the Agreement is intended, nor shall any provision of this Agreement be construed, as a waiver by any Party of any governmental immunity as provided by the Act or otherwise under law.

Section Seven - Term of Agreement

The existence of this Mutual Aid Agreement commences on the Effective Date and continues until terminated. Any Party may withdraw, at any time, from this Agreement for any reason, or for no reason at all, upon thirty (30) days' written notice to the other Parties.

Section Eight - Miscellaneous

A. Entire Agreement. This Agreement sets forth the entire agreement between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and shall not be construed strictly for or against any Party. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement.

B. Severability of Provisions. If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from this Agreement. The remainder of this Agreement shall remain in full force.

C. Governing Law/Consent to Jurisdiction and Venue. This Agreement is made and entered into and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan, with venue in Shiawassee County.

D. Captions. The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

E. Terminology. All terms and words used in this Agreement, regardless of the numbers or gender in which they are used, are deemed to include any other number and any other gender as the context may require.

F. Recitals. The Recitals shall be considered an integral part of this Agreement.

G. Amendment. The Agreement may be amended or an alternative form of the Agreement adopted only upon written agreement and approval of the respective Boards of Education of all Parties. The undersigned School District adopts, subscribes, and approves this Agreement to which this signature page will be attached, and agrees to be a Party and be bound by the terms.

H. Compliance with Law. The Parties shall comply with all federal and State laws, rules, regulations, and orders applicable to this Agreement.

I. No Third-Party Beneficiaries. Except as expressly provided herein, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication) right of subrogation as to any Party's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity.

J. Counterpart Signatures. This Agreement may be signed in counterpart. The counterparts taken together shall constitute one (1) Agreement.

K. No Implied Waiver. Absent a written waiver, no fact, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights as to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or

otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall affect its right to require strict performance of this Agreement.

M. Notices. Notices given under this Agreement shall be in writing and shall be personally delivered or sent by first-class U.S. mail to the Superintendent(s) of the affected School District(s) and/or the Shiawassee RESD.

This Mutual Aid Agreement is entered between the following participating School Districts within Shiawassee County, including the Shiawassee RESD.

Byron Area Schools

Corunna Public Schools

Durand Area Schools

Laingsburg Public Schools

Morrice Area Schools

New Lothrop Area Public Schools

Owosso Public Schools

Perry Public Schools

Shiawassee RESD

OWOSSO PUBLIC SCHOOLS
Board of Education
April 8, 2019

Report 18-154

FOR INFORMATION

Subject:

Personnel Update

Accepted Positions

Cory Lepley, has accepted the Custodian II position at Owosso High School.

Jeanette Manning has accepted the Food Service Distribution Coordinator position.

Christine Hart has accepted the 7-hour Food Service position at Owosso Middle School.

Jeanne Peterson has accepted the 5-hour Food Service position at Owosso Middle School

Resignations

Susan Mitchell, Food Service and Mail Courier has submitted her letter of resignation effective March 15, 2019.

Julie Crackel has resigned her Monitor position at Emerson Elementary effective March 19, 2019.

Retirements