



OWOSSO PUBLIC SCHOOLS

Ready for the World

Board of Education Agenda
April 22, 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! Bentley Bright Beginnings
Recognition of Colton Blaha - Michigan High School Athletic Association All-State Wrestler
Recognition of Thomas Trecha - Michigan High School Athletic Association All-State Bowler
Recognition of Megan Vondrasek - State Champion Girls' Wrestling by Michigan Wrestling Association
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

Table with 3 columns: Item description, Report number, Page number. Includes Consent Agenda items like April 8, 2019 Minutes, Current Bills, Financials, and various approval items.

7. For Future Action

Table with 3 columns: Item description, Report number, Page number. Includes ESS Midwest, Inc. Contract Approval, Awarding of Technology Infrastructure, Approval of Copier Bid, Land Bank Property, SRES D 2019 Budget Approval, Obsolete Material, Allocation of Bond Funds.

8. For Information

Table with 3 columns: Item description, Report number, Page number. Includes Personnel Update.

9. Public Participation

10. Board Reports: Board Member Comments/Updates

11. Upcoming Board Meeting Dates:

May 13: Regular Board Meeting, 5:30 pm (meeting held on second Monday of the month due to Memorial Day)

Important Upcoming Dates:

- April 23: Foreign Exchange Student Luncheon, OHS Room 212 at 11 am
April 23: OMS Band Concert, 7 pm
April 24-26: OMS Washington DC Trip
April 26: Prom at Golden Glow Ballroom/St. Charles, 8 pm
April 30: CTE Student Achievement Ceremony, D'Mar Banquet Center, 11:30 am
April 30: 5th Grade Parent Meeting at OMS, 6 pm
May 2-4: OHS Dinner Theater, 6 pm
May 2: OMS Susical the Musical, 7 pm
May 3: OEA Retirement Banquet, Wrought Iron Grill, 6 pm
May 7: OHS Band Concert, 7 pm
May 10: 5th Grade Fun Night at OMS, 4-5:30 pm
May 11: 8th Grade Award Ceremony at OMS, 6-7 pm
May 11: OMS Spring Fling at OHS, 7-9 pm

12. Closed Session: Negotiations Discussion and Personnel Matter

13. Adjournment:



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

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## 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.

## 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.

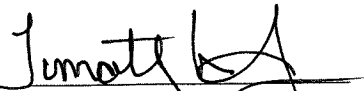
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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



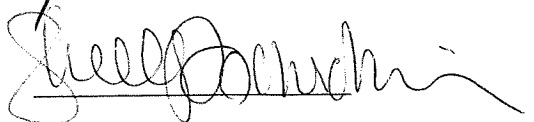
Rick Mowen  
Vice-President



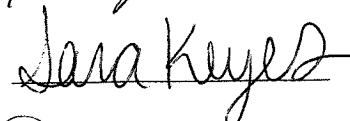
Marlene Webster  
Treasurer



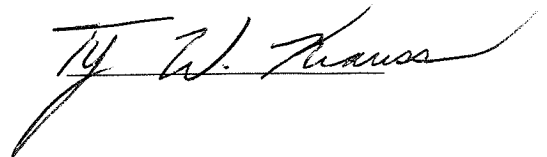
Shelly Ochodnicky  
Secretary



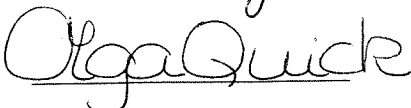
Sara Keyes  
Trustee



Ty Krauss  
Trustee



Olga Quick  
Trustee



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



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**April 8, 2019**  
**Report 18-155**

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, Quick, Webster  
 Absent: Ochodnicky

**Pledge of Allegiance**

Superintendent Dr. Andrea Tuttle commented that it was nice to hear the student's that were in the audience recite the Pledge of Allegiance with such conviction.

**Building Reports**

As part of the Celebrate Kids! segment of the meeting, Superintendent Tuttle introduced Bryant Elementary School Principal Mrs. Michelle Collison. Mrs. Collison announced that Bryant teachers Mrs. Karla Tuma, Mrs. Rebekah Gute, Mrs. Marsha Ladd, and their students were in attendance to report on technology that they use in the classrooms. Mrs. Tuma stated that her students use technology every day. It is an awesome opportunity for students to be able to use the Chromebooks. The Chromebooks also help students become familiar with online testing as they prepare for the NWEA and M-STEP assessments and practice their writing responses.

Bryant fifth grade students Brenna Gute, Aubrey Reeves, and fourth grade student Marqwone Hilliard expressed their gratitude for the opportunity to use the Chromebook carts on a regular basis. The students use Google Classroom and a variety teacher approved applications for writing feedback, research, virtual fieldtrips, and book reviews. The apps allow teachers to share announcements, assignments, tasks, and surveys. Students can turn in homework using the apps and receive feedback prior to their assignments being graded. Google Classroom provides students with trusted sources that assist them with their research when completing projects. The Chromebook apps also provide students with feedback from their teachers on subject areas that they need to improve on.

Bryant Elementary teacher Mrs. Rebekah Gute informed the Board that the elementary technology classrooms were awarded a Minecraft Education Edition grant. Minecraft is a game that allows players to build with a variety of different blocks in a 3D procedurally generated world, requiring creativity from players. Mrs. Gute stated that her students are learning about Michigan history and the state of Michigan. Through the use of Minecraft, her students were challenged to find a Michigan landmark and build it using Minecraft. Marqwone Hilliard stated that he enjoys using Minecraft and used the app to build a lighthouse.

The Board of Education, Superintendent Dr. Tuttle, Curriculum Director Steve Brooks, and Principal Michelle Collison were thanked by Brenna Gute and Aubrey Reeves for providing Bryant Elementary students with the use of technology and being allowed the opportunity to present at the meeting.

Lincoln Alternative High School Principal Mr. Steve Irelan introduced Mrs. Michele Schmitz, teacher at LHS to the Board. Mr. Irelan commented that he is very proud of Mrs. Schmitz for taking on several leadership roles and trying to get LHS students connected to leadership activities and risk taking through MAEO.

Mrs. Michele Schmitz informed the Board of Education that MAEO stands for the Michigan Alternative Education Organization and STARS stands for success, teamwork, achievement, recognition, and self-esteem. LHS students Ian Shire, Hannah Bernath, McKayla Stamper, Cole Comstock, and Alex Beal were introduced to share their experiences with MAEO. Mrs. Schmitz explained that any alternative education school in Michigan is allowed to join MAEO and currently there are about eight schools that

participate. The students explained that MAEO makes them feel like they are part of something and accepted for who they are. During the fall kickoff, students participated in games and social activities. The students stated that through the activities they were able to learn a lot about themselves and felt very comfortable interacting with the other students.

Mrs. Schmitz reported that MAEO hosts three main events for students each school year that include the Fall Kick-off, Legislative Day, and College and Career Competition.

Ian Shire shared his perspective about being a student at Lincoln High School. He expressed his gratitude for having LHS as an option for Owosso Public Schools students. Ian stated that he previously attended Owosso High School and was enrolled in an online school but was unsuccessful. When he initially enrolled in Lincoln he had already formed some negative opinions about the school; however, he soon realized that his views were wrong and he is proud to be a part of the LHS student body. Ian also commented on how he enjoyed participating in the MAEO Legislative Days and sharing his thoughts about alternative education with Representative Ben Frederick.

Mrs. Schmitz reported that LHS students will attend the MAEO College and Career Competition in May at Delta College. Students will have an opportunity to participate in public speaking, a variety of activities, and competitions between other students. The event will conclude with an awards ceremony and dinner.

Mrs. Schmitz expressed her sincere gratitude to the Board of Education for their continued support of the students and staff of Lincoln High School.

Superintendent Dr. Tuttle praised the student presenters from Bryant Elementary and Lincoln High School on their poise, presentation, and articulation. She commended the Lincoln High School students for expressing themselves in a very concise and articulate manner. The students were also commended on their public speaking.

Vice President Rick Mowen applauded the LHS and Bryant student presenters on the enthusiasm they displayed during their presentations. He also commented that the Lincoln students have proved that LHS is a valuable program.

Board of Education Student Representative Cayden Whiteherse reported that spring time is in the air, graduation time is upon us, and spring sports have begun. He stated that the most exciting time of all is that it is testing season. On April 9 high school juniors will take the SAT test.

Cayden Whiteherse announced that the Madrigal's are working on their State Festival pieces and preparing for Cabaret. Owosso High School students Ava Fett and Autumn Weir are preparing for All State Honor's Choir.

Cayden Whiteherse informed the Board that the OHS E-Board plans to hold a meeting to review the Chalkboard project prior to presenting it to the student body.

Cayden Whiteherse reported that this is the last week students can purchase tickets for Prom. Prom will be held on Friday, April 26 at the Gold Glow Ballroom in St. Charles.

Cayden Whiteherse announced that the Owosso High School Academic and Beyond the Books Assembly will take place on May 3. Top seniors and students that contribute to the community and their school will be recognized during the assembly.

Cayden Whiteherse commented that a lot of great things are happening with students and the District. Owosso Public Schools is the land of opportunity. Cayden remarked that his brother attends Lincoln High School. He has done very well at the school and is excited to go to school and learn now. Cayden thanked the Board for providing students with opportunities like Lincoln High School.

Superintendent Tuttle acknowledged the accomplishments of Board Trustee Ty Krauss for achieving the Michigan Association of School Boards Level One Certification and the Award of Merit. Trustee Krauss used his valuable time to improve his leadership effectiveness by completing Board development courses.

### **Board Correspondence**

Superintendent Dr. Andrea Tuttle praised Cayden Whiteherse on his report and recognition of Lincoln High School. She remarked that Cayden is a great representative of the student body at Owosso High School.

Superintendent Dr. Tuttle commented that the meeting was not a regularly scheduled Board meeting. The meeting was added specifically for the bond. She stated that the elementary buildings are looking great. Contractors are currently installing bricks, insulation, polished concrete, electrical wiring, duct work, and roof installations. Bryant Elementary and Central Elementary Schools are on schedule. Emerson Elementary is off schedule due to the initial delays of Consumers Energy. It is hoped that construction will be completed at all three buildings by mid to late July 2019.

Superintendent Dr. Tuttle thanked the community for their patience and understanding with the current conditions at the high school. She remarked that traffic flows at the high school are being monitored by the administration and she has not received a single complaint from students or parents. A sanitary storm and water tie-ins are in progress at the front of the building. Superintendent Dr. Tuttle informed the Board that loads of dirt are being moved to create a berm at the back of the building. She commented that trucks are using the access road that go to the ball fields and are making the road nearly impassable. As a result, the road will be closed to traffic for the remainder of the baseball and softball season. Handicap parking will be available.

Superintendent Dr. Tuttle reported that the Office of Auditor General is conducting a performance audit on the Office of Educator Excellence in the state and are requesting information from the District. The auditors will be in the District starting on April 9. Human Resource Coordinator Bev White, Chief Financial Officer Julie Omer, and Curriculum Director Steve Brooks were applauded for their efforts with the audit.

Superintendent Dr. Tuttle commented that the Trojan Marching Bands trip to Walt Disney World was absolutely flawless. She stated that she is very proud of Band Director Jordan Sterk for managing the trip during Jillian Kowalczyk maternity leave. Superintendent Dr. Tuttle remarked that she was able to watch the band perform in a parade at Disney World and heard several praises from onlookers.

Superintendent Dr. Tuttle reported that on April 9 Owosso Middle School students will visit Baker College for a career exploration day. Students will have an opportunity to explore the career opportunities available to them at Baker College. Principal Rich Collins and Assistant Principal Dr. Cathy Dwyer were thanked for working with Baker College on the event.

Curriculum Director Steve Brooks informed the Board of Education that state assessments will begin across the District on April 9. The M-STEP will be administered to students in grades 5, 8, and 11 along with the PSAT and SAT at the high school. Mr. Brooks remarked that the assessments require a team effort that involves administrators, teachers, and the technology department.

Curriculum Director Steve Brooks reported that earlier that day, Mrs. Karen Van Epps, Mrs. Bridgit Spielman, Dr. Cathy Dwyer and he attended a job fair at Michigan State University. The purpose of the visit was to search for teacher candidates to fill current vacancies in the District. Mr. Brooks stated that 176 school districts from across the country and 200 teacher applicants were in attendance at the job fair. He reported that they did receive some good prospects for potential interviews. It was discouraging to witness some school districts outside of Michigan offer starting bonuses to the prospective teachers. On a positive note, Principal Spielman and Dr. Dwyer got their picture taken with MSU Basketball player Cassius Winston.



Curriculum Director Steve Brooks announced that the District is gearing up for summer curriculum projects that will include curriculum updates at all levels. An update will be shared with the Board at a later date.

### **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.

### **For Action**

- Moved by Mowen, supported by Krauss to approve the March 11, 2019 regular meeting minutes, April 1, 2019 committee of the whole minutes, and current bills as presented. Motion carried unanimously.
- Moved by Mowen, supported by Quick 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. Motion carried unanimously.
- Moved by Quick, supported by Mowen to approve the course listings as presented for the Middle School, High School, and Lincoln High School for the 2018-2019 school year. Motion carried unanimously.
- Moved by Krauss, supported by Mowen to adopt Revised Policy 5460-Graduation Requirements as a second reading. Motion carried unanimously.
- Moved by Mowen, supported by Krauss to 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 four alternates (East and West Drive paving around baseball/softball/track to connect with access drive, back parking lot expansion by pool/football/cross country practice area, and add curb and gutter to access drive). Vice President Mowen commented that the final paving of the access road will not be completed until the secondary construction project is finished. Trustee Olga Quick stated that Superintendent Dr. Tuttle has indicated in the past that it has been recommended that the campus have a secondary access point. Superintendent Dr. Tuttle reported that Homeland Security has suggested in the past that the campus have multiple access points in the event of an emergency. Motion carried unanimously.

### **For Future Action**

- The Board of Education will be asked to approve the 2019-2020 student handbooks for Bentley Bright Beginnings, elementary, middle and high schools as presented. Superintendent Dr. Tuttle remarked that Trustee Olga Quick noticed that all references to DHS in the handbooks should be changed to DHHS. The changes will be made as suggested.
- The Board of Education will be asked to authorize the Superintendent to sign 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. Superintendent Dr. Tuttle pointed out language in the Board Report that stated the following:

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.

Brendon Pollard, President and Director of Educational Planning at Kingscott Architects stated that he has taken over for Lee Andrea on the bond project. He remarked that he understands that this is a difficult time for the District and it is never easy to be over budget, particularly to the extent that the project is. However, Kingscott is working diligently and will continue to work with the District to get the bond project back within a reasonable budget. The changes that are being made are things that the public will not see or need to know about. If there are funds available at the end of the project, items can be added. Additionally, the leadership team at Kingscott is working to see what they can do to help the issue as well.

Gary Stellar, Project Director at Clark Construction Company explained that the items that they are looking at to get the project back on budget will not affect the functionality of the facility at all. He assured the Board that the facility will be very nice in the end. He stated that a large team of people are going through the process of looking at options to reduce costs.

Superintendent Dr. Tuttle stated that for the record, she sees this as two separate issues, which are issues with value engineering and square footage. She explained that in theory, the value engineering does not hinder the functionality of the building. She stated that for example, the District has asked for polished concrete in areas that may now have tile instead. Superintendent Dr. Tuttle commented that the problem she has is that these things should have been cut prior to the bid process.

Trustee Olga Quick referred to Brendon Pollard's comment that the changes being made to the secondary campus are things that the public would not know or need to know. She stated that the Board of Education is very open and transparent. She clarified that what she thinks he meant to say was that the changes would not be noticed by the community.

Mr. Pollard agreed with Trustee Quick's clarification. He stated the changes deal with the detailing. They will not affect the functionality or programming of the facility.

Superintendent Dr. Tuttle explained that everything the District said would be included within the bond language for the facility is still on track to be provided.

- The Board of Education will be asked to 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 an amount not to exceed \$62,270.00 for a total award of \$164,782.11 fully utilizing the security grant of \$164,794.00.
- The Board of Education will be asked to 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, SRESM 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.

### **For Information**

Superintendent Dr. Tuttle reported that 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. 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.

### **Public Participation**

There were no comments from the public.

### **Board Member Comments/Updates**

President Tim Jenc informed the Board that Secretary Shelly Ochodnický's mother passed away earlier that day. He asked everyone to keep Shelly and her family in their thoughts and prayers.

Trustee Marlene Webster stated that on Friday, April 12 at 7 am is the annual Legislative Breakfast in addition to a Value Engineering and Page Turning Construction meeting at 9 am. She asked if the Board still planned to attend both meetings. Superintendent Dr. Tuttle stated that the Board is welcome to attend both meetings; however, they may be a little late for the 9 am bond meeting.

Trustee Olga Quick commended Superintendent Dr. Tuttle for all of her efforts and the energy she has put into the bond issues. She stated that she appreciates Dr. Tuttle taking charge and handling some difficult situations.

Superintendent Dr. Tuttle thanked the Board for taking time off from their jobs to attend the bond meetings. She stated that the Board's presence at these meetings and having Kingscott and Clark listen to their blunt and honest comments is very important. Superintendent Dr. Tuttle stated that having the Board members attend these meetings is very important to her and she appreciates their involvement on behalf of the community.

Trustee Olga Quick stated that she attended the Dueling Pianos fundraising event and Principal Bridgit Spielman is quite the piano player.

Vice President Rick Mowen praised the staff of Owosso Public Schools that have been involved in the bond design process and all of their input. He stated that the current overages to the bond budget is not a result of the Owosso team. Throughout the process, the Owosso Public Schools team have been very cognizant of the needs over wants.

Vice President Rick Mowen commended the student presenters. He stated that their enthusiasm reciting the Pledge of Allegiance was awesome to hear.

Vice President Rick Mowen stated that the Central PTO Dueling Pianos fundraiser was held over the past weekend. The annual event has grown in attendance each year. He remarked that the pianist, comradery, and silent auctions were great. He applauded Principal Bridgit Spielman on her piano debut. Mr. Mowen also thanked Mrs. Carrie Miculka for her efforts with the event. Participants of the Dueling Pianos were thanked for stepping up and assisting with funding for the Central students annual Mackinac Island Field trip as well.

Trustee Ty Krauss remarked that it was great listening to the student presentations during the meeting and reminds him why he ran for the Board of Education. He stated that it is great to have a staff that cares so much which is evident in the manner that students speak during their presentations.

Trustee Ty Krauss stated that he drives through the school District at least four times each week and it is great watching the construction progress. He stated that everything looks great.

### **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

**Adjournment**

Moved by Mowen, supported by Quick to adjourn at 6:43 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
APRIL 1 - APRIL 14, 2019  
REPORT 18-156

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$97,607.60
SERVICE FUND	\$31,636.90
SINKING FUND	\$70,556.97
CAPITAL PROJECTS - BOND FUND	\$0.00

**CHECK RUN TOTAL** \$199,801.47

**CREDIT CARD ACTIVITY BY FUND - (Previously reported thru 4/3/19)**

GENERAL FUND  
SERVICE FUND  
ORGANIZATIONAL FUND

**CREDIT CARD TOTAL** \$ -

**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

PAYMENT 4-12-2019	\$ 14,520.52
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**DIRECT DRAW FROM BANK ACCOUNT** \$ 14,520.52

PAYROLL (#21) 4/12/19	\$ 745,511.57
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**PAYROLL TOTAL** \$ 745,511.57

**GRAND TOTAL** \$ 959,833.56

Check Register for Bank Account ID CHEM1

From 04/01/2019 to 04/14/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099670	04/04/2019	1	Comp Open	101548 AGNEW SIGNS CO.	BB/ROWELL/READING MONTH	639.60
099671	04/04/2019	1	Comp Open	000240 AMERICAN SPEEDY PRINTING CENTERS	EM/NIDEFSKI/CERTIFICATES	35.00
099672	04/04/2019	1	Comp Open	007694 ANDERSON, JESSICA	EM/ANDERSON/CONF REIMB	183.68
099673	04/04/2019	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/BID AD	3,980.85
099674	04/04/2019	1	Comp Open	003864 BINGER, MARCY	CE/BINGER/CONF REIMB	46.69
099675	04/04/2019	1	Comp Open	003528 BIO CORPORATION	OMS/MURRAY/DISSECTIONS	869.62
099676	04/04/2019	1	Comp Open	003794 BRYANT ELEMENTARY	BR/MACKAY/REIMBURSE BR	105.00
099677	04/04/2019	1	Comp Open	001020 CHREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	64.82
099678	04/04/2019	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	210.63
099679	04/04/2019	1	Comp Open	001050 CITY OF OWOSSO	POLICE LIASON OFFICERS	9,740.25
099680	04/04/2019	1	Comp Open	001050 CITY OF OWOSSO	UTIL/WATER&SEWER 1/31-3/31	15,205.75
099681	04/04/2019	1	Comp Open	003248 CRYSTAL CLEAN WATER	ADM/WATER	38.00
099682	04/04/2019	1	Comp Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/MAINT SUPPLIES	461.38
099683	04/04/2019	1	Comp Open	006588 DAYSTARR COMMUNICATIONS	ADM/PHONE BILL	1,033.83
099684	04/04/2019	1	Comp Open	008658 ENGINEERED PROTECTION SYSTEM INC	OPER/KLAPKO/MONITORING	396.00
099685	04/04/2019	1	Comp Open	101867 FASTENAL COMPANY	OPER/KLAPKO/NUTS&BOLTS	8.13
099686	04/04/2019	1	Comp Open	100065 GRAINGER	OPER/KLAPKO/UTILITY CART	1,113.68
099687	04/04/2019	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	433.70
099688	04/04/2019	1	Comp Open	006632 HAMMOND, PENNY	HS/HAMMOND/CONF REIMBURSE	42.05
099689	04/04/2019	1	Comp Open	005373 HANKINS, MARY	EM/HANKINS/CONF REIMB	240.57
099690	04/04/2019	1	Comp Open	002810 HI-QUALITY GLASS	OPER/KLAPKO/GLASS REPAIR	385.80
099691	04/04/2019	1	Comp Open	003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	110.23
099692	04/04/2019	1	Comp Open	100536 JOHNSTONE SUPPLY OF LANSING	OPER/QUICK/VALVES	199.30
099693	04/04/2019	1	Comp Open	003246 JURHS, SARAH	MS/JURHS/CONF REIMB	22.71
099694	04/04/2019	1	Comp Open	008205 JW PEPPER & SON, INC	OMS/KUSHEN/MUSIC	157.99
099695	04/04/2019	1	Comp Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
099696	04/04/2019	1	Comp Open	007823 LAVIGNE, PATTY	BB/LAVIGNE/SUPPLIES	18.95
099697	04/04/2019	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/SEAT	141.90
099698	04/04/2019	1	Comp Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER SERVICE	318.00
099699	04/04/2019	1	Comp Open	008694 MORGAN, ANGIE	BB/MORGAN/SUPPLIES	125.00
099700	04/04/2019	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/THOMPSON/INK	279.86
099701	04/04/2019	1	Comp Open	008122 OP AQUATICS-LANSING	OPER/KLAPKO/POOL CHEMICALS	407.20
099702	04/04/2019	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/PITT/COMMITTEE MEETING	446.59
099703	04/04/2019	1	Comp Open	007851 OREILLY AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	87.97
099704	04/04/2019	1	Comp Open	004650 OWOSSO SAFE & LOCK COMPANY	OPER/KLAPKO/KEYS	13.00
099705	04/04/2019	1	Comp Open	004652 PCMI - WEST	OHS WINTER COACHES	42,219.85
099706	04/04/2019	1	Comp Open	001705 PHILLIPS, JEFF	HS/PHILLIPS/MILEAGE	53.71
099707	04/04/2019	1	Comp Open	004790 PITNEY BOWES	ADM/METER RENTAL	117.00
099708	04/04/2019	1	Comp Open	008309 PRO COMM INC.	TRANS/SECOR/ADD CHANNEL	645.00
099709	04/04/2019	1	Comp Open	008693 RUGENSTEIN, TIMOTHY	ADM/TITLE IV PNP REIMB	275.00
099710	04/04/2019	1	Comp Open	005420 SCHOOL SPECIALTY INC.	EM/GRAHAM/SUPPLIES	387.81
099711	04/04/2019	1	Comp Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	341.82
099712	04/04/2019	1	Comp Open	005625 SHIAWASSEE RESD	COUNTY WIDE BOARD MEETING	52.50
099713	04/04/2019	1	Comp Open	005428 SKILLS USA	HS/MALLORY/MEMBERSHIP FEE	108.00
099714	04/04/2019	1	Comp Open	003911 SPIELMAN, BRIDGIT	CE/SPIELMAN/CONF REIMB	124.93
099715	04/04/2019	1	Comp Open	004018 ST. PAUL SCHOOL	ST PAUL CONF REGISTRATION	399.99
099716	04/04/2019	1	Comp Open	008301 STINSON, GUNNAR	ADM/STINSON/MILEAGE	77.30
099717	04/04/2019	1	Comp Open	008695 TUNES AND TALES	BB/ROWELL/ASSEMBLY	225.00
099718	04/04/2019	1	Comp Open	001667 UNIVERSITY OF OREGON	ALT/PARSONS/SWIS LICENSE	230.00
099719	04/04/2019	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	126.35
099720	04/04/2019	1	Comp Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRICAL SUP	22.18
099721	04/11/2019	1	Comp Open	007694 ANDERSON, JESSICA	EM/ANDERSON/SUPPLIES	331.00
099722	04/11/2019	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/BIDS	2,010.00
099723	04/11/2019	1	Comp Open	000560 BLICK ART SUPPLY	EM/HABER/SUPPLIES	397.96

Check Register for Bank Account ID CHEM1

From 04/01/2019 to 04/14/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
099724	04/11/2019	1	Comp Open	100809 BROOKS, STEPHEN	ADM/BROOKS/CONF REIMB	34.80
099725	04/11/2019	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	70.21
099726	04/11/2019	1	Comp Open	001197 CLEVINGER, DEB	ADM/BROOKS/CPR TRAINING	540.00
099727	04/11/2019	1	Comp Open	008635 COLONY HARDWARE CORP.	OHS/MALLORY/CTE SUPPLIES	1,596.00
099728	04/11/2019	1	Comp Open	101303 DAVISON HIGH SCHOOL	ATH/SMITH/5-10 TRACK ENTRY	275.00
099729	04/11/2019	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	655.01
099730	04/11/2019	1	Comp Open	008697 GRETZLER, CASSANDRA	EM/GRETZLER/SUPPLIES	30.39
099731	04/11/2019	1	Comp Open	008445 HARRIS & SON LLC	ATH/SMITH/FORT-A-JONS	365.00
099732	04/11/2019	1	Comp Open	008696 HUTCHISON, BETH	CE/HUTCHISON/CONF REIMB	69.33
099733	04/11/2019	1	Comp Open	003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	27.98
099734	04/11/2019	1	Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	71.89
099735	04/11/2019	1	Comp Open	001459 LAMAY, JENNIFER	BR/LAMAY/CONF REIMB	238.23
099736	04/11/2019	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	263.75
099737	04/11/2019	1	Comp Open	008332 MALLORY, ROBERT	HS/MALLORY/MILEAGE	78.88
099738	04/11/2019	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/PITT/BOARD MEETING	14.00
099739	04/11/2019	1	Comp Open	004790 FITNEY BOWES	HS/DIGNAN/METER	180.00
099740	04/11/2019	1	Comp Open	000323 ROTARY CLUB OF OWOSSO	HS/PHILLIPS/MARCH DUES	44.00
099741	04/11/2019	1	Comp Open	005420 SCHOOL SPECIALTY INC.	OMS/MICHALEC/SUPPLIES	1,583.88
099742	04/11/2019	1	Comp Open	008698 SLAM DUNK SPORTS MARKETING	ATH/SMITH/SCORING TABLE	1,000.00
099743	04/11/2019	1	Comp Open	006202 SPORTS SUPPLY GROUP INC.	ATH/SMITH/SOCCER NETS	599.50
099744	04/11/2019	1	Comp Open	006230 THRUN LAW FIRM, P.C.	ADM/MARCH GEN LEGAL FEES	127.50
099745	04/11/2019	1	Comp Open	003806 TOLEDO PHYSICAL EDUCATION	OMS/APSEY/SUPPLIES	1,032.51
099746	04/11/2019	1	Comp Open	002823 UNITED STATES TREASURY	DISABILITY FICA 1ST QTR 19	57.71
099747	04/11/2019	1	Comp Open	006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	332.04
099748	04/11/2019	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/APRIL 2019	2,260.34
099749	04/11/2019	1	Comp Open	006845 WIN'S CORPORATE OFFICE	OPER/KLAPKO/ELECTRIC SUPP	35.52
CHECK TOTAL						97,607.60
LESS VOIDS						0.00
GRAND TOTAL						97,607.60

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	80	97,607.60	Computer	80	97,607.60
Cleared			Prepaid		
Void					
Scratch					
TOTAL		80	97,607.60	TOTAL	
				80	97,607.60

Check Register for Bank Account ID SERVIC

From 04/01/2019 to 04/14/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
007488	04/04/2019	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/MANNS/FOOD PURCHASE	253.39
007489	04/04/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	3,893.50
007490	04/04/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	1,249.34
007491	04/04/2019	1 Comp	Open	005610 SHIAWASSEE COUNTY HEALTH DEPT.	FS/KLAPKO/LICENSE APP FEE	2,757.00
007492	04/11/2019	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/MANNS/FOOD PURCHASE	1,360.47
007493	04/11/2019	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/MANNS/FOOD PURCHASE	9,664.50
007494	04/11/2019	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	71.89
007495	04/11/2019	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/MANNS/FOOD PURCHASE	12,386.81
CHECK TOTAL						31,636.90
LESS VOIDS						0.00
GRAND TOTAL						31,636.90

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	8	31,636.90	Computer	8	31,636.90
Cleared			Prepaid		
Void					
Scratch					
TOTAL		8	31,636.90	TOTAL	
				8	31,636.90



Check Register for Bank Account ID SF#1

From 04/01/2019 to 04/14/2019

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600892	04/05/2019	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	70,556.97
CHECK TOTAL						70,556.97
LESS VOIDS						0.00
GRAND TOTAL						70,556.97

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	1	70,556.97	Computer	1	70,556.97
Cleared			Prepaid		
Void					
Scratch					
TOTAL		1	70,556.97	TOTAL	
				1	70,556.97

OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
March 31, 2019  
Report 18-157

Statement of Deposits and Investments  
As of 3/31/2019  
Unaudited

	General Fund	School Service	Building & Site	Capital Projects Bond Fund	Debt Service Fund	Total
<b>Summary of Deposits and Investments</b>						
Cash on hand	\$ 40,263	\$ (5,298)	\$ 1,742,853	\$ 33	\$ 1,678,597	\$ 3,456,448
Investments	4,250,801		4332014.09	42,286,213	579,293	\$ 51,448,321
Total Deposits and Investments	<u>\$ 4,291,064</u>	<u>\$ (5,298)</u>	<u>\$ 6,074,867</u>	<u>\$ 42,286,246</u>	<u>\$ 2,257,890</u>	<u>\$ 54,904,769</u>
 <b>Detail of Deposits and Investments</b>						
Cash on hand	\$ 40,263	\$ (6,075)	\$ 1,742,853	\$ 33	\$ 1,678,597	\$ 3,455,671
Petty Cash on hand	-	777	-	-	-	-
Total Cash on hand	<u>\$ 40,263</u>	<u>\$ (5,298)</u>	<u>\$ 1,742,853</u>	<u>\$ 33</u>	<u>\$ 1,678,597</u>	<u>\$ 1,777,818</u>
Chemical Bank Savings Account	\$ 9,632	-	\$ 537,196			\$ 546,828
Mich Class Investment	4,241,168	-	3,794,818	42,286,213	579,293	\$ 50,901,493
Total Investments	<u>\$ 4,250,801</u>	<u>\$ -</u>	<u>\$ 4,332,014</u>	<u>\$ 42,286,213</u>	<u>\$ 579,293</u>	<u>\$ 51,448,321</u>
Total Deposits and Investments	<u>\$ 4,291,064</u>	<u>\$ (5,298)</u>	<u>\$ 6,074,867</u>	<u>\$ 42,286,246</u>	<u>\$ 2,257,890</u>	<u>\$ 54,904,769</u>

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 March 31, 2019  
 Report 18-157

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Projects Fund- Sinking Fund**  
 As of 3/31/2019

Unaudited

	General Fund			School Service Fund			Capital Projects Fund- Sinking Fund					
	BUDGET REVISION 1	YTD Actual	Over (Under) Budget	% Rec'd/Used	BUDGET REVISION 1	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
<b>REVENUE</b>												
Local sources												
Slate sources	3,713,704	2,975,901	(737,803)	80%								
Federal sources	25,670,081	13,951,738	(11,718,343)	54%								
Interdistrict sources-RESO	1,477,627	525,397	(952,230)	36%								
Interdistrict sources-transfers in and other sources	705,276	67,537	(637,739)	10%								
Total revenue and other sources	106,677	925	(105,752)	1%								
	\$ 31,673,365	\$ 17,521,498	\$ (14,151,867)	55%					1,633,917	1,480,495	(153,422)	91%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
BASIC PROGRAMS:												
ELEMENTARY												
MIDDLE SCHOOL	6,837,567	4,215,378	(2,622,189)	62%								
HIGH SCHOOL	3,451,558	2,140,468	(1,311,091)	62%								
ALTERNATIVE EDUCATION	3,943,711	2,323,113	(1,620,598)	59%								
PRESCHOOL	600,649	362,507	(238,142)	60%								
PRESCHOOL (MICHIGAN READINESS) GRANT	135,417	90,100	(45,317)	67%								
TOTAL BASIC PROGRAMS	\$ 15,154,102	\$ 9,262,611	\$ (5,891,491)	61%								
ADDED NEEDS:												
SPECIAL EDUCATION	3,247,021	2,054,531	(1,192,490)	63%								
CHILDCARE PROGRAM	296,636	150,931	(145,705)	51%								
TITLE I GRANT	1,053,121	625,713	(427,408)	59%								
VOCATIONAL EDUCATION	622,638	363,797	(258,841)	58%								
AT RISK GRANT	1,391,991	656,497	(735,494)	47%								
ROBOTICS/ICTE COUNSELOR/ADULT EDITESTING GRANTS	110,398	66,176	(44,222)	60%								
EARLY LITERACY GRANT/LITERACY COACH GRANT	80,979	26,687	(54,292)	33%								
TOTAL ADDED NEEDS	\$ 6,802,784	\$ 3,944,332	\$ (2,858,452)	58%								
CONTINUING EDUCATION:												
COMMUNITY EDUCATION	145,058	109,126	(35,932)	75%								
TOTAL CONTINUING EDUCATION	\$ 145,058	\$ 109,126	\$ (35,932)	75%								
<b>TOTAL INSTRUCTION</b>	\$ 22,101,944	\$ 13,316,069	\$ (8,785,875)	60%								
SUPPORTING SERVICES:												
PUPIL SERVICES:												
GUIDANCE SERVICES	465,739	309,550	(156,189)	66%								
TOTAL PUPIL SERVICES	\$ 465,739	\$ 309,550	\$ (156,189)	66%								
INSTRUCTIONAL STAFF:												
TITLE II, PART A/RURAL EDUCATION GRANT/TITLE IV IMPROVEMENT OF INSTRUCTION	358,918	95,692	(263,226)	27%								
MEDIA SERVICES	315,027	190,055	(124,972)	60%								
TOTAL INSTRUCTIONAL STAFF	\$ 826,162	\$ 395,516	\$ (430,646)	48%								
GENERAL ADMINISTRATION:												
BOARD OF EDUCATION	104,518	50,022	(54,496)	48%								
EXECUTIVE ADMINISTRATION	356,134	263,421	(94,713)	74%								
HUMAN RESOURCES	211,784	146,199	(65,585)	69%								
TOTAL GENERAL ADMINISTRATION	\$ 672,436	\$ 459,642	\$ (212,794)	68%								
SCHOOL ADMINISTRATION:												
SCHOOL ADMINISTRATION	2,414,317	1,713,120	(701,197)	71%								
TOTAL SCHOOL ADMINISTRATION	\$ 2,414,317	\$ 1,713,120	\$ (701,197)	71%								
<b>TOTAL</b>									1,633,917	1,555,646	(78,271)	95%

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
**March 31, 2019**  
**Report 18-157**

**Combined Statement of Revenue, Expenditures, and Fund Balance**  
**General, School Service, and Capital Project Funds**  
**As of 3/31/2019**

	General Fund				School Service Fund				Capital Projects Fund- Sinking Fund			
	BUDGET REVISION 1	YTD Actual	Over (Under) Budget	% Rec'd/ Used	BUDGET REVISION 1	YTD Actual	Over (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/ Used
<b>BUSINESS SERVICES:</b>												
FISCAL SERVICES	\$ 343,350	\$ 255,755	\$ (87,595)	74%					\$ 557,924	\$ 218,161	\$ (339,763)	39%
TECHNOLOGY MANAGEMENT	\$ 412,692	\$ 212,098	\$ (200,594)	51%					\$ 557,924	\$ 218,161	\$ (339,763)	39%
<b>TOTAL BUSINESS SERVICES</b>	\$ 756,042	\$ 467,853	\$ (288,189)	62%								
<b>OPERATIONS AND MAINTENANCE:</b>												
OPERATIONS AND MAINTENANCE	\$ 2,823,066	\$ 1,988,004	\$ (835,062)	70%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	\$ 2,823,066	\$ 1,988,004	\$ (835,062)	70%								
<b>PUPIL TRANSPORTATION SERVICES:</b>												
PUPIL TRANSPORTATION SERVICES	\$ 919,939	\$ 612,153	\$ (307,786)	67%								
<b>TOTAL PUPIL TRANSPORTATION</b>	\$ 919,939	\$ 612,153	\$ (307,786)	67%								
<b>OTHER SERVICES:</b>												
COMMUNICATION SERVICES	\$ 55,117	\$ 40,138	\$ (14,979)	73%								
ATHLETICS	\$ 462,378	\$ 279,850	\$ (182,528)	61%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 36,185	\$ 22,053	\$ (14,132)	61%								
<b>TOTAL OTHER SERVICES</b>	\$ 553,680	\$ 342,041	\$ (211,639)	62%								
<b>TOTAL SUPPORTING SERVICES</b>	\$ 9,433,401	\$ 6,287,879	\$ (3,145,522)	67%								
<b>OUTGOING TRANSFERS/FUND MODIFICATIONS:</b>												
OTHER	\$ 160,652	\$ 138,825	\$ (21,827)	86%								
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	\$ 160,652	\$ 138,825	\$ (21,827)	86%								
<b>FOOD SERVICE EXPENDITURES</b>												
CAPITAL PROJECT EXPENDITURES	\$ 31,695,997	\$ 19,742,773	\$ (11,953,224)	62%								
<b>TOTAL EXPENDITURES</b>	\$ 31,695,997	\$ 19,742,773	\$ (11,953,224)	62%								
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (22,632)	\$ (2,221,275)	\$ (2,198,643)									
<b>AUDITED FUND BALANCE, JULY 1, 2018</b>	\$ 3,521,357	\$ 3,521,357	\$ -									
<b>PROJECTED FUND BALANCES - June 30, 2018</b>	\$ 3,498,725	\$ 3,498,725	\$ -									
					101,477	101,477	1,241	64%	4,527,464	4,527,464	261,492	
					(1)	(1)			5,603,457			



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-158**

**FOR 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.

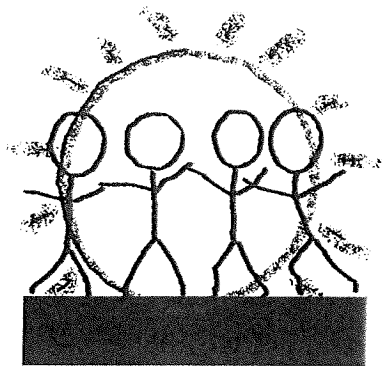
Motion

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 5<sup>th</sup> 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](http://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.

<b><u>Conjunctivitis (Pink Eye):</u></b>	24 hours after documented treatment for conjunctivitis has begun.
<b><u>Mouth Sores:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Rash:</u></b>	With any rash, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<b><u>Infestations (e.g. head lice, scabies, fleas):</u></b>	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.
<b><u>Tuberculosis:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Impetigo:</u></b>	Cannot return until 24 hours after documented treatment has begun. Sore(s) must be covered until healed completely.
<b><u>Strep Throat:</u></b>	Cannot return until 24 hours after documented treatment has been initiated.
<b><u>Varicella (Chicken Pox):</u></b>	Cannot return until 7 days after onset of rash/ and until all lesions have dried and crusted.
<b><u>Shingles:</u></b>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<b><u>Whooping Cough:</u></b>	Cannot return until 5 days after appropriate treatment has been started.
<b><u>Mumps:</u></b>	Cannot return until 9 days after onset of swelling of glands near the ear.
<b><u>Hepatitis A:</u></b>	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.
<b><u>Measles:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Rubella:</u></b>	Cannot return until 7 days after the rash appears.
<b><u>Ringworm:</u></b>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious. Sore(s) must be covered until healed completely.
<b><u>Hand Foot and Mouth:</u></b>	Cannot return until 6 days after onset of rash or until all lesions have dried and crusted.
<b><u>RSV:</u></b>	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.
<b><u>Viral Gastroenteritis (Rotavirus):</u></b>	Cannot return until 72 hours after symptoms occur.
<b><u>Scabies:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Croup:</u></b>	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 &amp; 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 – 5<sup>th</sup>. 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](mailto: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 1<sup>st</sup> 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 1<sup>st</sup> – June 30<sup>th</sup>). (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 cashiers 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 TUITON 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.

**RECIEPTS 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 an 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*

*[dwyerc@owosso.k12.mi.us](mailto:dwyerc@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](mailto: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 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

### Parent Handbook

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](mailto: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:

- 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](http://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](mailto: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](mailto: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](mailto:spielman@owosso.k12.mi.us)

**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.*

*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.*

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

# CHARACTERCOUNTS!<sup>®</sup>

Character Counts!

Character Counts!

Character Counts!

Character Counts!

Character Counts!

Character Counts!

Character Counts!

Character Counts!



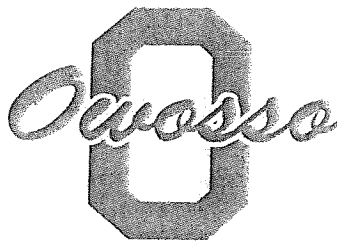
OWOSSO PUBLIC SCHOOLS

*Ready for the World*

**2019-2020**

**Elementary**

**Handbook**



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

**Family/Student Handbook  
2019/2020**

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

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

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

**Facilities**

Bentley Bright Beginnings, 1375 W. North Street	989-725-5770
Bryant, 925 Hampton Street	989-723-4355
Central, 600 W. Oliver Street	989-723-2790
Emerson, 515 E. Oliver Street	989-725-7361
District Office, 645 Alger Avenue	989-723-8131
Transportation, 630 Jerome Street	989-725-7665
4-Wings, 1375 W. North	989-729-5414





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## WELCOME

Dear Parents,

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

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

Have a great year  
*Elementary Principals*  
 Owosso Public Schools

## MISSION STATEMENT

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

VALUES AND BELIEF STATEMENT

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

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

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

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

*We believe in vision.* We value the importance of the student in the educational process. We became educators because we are people oriented. Our energy is focused on what is best for students. As a system, our focus needs to be centered on the student. We will develop and implement a community-wide shared focus and understanding of our mission.

*We believe in communication.* Communication is an important part of any district. We believe in a consistent message about our district and our goals. We bring people together and reinforce the sense of community around the vision. We believe it is important to focus on what is happening, and just as important, why we are doing what we are doing. We believe it is important to inform students about the why, including why we are out of the classroom on professional development days. What students say to their parent impacts community perception. Parents and community members should always be included in two-way communication. The quality of engagement is seen as critical to stimulating real change.

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

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

CHARACTER COUNTS! STATEMENT

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

## PARENT INVOLVEMENT

### VOLUNTEERS

The students and staff of Owosso Schools enjoy wonderful response from parent and community volunteers. Each year a volunteer interest sheet is sent home to indicate areas for which you would like to volunteer. If for some reason you do not receive a sheet, and you would like to volunteer, please call your elementary school. We honor our volunteers for giving valuable time and interest for the welfare of students. Volunteers are asked to sign in and out at the building office each time they volunteer and to honor school requirements regarding such things as confidentiality.

Purposes of the school volunteer program are:

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

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

### PARENT/TEACHER ORGANIZATION (PTO)

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

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

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

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

Education succeeds best when there is a strong partnership between home and school—a partnership that thrives on communication and includes students, parents, teachers, and administrators. Many times parents believe that to be involved in school they must volunteer or directly participate in school-related activities. While this is wonderful, our best parent involvement comes from the opportunities you offer your children as shown on the Compact. These are the things that fortify school success, and for them we thank each and every one of you! We urge parents and guardians to:

- Contact teachers with questions, comments, or concerns. If concerns remain, parents are encouraged to contact the principal.
- Encourage children to put a high priority on education and commit to making the most of the opportunities the school provides.
- Review the information in the *Handbook* (including the *Student Code of Conduct*) with their children and sign and return the attached forms, as appropriate.
- Become familiar with academic and enrichment activities, monitor progress, and contact teachers as needed.
- Become familiar with this district and building *Parent-Student-Teacher Compact* document sent home in this *Handbook*.
- Exercise the right to review teaching materials, textbooks, tests, etc.
- Review student records when needed.
- If an instructional activity conflicts with parents' religious or moral beliefs, parents may remove their child from the classroom for that period of time, and other instructional activities will be assigned that student.
- Title I buildings have guidelines, implemented in consultation with parents, that encourage participation in their child's education and in meetings which allow for two way communication and planning about the Title I program. Title I buildings are Emerson, Bryant and Central Schools.
- Parents have the right to know if teachers have met qualification and licensing criteria; their areas of expertise and certificates; the qualifications of other staff members who support their child's learning; information on the level of achievement on state assessments; and receive notice if a student is assigned a teacher who does not meet qualified status.

## ATTENDANCE

### ADMISSIONS AND ENROLLMENT

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

### SCHOOL DAY/HOURS

Elementary office hours are from 8:00 a.m. - 4:30 p.m. Classes begin at 8:45 a.m. and end at 3:40 p.m. Half day dismissal time is 12:00 noon. Crossing Guards, Safety Patrols, and Playground Monitors are on duty by 8:20 a.m., although this may vary by building. Please do not drop off or allow children to arrive at school earlier than monitors are on duty so proper supervision is in place. There is no after-school supervision on playgrounds. Students are expected to go home after school and may return to play only with parent knowledge and permission.

### TARDINESS/ABSENCES

Students are expected to be in classrooms, ready to learn when school begins. Students arriving after 8:45 must bring a note, or parents may call. Students arriving after 10:30 a.m., or who leave before 2:00 p.m. will be marked absent for one-half day. Parents must notify the office by note or phone call explaining the absence by the day of the student's return to school. Excessive absences may result in conditions for excused absences becoming more restrictive (doctor excuses, etc.), or loss of credit/possible retention. The principal may determine these changes in consultation with the county attendance/truancy officer. District delays and/or early dismissals change the times when students are considered tardy/absent.

- State of Michigan mandates school attendance on a regular basis.

- Excused absences are issued to students who are absent due to illness, death in the family, or for religious participation as defined by state law. A note or phone call to the office stating one of the above reasons will result in an excused absence.
- Unexcused absences or a tardy are issued to students who are absent/tardy for reasons not within the scope of state regulations governing school attendance (above). This includes family vacations.
- After five absences/tardiness the principal is notified. At ten, parents may be contacted for a meeting with the principal. At fifteen, a certified letter may be sent and the truancy officer contacted for assistance. This may occur earlier if truancy is suspected. After five consecutive days of absence, a doctor's excuse may be required.
- Truancies are issued to students who are absent without prior approval by parents. Chronic tardiness and/or absences may also be considered truancy.

#### EXTENDED ILLNESS ASSISTANCE/MAKE-UP WORK

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

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

#### ATTENDANCE POLICY/ILLNESS

- |   |                              |
|---|------------------------------|
| • Fever (at a normal temperature for 24 hours before returning to school) | • Ear, eye or skin discharge |
| • Severe coughing   | • Diarrhea                   |
| • Sore throat   | • Unknown rash               |
| • Chills  | • Upset stomach              |
| • Swollen glands  | • Uncontrollable itching     |

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

#### APPOINTMENTS/EARLY DISMISSAL

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

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

#### VACATIONS

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

## HEALTH AND SAFETY

*Note: The Michigan Health Model curriculum for each grade level has been developed by the state to teach students about health and safety issues. This curriculum is available for review by contacting your child's school office and/or the Curriculum Director.*

### BULLYING POLICY 5517.01

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

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

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

### EMERGENCY/INFORMATION CARDS/ACCIDENTS-ILLNESS

It is imperative, and follows state law, that each child has a **current** Emergency Card on file. A student may be excluded from school until this requirement has been fulfilled. The purpose of this card is to give direction to school staff in case of emergency, illness, accident or early dismissal. In the event of a serious illness or accident at school we will attempt to notify you immediately by telephone. In the event we are unable to reach you, subsequent calls will be made based on information you have supplied on the Emergency Card. Please indicate persons to contact who are local and generally available during school hours. If we are unable to contact anyone listed, the police or 911 may be contacted. All injuries must be reported to a teacher or the office. No student will be released from school without parental permission.

It is critical that you also list persons NOT allowed to pick up a child, and that your children know what to do in case of emergency dismissal, etc. Calling from school is generally not an option. **It is extremely important you notify the office in the event of a change of address, home or work phone number, or other pertinent information. In case of emergency dismissal, for instance, it is the information written on the card that will be followed.**

### SPECIAL HEALTH PROBLEMS

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

### IMMUNIZATIONS

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

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



### ADMINISTERING MEDICATION TO STUDENTS

Schools are subject to state law for the dispensing of medications. All Owosso Public Schools follow the procedures listed below: (Note: Board Policy 5330 regarding medication may be found on the district website at [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us) .

- 1) The school will keep medication in a safe place and administer medication to students. Refrigeration is available for medication that must be kept cold.
- 2) The parent/guardian must provide the school with **written permission by filling out an official *Permission Form for Administration of Medication form***. (A copy of this form is at the back of this Handbook.) Whether the medication is by prescription or over-the-counter, school personnel may only administer it with this signed form on file.
- 3) By law, a student is not to be in possession of any medication without specific written permission. IF it is deemed by both parent and physician that a child must carry his/her own medication for emergency purposes/not convenience (and if having it available in the office is not sufficient for your child's safety), AND if your child is deemed responsible enough to use the medication only for whom and as prescribed, students may carry emergency medication (i.e., epi-pens/inhalers). The ***Permission Form for Self-Administration of Medication*** must be signed by both parent and physician. A copy of this form is available through school offices. (Note: The student must report to the office after taking the medication.)
- 4) Written instructions on any forms must include the student's name, name of medication, name of the prescribing physician, dosage, and when to administer the medication. (This information may already be on the container.)
- 5) Medication must be in its **original container**. (This applies to prescription and non-prescription medication).
- 6) Medication will be administered by one adult in the presence of a second adult (unless in a life-threatening emergency). The office will keep a log of medication administered to students.
- 7) **Students may not transport medications. Medication left at school will not be sent home with the student.** Parents must pick up any remaining medication at the end of the school year. Medication left at school may be discarded and not carried over into the next school year.

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

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

### MISCELLANEOUS HEALTH PROBLEMS

NOTIFY THE SCHOOL if any of the following conditions occur.

**HEAD LICE:** Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice are an infestation of hair with lice and nits (eggs). Others may get head lice from direct contact with others' hair and clothing. Proper laundering, home cleaning, and special treatments are absolutely necessary to eliminate the problem. Students may return to school when treatment has been completed and there are no nits left in the student's hair. Elementary students must be accompanied by an adult on the first day back to school after being diagnosed with head lice. The child will be checked upon return to determine whether all lice and nits have been eliminated. In general, students are expected back to school after one full day.

**SCABIES:** Caused by a mite that burrows under the skin. Scratching spreads the condition. Direct contact with skin and clothing exposes others. Medication and special laundering of clothing and bedding are required. Students may return to school after the first treatment.

**RINGWORM:** This is an infectious fungus condition of the skin. It appears as a flat ring-shaped lesion. It is contagious to others by direct contact of skin or clothing. Prescription medication is available for treatment. Good hygiene and thorough laundering of clothing is necessary. Students may return to school following treatment and the lesion(s) have begun to heal or can be covered.

**IMPETIGO:** This is a contagious infection of the skin indicated by a crusty lesion or lesions containing pus. Oral and topical medications, as prescribed by a physician, may be used. Students may return to school when they are no longer infectious, as determined by the child's physician. A physician's note may be required.

**A child should not return to school until these conditions have been properly treated. In some instances a doctor's excuse may be required.**

#### CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable-diseases, the school 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 resource people, including the Shiawassee 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.

Non-casual-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.

#### ASBESTOS

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

#### PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

#### STUDENT INSURANCE

Information about inexpensive student insurance is available on request in your school office.

#### STUDENT SAFETY AND SCHOOL SAFETY ZONE INFORMATION

Michigan law establishes a Student Safety Zone that extends 1000 feet from the boundary of any school property in relation to weapons, drugs, and tobacco. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event. Registered sex offenders must obey legislation regarding being on/near school property.

#### DRILL PROCEDURES (FIRE, TORNADO, INTRUDER, EVACUATION, LOCK-DOWN)

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

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

Intruder and evacuation drills are practiced on a regular basis. It is extremely important that emergency cards are up to date.

#### SCHOOL CLOSINGS, DELAYS AND EARLY RELEASES

Please insure a current phone number to the school office. Closings, delays and early releases are communicated through the School Messenger System. In the case of delay, staff arrives later as well, so please do not send students early. Owosso Schools' Weather Line is 725-1227. If you have questions about schools being open, that is

the fastest way to check. Parents have the final responsibility for their children attending school in poor weather. Teachers work with students to make up work missed on these days. Attendance policies regarding arrival times, tardiness, etc., are adjusted on these days based on the number of hours delayed or released.

#### LOCKERS/DESKS

Lockers and desks are school property, and may be inspected/searched for reasons including health and safety. During this search school authorities may seize illegal or unauthorized materials discovered. Students are expected to assume full responsibility for the contents of their lockers and personal effects. A student's personal effects (purse, backpack, etc.) may also be searched if a school official has reasonable suspicion that the student is in possession of illegal or unauthorized materials, including the possession of articles belonging to others. Periodic general locker inspections may be conducted without notice. Under certain circumstances students may also be searched with an adult witness present. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

#### INTERVIEWING OF STUDENTS

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

## TRANSPORTATION

#### BUS TRANSPORTATION

Bus privileges are available to eligible students to and from school and for various activities. To ensure a safe and enjoyable ride, the following expectations must be understood and followed. Thank you for reviewing these with your child. We appreciate the cooperation of all parents and students.

- Students must follow bus drivers' directions.
- For your children's safety, parents (or another responsible adult) of Kindergarten students must be visible to the driver at the time of drop-off, or the student will be transported back to their school.
- Students who create disturbances will be issued a student discipline report and could be denied bus privileges. Parents will be notified.
- Students are to use classroom conduct—no profane/vulgar language/actions, for instance.
- Students are to stay seated and keep hands, heads, arms, and property inside the bus and to themselves at all times.
- Bus vandalism will be charged to the student/parent and may result in police reports.
- Non-bus students will be permitted to ride the bus in pre-arranged or emergency situations. Pre-arranged changes must have a dated note from parents and phone contact with the director of transportation. If a child is to ride the bus home to another child's house, there must be a note from BOTH sets of parents. The principal/designee must also sign the note(s). The note should be given to the bus driver. (Transportation: 725-7665)
- Parents should contact the transportation department, if pick-up is not necessary on country routes.
- Students must cross only at corners with crossing guards or patrols at city school stops. Rural students are to cross **ONLY** in front of the bus.
- If a student misses the bus at the end of the day, he/she must go to the office and contact parents.
- Video and audio surveillance equipment may be used on or around school transportation vehicles to support safe and orderly transportation.

#### PICKING UP CHILDREN

If you pick up your children at the close of the day, please remember that students **MUST NOT** cross a street unless it is at a corner with Safety Patrols or Crossing Guards. When children cross the street at places other than at a corner, they place themselves in serious jeopardy. **Parents picking up students at the end of the day should**

**establish a meeting place outside the building.** Many people in the building during transition times may create dangerous conditions.

## CLASSES, RECESS AND RESTROOM USE

### GENERAL AND SPECIAL AREA/ENCORE CLASSES

**General Classroom:** Students are assigned to a classroom/teacher/program by the principal. Any questions or concerns about this placement should be discussed with the principal.

**Physical Education:** Children participate in P.E. classes unless a physical condition dictates otherwise. A doctor's excuse is required for prolonged absences from participation. For safety all students must wear gym shoes. Girls must wear shorts under skirts and dresses.

**Library/Media Center:** Students are given ready access to the materials located there, and most materials are available for check out. Parents are requested to assist children with returning these items by the due date. Students may be fined and/or charged for late, lost, or damaged items.

**Computer Availability:** Computer lab time is scheduled at least once each week. All Internet users shall abide by the District Acceptable Use Policy, pertaining laws, and posted rules. **Failure to do may result in immediate suspension of computer access and/or more severe disciplinary action. The Computer and Network Access Policy and Permission forms are in the Handbook.**

To obtain access to the District's data network, all staff and students (or parent, if the student is under 18 years of age) must read the **Owosso Public School Board Policy 7540 – Computer Technology and Networks** (found on page 35) and sign the *Technology User Agreement Form*. In addition to providing these forms at the back of the Handbook they are available year-round as needed). This document has been created to provide a consistent District standard and ensure that students understand the expectations outlined *in the policy*. Any student who does not sign and return the *Technology User Agreement Form* will not be able to participate in electronic programs.

**Fine Arts:** Students learn to appreciate and participate in the visual and dramatic arts. Classes are scheduled once per week for students in grades K-5.

**World Studies:** Elementary students receive weekly instruction in a foreign language and culture.

**Music/Band:** Both vocal and instrumental music classes are offered. All students participate in vocal music once a week. Fifth graders may choose to participate in band, offered two times per week, October through May.

### RECESS

Students have opportunities to play outside following lunch and at other times of the day. Students go outside to play unless weather conditions prohibit, generally rain or if below zero wind-chill. Therefore, we encourage students to dress appropriately for the weather. Students are expected to follow the rules and directions of the playground monitors and teachers who take students outside. Permission to remain inside for prolonged periods is granted for reasons of illness or recovery with a doctor's note.

### RESTROOM OPPORTUNITIES

Students have several opportunities to use the restrooms each day. If your child has a need for more frequent use, please send a note to school. This will avoid unnecessary anxiety and embarrassment.

## LUNCH AND BREAKFAST

### BREAKFAST/LUNCH

A hot lunch program is provided for all students who wish to participate. The lunch period is thirty minutes for lunch and a short recess. Menus are sent home the beginning of each year. Current pricing: full breakfast is \$1.35, lunch is \$1.75, and milk purchased separately is \$.40.

The Owosso Public Schools participate in the National School Lunch and Breakfast Program, which provides qualifying students with a **free or reduced priced breakfast and lunch** daily. Applications are sent home each fall, or may be picked up at school offices during the year. **We encourage parents to take advantage of this service.** Whether students participate in the lunch program or not, schools may be eligible for other programs based on an accurate count of students eligible for the program. Confidentiality is maintained for students and their families. **If students had free/reduced lunches/breakfasts the previous year, they are eligible for those services through the month of September, or until the applications have been received and reviewed.**

APPLICATIONS MUST BE SUBMITTED EACH YEAR.

Our food service program is designed to work most effectively on a **pre-payment system**. Each student has an account into which parents deposit money. When students eat, that account is deducted. This speeds up the serving time and allows more time for students to eat. We accept daily payment, but **we highly encourage parents to use pre-payment.**

- Place money into an envelope with your child's name, teacher's name, and the amount.
- If you would like the money applied to more than one student account, please indicate that on the envelope, as well.
- Checks should be made payable to Owosso Food Service.

**Owosso Elementary Charge Policy:** The charge limit for elementary students is a maximum amount equivalent to three school lunches. Students will not be able to charge after they have reached this point. Students who reach this point will receive a peanut butter and jelly sandwich, milk, and food bar items. If students' accounts are in the negative from the previous year, they will not be allowed to charge at all until that balance is paid in full.

Questions or payment arrangements can be made through the Food Service Office, 729-5511. If parents do not want their children to be able to charge at all, please send a note through your child's school office or call Food Services.

Bills are sent home every two weeks, if there is a low or negative balance. In addition to sending letters to parents, some buildings stamp children's hands to help remind them to tell their parents they are getting low on their account balances. Parents are able to check lunch balances on the Internet, at [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us).

When students bring a **cold lunch**, they may bring a healthy beverage from home or may purchase milk at school on a daily basis (40 cents). Carbonated beverages are discouraged.

Students are expected to follow the rules of safety and courtesy while in the lunchroom and during lunch recess.

Parents are welcome to bring or eat lunch with their child(ren). However, the unkind practice of bringing lunch for some students while excluding others cannot be allowed. Students are also not allowed to share lunches unless it is a treat brought for that purpose and does not exclude children. Parents who purchase or send lunches have the right to assume that it is their child(ren) who are eating it, or they should bring it home.

## STUDENT WORK AND COMMUNICATION OF PROGRESS

### OWOSSO PUBLIC SCHOOLS PHILOSOPHY

Grading communicates and certifies student learning of content standards and benchmarks, based on a variety of assessment techniques to students, parents, teachers, and the community. Assessment and evaluation of student work by teachers is a critical form of communication and provides an opportunity to communicate to students and parents with specific, meaningful feedback in as positive and constructive a manner as possible. It is also intended to provide the student with a clear understanding of areas mastered or in need of practice, and encouragement and motivation for undertaking new learning challenges. Student performance is evaluated using a variety of techniques and evaluation is based on individual student achievement of content standards and benchmarks.

The grading and reporting practices of the Owosso Public Schools are to be fair, equitable, and useful to students, parents, and teachers. The teachers' goal is to collect samples of student work in as many different forms as possible in order to evaluate each student's performance over time and report such observations through progress reports and other communications to parents.

CITIZENSHIP REPORTS TO PARENTS

**THE SCALE BELOW INDICATES CITIZENSHIP AS PERCEIVED BY THE TEACHER AND IS REPORTED TO PARENTS ON REPORT CARDS EACH MARKING PERIOD.**

<b>OUTSTANDING</b>	Demonstrates integrity; positive role model; develops group relationships; always prepared; exhibits respect for diversity and individual rights; demonstrates leadership
<b>SATISFACTORY</b>	Accepts responsibility; attentive; self-directed; positive attitude; consistently prepared; uses time effectively; cooperative; honest; dependable; has a sense of the common good, justice, and equality
<b>Needs Improvement</b>	Often unprepared; may lack motivation to consistently perform in a positive manner; poor time management and acceptance of responsibility for learning and behavior; sometimes late and poorly prepared
<b>Unsatisfactory</b>	Rude; disruptive; self-involved; talkative; loud; negative; profane; uncooperative; poorly prepared; disinterested; consistently requires teacher intervention
<b>See Instructor</b>	A conference is desired. Please call the school to make an appointment with the teacher.

REPORT CARDS

Report cards are issued throughout each year. Parents are asked to review the contents of these reports carefully with their child. We recommend that you stress accomplishments and encourage additional effort where need is shown. If you have questions, please contact the teacher. Progress Reports may be sent home between marking periods. Parents may request more frequent reports. We encourage parents to maintain close contact with teachers. Grades Kindergarten-2<sup>nd</sup> are marked with a standards based approach, and grades 3<sup>rd</sup>-5<sup>th</sup> utilize the following grading scale:

**Grading Scale (in percentages):**

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	E	59

HOMEWORK

It is recognized that the length and complexity of homework assignments may increase with the grade level and vary with individual differences. Although different amounts and kinds of homework are given at different grade levels, the general purposes include the following:

- To provide students with reinforcement and supplemental learning opportunities that cannot be scheduled during the regular instructional day
- To help maintain high academic standards
- To encourage students to become independent learners and good time managers
- To provide opportunities for parent/school partnerships in support of education

STUDENT PLANNERS (GRADE 3-5)

Student planners and/or weekly work folders are used for all elementary grades. Planners are provided as an opportunity to increase communication between school and home. We encourage parents to check planners regularly for assignments and notes. Parents may use the planners to communicate with teachers, as well, by using it to correspond with the teacher regarding assignments, concerns, questions, etc.

### PARENT/TEACHER CONFERENCES

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

## **MISCELLANEOUS INFORMATION**

### WALKERS/BIKERS

Students walking, skating, biking, using scooters, etc. to or from school should follow sidewalks and cross **ONLY** with crossing guards or safety patrols. **Bicycles must be licensed and locked.** Helmets are encouraged. The school is not responsible for theft or damage of bikes, scooters, skates, etc. Please check regarding specific building policies if you wish your child to use these modes of transportation going to and from school. In general skateboards, hee-ies/wheelies, and rollerblades are not allowed on school property and only students in grade three and above may ride bicycles to and from school. We encourage parents to remind walkers and bikers often about traffic and personal safety rules.

IT IS DISTRICT POLICY THAT STUDENTS GO HOME IN THEIR NORMAL MANNER UNLESS THERE IS A **NOTE OR PHONE CALL** STATING OTHERWISE. TO ENSURE THAT THESE MESSAGES ARE COMMUNICATED, PLEASE AVOID CHANGING PLANS AFTER 3:00pm.

### STUDENT PHOTOGRAPHS AND DIRECTORY INFORMATION

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

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

### PARTIES/SPECIAL ACTIVITIES

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

To eliminate hurt feelings, invitations to home parties are not to be given out at school unless all children in the classroom, or all boys or girls in that classroom, receive them. If this is not the case, we encourage you to mail individual invitations.

### AFTER SCHOOL ACTIVITIES

During the school year we offer after school activities. The staff member in charge sets specific times for these functions to begin and end. Parents are responsible for transportation home immediately following these activities.

### SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Each elementary school provides students the opportunity to broaden their learning through a variety of curricular-related activities that support regular classroom instruction. Extra-curricular activities do not necessarily reflect the

school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, performing arts and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate. Non-district sponsored organization may not use the name of the school or school mascot. Supervision by a responsible adult is required for all activities held in Owosso Public Schools facilities.

#### VISITORS/PETS

Parents are partners in the educational development of their children and are welcome to visit classrooms. Please make arrangements ahead of time, if at all possible. We do require that siblings not accompany parents, and require parents to check in at the office. Student visitors during instructional time are not encouraged and permitted only under special arrangements through the principal. Parents may bring pets for a brief visit if the pet is used to children and not aggressive. Arrangements are made through the classroom teacher.

#### FIELD TRIPS

Field trips are valuable extensions of class work and allow students to participate in and/or see firsthand something studied during the course of the year. The district may fund field trips taken during the school day. When district funds are not available, students may be charged for expenses, students are not prohibited from participating because of inability to pay. Extended field trips go beyond the regular school day and may be paid by a sponsor, parent/guardian, or approved fundraising. A child may participate in field trips with a permission slip signed by the parent/guardian and returned to school. Full details regarding special rules or procedures are sent home with field trip requests.

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

Occasionally, a teacher will allow students to bring souvenir money. This is on a trip-by-trip, teacher-by-teacher basis. Information about bringing money will be on the permission slip and must be strictly adhered to.

Occasionally, there is an in-district event that all students attend at no cost. Field trip permission forms are not necessary in these instances.

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

#### SCHOOL SUPPLIES

Many times students prefer to have their own pencils, crayons, scissors, etc. However, all necessary materials are supplied by the school district. Students are responsible for all books and materials assigned to them. Fines may be charged for lost or misused books and materials.

#### LOST AND FOUND

Parents are encouraged to mark articles of clothing. This allows us to return many of the items in our Lost and Found each year. Parents and students are encouraged to check, as well. Unclaimed articles are periodically given to charitable organizations.



## STUDENT BEHAVIOR

### STUDENT CONDUCT

It is necessary for children to develop self-discipline, and while staff will work with parents and students toward this goal, we ask that parents discuss with their children the importance of good behavior and a good attitude at school. Children must develop social skills that allow them to respect the rights of others, get along with their peers, understand the purpose of rules, and work with adults in a cooperative manner. The ultimate aim is to help children develop the ability to control their own behavior through responsible decision-making. We cannot tolerate dangerous or disrespectful behavior, bullying, obscene language, or destruction of school property. On occasion, students may be required to stay after school for extra help or for discipline reasons. Parents will be informed if their child is required to do so. Students not attending discipline detentions before or after school will be subject to alternative disciplinary measures up to and including suspension from school. The list and chart that follow offer valuable information about violations of safety and/or courtesy. A range of possible consequences is also noted. Special cases may include involving outside agencies or seeking restitution of damages. In all cases it is our goal is to have students participate as fully as possible in the process. Additionally, each building has unique rules, policies, and procedures based on various circumstances.

Behavior interventions in classrooms are focused on positive behavior through responsible decision making. When children are not willing to follow standards or obey the rules of school and society, consequences result. We ask that parents discuss with their children the importance of good behavior and a good attitude.

### SCHOOL DRESS

While fashion changes, the reasons for being in school do not. Any fashion and/or accessory, hair, etc., that disturbs the educational learning environment, as determined by the principal, will not be allowed. We take pride in the appearance of our students. Proper dress reflects the quality of our schools and impacts student conduct and schoolwork. Children should be dressed appropriately for school and weather. Clothing should be clean and may not be too tight, revealing, or baggy. (Specifically, stomachs, backs, and shoulder tops should be covered. A general rule for shorts and skirts is fingertip length, particularly in the upper grades.) Clothing revealing body piercing (other than ears), unnaturally colored hair that is distracting to the educational process, clothing that promotes drugs, alcohol, tobacco, or is offensive/degrading is also prohibited. Parents may be contacted and students asked to change. Some clothing may create safety issues. This includes *flip-flops* and other flimsy footwear with no support or protection for children's feet. Sturdy shoes are a must in buildings and on playgrounds.

### PROHIBITED ITEMS/SUBSTANCES

Students may not bring item(s) to school intended to be, or may be considered to be, a weapon or dangerous in any way. The Michigan legislation has made **EXPULSION MANDATORY** if students are in possession of certain items. Among these are knives, guns, and explosive devices. Students may also not bring aerosol or pump spray containers, pagers, lighters, matches, bats or hard balls.

### PERSONAL ELECTRONICS

It is strongly recommended students not bring cameras, cell phones, radios, tape/CD players, extra money, or valuables since they may be broken, lost, or stolen. OPS is not responsible for lost or stolen items. If there are occasions when these are appropriate for a school activity, parents will be notified. If a parent/guardian feels it is necessary for a student to bring a cell phone or any other wireless electronic communication device to school, they must be turned off from 8:40-3:40 p.m. Parents may be asked to pick up these items from school if they are at school. Students, not the school, will be responsible for the care of personal property.

**Tobacco Free Schools:** The Owosso Public Schools and grounds are tobacco free twenty-four hours a day, seven days a week. Owosso Public Schools enforces PA 1993, No. 140 and promotes practices aiding students and

employees to abstain from use of all tobacco products, intervening early when use is detected, taking corrective disciplinary action when necessary, and making after-care support accessible for students and staff in need of it.

**Drug and Alcohol Free Schools:** The use, distribution, dispensing and/or manufacturing of controlled substances or alcohol by students, employees, or any other person on school property, including school vehicles, is prohibited.

#### 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](mailto: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](mailto:dwyerc@owosso.k12.mi.us). The Section 504 Coordinator is Bridgit Spielman, Principal, Central Elementary School, 800 W. Oliver St., Owosso, MI 48867 (989) 723-5786, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us)

#### STUDENT CONDUCT WARRANTING DISCIPLINARY ACTION

The following information is part of Board Policy on Student Rights and Student Conduct. These actions will warrant disciplinary action and potential legal action if they occur on the way to or from school, during the school day, or at school sponsored activities.

**Definitions:** *SUSPENSION* is the temporary removal, up to ten days, of a student from school or class for violation of the rules. This does not result in automatic loss of credit. *EXPULSION* is the permanent removal of a student from school for gross misbehavior, legal issues, or persistent violation of the rules. Expulsion automatically results in loss of academic credit. The Board hears appeals when appropriate.

**Alcohol, Tobacco, and other Drugs** – No student may possess, manufacture, distribute, or use tobacco, alcohol, or unauthorized medication, as defined by law on school property or at school events. Look-alikes are also prohibited. *Permission Forms for Medication are available.*

**Appearance** – Dress, hairstyles, clothing, etc., must be in good taste—not dangerous or disruptive to the educational process.

**Arson** – The intentional setting of fire, or the attempt to set fire.

**Bomb Threats** – Issued verbally or in writing. Current legislation results in expulsion.

**Bullying/Threatening/Intimidating** – Verbally/physically threatening the well-being/safety of others. (This may include electronically transmitted acts.)

**Burglary/Larceny/Robbery** – Stealing of school or personal property or attempting to do so through threats.

**Cheating/Plagiarism** – Copying the work of another and representing it as one’s own.

**Closed Campus** – Leaving the school premises without authorization during school hours.

**Disrespect** – Verbal or written abuse of school staff or students.

**Explosives/Pyrotechnics** – Possessing, using, or transferring explosives, including, but not limited to, snappers, sparklers, smoke bombs, or fire crackers.

**Fighting** – Hostile bodily contact.

**False Alarms** – Issuing, by words or action, a false or misleading report of fire or other crisis.

**Firearms/Weapons** – Possessing, using, or threatening to use any weapon or instrument capable of inflicting injury and/or as defined by law. All Owosso Schools adhere to the Weapons Free School Zone commitment.

**Forgery** – Fraudulently using in writing the name of another or falsifying information.

**Gambling** – Any game of chance which involves the exchange of money or property.

**Gross Misbehavior** – Deliberate or willful conduct detrimental to the normal functioning of a program or activity

**Harassment/Abuse** – Unwelcome physical contact or comments, which create an intimidating, hostile, offensive or uncomfortable environment. Per Board Policy, if a student has concerns about harassment by an adult or student, the student should immediately report the concern to the building principal or another administrator. All reports will be recorded and investigated. If a satisfactory conclusion is not reached within ten days, the Deputy Superintendent should be contacted. Anyone found to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination (if an employee). Discretion of all parties will be honored. However, by law all school employees must report suspected cases of abuse to Social Services and/or the Prosecuting Attorney.

**Inciting Others to Violence or Disobedience** – Encouraging others by word, action, or deed to disrupt the educational process.

**Indecency** – Acts against commonly recognized standards of good taste as interpreted by administrators and teachers. (This may include public displays of affection.)

**Insubordination** – The failure to respond or carry out a reasonable request by a staff member.

**Loitering/Trespassing** – Being in the building, a part of the building, or on school grounds without permission before, during, or after school hours or school year. Suspended/expelled students are not allowed on school property or to attend school functions during the term of suspension.

**Obscenity/Profanity** – Using obscenity or profanity in verbal, written form, or pictures.

**Persistent Disobedience** – Repeated misbehavior/noncompliance with the rules and regulations of the school.

**Smoking** – Smoking or possession of tobacco products.

**Truancy** – Unauthorized absence from school. Chronic tardiness and/or absences may be considered truancy. State law requires daily attendance.

**Vandalism/Malicious Mischief** – Willful destruction or defacing of school property or the property of others. Students are required to make restitution for costs and/or damages they cause and are subject to disciplinary consequences in accordance with the Student Code of Conduct and/or applicable law. Parents are responsible for payment/replacement of equipment, materials, etc. that their child(ren) damages, destroys.

**Verbal Assault** – Any willful verbal threat intended to place another in fear of immediate painful, injurious physical contact, coupled with the apparent ability to execute the act.

**NOTE:** Students may be suspended and/or expelled for any of the following:

- Willful violation and/or persistent disobedience of any published Board regulation
- Willful misconduct which substantially disrupts the operation of school/class
- Willful misconduct which substantially impinges upon or invades the rights of others
- Disobedience of an order by a teacher, police officer, security officer, or other school authority which results in interference with the operation of school or invasion of the rights of others.
- Short-term suspensions may be imposed immediately without hearing if danger or severe disruption occurs.

**NOTE:** Beyond those areas covered by law, each elementary school may have unique rules, policies, and procedures based on different circumstances. If you are in doubt about something specific, please contact your child's school.

**NOTE: Corporal Punishment** – The board does not condone the use of force, fear, hitting, or other forms of corporal punishment as appropriate student discipline. No employee shall inflict physical pain upon a student. Reasonable force may be used to maintain order and control. For instance, it may be necessary to restrain or remove a student whose behavior interferes with providing a safe environment conducive to learning.

**Abuse/Neglect: Public School Employees are required by law to report all suspected cases of child abuse/neglect to the Department of Human Services (formerly, Family Independence Agency/Protective Services).**

## GUIDELINES FOR RESPONSE

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

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

**Key:** X - Possible Consequence      A - Automatic Consequence  
 S - Staff Response                      O - Sent to the office or office notified of the offense  
 S/O - Response begins with staff person, and is sent to office, as necessary

\*\*Includes in-house suspension, as an option.

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

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

Parents are encouraged to review these options with their children.

## 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").

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

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

989-729-5707  
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

Revised 12/11/06  
Revised 1/10/11  
Revised 6/23/14

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## **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)").

Bridgit Spielman  
Principal Central Elementary School  
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 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](mailto: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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### 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 Janet Stevens, the district's McKinney-Vento Liaison, at 989-729-5783.

### 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 to inquire about evaluation procedures and programs offered by the district.

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Owosso Public Schools abide by the provisions of the Family Education Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a copy of a court order to the contrary, principals and/or designees will, upon request, provide, non-custodial parents with access to academic records and to other school-related information about the child. If a court has ordered that there is to be no information shared, or that one parent does not have legal access, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. (Note: Board Policy 8330 regarding student records can be found on the OPS website: [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us) .)

***Student Disciplinary Records:*** Title IV, Part A, Subpart 4155 of the No Child Left Behind Act requires that there is 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 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.

***Transfer of Student Records:*** Within fourteen days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of the school record. Any schools that compiles records for each student in the school and is requested to forward a copy of the transferring student's record to the new school shall comply within thirty day after receipt of the request unless the record has been tagged pursuant to Section 1134. (Section 1134 deals with records of missing students)

### COMPUTER TECHNOLOGY AND NETWORKS - BOARD POLICY 7540

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. It also recognizes that safeguards have to be established to ensure that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

### INTRUDER/EVACUATION DRILL PLAN

Each year OPS buildings practice fire, tornado/severe weather, intruder, and evacuation drills.

Evacuation drills involve staff and students leaving campus to practice procedures we would implement if schools experienced an actual emergency requiring mandatory evacuation.

If an actual emergency evacuation of our campus becomes necessary, the following procedures will occur:

1. Students and staff will exit the building.
2. All staff and students will walk to a designated site. (This site varies depending on the emergency. We have received permission from several near-by facilities for this purpose.)
3. District buses may then transport students and staff to another site for shelter and other support as needed.
4. Official public communication will be provided by the Superintendent of Schools and the City of Owosso/Director of Public Safety regarding the emergency and how to pick up your child. This communication may be via TV, radio, phone, email, etc.
5. Once all students and staff have been accounted for, the process of releasing students to parents or guardians will begin, as directed by the Superintendent. **Please note that in an actual emergency, students are released to ONLY parents/legal guardians.**

During an actual emergency, the full cooperation of families would be absolutely necessary to ensure the safety and well-being of all students and staff. Increased traffic near schools would certainly create additional safety issues, interfering with the work of the police and fire departments, for example. Attempts to contact or pick up students prior to their secure arrival and check-in could not be allowed. Such actions would create delays, confusion, and disruption that could compromise the safety and security of everyone involved.

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:**

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

**SIGNS OBSERVED BY PARENTS:**

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

**CONCUSSION DANGER SIGNS:**

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

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

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

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

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

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

**Parents and Students Must Sign and Return the  
Educational Material Acknowledgement Form found at the back of this packet.**

### Bullying Incident Report Sheet

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

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## PERMISSION-FORMS CHECKLIST

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- MANDATORY FORM: Technology User Agreement Form**
- MANDATORY FORM: Confirmation of Handbook Review**
- MANDATORY FORM: Parent-Student-Teacher Compact**

### OPTIONAL FORMS:

- Pesticide/Herbicide**
- Advisory Health Care Plan**
- Permission for Administration of Medication**
- Volunteer Screening Process and Form**



PLEASE CHECK WHICH SCHOOL YOUR STUDENT ATTENDS: \_\_\_\_\_

Students Name: _____	Bentley _____	OMS _____
	Bryant _____	OHS _____
	Central _____	Lincoln _____
Teacher Name: _____	Emerson _____	

**TEN DAYS REQUIRED FOR PROCESSING**

**VOLUNTEER SCREENING**

As a prospective volunteer of Owosso Public Schools, I understand that it is this agency's policy to secure conviction criminal history information as part of their screening process using the information provided below. **All fields MUST BE filled out completely, and are mandatory fields to complete the Michigan State Police (MSP) ICHAT background check. Failure to do so will prohibit the District from completing your background check which will delay in the approval of chaperoning/volunteering. A Criminal History Background Check through MSP IChat MUST BE COMPLETED prior to being able to volunteer/chaperone. Any form not completed in its entirety will be immediately returned to the building.**

NAME: \_\_\_\_\_  
                     FIRST NAME  MIDDLE NAME  LAST NAME

PHONE NUMBER: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

Maiden name/names previously used: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

Month/day/year

I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED TO CONDUCT A CRIMINAL HISTORY BACKGROUND CHECK. I AUTHORIZE OWOSSO PUBLIC SCHOOLS TO UTILIZE THE ABOVE INFORMATION FOR THE SOLE PURPOSE OF OBTAINING A RECORD OF ANY HISTORY OF CRIMINAL CONVICTIONS.

\_\_\_\_\_  
Signature of Volunteer/Chaperone

\_\_\_\_\_  
Date

It is the policy of The Owosso Public School District that no person shall on the basis of sex, race, color, national origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.

<u>Date</u>	<u>Search</u>	<u>Clear</u>
_____	ICCHAT _____	_____
_____	Family Watchdog _____	_____
_____	PSOR _____	_____

**Please also complete the back of this page**

## GUIDELINES FOR VOLUNTEER SCREENING PROCESS

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

- Chaperone field trips, whether one day or overnight
- Will be volunteering on a regular basis of five or more times a year

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

### VOLUNTEER RELEASE FORM

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

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

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

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

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Signature of Volunteer/Chaperone

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Date

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## PESTICIDE/HERBICIDE ADVISORY

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

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

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

✂-----✂

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

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

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

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

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

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

Please check one:

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

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

\_\_\_\_\_  
Date



**OWOSSO PUBLIC SCHOOLS | SCHOOL HEALTH SERVICES**

**HEALTH CARE PLAN \***

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

Day time numbers where you can be reached \_\_\_\_\_

If your child has a significant health condition, please fill out this form and return to the office.

Emergency Contact \_\_\_\_\_  
(Name) (Relationship) (Phone Number)

Doctor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Health Condition \_\_\_\_\_

How does this affect your child at school? \_\_\_\_\_

Are there any activity restrictions? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain: \_\_\_\_\_

Does your child take medication for this condition? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Please list medications taken for this condition. Indicate medication needed at school.\*\*

Name	Amount	Time

List signs and symptoms of an emergency: \_\_\_\_\_

Actions to take in an emergency: \_\_\_\_\_

I understand that this information will be shared with school staff, as needed.

Reviewed by: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Rev. 3/08

\*Not every student will need to return this sheet. If your child has a significant health concern, however, please return this form to school as soon as possible each fall.

\*\*A separate medication form will also be needed for students to take medication at school.



## OWOSSO PUBLIC SCHOOLS | SCHOOL HEALTH SERVICES

## PERMISSION FORM FOR ADMINISTRATION OF MEDICATION

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

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

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

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

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

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

**Form of medication/treatment –** tablet/capsule liquid inhaler injections nebulizer topical

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

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

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

**Stop –** end of school year other date/duration: \_\_\_\_\_ for episodic emergencies only**Restrictions and/or important side effects:** No - none anticipated Yes – if yes, please describe below:**Special storage requirements:** none refrigerate other: \_\_\_\_\_

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

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

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

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







# TECHNOLOGY USER AGREEMENT

## Elementary School Parents Permission & Student Agreement

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

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

**Technology-Terms and Conditions for Use**

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

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

**Consequences for misuse:**

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

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

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

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

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

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

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

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

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

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

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



## Owosso Public Schools

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**PARENT-STUDENT-TEACHER COMPACT**


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

**Parents Pledge: I will**

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

**Students Pledge: I will**

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

**Teachers and Staff Pledge: I will**

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

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

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

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

\_\_\_\_\_

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

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






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## CONFIRMATION OF HANDBOOK REVIEW

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\_\_\_\_\_ Yes, I have received a copy of the *Family/Student Handbook and Parent-Student-Teacher Compact* and have reviewed them with my child. I understand the rights and responsibilities of all involved in the education of my child and that this is the mutual responsibility of school staff, parents, and my child.

\_\_\_\_\_  
 Student Name                                      Teacher                                      Grade

\_\_\_\_\_  
 Parent/Guardian Signature                      Phone/Contact Information                      Date

## CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

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

\_\_\_\_\_  
 Student Name Printed

\_\_\_\_\_  
 Parent or Guardian Name Printed

\_\_\_\_\_  
 Student Name Signature

\_\_\_\_\_  
 Parent or Guardian Name Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**Note: Please return this sheet**  
 and any sheets that pertain to your child and/or circumstances.





**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](mailto:collinsr@owosso.k12.mi.us)

@OMSMrCollins



**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 along with the International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. 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](mailto: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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## 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:**

<b>First Offense:</b>	Up to 5 days of out-of-school suspension
<b>Second Offense:</b>	Up to 10 days of out-of-school suspension
<b>Third offense:</b>	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:**

<b>First offense:</b>	Saturday detention and/or ISS (8th hour, teacher, lunch)
<b>Second offense:</b>	Saturday detention and/or ISS (8th hour, teacher, lunch)
<b>Additional offenses:</b>	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](mailto: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](mailto: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](mailto: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 Owasso 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)  
Sources: Michigan Department of Community Health (DCH) 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](http://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 Owasso 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   |



## Handbook changes for 2019-20 School Year

Page 1-year change

Page 2-Year change

**Page 7 Added number 5 OHS Webpage and under attendance guidelines removed** “. Students may make up absences by attending After School Tutoring (AST). Three days of AST will equal one absence made up.”

**Page 8- removed** “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.”

**Page 9- Bolded** “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”

**Page 11-removed “Alternative” in second to last bullet. Also added a new bullet, Added from page 12 last paragraph.** “Commencement exercises are serious traditional ceremonies at which participation is a privilege. The Commencement Letter of Participation is required for seniors who participate.”

**Page 12-Removed** 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.

**Page 13-moved bullet number 5 to the top and bold**

**Page 17-Removed** 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.

**Page 19-removed in last paragraph under unapproved substances-Drugs “by 10 days”**

**Page 22 Removed numbers 9 and 10** Tops and bottoms that do not meet “High cut” skirts or shorts. **Also added Racial Slur to Profanity/Vulgarity “Profanity/Vulgarity/Racial Slur”**

**Page 22-added** See Board Policy 5517. **Under BULLYING/CYBER BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

**Page 24- under Closed Campus Letter D replaced co-op classes with work experience and under letter G changed 400 North door to SOUTH.**

**Page 25 under letter I removed 7<sup>th</sup> bullet** Drawing, except as a requirement for art class, is not permitted. **And changed 10<sup>th</sup> bullet wording co op related activities to work experience . Under Letter J removed the word sexual from both harassment statements and changed board policy number from 5050 to 5517**

**Page 29-Under VII. SCHOOL BOARD POLICIES**

**Letter A-** 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).~~

**Page 30 under letter C removed** The Owosso Public Schools Board of Education Policy ~~Statement 8940~~ states, “For

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

Owosso High  
School  
2019-2020  
Tardy Voucher

---

Student Name

---

Date

**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

## PRIMARY OFFICES

There are four primary offices serving OHS students, their parents, and the Owosso community:

**Main Office Fax: 989- 729-5600**                      **Phone: 989- 723-8231**  
**Absence call in line (Available 24 hours a day)**                      **989-729-5503**

Hours: 7:00 AM – 3:30 PM daily and during most holiday breaks  
 Location: Northeast entrance of the high school near the cafeteria  
 Services: Provide forms for graduation information, dispensing medications, work permits, etc.; visitor check-in. Provide student attendance records; telephone for students use for cases of illness; passes for leaving school; generates assignments to ISS and Saturday detention.

**Personnel:**

Jeff Phillips, Principal	Linda Dignan, Executive Secretary
Karen VanEpps, Asst. Principal	Dawn Horak, Secretary
	Kelly Snyder, Registrar

**Student Services Department**    **989-729-5495**

Hours: 7:00 AM – 3:30 PM daily  
 Location: Southeast entrance  
 Services: Counseling; student class scheduling; generate official transcripts and coordinates testing,  
 Personnel: Pamela Kurtz, Counselor/Department Chair                      Sue Comrie, Counselor  
                     Jerry Ciarlino, Counselor    Lisa Pilon, Secretary

**Athletic Office**    **989-729-5494**

Hours: 8:00 AM – 3:30 PM daily  
 Location: Main hallway, opposite the auditorium  
 Services: Maintains athletic rosters, team schedules; eligibility reports, officials assignments and transportation schedules.  
 Personnel: Dr. Dallas Lintner, Assistant Principal/Athletic Director  
                     Jo Ellen Smith, Secretary

**Career and Technical Education Office**    **989-729-5517**

Hours: By Appointment  
 Location: Southeast entrance, located in the Student Services Office.  
 Services: Career and Technical Education programs, information, and work-based learning opportunities.  
 Personnel: Nick Krueger – CTE Coordinator

• 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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## 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 1<sup>st</sup> hour prior to 8:00 am, the student should not be considered tardy for that hour only.

Students are permitted 2 tardies to 1<sup>st</sup> 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. Owasso 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](http://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](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:

<b>First Offense:</b>	Up to 5 days of out-of-school suspension
<b>Second Offense:</b>	Up to 10 days of out-of-school suspension
<b>Third Offense:</b>	<b>Possible school board for expulsion</b>

### **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:
  - 1<sup>st</sup> Offense: Confiscated by staff until the end of the day.
  - 2<sup>nd</sup> 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 Districts e-mail system to create, send or forward content that may take up unnecessary storage space on the Districts 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](http://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 15<sup>th</sup> .

## **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](http://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](http://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](http://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](http://www.owosso.k12.mi.us/index.php?q=student_services) and [www.collegeboard.com/AP](http://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](mailto: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

Bridgit Spielman  
Principal Central Elementary  
600 W Oliver St  
Owosso, MI 48867

989-729-5671  
white@owosso.k12.mi.us

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 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](mailto: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 Irean

4/5/19



*Our mission at Lincoln High School along with the International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

# LINCOLN HIGH SCHOOL

**Student –Parent Handbook  
2019-2020**

**Lincoln High School  
645 Alger Street  
Owosso, MI 48867  
Main Office-989-725-2839  
Fax Number-989-729-6706**

**Principal: Steven J. Irelan**

**Main Office:  
Hours: 7:00am-3:30pm daily (Lunch 12-12:30pm)  
Location: 2<sup>nd</sup> floor of Washington Campus Building  
Personnel: Mrs. Amy Parsons**

**School Hours: The school day begins at 7:45 a.m. and ends at 2:40 p.m.**

## **WELCOME TO LINCOLN HIGH SCHOOL!**

Our mission at Lincoln High School is “**to create a friendly and safe learning environment for students to achieve their academic goals.**” We are committed to engaging students who genuinely care about their education. Our goal is to help each individual student maintain or become academically and socially motivated to make a difference in his or her personal life and community. We want you to have many options when you graduate from Lincoln High School. We invite you to share our in our vision 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 Lincoln High School, have a great year!

Sincerely,

*Steven J. Irelan*  
Principal

## LHS STUDENT –HANDBOOK

The Lincoln Student- Handbook is the official manual of regulations and requirements covering the students at Lincoln 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- Handbook.

Students must sign an acknowledgement of receipt when they are issued a handbook at the start of the school year or upon enrollment.

### **Notification of Nondiscrimination Statement and Compliance Officers**

#### 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](mailto: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](mailto: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](mailto:spielman@owosso.k12.mi.us) .

\*\* see Appendix B for Non Discrimination and access to equal educational opportunity information.

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## **I. COMMUNICATION**

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

- Lincoln Student Handbook
- Report cards and progress reports
- Parent-Teacher Conferences
- School Open Houses

### **A. REPORT CARDS AND PROGRESS REPORTS**

There are three 12-week trimesters 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 trimester time.

## **II. GENERAL SCHOOL POLICIES**

### **A. AFTER-SCHOOL ACTIVITIES**

A teacher-sponsor will be present at all after-school activities including 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.

### **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 seven absences per trimester in two or more classes may lose credit for the trimester. Both excused and unexcused absences are included in the seven-day policy, total suspensions are not.

There may be make-up hours available for students who have gone over in absences. There may also be opportunities to request a waiver of the attendance policy due to illnesses or other unforeseen emergencies that may occur.

Class work missed during verified absences can be made up for credit. Classroom assignments are made available through each teacher's Google Classroom. Work made up following an unverified absence may receive credit at the discretion of the teacher and/or administrator.

School-related absences do not count towards the 7 day rule.

Students who are absent for a portion of the day must check into the main office prior to or attending class.

Students who must leave school early for any reason are required to sign out through the Main Office before leaving the school building. Phone calls may be made to the homes of students who are less than 18 years of age.

Students who are under the age of 18 who leave school without permission may be given an after school detention after leaving on 2 occasions.

Off-Campus lunch privileges will be earned by students who are passing Five of Six class over a two week period, who have zero discipline referrals and no more than two tardies in their 1st Hour classes. Exceptions may be made for students who are absent due to verifiable Court or Legal obligations and for documented funeral obligations. This will be at the discretion of Administration.

### **Waiver of Attendance policy**

Students who have exceeded the 7 day policy may apply to have their absences waived by submitting a Waiver of Attendance policy form. Waivers may or may not be offered during the trimesters. 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 school's social worker. There may be the assignment of community service or other activities as a result of the waiver decision. These activities will count as make up time and must be completed before the awarding of the waiver of attendance is granted. 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 7 day absence policy and need not apply for a Waiver.

### **Tardy Policy**

If a student is late to class, they are considered tardy. If a student arrives to class with a pass from school personnel, they are not to be considered tardy or absent. Students who arrive to class more than 30 minutes late will be considered absent, but will still be required to participate in the remainder of the class period. Consequences for tardiness issues:

- Students will be permitted 2 tardies to 1<sup>st</sup> hour only without penalty. Students who accumulate 2 tardies in any class (other than their free 1<sup>st</sup> hour tardies) will be given an after school detention.
- Tardies after the 3<sup>rd</sup> will be counted as absences and may result in Saturday detentions or make up hours being assigned.

### **Attendance Terms**

Each student will be allowed to miss seven periods per class per term. Upon the eighth absence the student may be dropped from the class. Students may be allowed to make up missed class periods. If a student exceeds seven absences in two or more classes he or she may be dropped from LHS until the next trimester. Students who start late into the trimester at LHS will have their allotted absences prorated.



If a student under the age of 16 reaches their allowed absences they may receive No Credit for their classes but are still expected to attend school. Those students will also be referred to the Shiawassee County Family Court for truancy.

If a student fails to complete the first and second trimesters due to excessive absences the student may be ineligible to enroll for the third trimester but will be able to attend the fall semester the following year.

#### **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 the day prior to or immediately following the absence to be considered verified.

#### **Unverified Absence**

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

### **D. ACADEMIC PROGRESSION CONTINGENCIES**

The administration of LHS reserves the right to un-enroll students due to unsatisfactory academic progress. Students who are failing 5 of their 6 classes four to six weeks into the each trimester could be placed on academic progression.

After progress reports have been given, a student will have a week to bring their grades up to passing in 3 of their 6 classes.

The student will continue to take weekly progress reports to teachers and return them to the administrator. The administrator, the student and his or her parents may meet to discuss academic progress should the student not improve their grades.

### **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.
- Possess and present valid student ID
- Use classroom conduct (no fighting, swearing).
- Vandalism to the bus will be charged to the student/parent.
- Possession of tobacco 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 **989-725-7665**.

### **F. CAFETERIA OPERATIONS**

LHS serves breakfast daily. Lunch is served daily during one, thirty-minute lunch period, 12:00 PM - 12:30 PM. All students have free breakfast and lunch at Lincoln High School. Students bringing in food from outside vendors must consume their breakfast prior to their arrive to class first hour.

**Students may be able to order outside food to be consumed at LHS on Fridays only.**

Fast Food may be permitted at other times for certain approved events.

### **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. Fees that may have accumulated from the Owosso High School will follow the student to Lincoln High School and must be paid prior to graduation.

### **H. FOOD AND DRINK IN THE 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”)**

Students who do not complete all class work by the end of the trimester 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 zeros for incomplete work. This grade will be calculated into the GPA. Teachers may allot additional time for extenuating circumstances.

### **J. GRADUATION REQUIREMENTS.**

LHS students must complete the following requirements before the date of graduation to participate in graduation ceremonies:

- Fulfill the graduation requirements, completing the Michigan Merit Curriculum.
- Fulfill the graduation requirements as outlined in Board Policy (Policy 5460)
- Juniors and seniors who qualify to take the Michigan Merit Exam are required to take all parts of the MME and may not be permitted to participate in commencement if they do not put forward best effort.
- Students who transfer to LHS in the middle of a trimester will have a clean slate. He or she may need to complete Character Counts hours in order to receive credit for that trimester.
- 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.
- Lincoln High School administrator has the authority to interpret credits transferred from other school districts that are needed for graduation from LHS. The school district is not responsible for cost of such course work.

In Accordance with state law, Lincoln 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.

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\\_1\\_2015\\_482101\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf)

Commencement exercises are serious traditional ceremonies at which participation is a privilege.

## **K. HALL PASSES**

Students are allotted on 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 during lunchtime. Students are permitted to be in the hallway during class time with a pass from their teacher. During instructional time, students may use the multi-purpose room and/or computer lab, but they must possess a pass from their instructor. Permission is granted at the teacher’s discretion.

## **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.

Whenever the administrator or their designee is notified by a parent of a student’s absence due to illness, injury, or accident, the administrator must inquire if the student is expected to be absent more than five consecutive school days. When this is confirmed, the administrator must obtain from the parent any necessary documentation 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 administrator will 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 under 18 years of age 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 who are 18 years of age are able to sign themselves out.**

According to Board Policy 5310 in compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- Protect the school community from the spread of communicable disease.
- Determine that each student's participation in health, safety, and physical education courses meet his/her individual needs.
- Determine that the learning potential of each child is not lessened by a remediable, physical disability.

#### **N. MEDICATION-DISPENSING TO STUDENTS**

The following guidelines apply to the dispensing of student medication:

- 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, and length of time medication is to be taken and physician's name. The medication must be taken in the office and observed.
- School personnel are not allowed to administer any medication (including aspirin, vitamins 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 medication must be kept in the Main Office.
- 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.

#### **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 Lincoln High School events are not to be hung without the permission of an LHS staff person. The administration reserves the right to prohibit any poster, brochure, or other material in the building or on the property.

#### **P. PARENT/GUARDIAN-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled twice during the school year. Parents are encouraged to meet their son or daughter's teachers and discuss his or her academic and social progress. The Administrator and social worker are available to discuss any aspect of student life. Parents are encouraged to contact their student's teachers any time they are concerned about his or her progress.

#### **Q. STUDENT IDENTIFICATION CARDS**

Students receive a pictured Student ID card that must be carried with them at all times, including school-sponsored events. Students must show their Student ID cards at the request of school or OPS Transportation personnel.

## **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. Testing out does not include Government or Physical Education class.

### **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 the administrator.
- Students must follow testing out timelines.

## **S. TEXTBOOKS/CHROMEBOOK DEVICES**

- Textbooks/Chromebook Devices are furnished by the Board of Education and may be distributed to students throughout the school year. Students will be fined for lost textbooks or devices or those showing more than normal use and wear. LHS Students are also required to follow school policy in signing OUT and signing IN assigned devices on a daily basis, and especially if taking devices home for the day.

## **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**

To the best of our ability 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. 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**

It is possible that each student will be assigned a locker and a lock if they desire one. Personal padlocks are not permitted. 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.

## **D. LOST AND FOUND**

Lincoln High School cannot be responsible for articles and or personal possessions that are lost or stolen. We ask that you take special care of your clothing and textbooks. We suggest that items of great value be left at home and not brought to school. Students who lose articles should check in the Main office. At the end of the school year, unclaimed articles will be donated to a charitable organization.

## **E. SCHOOL CLOSING OR DELAY – 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. TELEPHONE AND ELECTRONIC DEVICE PRIVILEGES (Also see Board Policy 7540)**

Students may use the Main Office telephone in cases of illness or emergency and with permission. Students are not allowed to leave class to use the telephone without permission. All students are required to follow the cell phone storage procedures during Instructional Time. Phones are to be stored in lockers OR in their classroom's phone storage pocket. Phones are not to be used during Instructional Time unless specific permission is given by the classroom teacher and must be used within the scope of the student request.

Cell phones use is permitted between the hours of 12 noon and 12:30 pm. The use of cellphones during other times is a direct violation and may result in disciplinary action including:

\* 1st Offense: Warning

\*2nd Offense: Phone Confiscated by staff until the end of the day.

\* 3rd Offense and beyond: Confiscated by staff and will be referred to administration.

Multiple offenses of cellphones or electronic device use may result in permanent confiscation of the device and the loss of electronic device privileges. Open display of any electronic device or cell phone without staff consent may result in disciplinary action, up to and including suspension from school for non-compliance with the policy.

#### IV. STUDENT CODE OF CONDUCT

##### BEHAVIOR CODE AND CONSEQUENCES

The Behavior Code and Consequences serves to maintain a safe and orderly learning environment at Lincoln 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

LHS 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.
- All violations may be cumulative over a student's high school career.
- 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 out of school suspension the parents will be notified if the student is less than 18 years of age.

#### A. ALCOHOL, TOBACCO AND OTHER UNAPPROVED SUBSTANCES– STUDENTS

The use or possession of alcohol, tobacco, electronic cigarette or other unapproved substances are 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.*

Smoking is prohibited by law on public school property. Students found smoking on school property will be suspended. No smoking within 1000 feet of any Owosso Public School building is a direct violation of the Safe & Drug Free School Zone Act of 1994. Any open display of tobacco products will result in automatic disciplinary action.

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 tobacco infractions may include, but are not limited to:**

**Use and possession of tobacco or electronic cigarette**

- **First offense:** Restorative Practice.
- **Second offense:** 3-day Detention.
- **Third offense:** Up to 5-day suspension.
- **Fourth offense:** Up to 10 day suspension
- **Fifth offense:** May result in long-term suspension, expulsion and/or referral to the appropriate law enforcement authority.

**UNAPPROVED SUBSTANCES – ALCOHOL**

**Use, possession, or being under the influence of alcohol in school, on school grounds or at school related events.**

- **First offense: 25 day suspension.** Notify parent/guardian via telephone of the violation and request a parent and administrative conference. If less than five weeks remains in a trimester the suspension will carry over into the next trimester.
- **Second offense: 45 day suspension.** If less than nine weeks remain in the trimester, the suspension shall carry over into the next trimester.

**UNAPPROVED SUBSTANCES – DRUGS**

**Distribution/sale of an unapproved or look-alike drug or other substances which produce abnormal behavior.**

- **First offense:** Administrative referral for expulsion. Distribution/sale (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 or other substances which produce abnormal behavior.**

The use or possession (under the influence) of drugs, including CBD Oil or Oils containing THC or other illegal or prohibited substances and 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: 45 day suspension.** Notify parent/guardian via telephone of the violation and request a parent and administrative conference. If less than nine weeks remain in the trimester, the suspension shall carry over into the next trimester.
- **Second offense:** Administrative referral for expulsion

\*LHS 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 AND 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 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, 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.

There is ZERO TOLERANCE at Lincoln High School for Weapons, Violence, Threats or Drugs. Violation of this policy may result in dismissal from Lincoln High School.

## **C. DISCIPLINE INFRACTIONS**

**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:**

**Consequences for the following infractions include, but are not limited to:**

**First offense: Notify parent/guardian via telephone of the violation and request a parent and administrative conference which could result in a 9-week suspension (45 school days).**

### **Infraction**

Alcohol

Arson – Mandatory expulsion

Assault on another Student

Inciting a Riot

Profanity/Vulgarity (person-directed)

Sexual Harassment

Assault on a Staff Member	Theft
Bomb Threat	Unauthorized Demonstration
Criminal Sexual Conduct – Mandatory expulsion	Vandalism (over \$100)
Drugs	Violations of Acceptable Use Policy
Explosives/Fireworks	Violence
False Alarm	Weapons
Gross Misbehavior	Possession of Drug Paraphernalia

**The following behavior infractions can result in disciplinary action which could include immediate suspensions:**

**Consequences for the following 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**

**Infraction:**

Bullying	Improper identification
Cafeteria misconduct	Inappropriate hall behavior
Calling Staff Members by their first names	Insubordination
Cheating or plagiarism (possible loss of credit for test or assignment)	Intimidation
Closed campus	Electronic Devices/Cell Phone Infractions
Disrespect	Non-attendance for detention
Disruptive behavior	Profanity/vulgarity (non-person directed)
Electronic device possession	Selling items
Excessive display of affection (beyond hand-holding)	Tobacco Products, including e-cigarettes
Forgery (written/telephone)	Trespassing
Gambling	Unauthorized area
Hall pass violation	Vandalism (under \$100)

Students may also be placed on a Behavior Contract that is signed by the student, their parent or guardian and the LHS administrator.

## **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 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 and, the cause for the suspension. The parents, guardians or student have five school days to request a review of the suspension.
- Expulsion - When an administrator 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. Any makeup work is expected to be turned in upon the student’s return to school.

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.

Any student who is suspended is ineligible to participate in any co- or extracurricular activity until the day of the return to school, and may face additional penalties outlined in the athletic handbook.

#### **D. CLOSED CAMPUS**

Lincoln High School operates a closed campus unless the student has an approved reason for leaving that has been authorized by a teacher or administration. The other exception may be for off campus lunch that may have been earned by the student and approved by his or her parent or guardian. Off campus lunch is an earned privilege that may be revoked at the discretion of the administration.

Students cannot leave the building in the morning once they have entered the building.

If a student leaves without authorization during the day they are NOT permitted back on the grounds of LHS during the day, they will not return to classes that day.

#### **E. DETENTION**

After-school detentions are held from 2:45 PM – 3:30 PM after school as a consequence for student behavior that does not warrant a suspension. Lunch detentions are served from 12:00pm-12:30pm. Students assigned to detention receive verbal notification. Students assigned to detentions are expected to adhere to the following:

- Be on time – Students who arrive late may not be permitted to serve or may be assigned an additional after school detention.
- Bring class work or other material to keep occupied for the entire period of detention.
- Talking and sleeping are not permitted.
- One student at a time may use the restroom, with the supervisor’s permission; no other breaks are given.
- Inappropriate behavior may result in a more severe penalty, including suspension.
- When a student is unable to attend detention due to an illness or family commitment, the student must submit reasonable documentation.
- A student has two days to serve their after school detention, the day it is assigned or the next day. Failure to serve that detention will result in suspension until such time as the student returns to LHS at 2:45 pm to serve the detention. The suspension may be for up to 10 days.
- If a student leaves school during the day without authorization they are unable to return at 2:45 pm that day to serve their detention.

## **F. ENTERING AND EXITING THE BUILDING**

Students may only enter and exit through the Glenwood Street Entrance (East Gym Doors) beginning at 7:15 AM. All doors will remain locked during the school day and student/guests must be let in by qualified staff members. Students are not permitted to let other students or guests into the building at any time without express permission from staff. Students entering or exiting through other doors during the school day are subject to disciplinary action. Students need to be under the supervision of an administrator or staff member if they leave the building to get something out of their vehicle.

## **G. 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.

Searches of students' belongings must be reasonable in scope and inception and may only be conducted by the administrator or their designee.

The administration reserves the right and retains the authority to search lockers. The search needs to be reasonable in scope and inception and may only be conducted by the administrator or their designee.

Canine Searches: LHS participates in canine searches throughout the school year. The searches are random and will be unannounced to the staff and students. The administration reserves the right and retains the authority to search student vehicles (Safe and Drug Free School Zone). The search needs to be reasonable in scope and inception.

## **H. HARASSMENT AND INTIMIDATION**

Policy of this district maintains 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 Superintendent, 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 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.

## **BULLYING**

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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

"Bullying" is defined as any written, verbal or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts on the internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **IV. 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. 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 everyone. Please note that LHS appreciates each person who has partnered with us as a volunteer in any capacity.

##### **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. 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 is 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. One 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 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 students of the records request, until it states in annual notification that it intends to forward records on request).

- If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.
- 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 non-casual-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.

Non-casual-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 989-723-2790

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 989-723-2790

\*See Appendix A attached for information and notification requirements.

## **G. LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District. Parents should contact the Building Principal at 989-729-2839 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, 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 applies to you or your family, please contact your school office or Janet Stevens, the district's McKinney-Vento Liaison, at 989-729-5783.

## **V. SCHOOL SAFETY POLICY**

### **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.

## **VI. SCHOOL BOARD POLICIES**

### **A. DUAL ENROLLMENT AND DUAL CREDIT**

Dual enrollment shall apply to 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 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 the main office.

### **B. PARKING REGULATIONS**

All students shall park on the street to the east side of the Washington campus, on Glenwood Avenue.

Students are not permitted to park in the lot on the north side of the building or on Alger Street. The parking areas next to the curbing on the west side and the parking areas on the north side of the building are reserved for teachers, maintenance, and visitor parking only. A violation of the parking code may result in consequences for the student which may include detention or other appropriate consequences.

Students are not permitted to sit in vehicles or loiter in the parking lot at any time, including before and after school. Smoking in parked vehicles is prohibited and is a violation of the Safe and Drug Free School Zone.

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.

Students not complying with any of the above procedures will be subject to the Lincoln High School Discipline Policy.

### **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 the student 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.

A student who is 18 years of age may not leave LHS for lunch and return unless they have earned off campus lunch or are taken to lunch by their parent or guardian.

#### **D. STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

### **VII. OWOSSO PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Electronic Information Access and Use for Educational Purposes 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.

Students will sign a Separate Technology Use form prior to using the computers at LHS.

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, Online Learning platforms, such as Edgenuity and Middlebury and 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.

## **TECHNOLOGY USERS PRIVILEGES AND RESPONSIBILITIES**

Users have the privilege to:

- Use all authorized hardware (desktops/laptops/Chromebook devices) 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 to all online learning formats
- Access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.
- 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.

## **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 newsgroups 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 District's 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 District's 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 District's 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.

- 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.
- 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.
- 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 accessing or causing 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 or expulsion.

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. GLOSSARY OF DISCIPLINE TERMS AND/OR POLICIES**

Other acts of conduct may result in disciplinary action as this list is not all inclusive.

**Bullying**

Any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts on the internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivation, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly, interfere with educational opportunities, affect the ability of a student to participate in programs for fear of harm or emotional distress, cause a substantial disruption in, or substantial interference with, the orderly operation of the school.

**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 suspension.)

**Closed campus**

Students cannot leave school grounds at any time without receiving approval.

**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.

**Driving**

Improperly parking; parking in an area designated for staff, visitors, or handicapped; driving in an unsafe or reckless manner

**Electronic devices**

Devices including but not limited to iPods, iPads, cell phones, Tablets, Chromebooks and MP3 players.

**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.

**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.

The final determination of whether a student's dress is appropriate or inappropriate rests with the administrator. These rules apply to both males and females.

Inappropriate dress includes, but is not limited to clothing that:

- Advertises alcohol, drugs, or tobacco products
- Is suggestive/vulgar or has offensive pictures or slogans
- Non Prescription shaded glasses worn indoors
- Does not cover breasts, stomach, buttocks and back.
- Does not meet at the waist and cover the entire midsection, when standing and or sitting.
- Does not cover all undergarments.
- Does not reach mid thigh or longer when addressing shorts or skirts.
- There are to be no "yoga" pants or leggings worn without a shirt that covers the buttocks.

Appropriate school attire may not include any clothing items displaying working, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual or to any racial, religious or minority group or identifies a secret society or gang.

- Sagging pants by males or females will result in a warning to pull pants up. Multiple offenses may result in additional disciplinary action.
- There are to be no bandanas hung out of pockets.
- There are to be no hoods worn in class.

Students who come inappropriately dressed for school will be asked to change their clothing or parents will be notified to come and get their student.

**In-school suspension**

Students in ISS will be in a classroom with a staff monitor doing classwork. Students are given ISS as a consequence for behavior when out of school suspension is not appropriate or warranted. Refusal to complete ISS may result in out of school suspension.

**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**

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 LHS administration

### **Sexual Harassment**

Sexual harassment is making unwelcome sexual advances, engaging in improper physical conduct, or making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment. These may include making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature or condition of employment or education.

#### **Examples:**

**Verbal:** sexual innuendo, suggestive comments, insults, threats, jokes about gender or sexual propositions.

**Non Verbal:** making suggesting or insulting noises, leering, whistling or making obscene gestures.

**Physical:** Touching, pinching, and brushing the body, coercing sexual activity or assault.

### **Smoking**

The possession, use, transfer, distribution or sale of any tobacco product or device.

### **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 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.

**X. ATHLETIC DEPARTMENT**

Lincoln High School offers Boys Basketball, Open-Division and Women's Volleyball and Co Ed Softball. Lincoln High School is a member of the Michigan Alternative educational Athletics Association. (MAAA). As part of an athletic team there will be guidelines and academic eligibility requirements that must be met and followed. The athletic information will be given to each athlete at the beginning of the season of play.

**Eligibility Requirements**

The handbook of MAAA sets forth the rules governing eligibility and limits of participation with respect to alternative education high school student/athletes. Lincoln High School athletic eligibility is based upon the principles of the MAAA as well as the following rules and procedures adopted by the Board of Education and Lincoln High School.

- Participants must have a sports physical on file with LHS completed by a physician after April of the previous year. The physical must be on file before any practices or games.
- Students must have this eligibility form signed by the parent of or the student before they are eligible to participate in any practices or games.
- Students will be responsible for the return of their uniforms.
- Students who were not allowed to finish the trimester due to attendance will have ten school days to show they can maintain academics, attendance and behavior to participate in LHS athletics.

Students must join the team a week before the first regular season game and or coach/administration's discretion.

A student/athlete must also be receiving credit in at least five (5) classes during the current trimester check. Student/athletes who are not currently receiving credit in at least five (5) classes will sit out a minimum of one week or until they are currently receiving credit in at least five (5) classes.

Academic eligibility will be determined each Friday during the season through a progress report check. Any student not passing 5 out of 6 of their classes will be ineligible to play until the next progress check.

To be receiving credit, a student/athlete must be earning a D- or better.

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.

At any point students may be denied the privilege of participating in Lincoln Athletics if their behavior is determined to be unacceptable. Behavioral issues during any trimester may influence eligibility in subsequent trimesters.

**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.

An athlete shall refrain from the following:

- Drinking of/or possession of alcoholic beverages.
- Smoking and/or use of tobacco, including possession.
- Illegal use or possession of drugs and/or controlled substance.
- Hosting a party with alcohol and/or illegal drugs.

Physicals for the current school year are valid starting April 15<sup>th</sup>.

**Behavior**

Any suspensions that occur during school hours will result in anywhere from 1-5 games suspension and or dismissal from the team. Students will not be allowed to practice and or attend games if they have been suspended from LHS. Students are expected to respect your teammates, opponents, game officials and school facilities at all times.

Players must ride to and from games on the Owosso Public Schools bus, no exceptions.

All school rules apply when athletes are at attendance at any athletic contests.

If a student drops out of school they are no longer eligible for membership on any LHS athletic team.

If a student is absent from school on the day of an athletic contest they are not eligible to participate in the contest.



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**The six pillars of Character:**

**Trustworthiness**

Be honest · Don't deceive, cheat or steal · Be reliable - do what you say you'll do · Have the courage to do the right thing · Build a good reputation · Be loyal, stand by your family, friends and country

**Respect**

Treat others with respect, follow the Golden Rule · Be tolerant of differences · Use good manners, not bad language · Be considerate of the feelings of others · Don't threaten, hit or hurt anyone · Deal peacefully with anger, insults and disagreements

**Responsibility**

Do what you are supposed to · Persevere: keep on trying! · Always do your best · Use self-control · Be self-disciplined · Think before you act - consider the consequences · Be accountable for your choices

**Fairness**

Play by the rules · Take turns and share · Be open-minded; listen to others · Don't take advantage of others · Don't blame others carelessly

**Caring**

Be kind · Be compassionate and show you care · Express gratitude · Forgive others · Help people in need

**Citizenship**

Do your share to make your school and community better · Cooperate · Get involved in community affairs · Stay informed; vote · Be a good neighbor · Obey laws and rules · Respect authority · Protect the environment

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**Always follow the three A's**

**Attitude · Attendance · Academics**

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**CHARACTER  
COUNTS**

**Everywhere! All the time!**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-159**

**FOR 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 Schiffer Mason Contractors out of Holt, Michigan for the masonry (bid package 04A) in an amount not to exceed \$5,503,300 and Delta Steel, Inc. out of Saginaw, Michigan for structural steel in an amount not to exceed \$2,558,700 to be performed at the secondary campus. It should be noted that additional value engineering and change orders will bring these contracts in lower than maximum approved amount.

Rationale:

To award the contracts for services indicated.

Statement of Purpose/Issue:

To award the contracts for the masonry and structural steel work.

Facts/Statistics:

On February 15, 2019 and March 20<sup>th</sup> 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 for the bids received that day are for the masonry and structural steel in order to keep the project moving forward within the time frames provided.

In addition to the base bids, Clark Construction recommends the following standard type of authorizations from the Board to be added up to \$532,717 in base bids for these two categories:

- 1.05% 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.
- 5.5% 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.

All bidding categories that were put out to bid and received on February 15<sup>th</sup> and March 20, 2019 were over budget due to: 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.

Vote – Ayes

Nays

Motion

**AWARDING OF CONTRACT  
FOR SECONDARY CAMPUS RENOVATION  
MASONRY WORK (BID CATEGORY 04A)  
BIDS RECEIVED ON 3/20/19**

<b>CONTRACTOR</b>	<b>BASE BID INCLUDES ALT A1 FOR THE MS CORRIDOR</b>	<b>Value Engineering adjustments made to date</b>	<b>WINNING BID ADJUSTED FOR VALUE ENGINEERING TO DATE</b>
Schiffer Mason Contractors, Holt, MI	\$5,549,300	\$(254,300)	\$5,503,300
Davenport Masonry, Holt, MI	\$6,324,000		
<b>TOTAL CONTRACTOR AWARD RECOMMENDATION</b>			\$5,503,300
<b>GENERAL CONDITIONS FUND RECOMMENDATION 1.05%</b>			\$57,785
<b>SUBTOTAL</b>			\$5,561,085
<b>CONSTRUCTION CONTINGENCY FUND 5.5%</b>			\$305,860
<b>GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION</b>			\$5,866,945

**AWARDING OF CONTRACT  
FOR SECONDARY CAMPUS RENOVATION  
STRUCTURAL STEEL (BID CATEGORY 05A)  
BIDS RECEIVED ON 3/20/19**

<b>CONTRACTOR</b>	<b>BASE BID INCLUDES ALT A1 FOR THE MS CORRIDOR</b>	<b>Value Engineering adjustments made to date</b>	<b>WINNING BID ADJUSTED FOR VALUE ENGINEERING TO DATE</b>
Delta Steel, Inc., Saginaw, MI	\$2,700,000	\$(141,300)	\$2,558,700
Howard Structured Steel, Saginaw, MI	\$2,788,808		
Valley Steel Company, Saginaw, MI	\$2,875,000		
Structural Standards, Inc., Sparta, MI	\$2,990,000		
<b>TOTAL CONTRACTOR AWARD RECOMMENDATION</b>			<b>\$2,558,700</b>
<b>GENERAL CONDITIONS FUND RECOMMENDATION 1.05%</b>			<b>\$26,866</b>
<b>SUBTOTAL</b>			<b>\$2,585,566</b>
<b>CONSTRUCTION CONTINGENCY FUND 5.5%</b>			<b>\$142,206</b>
<b>GRAND TOTAL FOR CONSIDERATION FOR BOARD AUTHORIZATION</b>			<b>\$2,727,772</b>



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-160**

**FOR 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**

<b>CONTRACTOR</b>	<b>EQUIPMENT</b>	<b>BASE BID (Door Access including installation)</b>	<b>MANDATORY ALTERNATE* (Door Intercom) *Prices include 5 year warranty on intercom system</b>	<b>OPTIONAL WARRANTY ON DOOR ACCESS (5 year)</b>	<b>TOTAL COST OF BASE BID AND MANDATORY ALTERNATE (Does not include Optional Warranty on Door Access)</b>
<b>Sonitrol, Grand Blanc, MI</b>	S2	\$78,345.30	\$24,166.81	\$30,868.00	<b>\$102,512.11</b>
<b>FD Hayes, Lansing, MI</b>	Vicon	\$70,541.00	\$40,208.00	\$4,200.00	<b>\$110,749.00</b>
<b>Building Security and Automation, Rochester Hills, MI</b>	Galaxy	\$90,177.00	\$30,397.00	\$7,392.00	<b>\$120,574.00</b>
<b>Electro Media, Inc., Spring Lake, MI</b>	Net2 (Equipment not heard of by technology department or consultant)	\$55,568.00	Not provided	Not Provided	<b>N/A – Invalid bid</b>
<b>Approved Protection Systems, Kalamazoo, MI</b>	Indentive	\$93,802	Not Provided	\$5,995.00	<b>N/A – Invalid bid</b>

**AWARDING OF CONTRACT  
FOR THE SAFETY GRANT SECURITY GLASS  
BIDS RECEIVED ON 4/1/2019**

<b>CONTRACTOR</b>	<b>BRAND OF GLASS</b>	<b>GLASS THICKNESS</b>	<b>PRICE QUOTED</b>	<b>DISTRICT COVERAGE AREA</b>	<b>TOTAL CONTRACT AMOUNT</b>
<b>Rivers Security Specialists, Inc.</b>	Hammerglass	Minimum 12 MM	\$65.00/square ft.	958 square feet	\$62,270

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-161**

**FOR ACTION**

Subject:

Mutual Aid Agreement

Recommendation:

Resolve that the Board of Education approve the Shiawassee County School District and Shiawassee SRES D 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 SRES D 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 SRES D (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

2018 Mutual Aid Agreement - Shiawassee County School Districts

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.

2018 Mutual Aid Agreement - Shiawassee County School Districts

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

2018 Mutual Aid Agreement - Shiawassee County School Districts

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 Meeting**  
**April 22, 2019**

**Report 18-162**

**FOR ACTION**

Subject:

New Teacher Hire

Recommendation:

Resolve that the Board of Education approve the hiring of the following certified staff:

Name	Building/Grade	Recommending Administrator	Salary Schedule Step
Carrie Miculka	K-5 Elementary Teacher	Superintendent Dr. Tuttle	BA Step 1 Salary \$39,354

Please note the Step rate is based upon the 2018-2019 salary schedule of the OEA Master Agreement and is subject to negotiations of the 2019-2020 OEA Master Agreement.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS  
Board of Education Meeting  
April 22, 2019**

**Report 18-163**

**FOR FUTURE ACTION**

Subject:

Agreement for the continued use of ESS Midwest (formerly PCMI/Willsub) to provide contracted services for the Athletic department for non-employee coaches, Bentley Bright Beginnings non-certified/non-Administrative staff and for special circumstances in which specialized non-union staff are needed

Recommendation:

Resolve that the Board of Education authorize the Superintendent to sign the proposed contract with ESS Midwest (formerly PCMI/Willsub) for the contract for the fiscal year 2020-21 school.

Facts /Statistics:

The original goals of the District have continued to be met with this ongoing relationship which were primarily as follows:

- Provide a mechanism to reduce the costs associated with providing Childcare and preschool services while trying to preserve the programming
- Reduce the costs for coaches in the Athletic area while trying to preserve the programming
- Contract for non-primary educational services in order to satisfy the push from the State to contract for services
- Fees will remain unchanged from the previous year.

The contracted relationship between ESS Midwest (formerly PCMI/Willsub) for these services has been ongoing since 2011. The services have been deemed to be satisfactory during this time period and beneficial to the District in meeting the goals outlined above. Other opportunities have been reviewed since 2011 and ESS Midwest (formerly PCMI/Willsub) has continued to be determined to be the best fit for the District's needs. All terms and rates remain unchanged from the current contract year.

Motion

Seconded

Vote – Ayes

Nays

Motion

## **AGREEMENT FOR HUMAN RESOURCE STAFFING SERVICES**

This Service Agreement (“Agreement”) made this 1<sup>st</sup> day of July, 2019, by and between ESS Midwest, Inc., (hereinafter referred to as “ESS Midwest”) and Owosso Public Schools, located at 645 Alger St., Owosso, MI 48867 (whether a General Powers School District or an Intermediate School District, the client shall hereinafter be referred to as the “District”).

### **SECTION 1** **DESCRIPTION OF SERVICES AND RELATIONSHIP OF PARTIES**

- 1.1 ESS Midwest shall provide the District the services set forth below, including necessary personnel, pursuant to the terms and conditions of this Agreement.

**ESS Midwest agrees to:**

- A. Hire, assign, supervise and discipline (as necessary) qualified personnel in those classifications identified on the attached Service Fee Schedule (“Employees”) to perform the duties identified for each such classification as described in the Description of Employment Services contained in the Service Fee Schedule. The duties and obligations of ESS Midwest under this Agreement and the duties of the ESS Midwest staff placed with the District under this Agreement shall be referred to herein as the “Services.” The Service Fee Schedule and Description of Employee Services is incorporated herein by reference.
- B. Make all wage payments, applicable wage deductions and tax withholdings/filings for and on behalf of ESS Midwest’s employees and agents providing services under this Agreement.
- C. Assist with the facilitation of Criminal History Record Checks in cooperation with the District in accordance with State law.
- D. Conduct employment reference checks of potential staff. Such reference checks will meet or exceed the standards required under state and school Code.
- E. Provide and require annual training in laws related to Blood borne Pathogens, FERPA and Sexual Harassment as well as any other training ESS Midwest may require.
- F. Provide itemized invoices on a bi-weekly basis to Board/District/ISD. Invoices to include details deemed sufficient by Board/District/ISD, including the number of hours/days worked and the total amount owed to ESS Midwest.
- G. Process all contracted employee usage information reported through District/ISD utilizing willSub.
- H. Receive and process potential candidates approved by the District during non-scheduled open enrollment periods.
- I. Maintain ESS Midwest Employee personnel files based on Federal and State guidelines.
- J. Manage employment payroll related inquiries, adjustments, changes, needed discipline, and termination reporting and processing.
- K. Act on District Incident Report requests for Employee discipline, removal, or termination.
- L. Administration of voluntary employee benefits if applicable.
- M. Host web information on Midwest’s website for all Employee enrollment information.
- N. Provide District with accurate and timely data to be used for state required reporting.
- O. Assign an Account Manager that will serve as the main point of contact.

- 1.2 Personnel assigned by ESS Midwest to perform Services under this Agreement for the District shall be fully qualified (including any applicable license or certification). ESS Midwest will not furnish any personnel to the District who would be ineligible for employment by the District if such person(s) were instead employed directly by the District.
- 1.3 To enable the District to comply with its reporting obligations under the Michigan Public School Employees Retirement Act, 1980 PA 300, as amended, ESS Midwest will: (1) upon becoming aware, promptly notify the District in writing of the identity of any individual employed or assigned by ESS Midwest to perform Services for the District that is a retirant from the Michigan Public School Employees Retirement System (MPERS); and (2) provide information on a pay period basis regarding any such individual's wages or amounts paid and hours of service under this Agreement, as necessary for the District to report on a schedule and in such manner as may be determined from time to time by MPERS. MCL38.1342(6). In order to comply with this section, ESS Midwest shall make a reasonable effort to obtain information from its employees sufficient to identify individuals who are retirants in MPERS. Neither the District, nor ESS Midwest, shall be held liable for any false answers provided by the individual employee.
- 1.4 Pursuant to the requirements of Sections 1230 and 1230a-h of the Revised School Code, and as authorized by Section 1236a(2)(e) of the Revised School Code, ESS Midwest shall cooperate fully with the District, who shall perform a criminal history check through the Michigan State Police, as well as a criminal records check through the Federal Bureau of Investigation, with regard to all persons assigned by ESS Midwest under this Agreement. ESS Midwest shall ensure that all individuals it may assign under this Agreement take all necessary steps, including traveling to the District, and filling out all necessary paperwork and paying all necessary fees (for the background checks, fingerprinting, and ICHAT checks), to comply with Sections 1230 and 1230a-h of the Revised School Code, and any record keeping requirements of the Michigan State Police. The District will receive a ESS Midwest Affidavit for Assignment for each individual qualified to perform services described herein. A signed and returned ESS Midwest Affidavit for Assignment will be considered the District's acceptance or rejection of the individual's criminal records check.
- 1.5 ESS Midwest and District agree that ESS Midwest shall not assign any individual to perform any Services under this Agreement where such individuals would regularly and continuously work in the District's facilities or program sites if such person has been convicted of any of the following offenses:
  - A. Any "listed offense" as defined under Section 2 of the Sex Offenders Registration;
  - B. Any offense enumerated in Sections MCL 380.1535a or 380.1539b of the Revised School Code, MCL 380.1535a; 380.1539b; or
  - C. Any felony. Provided, that with prior written approval of the Superintendent of the District and of its Board of Education an individual who has been convicted of a felony (other than a "listed offense" as defined above) and who

is regularly and continuously providing services under this Agreement at the District facilities or program sites may be permitted to perform such services when, in the judgment of the Superintendent and Board of Education of the District, that individual's presence will not pose a danger to the safety or security of the District students or employees; or

- D. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230a(8) of the Revised School Code; or
- E. Any offense of a substantially similar enactment (to those enumerated in A-D, above) of the United States or another State; or
- F. Any other offense that would, in the judgment of the District or ESS Midwest, create a potential risk to the safety and security of students serviced by the District or employees of the District.

The District reserves the right to refuse ESS Midwest's assignment of any individual where the criminal record history of that individual (including any pending criminal charges) indicate, in the District's judgment, unfitness to perform services under this Agreement. The District's right of refusal shall have no effect on the employment status between ESS Midwest and its employee or agent, which shall be a matter exclusively between ESS Midwest and its employee/agent.

- 1.6 It is the intent of the Parties that ESS Midwest shall be the sole employer of any individuals assigned to the District pursuant to this Agreement with respect to the Services it is providing to the District under this Agreement. This Agreement shall not be interpreted in a manner that creates a joint or co-employer relationship. In the performance of services under this Agreement, ESS Midwest (its agents, contractors and employees) shall be regarded at all times as performing services as independent contractors of the District. Consistent with that status, ESS Midwest reserves to itself the right to designate the means and methods of accomplishing the objectives and purposes of this Services Agreement and the District shall not exercise (or have the right to exercise) control or direction over the means and methods utilized by ESS Midwest in providing the Services under this Agreement. ESS Midwest shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing and otherwise regulating the employment conditions, employment rights, compensation and other similar matters relative to all individuals whom ESS Midwest utilizes.
- 1.7 The parties understand that all employees of ESS Midwest are "at-will" and the Teacher Tenure Act does not apply. This Agreement shall not be interpreted to provide third- party beneficiary status upon any individual or entity.

ESS Midwest's employees are not entitled to the benefits which the District may provide to its own employees or which the District may be obligated to provide to substitute teachers that it employs, pursuant to Section 1236 of the Revised School Code.

At the District's reasonable request, ESS Midwest will remove any of its employees assigned to provide Services under this Agreement. The District's right to request removal of a ESS Midwest employee is solely related to its right to control access to

its property and programs, and is unrelated to any individual's employment status with ESS Midwest.

- 1.8 ESS Midwest shall pay all salaries, wages, benefits, payroll and other taxes to or on account of its employees or agents arising out of or resulting from providing the Services performed under the terms of this Agreement.
- 1.9 ESS Midwest will provide compensation and the option for fringe benefits to its employees under the terms of this Agreement as set forth in the attached Description of Compensation and Optional Fringe Benefits Provided by ESS Midwest which is attached hereto solely to comply with MCL380.1236a(2)(c). The Description of Compensation and Optional Fringe Benefits Provided by ESS Midwest shall not confer any third-party beneficiary rights, and may be altered at any time by ESS Midwest at its discretion. If ESS Midwest alters the Description of Compensation and Optional Fringe Benefits Provided by ESS Midwest shall provide the updated version to the District which shall become a part of this agreement to comply with Section 1236a of the Revised School Code.
- 1.10 Unless ESS Midwest is notified by the District and approves in writing an expansion of Services, the District shall not utilize any ESS Midwest employee in any manner other than that which is within the scope of the Services covered by this Agreement and the Description of Services applicable to that employee's classification and may not expand those Services beyond what is normally and customarily expected in the position to which the employee has been assigned by ESS Midwest. Any utilization by the District of any ESS Midwest employee in contravention of this section shall alleviate ESS Midwest and its insurers of any and all responsibility for claims arising out of the non-covered services, which shall be the sole responsibility of the District.
- 1.11 ESS Midwest has the sole and exclusive responsibility to make the requisite tax filings, deductions and payments to the appropriate federal, state and local tax authorities for and on behalf of all persons employed by ESS Midwest to provide the Services under this Agreement. No part of ESS Midwest's invoiced fees shall be subject to withholding by the District for payment of social security, unemployment or disability insurance or any other similar state or federal tax obligations. ESS Midwest shall be solely and exclusively responsible for any taxation consequences to it or its agents or employees as a result of ESS Midwest's engagement under this Agreement. ESS Midwest agrees to defend, indemnify and hold the District harmless from any and all such claims.
- 1.12 ESS Midwest shall be responsible for answering, defending and/or resolving any and all claims arising from the performance of its employees or agents to carry out the Services under this Agreement. The District shall be responsible for answering, defending and/or resolving any and all claims arising from the acts or omissions of District agents or employees and for the acts of omissions of ESS Midwest employees in the performance of services at the direction of the District which are outside the scope of the Services hereunder and/or outside the scope of the Description of Services applicable to that employee's classification.

All costs (including legal fees) incurred in connection with the defense of the foregoing matters and any judgments resulting therefrom shall be the sole and exclusive responsibility of the party (ESS Midwest or the District) which is responsible for answering, defending and/or resolving the claim.

- 1.13 ESS Midwest agrees that the individuals it assigns to the District under this Agreement will abide by those lawful policies of the District which are applicable to performance of Services under this Agreement.

At the inception of this Agreement, a copy of the applicable District policies that the District wishes to make applicable to ESS Midwest employees will be provided to ESS Midwest by the District. ESS Midwest and the District will cooperate in orientation of ESS Midwest's employees to these policies.

- 1.14 Although ESS Midwest shall provide all tools and other necessary equipment to perform the Services, the Parties recognize that some equipment may be specific to the District or the work space in which the ESS Midwest employee is performing their duties. This may include, but is not limited to, office space, desk, PC and equipment necessary to accomplish the agreed upon services. The Parties recognize that it may be impossible to put a value on the short term use of said items, for example the short time use of a desk or PC. In consideration for this ESS Midwest will pay one dollar (\$1.00) annually for the use of the District's resources.

- 1.15 ESS Midwest agrees that the individuals it assigns to the District under this Agreement will adhere to professional standards and will perform all services required under this Agreement in a manner consistent with generally accepted proficiency and competency for the type and nature of Services rendered.

- 1.16 The responsibilities of the District under this Agreement include the following:

- A. Approve or disapprove of criminal history record checks in accordance with state law.
- B. Enter Employee attendance information into automated software system.
- C. Enter and maintain District information in automated software system (willSub) and identify a primary contact to ESS Midwest who is trained in the use of willSub.
- D. District/ISD will approve or not approve of qualified eligible employees provided by ESS Midwest for their site locations in willSub
- E. Authorize and verify completion of assigned Employee in timeframe provided.
- F. Notify ESS Midwest immediately upon removal of Employee from District program(s) or site(s) or refusal to place Employee at District program(s) or site(s).
- G. Refer Employees to District workers' compensation medical facility for emergency treatment and notify ESS Midwest upon referral of Employees for emergency medical treatment.
- H. Provide space for periodic enrollment meetings and facilitate enrollment meetings, trainings and updates.
- I. Provide coordination and communication among and between constituent schools/buildings/district.
- J. Establish an ongoing Substitute Walk-In Procedure for inquiring substitutes.

- K. Follow the attached ESS Midwest/District Practices for Maintaining Available Staffing Groups.
  - L. Contact tech support to retrieve, maintain, edit, or adjust District calling system data.
  - M. Dispatch Employees as needed utilizing willSub
  - N. Post ESS Midwest/willSub website information on District website.
  - O. Provide a primary contact to ESS Midwest who is trained in the use of the willSub software.
  - P. Timely payment of invoices.
- 1.17 The District is hereby agreeing to the use of the willSub software for the fee, and under the terms and conditions, set for in the attached Subscription Agreement.

## **SECTION 2**

### **TERM OF AGREEMENT AND TERMINATION DURING TERM**

- 2.1 This Agreement shall commence on July 1, 2019 (“Effective Date”) and remain in full force and effect until June 30, 2020.
- 2.2 After the initial term the parties may mutually agree to extend this contract for additional one-year terms. Alternatively, either party may propose a new or modified agreement for the subsequent contract term. Whether by extension of this Agreement or by way of a new or modified agreement, the parties must have an agreement in place for the subsequent contract term at least thirty (30) days prior to the expiration of the then-current term of this Agreement unless otherwise agreed in writing.
- 2.3 In the event that this Agreement is terminated during its term pursuant to this provision, the District will pay ESS Midwest for its services performed under this Agreement up to and including the effective date of termination. Any funds remitted by the District to ESS Midwest in excess of the pro-rata charges for services performed by ESS Midwest up to and including the effective date of termination will be returned to the District by ESS Midwest. Any such amounts owed by either party to the other shall be paid within fifteen (15) days of the effective date of termination of this Agreement.
- 2.4 Termination of this agreement will end the relationship, but this agreement will continue to govern the parties’ rights and obligations with respect to the business done before termination, including a party’s indemnification, insurance, liability, confidentiality, and intellectual property obligations.

## **SECTION 3**

### **FEES, INVOICE AND PAYMENT**

- 3.1 In consideration of the services provided to the District by ESS Midwest under this Agreement, the District will pay ESS Midwest for Services rendered under this Agreement as specified in Attached Service Fee Schedule. ESS Midwest shall not exceed authorized costs without first notifying District, as noted below in Section 3.3.
- 3.2 District shall place on deposit with ESS Midwest a sum equal to one tenth (1/10), or as specified in the Service Fee Schedule, of the average annual payroll for the



Services supplied as described in the Service Fee Schedule. The District will submit payment of the deposit upon receipt of invoice. Any late fees or interest charges as a result of late payment for services (See section 3.4 below) may be automatically deducted from this deposit. ESS Midwest will apply any remaining deposit amounts to the final invoice at the completion or termination of Services. Once all invoiced payrolls and administrative fees have been paid and the contract has ended, excess deposits will be refunded.

In the event that the initial deposit is exhausted during the term of the agreement ESS Midwest will re-invoice the amount necessary to continue services.

- 3.3 ESS Midwest's administrative fee is calculated on the gross pay of personnel who are assigned by ESS Midwest to provide services under this Agreement. See Service Fee Schedule for fees, rates, and applicable charges.

Notwithstanding the above, ESS Midwest shall have the right to adjust the administrative fee in excess of the above amount:

- A. Notwithstanding the above, ESS Midwest shall have the right to adjust the administrative fee in excess of the above amount: In the event there is an increase in any applicable statutory employment related tax from federal, state, or local governmental entity (FICA, FUTA, etc). The administrative fee shall only be increased by that exact percentage necessary to cover and reimburse ESS Midwest for the increase in tax that has occurred. The increase shall only be effective and become applied on the date which the tax rate increases take effect and cannot be collected in arrears.
  - B. For any position that is provided to the District that is not a substitute position and may be eligible to participate in qualifying ACA insurance programs, the corresponding insurance premium amounts that ESS Midwest would be responsible for as the employer will be charged back to the district during the assignment of the individuals by ESS Midwest to the District. ESS Midwest will be responsible for compliance with all ACA reporting and any fine or penalties due to not offering insurance to qualifying individuals for all positions provided by ESS Midwest.
  - C. Upon showing of an increase in the cost of providing Workers Compensation Insurance by reason of increased claims or increased premiums. The increase may only occur once a year within each year of the Agreement and shall not be greater than .25% per year. Said increase is subject to review by the District.
  - D. ESS Midwest will comply with state law requiring paid leave. ESS Midwest will seek district reimbursement for paid leave days taken by ESS Midwest staff for a district assignment per the service rate set forth in the Service Fee Schedule
  - E. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the greater of 3% or the applicable consumer price index rate for the District for the twelve months preceding the most recent quarterly rate.
- 3.4 ESS Midwest shall submit to the District on a bi-weekly basis an invoice setting forth all applicable charges for the billing interval, itemized by date and service rendered.

The District will remit payment on invoices, to include any/all undisputed portions of invoices upon receipt.

- A. Payment not received within seven (7) days after receipt of invoice will be assessed a late fee of 5% of the total invoice and automatically deducted from the District's deposit.
- B. Invoices over 30 days will be subject to a 1.5% per month service charge (18% per Annum) and automatically deducted from the District's deposit.
- C. If the District disputes the accuracy of any invoice delivered by ESS Midwest, the District shall, within five (5) days of receipt, deliver a written notice and explanation of such dispute to ESS Midwest and confirm such notification. ESS Midwest shall meet with the District to review the invoice and account within ten (10) business days. In the event that the District does not notify ESS Midwest of their dispute then applicable late fees will apply. The District is required to pay undisputed portions or applicable late fees will apply.

The District (or its authorized representatives or agents) shall have the right to examine the accounting records and related documents pertaining to work performed for the District by ESS Midwest under this Agreement during normal business hours. ESS Midwest shall retain such records for a period of not less than six (6) years after the final date under which services are performed.

ESS Midwest shall maintain a method of cost accounting in accordance with generally accepted accounting principles and practices.

- 3.5 Special expenses required and approved, in writing may be billed to the District by ESS Midwest.

#### **SECTION 4** **LIABILITY, INSURANCE AND INDEMNITY**

- 4.1 ESS Midwest shall indemnify, defend and hold harmless the District and its Board of Education, Officers, and employees harmless from and all demands, Fair Labor Standards Act claims, unpaid wage claims, Patient Protection and Affordable Care Act claims, Michigan Public School Employees Retirement Act claims, Michigan Workers' Disability Compensation Act claims, state or federal tax claims, minimum wage claims, any other claims, actions, lawsuits, causes of action, losses, judgments, liabilities, damages, fines, penalties, demands, forfeitures, or any other liabilities or losses, including costs and expenses (including reasonable attorney fees, expert and other professional fees) settlement and prosecution (collectively "Damages") imposed upon or incurred by the District, to the extent that they arise out of any of the following:
  - A. The failure of ESS Midwest or any of its employees, agents, representatives or others for whom ESS Midwest is responsible to comply with its/their obligations under any applicable laws, regulations, policies, procedures or orders in the provision of Services covered by this Agreement;

- B. Breach by ESS Midwest of any obligation under this Agreement;
- C. Any direct claim for workers' compensation benefits for job-related bodily injury or death asserted against the District (or its constituent districts) by ESS Midwest's employees or, in the event of death, by their personal representatives arising out of the ESS Midwest employee's performance of Services covered by this Agreement; or
- D. Any negligent or intentional tortuous act, or omission, or criminal act of ESS Midwest or any of its employees, agents or representatives while providing Services covered by this Agreement, that results in any injury (including death) or property damage.

The above covenant of indemnity and defense shall not apply to the extent such liability results from: (1) the negligence, wrongful act or breach of this Agreement by the District or its employees or agents; or (2) any actions of a ESS Midwest employee or agent where the agent or employee was acting under District directives and was providing services at the direction of the District outside the scope of the employee's Description of Services or was providing services directly to the District outside the scope of employee Services provided for in this Agreement. In addition, the above covenant of indemnity and defense shall not apply to the extent such liability results from a failure to comply with an IEP or from the contents of an IEP. It is understood and agreed that ESS Midwest and its Employees shall have no responsibility for the content of or compliance with District-established IEPs.

- 4.2 ESS Midwest agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees while those persons are engaged in performing Services under this Agreement. In the event that a claim is filed under the provisions of the Michigan Workers' Compensation Disability act against the District by an employee of ESS Midwest as a result of performing Services within the scope of the employee's Description of Services covered under this Agreement, ESS Midwest agrees to defend and hold harmless the District from such claims(s). ESS Midwest agrees to provide the District, upon request of the District, with certifications evidencing the required coverage.
- 4.3 ESS Midwest agrees to carry comprehensive general liability and employment practices liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence, and Two Million Dollars (\$2,000,000) combined single limit for bodily injury and property damage, in a form acceptable to both parties, to protect ESS Midwest and the District against liability or claims of liability which may arise out of ESS Midwest's (including ESS Midwest's employees and agents) performance under this Agreement. In addition, ESS Midwest agrees that such policy shall provide an endorsement stating that such insurance shall be primary and that insurance carried by the District shall be excess and non-contributory. Not later than ten (10) days from the date both parties have executed this Agreement, ESS Midwest shall provide the District with certificates of insurance evidencing all coverage and endorsements required hereunder. ESS Midwest agrees to name the District, upon request, and its officers, agents and employees, as an additional insureds under said policy.
- 4.4 To the extent permitted by law, the District shall indemnify, defend and hold harmless ESS Midwest, its agents and employees against any and all claims, actions, lawsuits,

causes of action, losses, judgments, liabilities, damages, fines, penalties, demands, forfeitures, or any other liabilities or losses, including costs and expenses (including reasonable attorney fees, expert and other professional fees) settlement and prosecution (collectively "Damages") imposed upon or incurred by ESS Midwest to the extent that they arise out of any of the following:

- A. The failure of District or any of its employees, agents, representatives or others for whom District is responsible to comply with its/their obligations under any applicable laws, regulations, policies, procedures or orders;
  - B. Breach by District of any obligation under this Agreement;
  - C. Any negligent or intentional tortuous act, or omission, or criminal act of District or any of its employees, agents or representatives that results in any injury (including death) or property damage;
  - D. Any actions of a ESS Midwest employee or agent where the agent or employee was acting under District directives, was providing services at the direction of the District outside the scope of the employee's Description of Services, or was providing services directly to the District outside the scope of Services provided for in this Agreement; or
  - E. Any failure to comply with an IEP or from the contents of an IEP. It is understood and agreed that ESS Midwest and its Employees shall have no responsibility for the content of or compliance with District-established IEPs.
- 4.5 Notwithstanding any other provision of this Agreement, ESS Midwest's maximum liability to the District (including its representatives, agents and employees) for any claims or damages relating to any error, malfunction or defect in the willSub software shall not exceed the amount of actual fees paid by the District to ESS Midwest for the use of the software pursuant to the attached Software Use Agreement in the 12-month period immediately preceding the alleged loss.

#### **SECTION 5** **CONFIDENTIALITY**

- 5.1 ESS Midwest agrees that it shall observe the policies and directives of the District to preserve the confidentiality of student records and student record information, to the extent that ESS Midwest (its employees and agents) are permitted to access student records or student record information protected by the Family Educational Rights and Privacy Act or the Individuals with Disabilities Education Act in the course of performing Services under this Agreement.

#### **SECTION 6** **INTELLECTUAL PROPERTY**

- 6.1 All drawings, writings, inventions or any other materials produced by ESS Midwest, its employees and agents (including its willSub system) in the course of preparing to performing work in the District under this Agreement, shall be the property ESS Midwest as proprietary information. The District will not disclose any proprietary information of ESS Midwest without Midwest's prior written permission or unless otherwise required by law. In the event the parties separate at any time for any

reason all propriety materials will be returned or destroyed unless otherwise required by law. Any information produced by ESS Midwest's assigned employees or agents in the normal course of their work for the District (grades, reports, etc.) will be considered the property of the District.

## **SECTION 7** **NON-DISCRIMINATION**

- 7.1 The parties to this Agreement agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, due to race, color, religion, sex, national origin, pregnancy, age, height, weight, disability, marital status, veteran status, or other legally protected characteristic.
- 7.2 The parties further agree not to discriminate against any student or other recipient of Services under this Agreement due to race, color, religion, sex, national origin, disability, or other legally protected characteristic in the delivery of programs and Services rendered under this Agreement.
- 7.3 Breach of covenants recited in this Section shall be regarded as a material breach of this Agreement.

## **SECTION 8** **MISCELLANEOUS**

- 8.1 Neither party shall assign this Agreement nor its rights and duties hereunder nor any interest herein without prior written consent from the other, except that ESS Midwest may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business, and may assign custodial services to Custodial Services, LLC.
- 8.2 This Agreement and Attachments attached hereto, constitute the entire agreement between the parties regarding its subject matter and supersedes any prior or contemporaneous understandings or agreements.
- 8.3 None of the terms and provisions of this Agreement may be modified or amended in any way except by an instrument in writing executed by authorized representatives of ESS Midwest and the District.
- 8.4 Failure by either party at any time to require performance by the other party or to claim breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach nor affect the validity and operation of this Agreement, nor prejudice either party with regard to any subsequent action to enforce the terms of this Agreement.
- 8.5 Any notice or other communications required or permitted under this Agreement shall be sufficiently given if in writing and delivered personally or sent by confirmed facsimile transmission or other wire transmission (with request for assurance in a manner typical with respect to communications of that type), overnight air courier

(postage prepaid), registered or certified mail (postage prepaid with return receipt requested) addressed to the party's principal place of business or such other address of which the parties may have given notice.

Unless otherwise specified herein, notices shall be received: (a) on the date delivered, if delivered personally, by wire transmission or confirmed facsimile transmission; (b) on the next business day after deposit with an overnight air courier; or (c) three (3) business days after being signed for, if sent by registered or certified mail.

- 8.6 This Agreement shall be interpreted and enforced under the laws of the State of Michigan applicable to contracts made and to be performed entirely within such State without giving effect of choice of law principles of such State. The parties irrevocably consent to the jurisdiction of the Courts of Michigan to determine all issues which may arise under this Agreement.
- 8.7 If any provision of this Agreement should be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of this Agreement shall not in any way be affected, impaired or prejudiced thereby.
- 8.8 Neither party hereto shall be liable to the other for any loss of business or any other damages caused by an interruption of this Agreement where such interruption is due to: war, rebellion or insurrection; an act of God; fire; government statute, order or regulation prohibiting the performance of this Agreement; riots; strikes, labor stoppages, lockouts or labor disputes to the extent such occurrences are not caused by the unlawful actions of the party seeking relief under this Section; or other causes beyond the reasonable control of ESS Midwest or the District.
- 8.9 The Section headings of this Agreement are for convenience of the parties only and in no way alter, modify, amend, limit or restrict contractual obligations of the parties.
- 8.10 This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which constitute one and the same agreement.
- 8.11 Nothing in this Agreement shall be intended to confer third party beneficiary status or rights, pursuant to MCL 600.1405 or under the common law, to any person or entity that is not a party to this Agreement.

#### **SECTION 9** **AUTHORIZATION**

- 9.1 The Agreement has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. Each person placing his/her signature below represents and warrants that he/she is the signatory duly authorized to execute this Agreement on behalf of the District or ESS Midwest, as is respectively applicable.

Executed the Day and Year first stated above:

**OWOSSO PUBLIC SCHOOLS**

**ESS MIDWEST**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Executive Vice President Midwest Region

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

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

**ATTACHMENT A**  
**SERVICE FEE SCHEDULE AND DESCRIPTION**  
**OF ESS MIDWEST EMPLOYEE SERVICES**

<b>Costs:</b>	<b>Estimated</b>		<b>Estimated</b>
I. <b><u>willSub® Subscription*</u></b>	<b><u>Employees</u></b>	<b><u>Rate</u></b>	<b><u>Total</u></b>
A. Employees Requiring a Substitute	TBD	Included	Included
B. Employees Not Requiring a Substitute	TBD	Included	Included
Estimated Monthly Cost			Included
Estimated Annual Subscription Cost: Monthly Cost Multiplied by 10 Months			Included
II. <b><u>Set-Up &amp; Training</u></b>			<b><u>Amount</u></b>
A. willSub® On-Site Set-Up & Training			Included

Position Title or Service	Start Date	Type of Employment	Administrative Fee	Est. Deposit (1/10 <sup>th</sup> )	Service End Date
Coaches	7/1/2019	Seasonal	19.5%	N/A	6/30/2020
Sea Turtles	7/1/2019	Part-Time	19.5%	N/A	6/30/2020
Bright Beginnings	7/1/2019	Part-Time	19.5%	N/A	6/30/2020

\*ESS Midwest will require that the District has an employee who has obtained willSub® administrator training. If said willSub® administrator is no longer able to serve as such, the District will promptly and at the District's expense have a new employee trained as a willSub® administrator.

**Notes:**

**Description of ESS Midwest Employee Services**

**Caregiver (Daycare, Latch Key, Pre-School, Lunch Room Aides)**-Provide supervision, assist lead teacher in activities and care of children.

**Coach**-Provide instruction and training to team athletes in appropriate setting.





**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-164**

**FOR FUTURE ACTION**

Subject:

Awarding of technology infrastructure for the elementary additions included in the bond work.

Recommendation:

Recommend that the Board authorize the Superintendent to sign a contract with Vector Tech Group from Holland, Michigan in amount not to exceed \$22,656.00.

Rationale:

To award the contract for the additional Ethernet switches, wireless access points and uninterruptable power supplies for the additions to the elementary schools funded through the bond project.

Statement of Purpose/Issue:

To award the contract for the additional technology infrastructure for the elementary additions for the bond work.

Facts/Statistics:

On February 15, 2019 the bid for Ethernet switches, wireless access point and uninterruptable power supplies including installation for the three elementary additions were requested and opened. There was only one bidder, Vector Tech Group out of Holland, Michigan. Although there was only one bidder, the District technology department is recommending awarding the bid based on the following factors:

- The bidder has worked with the District before and has supplied the technology infrastructure that is currently installed in the buildings. The bidder performed to the satisfaction of the district in this prior arrangement.
- The technology infrastructure components contained in the bid meets the specifications of the RFP and the infrastructure already utilized throughout the District and is needed to be compatible.
- The bid received is considered to be competitive in light of the market cost of the equipment.
- Other responsible bidders do not have the ability to obtain the proprietary equipment requested.
- The District will reserve the right to interchange the optics component of the bid for a similar reliable piece of equipment at each building that serves the same purpose at a lesser cost. If this option is chosen, the bid will come in even lower than the full of the amount of the contract being requested.

The bid will fit within the budgetary guidelines established for technology contained in the elementary portion of the pre-qualification application sent to the State as part of the approval of the bond process. 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 ELEMENTARY TECHNOLOGY INFRASTRUCTURE BID  
2017 BOND  
BID RECEIVED ON 2/15/19**

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b>BASE BID</b>
Vector Tech Group	Holland, Michigan	\$22,656.00

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**

**Report 18-165**

**FOR FUTURE ACTION**

Subject:

Awarding the bid for copiers District-wide

Recommendation:

Resolve that the Board of Education authorize awarding of the contract for the copiers to \_\_\_\_\_ out of \_\_\_\_\_

Rationale:

In order to assure the timely transition from the current copiers at the conclusion of the current copier lease.

Statement of Purpose/Issue:

To contract for the leasing and maintenance of copiers to be placed throughout the District for the next five years.

Facts/Statistics:

The current copier lease of Konica Minolta machines will end in the current fiscal year. In order to provide for a timely and responsible transition from the current copier lease/maintenance contract to a proposed five year lease/maintenance contract, the following steps have been and will be taken before a full recommendation is given to the Board on May 13, 2019:

- A comprehensive bid specification was sent out in February 2019 to a minimum of seven bidders that were taken from a variety of sources including, but not limited to, the vendors listed on the MSBO website.
- A walk through of the District was conducted with interested bidders on March 4, 2019 to show the current placement of the copiers.
- Questions from various bidders were entertained via email from the time that the bid was put out until the bid deadline. Responses were only provided in writing.
- The bids were due on March 13, 2019 and were opened at 2:00 p.m.
- The three primary evaluation components to determine the winning bidder will be: 1) Overall projected annual cost/cost over the lease; 2) Quality of the machines; and 3) Customer service subsequent to the signing of the contract.
- A site visit may be scheduled to view machines of the potential winner bidder. If the winning bidder has machines that are familiar to the District both in quality and function, a site visit may not be necessary

This item is being brought "For Future Action" without a specific recommendation at this time due to the need to provide enough lead time for the awarded bidder to assure that the copiers can be placed in the building in a timely fashion and for the District to fully vet any related lease agreement for propriety before the culmination of the current agreement. The accompanying bid table (or something similar thereto) will be completed and provided at the May 13<sup>th</sup> Board meeting to assist the Board in understanding the recommendation.

Motion

Seconded

Vote – Ayes

Nays

Motion

**COPIER BID COST ANALYSIS  
2018-19**

VENDOR	ANNUAL LEASE	PROJECTED ANNUAL MAINTENANCE COST*	AVERAGE PER PIECE MAINTENANCE COST*	TOTAL PROJECTED ANNUAL PAYMENT	IMPACT OF PROPOSED ADJUSTMENT - ANNUAL AVERAGE	TOTAL PROJECTED ADJUSTED ANNUAL PAYMENT

**NOTE:**

\* Based primarily on 17/18 volumes and usage remains same on machine

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**

**Report 18-166**

**FOR FUTURE ACTION**

Subject:

Land bank resolution – Bentley property

Recommendation

Resolve that the Board of Education approve the resolution authorizing the District to pursue submitting a letter of interest to remove the property located at Bentley from the Michigan Land Bank

Facts/Statistics:

On March 25, 2019, Dr. Tuttle was notified that a parcel of land at the Bentley campus owned by the District had reverted to the Michigan Land Bank. According to Brian Wooden, Property Analyst at the Michigan Land Bank Fast Track Authority, while doing some work in their database, he came across a parcel that the Land Bank owned in Owosso that he could not find on any maps. After contacting the city assessors office, it became clear that the parcel he was looking for was actually a part of the legal description for Bentley Elementary School. Back in 2004, it was discovered by the local assessor that this portion of land had been erroneously assessed a separate parcel number and taxable value. By then, when the tax bill had not been paid, it had already reverted first to the State of Michigan Treasury in 2002, then to the DNR, and finally ended up with the Land Bank in November 2004. Someone at the local level had discovered the error in early 2004, and they cleaned things up on their end but never told the State about the error. To make a long story short, the Michigan Land Bank wants to help remove any possible cloud on the title for the parcel and would like to quit claim any interest the Land Bank may have in it back to the school district. The following are the specific steps needed to accomplish this task:

- Submit a letter of Interest containing specific information to the Michigan Land Bank Fast Track Authority
- Submit a resolution from the Board approving the “acquisition” to the Michigan Land Bank.

The cost associated with the purchase is proposed at \$1.00 and any cost to register the deed once the process is complete and approved by the Land Bank.

As a side note, the original error was brought to the attention of the Clerk by the District at the time that the tax bill was received. Apparently, the issue was not handled at the time as previously thought based on the events that occurred.

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD RESOLUTION AUTHORIZING ACQUISITION OF PROPERTY FROM THE MICHIGAN LAND BANK**

A regular meeting of the Owosso Public Schools board of education was held in the Owosso High School Media Center, within the boundaries of the District, on the 13<sup>th</sup> day of May, 2019, at \_\_\_\_\_ in the p.m.

The Meeting was called to order by \_\_\_\_\_

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_ :

**WHEREAS:**

1. It is the opinion of the Board of Education, based on information received from the Michigan Land Bank, that the parcel in question was previously owned by the District.
2. The title of the property, due to a clerical error, was erroneously passed to the Michigan Land Bank.
3. The acquisition of the property from the Michigan Land Bank is authorized at a cost of \$1.00 plus any required registration costs.
4. The property has continued value to the operations of the District.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board authorize the Superintendent or Chief Financial Officer to pursue the necessary steps with the Michigan Land Bank to acquire the property parcel number, address and legal description as set forth below:

Parcel Number: 78-050-537-000-061-00  
 Address: N Chipman Street Owosso, MI 48867  
 Legal Description: Town 07 North, Range 02 East, Section 14  
 S 33 FT OF N 231 FT OF THE W 100 FT OF THE NW COR OF THE N 20 A  
 OF THE E 1/2 OF NE 1/4.78 050 537 000 061

2. The Superintendent or Chief Financial Officer are authorized to sign on behalf of the Board of Education to execute the necessary legal documents to effect the transfer of the aforementioned property to the District.

Ayes: Members \_\_\_\_\_

Nays: Members \_\_\_\_\_

Resolution declared adopted:

\_\_\_\_\_  
 Shelly Ochodnicky, Secretary  
 Owosso Public Schools Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Owosso Public Schools, Shiawassee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 13, 2019, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
 Shelly Ochodnicky, Secretary  
 Owosso Public Schools Board of Education

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**

**Report 18-167**

**FOR FUTURE ACTION**

Subject:

SRES D Budget Resolution Approval

Recommendation:

Resolve that the Board of Education support/disapprove the Shiawassee Regional Education School District 2019-20 budget as presented, and authorize the superintendent to forward the resolution to the SRES D board on or before June 1, 2019.

Rationale:

Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review. The local school district's board of education must do the following on or before June 1 of each year:

1. review the proposed intermediate school district budget;
2. adopt a resolution expressing the board's support for or disapproval of the proposed intermediate school district budget; and
3. if the board disapproves of the budget, submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

Facts/Statistics:

The intermediate school district reform legislation is part of Act 234, Public Acts of Michigan, 2004. A draft of each resolution (to support or disapprove) is attached to this report. The actual budget was presented to Rick Mowen, Board of Education Trustee on May 7, 2018 at a budget proposal meeting held at the SRES D for which the minutes of the meeting have been included in the package for review and consideration. The SRES D budget appropriations have been included as part of the Board package.

Motion

Seconded

Vote – Ayes

Nays

Motion



**Shiawassee Regional Education Service District (RES D)  
General Fund Operating Budget  
RESOLUTION**

**Support for  
Budget**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the Board of Education of the District was held in the \_\_\_\_\_  
\_\_\_\_\_ in the District, on the \_\_\_\_ day of \_\_\_\_\_, 2019 at \_\_\_\_\_ o'clock in the  
\_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and  
supported by Member \_\_\_\_\_.

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.
2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2019.
3. All resolutions insofar as they conflict with this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2019, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

H:Board/Budget Approval Resolution/ks

**Shiawassee Regional Education Service District (RES D)  
General Fund Operating Budget  
RESOLUTION**

**Disapproval of  
Budget**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the Board of Education of the District was held in the \_\_\_\_\_  
\_\_\_\_\_ in the District, on the \_\_\_\_ day of \_\_\_\_\_, 2019, at \_\_\_\_\_ o'clock in the  
\_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and  
supported by Member \_\_\_\_\_.

**WHEREAS:**

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The board of education has received and reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget no later than June 1, 2019.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution will be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2019, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Secretary, Board of Education

H:Board/Budget Disapproval Resolution/ks

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**

**Report 18-168**

**FOR FUTURE ACTION**

Subject:

Declaration of Obsolete Material – two concert band timpani drums

Recommendation

Resolve that the Board of Education authorize the Owosso High School to dispose of two concert band timpani drums (kettle drums)

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”. The two timpani drums being requested to be disposed of are thought to be the first set of timpani drums owned by the school making them 40-50 years old. The sound quality of instruments has changed since the original time of acquisition rendering the drums obsolete by current day standards.

If authorized by the Board, the Owosso High School will put the drums up for sale through a closed bid process in an effort to obtain the best price for the District.

Motion

Seconded

Vote – Ayes

Nays

Motion

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**April 22, 2019**  
**Report 18-169**

**FOR FUTURE ACTION**

Subject:

Allocation of the funds to purchase furniture for the elementary additions from bond proceeds.

Recommendation:

Recommend that the Board authorize district personnel to proceed with furniture purchases in an amount not to exceed \$94,050.00 including \$8,550.00 in contingency.

Statement of Purpose/Issue:

To allocate funds to purchase furniture on a timely basis for the elementary additions from the bond proceeds.

Facts/Statistics:

As part of the prequalification application for the bond approved by the voters there was an allocation for furnishings and equipment (note: this is not inclusive of technology equipment which is contained in a different budget) in the new elementary additions of \$64,800/elementary building or \$194,400. This allocation was to cover any furnishings necessary to provide the programming for which the additions were designed. In order to facilitate the final selection of what furnishings were necessary, the elementary principals, in conjunction with the architects, have discussed the needs for these rooms and have determined the listing of furnishings and equipment that will meet the requirements. The packet will go to vendors that have state-contract pricing, which means that they have already gone through the state required competitive bid process for these products, and therefore the district does not need to go through the bidding process again. By authorizing the district to proceed with the purchase of the furniture and equipment packages through these vendors will allow the timely purchase and delivery of the needed furniture and equipment for use in the Fall of 2019 by the students utilizing the new additions in the elementary schools. The allocation of the budget is as follows, per the recommendation from the architects:

- Bryant - \$30,200.00
- Central - \$28,300.00
- Emerson- \$27,000.00
- Contingency - \$8,550.00

The elementary principals have reviewed the detailed listing provided by the architects and found the furnishings to bid quoted/bid are consistent with the needs of the space and are complete. The resulting purchases will be made from the bond proceeds are under the pre-qualification budget by \$100,000.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS****Board of Education****April 22, 2019****Report 18-170****FOR INFORMATION**Subject:

Personnel Update

**Accepted Positions**

Danielle Adamski has accepted the 1.75-hour Monitor position at Emerson Elementary.

Ryley Turk has accepted the 7-hour Special Education position at Owosso Middle School.

Penny Wheeler-McNinch has accepted the 3-hour Food Service Worker position at Owosso Middle School.

**Resignations**

Guadalupe Bryant, Owosso Middle School English teacher has submitted her letter of resignation effective at the conclusion of the school year.