



Onaway Secondary Schools

2026-2027 Student Handbook

Welcome to Onaway Area Community Schools!

Students and parents are encouraged to visit building offices to sign up for PowerSchool, our student information system. This online program can be viewed from any device with its mobile-friendly app. You can view assignments and grades anytime. Daily announcements for middle school and high school can also be viewed there.

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

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

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

It’s always a great day to be a Cardinal...

...Our Flock Rocks!

**Onaway Area Community Schools...
Working Together to Prepare Students for Life!**

Onaway High School Fight Song

Cheer, Cheer, for Onaway High,
roll out the Scoreboards, limit's the sky.

Send our fighting fellows in,
do not forget we're out to win!

Though we may stumble, though we may fall,
we'll always come up holding the ball.

While our red and white are marching
onward to victory!

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IMPORTANT INFORMATION

District Website

www.onawayschools.com

Board Policies

Board Policies are available at:

www.onawayschools.com/specialboardnotices

Addresses

Onaway Area Community Schools
4549 M33
Onaway, MI 49765

Contact Information

Main Office: 989-733-4970

Secondary Office: 989-733-4802

Secondary Attendance: 989-733-4802

Elementary Office: 989-733-4901

Elementary Attendance: 989-733-4901

Transportation: 989-733-4952

Athletics: 989-733-4953

Administration

Superintendent: Shaun Jordan

High School/Middle School Principal: Bryan Pyle

Elementary School Principal: Robin Benson

Athletic Director: Steve Watson

Transportation/Facilities Director: Jim Weller

Special Education Coordinator: Tiffany Wade

Chain of Command

How to Effectively Communicate with School Personnel

Most parental questions regarding your child's experience at Onaway Area Community Schools can be answered by directly contacting the educator or personnel in charge of the classroom/program/team. If a resolution is not reached, you may appeal to the next level on the Chain of Command. The following outline provides examples of issues that may arise; however, it is not an all-inclusive list. After reviewing the chart below, if you are still not sure who to contact, please speak with one of our administrative assistants.

Student Instruction: <i>Examples: Student Work or Curriculum, Student Grades, ect.</i>	First Level: Classroom Teacher Second Level: Building Principal
<i>Examples: Individualized Education Plan (IEP)</i>	First Level: Classroom Teacher Second Level: Building Principal
<i>Examples: HIGH SCHOOL LEVEL – Student Schedules, Independent Studies, Dual Enrollment, Tech Prep, Graduation Requirements, ect.</i>	First Level: HS Academic Advisor Second Level: Building Principal
Athletics/Extra Curricular Activities: <i>Examples: Schedules, Eligibility, Physicals, Sportsmanship, Player Issues, Coaching, Rules of the Game, Handbooks, Activity Rules, Parent Groups, ect</i>	First Level: Coach or Activity Advisor Second Level: Athletic Director (if it involves sports) Third Level: Building Principal
Student Discipline: <i>Examples: Student Behavior, Handbook, Classroom Rules, ect.</i>	First Level: Classroom Teacher Second Level: Elementary or MS/HS School Principal Third Level: Superintendent
Student Transportation: <i>Examples: Bus Safety, Bus Routes, ect.</i>	First Level: Transportation Director Second Level: Building Principal
School Lunch/ Breakfast Program: <i>Examples: Payment balances, Nutritional Requirements, Menus, ect.</i>	First Level: Food Service Director Second Level: Building Principal
Maintenance Issues/ Building & Grounds: <i>Examples: Safety Issues, Repairs, Security, ect</i>	First Level: Building Principal Second Level: Facilities Director

Facilities Use Request: <i>Examples: Availability of Facilities, Fees, Forms, ect.</i>	First Level: Administrative Assistant (Central Office) Second Level: Building Principal Third Level: Facilities Director
If questions and concerns have not been adequately addressed at earlier levels	Superintendent
Concerns about final decisions or interpretations made by the Superintendent and/or Board policy	Onaway Area Community School's Board of Education

Onaway Elementary School (989-733-4900)

Robin Benson, Principal (rbenson@oacsd.com)

Onaway Middle/High School (989-733-4802)

Bryan Pyle, Secondary Principal (bpyle@oacsd.com)

Steve Watson, Athletic Director (swatson@oacsd.com)

Kymerli Wregglesworth, Academic Advisor (kwregglesworth@oacsd.com)

Central Office (989-733-4970)

Shaun Jordan, Superintendent (sjordan@oacsd.com)

Tiffany Wade, Special Education Coordinator (twade@oacsd.com)

Food Service (989-733-4965)

Shelby Price, Food Service Director (sprice@oacsd.com)

Transportation/Facilities (989-733-4963)

Jim Weller, Transportation/Facilities Director (jweller@oacsd.com)

CALENDAR/DAILY SCHEDULE



ONAWAY AREA COMMUNITY SCHOOLS DISTRICT ACADEMIC CALENDAR FOR 2026 - 2027



STUDENT TIME SCHEDULES

Full Day 8:15 am - 3:00 pm	Early Release 8:15 am - 1:05 pm	Holiday Break No School
Two Hour Delay 10:15 am - 3:00 pm	Half-Day 8:15 am - 12:00 pm	PD Teacher PD No School

SCHOOL EVENT DATES

August	27	No School; Teacher PD
	31	First Day for Students
September	4	No School
	7	No School; Labor Day
October	7	Early Release
	22	Half Day Parent - Teacher Conferences; 1-3 pm and 4-7 pm
	23	No School
November	2	No School; Teacher PD
	4	Early Release
	25	Half Day
	26	No School; Thanksgiving Break begins
December	2	Early Release
	18	Half Day
	19	No School; Christmas Break begins
January	6	Early Release
	14-15	Half Days; End of Semester
	18	No School; Teacher PD; Martin Luther King Jr Day
February	3	Early Release
	5	Half Day
March	3	Early Release
	26	No School; Spring Break begins
April	7	Early Release
	15	Parent - Teacher Conferences; 4-6 pm
	16	Half day; Parent - Teacher Conferences 1-3 pm
May	5	Early Release
	20	Half Day; Graduation
	31	No School; Memorial Day
June	3-4	Half Days; End of Semester
	7	No School; Teacher PD

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CONTACT INFORMATION

District Office	733-4970
Superintendent	Shaun Jordan x 4956 sjordan@oacsd.com
Secretary	Jennifer Hoeft x 4956 jhoeft@oacsd.com

Cardinal Health Center	733-4980
Front Desk	

Elementary Office (Grades K-5)	
Principal	Robin Benson x 4902 rbenson@oacsd.com
Secretary	Lacie O'Meara x 4901 lomeara@oacsd.com

Secondary Office (Grades 6-12)	
Principal	Bryan Pyle x 4953 bpyle@oacsd.com
Secretary	Onna Leach x 4802 oleach@oacsd.com

2025-2026 DAILY SCHEDULE

School staff will supervise students on school grounds from 8:00 a.m. until 3:05 p.m. on full days, and from 8:00 a.m. until 12:05 p.m. on half days. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

The daily schedule runs as follows:

Middle School (Regular Days)	Start Time	End Time
1 st Period	8:15	9:10
2 nd Period	9:15	10:10
3 rd Period	10:15	11:10
4 th Period	11:15	12:10
Lunch	12:10	12:40
MS Flex	12:40	1:00
5 th Period	1:05	2:00
6 th Period	2:05	3:00

Middle School/High School (Delayed Start)	Start Time	End Time
1 st Period	10:15	10:55
2 nd Period	11:00	11:40
3 rd Period	11:45	12:25
Lunch	12:25	12:50
4 th Period	12:50	1:30
5 th Period	1:35	2:15
6 th Period	2:20	3:00

High School (Regular Days)	Start Time	End Time
1 st Period	8:15	9:10
2 nd Period	9:15	10:10
3 rd Period	10:15	11:10
4 th Period	11:15	12:10
Flex	12:15	12:35
HS Lunch	12:35	1:05
5 th Period	1:05	2:00
6 th Period	2:05	3:00

High School/Middle School (Semester End)	Start Time	End Time
1 st /4 th Period	8:15	9:20
2 nd /5 th Period	9:25	10:30
MS/HS LUNCH	10:30	10:55
3 rd /6 th Period	10:55	12:00

Middle School/ High School (Half Days)	Start Time	End Time
1 st Period	8:15	8:45
2 nd Period	8:50	9:20
3 rd Period	9:25	9:55
4 th Period	10:00	10:30
LUNCH	10:30	10:55
5 th Period	10:55	11:25
6 th Period	11:30	12:00

Middle/High School (Early Release)	Start Time	End Time
1 st Period	8:15	8:55
2 nd Period	9:00	9:40
3 rd Period	9:45	10:25
4 th Period	10:30	11:10
5 th Period	11:15	11:55
HS Lunch	11:55	12:25
6 th Period	12:25	1:05

EMERGENCY SCHOOL CLOSING PROCEDURES

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

Via the District's Facebook page, *Notify Me* text messages, and individual classroom platforms such as Remind and/or Class Dojo. Information will also be shared with local TV and other media outlets.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Superintendent
4549 M33, Onaway, MI 49765
989-733-4970

To email the superintendent, please visit:
www.onawayschools.com/superintendent

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Superintendent
4549 M33, Onaway, MI 49765
989-733-4970

To email the superintendent, please visit:
www.onawayschools.com/superintendent

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Superintendent
4549 M33, Onaway, MI 49765
989-733-4970

To email the superintendent, please visit:
www.onawayschools.com/superintendent

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements. A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age. A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy (5301).

Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the school attendance office by calling **989-733-4901 for elementary** and **989-733-4802 for secondary**, or via a note to the building office. Parents/guardians who are continually negligent in calling in absent students may be asked to meet with the building administrator to discuss the problem and possible resolutions.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

In accordance with District Policy 5301 (D), the following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Students who are not in class when it starts are considered tardy, and if more than 20 minutes late are considered absent.

Teachers are required to inform administration on an hourly basis of the names of each student absent from class. If a student has four (4) or more attendance points from any class during a semester, the parents of the student will be notified by letter (4-Day Letter). Parents are encouraged to call the high/middle school office to arrange an appointment regarding the absences.

After the fifth (5th) attendance point is reached, the student may be referred to the school social worker, or the building principal to review the student's time management and prioritization of academics, extracurricular activities, work schedule, and other time obligations.

After the seventh (7th) attendance point has been reached from school for an affected hour, a letter notifying the parent/guardian of an impending loss of credit will be mailed home. This letter is known as the 7-Day Letter. The parent/guardian of the student then has the option for appeal to the

principal. Attendance Appeal forms are available in the high school office; a phone call to the Attendance Officer can also initiate the appeal process.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences, as outlined in District Policy 5301.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. All work missed due to any absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher upon returning from an absence to arrange for make-up of all work missed. Students absent will have an equal number of days as they were absent to turn in work missed during the absence (e.g., 3 days absent, 3 days to turn in work). Students assigned to in-school suspension should do the assigned daily work while serving their suspension.

Absences Not Counted Toward Semester Limit

The following excused absences will *not* be counted against the semester absence limit:

A parent can verify an absence to excuse their student within 24 hours of the absence. This will excuse the student, but an excused absence will still count toward their attendance point total. An excused absence is 1 attendance point.

School-sponsored activities, guidance appointments, scheduled court appearances, or a death in the student's immediate family.

Accidents, hospitalization, or severe illnesses which are beyond the student's control, and when:

The student's parent informs the administration at the start of the period of absence;

The student returns to school with a statement from a physician as to the number of days it was necessary for the student to be absent;

The student completes a program of independent study during the period of absence.

Independent study programs require the student to obtain, satisfactorily complete, and turn in assignments to the appropriate teacher in a manner substantially similar to those of students actually in class, or the student completes a program of Homebound Instruction. To be eligible for Homebound Instruction, a student must provide administration with a physician's statement indicating that the student will be absent for at least five (5) consecutive days from school. A student receiving Homebound Instruction will receive instruction from staff designed to keep the student current with the student's schoolwork.

Observance of a religious holiday.

College Days: Onaway High School wants to support its seniors as they ready themselves to meet their post-secondary plans. Seniors on track to graduate may use up to two days to visit colleges, trades schools, apprentice programs, or other approved training facilities. In order for these days to be excluded from the student's attendance, students must file the proper paperwork (available in the guidance office), have parent/guardian permission, and make up any missed assignments, quizzes, or tests on the day of their return or before leaving. See Mr. Mix for more details.

Job Shadowing; Students in grades 9-12 who have good attendance (fewer than 5 unexcused absences the previous semester) may use up to one (1) full day per year (taken in 1/2 day increments) to job shadow a career that aligns with the student's Educational Development Plan. In order for

these days to be excluded from the student's attendance, students must file the proper paperwork (available in the guidance office), have parent/guardian permission, and make up any missed assignments, quizzes, or tests on the day of their return or before leaving. See Mr. Mix for more details.

Extenuating circumstances when approved by the principal and the student's individual teachers. These circumstances will be recognized and reviewed individually.

Homebound Instruction

The District will provide homebound and hospitalized instruction consistent with state law and MDE guidance. Please refer to District Policy 5416 for additional information.

Planned absences/Family Trips

Parents are encouraged to plan vacations around the regular school calendar. Parents who know in advance that their student will be absent must contact the school office at the earliest possible opportunity to notify the office of the absence. Students who are absent with excuse will have an equal number of days as they were absent to turn in homework missed during the excused absence. For example, if a student has 3 days of an excused absence, the student will have 3 days to make up and turn in the homework missed.

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

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

Cell Phone Use

In accordance with District Policy 5209:

Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

“Wireless Communications Device” is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

“Instructional time” is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

“School grounds” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student’s Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District’s emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student’s locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

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

School administrators and teachers may confiscate a student’s Wireless Communications Device if the student’s use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student’s Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

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

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

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

Damage to School Property

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

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

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

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

Dress Code

We are proud of the students of Onaway Middle School and Onaway High School and we welcome their individuality and sense of style. We do not have a severely restrictive dress code, but ask that our students abide by the following simple guidelines:

Footwear is required. Footwear is required. Tops must have straps or sleeves, must cover the student's entire torso from armpit to armpit, and must cover the beltline when sitting down. Pants, shorts or skirt must have an inseam at least long enough to pass the fingertips of the student when the student's arms are at the student's sides, and must be worn above the waistline so as to not expose undergarments. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd, displays profanity or vulgar suggestions;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

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

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, which may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration, with the exception of lunchtime.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Student cars must be parked in the area designated by the administrator.
5. Vehicles are not to interfere with the buses at any time. Violation of this rule will result in a parent conference. Revocation of driving privileges may occur.
6. The school reserves the right to require student drivers to have on file in the school resource officer's or the high school office a parental registration permit which will contain not only the student name, make of the vehicle and license number, but also the parent's signature attesting to the fact that they (the parent) approve of the student driving to school and attest that the car will remain in the lot all day unless an exception has been made by the parent with the office.

Emergency Contact Information

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

Fees

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

Food Services

Onaway Area Community Schools is a community-eligible school. All students are eligible for both free breakfast and lunch.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

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

Head Lice

In accordance with District Policy 5709, a student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

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

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

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

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Superintendent
4549 M33, Onaway, MI 49765
989-733-4970

To email the superintendent, please visit:

www.onawayschools.com/superintendent

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

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

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

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

Only one student may occupy a locker, and that student is responsible for the contents of the locker and for the cleanliness of the locker. Lockers that are shared are to be shared only upon approval of the principal. The responsibility of the condition and/or contents of each locker belongs to the student(s) assigned that locker. Unauthorized "switching" does not affect responsibility. Please do not put stickers or other semi-permanent items on locker surfaces.

All lockers have in-door combination locks. Once assigned to a locker, students must use that locker for the remainder of the year. The "jamming" or "intentional tampering" of school issued lockers is not acceptable. Students assigned to lockers that are discovered to be "jammed" or "tampered with" make it impossible to lock or secure and risk losing valuables. Onaway Area Community Schools will not be held liable for items lost or stolen from school lockers. Students who tamper with or deface school lockers may face disciplinary action and/or loss of locker privileges.

Lost and Found

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

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Protection of Pupil Rights

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

Public Display of Affection

Students may not engage in public displays of affection beyond hand-holding or brief hugs, that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

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

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

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

Search and Seizure

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

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

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

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

In accordance with Policy 5309, the District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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

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

Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

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

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may

not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.

11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

12. Students must respect the rights and safety of others at all times.

13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

14. Students may not vandalize or intentionally cause damage to the vehicle.

15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless arrangements have been made with the Transportation Director ahead of time. District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

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

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

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Visitors

No visitors are permitted in our school without first reporting to the superintendent's office. Students are not allowed to bring friends or other visitors to school to spend the day with them.

Withdrawal from School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

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

To register for PowerSchool, contact the building offices.

Academic Awards

Rank in class and grade point average are calculated from all full-time courses.

Honor students for the senior class will be determined at the conclusion of their seventh semester. In order to be considered for senior class ranking at OHS, four semesters of credit must be earned as an Onaway High School student.

General academic awards will also be determined at the conclusion of each fall semester.

Alternative Education Program

Using PLATO for Students at Risk of Failing Core Courses (9th – 12th grade)

At the mid-point of the semester, the teacher will notify the parent if a student's grade is between 50% - 65%. The teacher will also notify the building principal. At that point, the student will be given the opportunity to take supplemental coursework using the PLATO online platform. Both the parent and student must sign an agreement to indicate whether the student will opt in or opt out of this opportunity. Some important considerations:

- This does not take the place of the classroom. The student will still be expected to attend the core course in the regular classroom and complete all assignments in a timely manner.
- The student must attend this extra opportunity on his/her own time, outside of regular classes. It will be up to the student to take the PLATO coursework either before school, at lunch, or after school.
- It is up to the parent and student to track progress and ensure completion in the PLATO course.
- Signing up for PLATO support has no impact on athletic eligibility. It does not "boost" the student's grades for eligibility purposes. Eligibility will still be determined by the grade in the regular classroom.
- This is not a form of extra credit to boost anyone else's grade. This is only available to students at risk of failing a course, as a tool to offer supports to promote receiving credit in the required courses. As such, PLATO will only be available for core courses.

If the student's final score in the regular classroom is between 50-59%, and he/she has successfully completed the pre-arranged PLATO coursework, the student will receive a "G" grade on the transcript for GPA purposes, and credit will be granted for the course. If the student's final grade in the regular classroom is at or below 49%, the student will not receive credit for the course, regardless of whether PLATO supports were completed. The intent of this is to offer additional supports for students at risk of not receiving credit in core courses. This is not intended for students whose course grade is below 50%; those students should expect to retake the course to demonstrate competency. Exceptions may be made on a case-by-case basis and will be at the discretion of the building principal.

Michigan Virtual University (MVU)

Michigan Virtual University provides online courses for students, with a certified teacher provided by Michigan Virtual to oversee the course and provide online instruction and support. Students who have failed a required course at Onaway High School have the option to retake the course in one of two ways:

- Retaking the course in the regular classroom
- Retaking the course through Michigan Virtual University

If a student chooses to retake a failed course through MVU, Onaway Schools will cover the registration fee for retaking that course one time only. After that, the student may either retake the course in the regular classroom, or take it again through MVU with the student's parents/family responsible for the course fee. This fee must be paid prior to the start of the course, and will be paid directly to MVU by the parents/family.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Auditing (High School Only)

High School students may "audit" an elective course.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. Parents are encouraged to remain an active partner with the school throughout the experience of their student.

Graduation requirements are in accordance with the Michigan Merit Curriculum, and are as follows:

- 4 credits of Mathematics (must include Algebra I and II, Geometry, Personal Finance and 1 Math must be in your senior year)
- 4 credits of Language Arts (English 9, English 10, and English 12 required)
- 3 credits of Science (Physics or Chemistry, and Biology are required)
- 3 credits of Social Studies (including American History, World History, ½ credit Civics and ½ credit Economics)
- 1 credit of Physical Education/Health (1/2 credit P.E. and 1/2 credit health)
- 1 credit of Vocational Education, Fine Arts or Performing Arts
- 2 credits of World Language (same language) or 1 credit of World Language and an additional credit in a department approved CTE or Fine Arts Program
- 5 credits of electives
- 1 credit Senior Capstone Project

It is the responsibility of each student to be certain that the minimum total number of credits is earned. Only those students who meet graduation requirements will be able to participate in the graduation ceremony. Diplomas will not be granted until all detentions are served and all fines or

fees are paid or arranged for payment with the principal. Students who fail to maintain a fulltime status will not be allowed to participate in the commencement exercises.

Dual Enrollment

Dual Enrollment

Students in grades 9 and above may be eligible to dual enroll in postsecondary courses to obtain high school and college credit. No student can exceed more than 10 total postsecondary courses at the District's expense.

The letter grade earned for the college credit will be the letter grade assigned to the high school transcript. Anytime a student receives a C- or less for a dual enrollment course, the college will determine the student's ability to advance to the next course. Grades below 2.0 (C) do not qualify for the Michigan Transfer Agreement.

Should a student receive a failing grade in a dual enrollment course, their parents or guardians (or student, if they are 18) will be responsible for reimbursing the District for the cost of the course. In addition, any student who fails a course will not be eligible to take another Dual Enrollment course until they have reimbursed the District, and must meet with the academic advisor/principal to be approved to re-enroll.

In an effort to accommodate as many students as possible, Onaway High School offers dual enrollment courses at the high school during regularly scheduled classes as well as online. To register for these classes, a student must fill out an application to Alpena Community College or North Central Michigan College, and a dual enrollment form with the academic advisor.

Regardless of how a student takes a dual enrollment course, each student who is enrolled will be financially responsible for the procurement of any and all textbooks, parking fees, activity fees, and other fees as assigned by the university or college.

Requirements to dual enroll:

Freshman: Must have a qualifying Accuplacer score as approved by the college or university. If the student first enrolls during the Freshman year, no more than two courses can be taken during the Freshman year, no more than two courses can be taken during the Sophomore year, no more than two courses can be taken during the Junior year, and no more than four courses can be taken during the Senior year.

Sophomores: Must have a qualifying Accuplacer score as approved by the college or university. If the student first enrolls during the Sophomore year, no more than two courses can be taken during the Sophomore year, no more than four courses can be taken during the Junior year, and no more than four courses can be taken during the Senior year.

Juniors and Seniors: Must have a qualifying Accuplacer score as approved by the college or university. If the student first enrolls during the Junior or Senior year, no more than six courses can be taken during either of those academic years, and no more than ten total courses for the two years combined.

Please contact the academic advisor or secondary principal for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Early Middle College

An Early Middle College (EMC) is a Michigan Department of Education approved five-year program of study. The program may begin as early as grade 9. EMCs work closely with postsecondary partners to provide students with an opportunity to earn a high school diploma and one or more of the following:

- 60 transferable college credits
- An associate degree
- A professional certification

- The Michigan Early Middle College Association (MEMCA) technical certificate
- Participation in a registered apprenticeship.

A professional certification is any certificate or industry-recognized credential for which a pupil prepared by taking course work provided by an eligible postsecondary institution. Onaway High School has partnered with Alpena Community College to provide the Early Middle College experience to our students.

Early Middle College is *not* the same as Dual Enrollment. Dual Enrollment courses are available to all students who meet eligibility requirements as outlined by the Michigan Department of Education. Early Middle Colleges are structured five-year programs that use the flexibility with the Dual Enrollment laws to provide a specific and deliberately designed course of study that includes unique social/emotional student support services.

Early Middle Colleges are designed with the intent of providing additional access to postsecondary courses beyond Dual Enrollment. The maximum number of courses, as well as the handling of costs is not capped for students enrolled in EMCs. The repayment clause in the Dual Enrollment law does not apply to an eligible student who does not complete the course due to a family or medical emergency. Districts have the discretion to determine if additional flexibility or forgiveness is needed when repayment would cause the student hardship.

In order to be considered for admission into the Early Middle College program, students must meet the following criteria:

- Student must be a freshman or sophomore in good standing and be on track for on-time graduation
- Student must be preparing for pathways compatible with Alpena Community College majors, pre-majors, transfer programs, and/or technical programs
- Student must agree to a five-year high school plan

Final admissions decisions are made by each high school's personnel. EMC is designed primarily for students who will be the first from their family to attend college or for students who need extra support to continue their education, but is open to all students. A comprehensive approach will be used considering all of the following factors: first generation college, GPA, career pathway, attendance, maturity, behavioral records, and teacher recommendation. EMC students must be accepted and enrolled by October 1 of their Junior year in order to qualify for the program.

Early Graduation (High School Only)

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year, grades 9-12 sequence may request permission for early graduation. The student shall request in writing to the board asking for permission for early graduation with reasons supporting the plan and request. Examples of reasons to be given consideration are hardship circumstances, vocational opportunities, enlistment in the military, pursuit of continuous specialized education objective, and college entrance. The request letters to the board are to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program. The student must satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request. Each request is to be determined by the board on the merits of individual circumstances; one case shall not be a precedent for others.

Grades

Report cards will be issued at least once each quarter. Grades are calculated using the following grading scale:

GRADE SCALE

A.....4.0	A-3.7	B+3.3
B.....3.0	B- 2.7	C+2.3
C.....2.0	C- 1.7	D+1.3
D.....1.0	D-0.7	F 0.0

The most important grade is the semester grade, which is a cumulative grade for the entire semester (High School only). Only semester grades are recorded on the student's permanent record. Semester grade become permanent one month after the end of the semester. All questions or appeals must be addressed during that thirty day period. A grade report (report card) will be sent home each nine weeks and will be an assessment of student progress to that point. Grades can also be accessed throughout the year on PowerSchool.

A student's grade point average (GPA) may be obtained by adding the point value for each full-time class grade and then dividing by the total number of full-time classes (where one class equals one credit).

An incomplete grade is indicated by an "I" on the report card. This "I" indicates that the student has not completed all assigned work or tests. Until the work has been turned in, marked, and a new grade assessed, an "I" is comparable to an "F" and will be counted that way for the purpose of establishing eligibility or grade point average. The student has the responsibility for making up his work. If the work has not been completed within two weeks following the end of the grade period, the incomplete will automatically be changed to an "F." A longer period of time for the make up work may be granted in cases of prolonged illness or other emergency.

The Superintendent or designee will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student's academic achievement.

The building principal will publish grade-change procedures, if any, for the school building in the student handbook. All procedures must be consistent with Board Policy.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are

appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the secondary principal.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

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

Students and parents are advised to review the school's policy concerning transfer of credits. Credit for home school students will only be granted based upon successful completion of placement tests.

Re-taking Classes

Classes may be re-taken for only the following two purposes:

1. A student fails a course and needs to re-take it to earn credit towards graduation.
2. A student would like to re-take a class to better understand the content of the course.

Once a class has been completed, whether it has been passed or failed, all cumulative grade point averages will be based on the maximum number of credits. Repeating a class will not replace a prior grade.

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their building principal.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

Work Permits

Information about work permits is available at the secondary school office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Dance Regulations

Organizations, clubs, and classes often organize school Dances, parties and similar activities. It is imperative that students adhere to the OHS Discipline Policy while attending these events. Consequences for breaking the Discipline policy at one of these events may result in consequences outlined in the Discipline Policy along with the student being barred from other extracurricular activities including sporting events and the Junior/Senior prom.

1. No dance shall take place without the proper dance request form on file in the middle or high school office. Part of this requirement includes approval at least five school days ahead of the scheduled dance.
2. No alumni, students from other schools, or any other persons except Onaway High School students will be allowed into a high school dance (except Homecoming and prom) unless they have a pass approved by the principal prior to the dance.
3. Only currently enrolled Onaway Middle School students may attend middle school dances. No exceptions.
4. No High School student will be allowed to enter a High School dance after 10:15 P.M. No Middle School student may enter a Middle School dance later than thirty minutes after it is scheduled to begin, unless escorted by a parent.
5. In the high school, there must be a law enforcement official at all dances or the dance will be cancelled. The law enforcement official will periodically monitor the parking lot.
6. In the high school all dances will end at 12:00 a.m. (an exception of 12:30 a.m. may be made for Junior/Senior prom per principal approval).
7. No bottles or containers of any type will be allowed in the building at any dance.
8. Any student who exits the building for any reason will not be allowed to return.
9. Students will only be allowed in the cafeteria, front hall and front hall bathrooms.
10. Chaperones will periodically monitor the bathrooms, hallways, cafeteria and parking lot.
11. Any student who is removed from a dance shall be disciplined in accordance with the building Discipline Policy and may be barred from all dances for the remainder of the school year.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Code of Conduct

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

The staff of Onaway Middle and High School have high expectations for all students at all times:

- Students will be respectful and courteous.
- Students will use only appropriate language when addressing staff, fellow students and guests.
- Students will attend class prepared for instruction.
- Students will adhere to the school dress code.
- Students will keep the facility free of litter.

Students who fail to meet expectations will generally be dealt with in the following manner: 1.) Teacher-Student conference, 2.) Teacher-Parent phone call, 3.) Teacher-Parent-Student conference, 4.) Classroom disciplinary action, and 5.) referral to the building principal.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

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

Discipline Generally

Students have the right to be in school. Inherent in that right are students' responsibilities to respect the rights of others and to become actively and productively involved in their academic learning.

Good discipline uses logical and realistic consequences. Students who experience consistent, logical and realistic consequences learn that they, themselves, have positive control over their lives.

Trust, respect and courtesy among staff and students should be a constant within our school. These three qualities provide the foundation upon which behavioral expectations will be based.

Most discipline issues can and should be handled in the classroom by the individual teacher directly involved. Closure between student and teacher in a non-threatening environment and with positive outcomes is the goal of classroom management. The classroom environment must always be maintained in an orderly state. Students need to respect the sanctity of the school as a safe haven.

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Field Trips

When a student has had multiple discipline related instances, they may be subject to losing their field trip privileges. Any field trip that the student attends is subject to approval from administration. Students will not be allowed to attend trips if there have been discipline issues throughout the year.

Students may not be attending year-end field trips if:

- 1: They receive a suspension from school.
- 2: They are sent to the ISS room two or more times throughout the year from an administrator.
- 3: They receive three or more disciplinary forms throughout the school year.

4: They have 10 or more missing assignments in the current semester.

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

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

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

Removal for 60 or More School Days

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

- Hall pass rules:

Students are required to have a hall pass/planner with pass, issued by a teacher, to be in the halls when classes are in session. Hall passes will be issued for special needs of the student only. The student is expected to go directly to the location indicated on the hall pass. Classes or teachers in session are not to be interrupted in order to obtain a pass. Each student will be given a planner. Permission to be in the hallways is to be entered in the planner and the student carries the planner with him/her to verify hallway pass permission. Passes without planners or passes will only be issued under certain circumstances as deemed appropriate by the teacher in question. Teachers may limit the number of passes issued to students per classroom rules.

- Use of office phone:

You should not ask permission to use the office telephone except in cases of emergencies. Please urge your parents and friends not to call you at school unless it is an emergency. Phone calls are not to be made during classtime.

Checklist of 7 Factors to Consider Before Suspending/Expelling:

Before suspending or expelling a student, building administration must complete this form.

Student Name: _____
Grade Level: _____

Date of Alleged Offense: ____
Location of Offense: ____

Description of Misconduct:

Before issuing any discipline, Section 1310d requires school officials to consider the following factors:

1. Did the student possess a firearm on school property or at a school event? **YES** ☐ **NO** ☐

If YES, there is no need to complete the remainder of this form.

Student's DOB: _____ Age at time of alleged offense: _____

3. Does student have a disciplinary history? **YES** ☐ **NO** ☐

a. If **YES**, attach printout or briefly describe relevant discipline:

b. Is the current misconduct similar to past misconduct? **YES** ☐ **NO** ☐

4. Is the student a student with a disability? **YES** ☐ **NO** ☐

a. Check YES if any of the following are true unless any of the circumstances in "b" are true:

- i. Student has IEP or 504 plan;
 - ii. Student is currently being evaluated for IDEA or Section 504 eligibility;
 - iii. Parent/guardian has expressed concern in writing to a supervisor, administrator, or teacher that the student needs special education and related services;
 - iv. Parent/guardian has requested a special education evaluation; or
 - v. Teacher or other personnel expressed specific concern directly to special education director or other supervisory personnel about student's pattern of behavior.
- b. Check NO if none of the above factors apply, or if the student was evaluated for IDEA or Section 504 eligibility but found ineligible, or if the school sought permission to evaluate and the parent/guardian declined, or if the parent/guardian revoked consent for or refused IDEA or Section 504 services.

5. Did the misconduct threaten the safety of any student or staff member? **YES** ☐ **NO** ☐

6. Will restorative practices be used to address the misconduct? **YES** ☐ **NO** ☐

a. Restorative practices must be considered in addition to, or in lieu of, suspension or expulsion.

b. If restorative practices will be used, briefly describe:

7. Is there an intervention other than suspension/expulsion that would address the misconduct?

YES ☐ **NO** ☐

a. If YES, will the lesser intervention be used? **YES** ☐ **NO** ☐

If NO, why not?

I have considered the above factors, and the seriousness of the misconduct, and I have determined that the following discipline is appropriate:

Administrator Signature:

Date:

APPENDIX A: TITLE IX SEXUAL HARASSMENT

In accordance with District Policy 3118, and consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).

i. "Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 3. “Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
 4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
 5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
 6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
 7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
 8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
 9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging

sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. “Grievance Process” is the process by which the District handles Formal Complaints.

11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator’s name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Superintendent

4549 M

(989) 733-4970

mhorn@oacsd.com

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX

Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment

unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- c. Identification of the sexual harassment allegations;
 - d. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
 - e. Factual findings that support the determination;
 - f. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
 - g. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
 - h. Appeal rights
6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. Reserved

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

- 1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
- 2. Offering the parties school-based counseling services, as necessary;
- 3. Providing the parties with academic support services, such as tutoring, as necessary;
- 4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
- 5. Moving the Complainant's or the Respondent's locker or work space;
- 6. Issuing a "no contact" directive between the Complainant and Respondent;
- 7. Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

8. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
9. Additional staff training;
10. A climate survey; or
11. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights

1350 Euclid Avenue, Suite 325

Cleveland, Ohio 44115

Phone: (216) 522-4970

E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

APPENDIX B: ANTI-BULLYING

In accordance with District Policy 5207, all types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

Prohibited Conduct

Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

Reporting an Incident

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

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

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

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

Investigation

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

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

Notice to Parent/Guardian

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

Annual Reports

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

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

Responsible School Official

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

Posting/Publication of Policy

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

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

Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

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

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

Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308-F Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student’s personal information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to Building Principal at 4549 M33, Onaway, MI 49765. The principal will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Sample disclosure list of surveys/activities

Surveys/Analyses/Evaluations funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, summary of survey/activity*
- *Parents/guardians must be notified of survey/analysis/evaluation and must consent in writing*

I [Parent/Guardian Name] allow my student, [Student's Name], to take the [Insert name and description of survey] on or about [date].

Parent/Guardian signature

Please return this form no later than [insert date] to the following school official:

[Insert position/title and mailing address]

Surveys not funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact [school official] at [telephone number, email, address, etc.] no later than [insert date] if you do not want your student to participate in this survey/activity.

Activities involving collection/disclosure/use of student directory information for marketing

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact [school official] at [telephone number, email, address, etc.] no later than [insert date] if you do not want your student to participate in this survey/activity.

Non-emergency, invasive physical exam or screening (administered by school but not necessary to protect immediate health or safety of student)

- *Provide approximate dates, grades of students affected, and summary of activity.*
- *Parents must be notified of activity and have right to opt out.*

Contact [school official] at [telephone number, email, address, etc.] no later than [insert date] if you do not want your student to participate in this activity.

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

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

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 30th.

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

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

Directory information includes:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of:

- (1) facilitating the student's participation in and access to online learning platforms and applications; and
- (2) inclusion in internal school and District email address books.

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

Onaway Area Community Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

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

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

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

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

3116-F-2 Agreement for Acceptable Use of Technology Resources

Middle School/High School

Building/Program Name

User Name

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User")

and _____ ("school").

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account

by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures

on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file

APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in Onaway Area Community School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Steve Watson
989-733-4953
swatson@oacsd.com

Available Sports

Volleyball; Cross-Country; Football; Basketball; Wrestling; Baseball; Softball; Track & Field; Cheerleading

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by the athletic director, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by Onaway High School eligibility requirements.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Onaway Athletic Program

I. Introduction

- A. Athletic Mission Statement
- B. Athletic Program Beliefs
- C. Message to Athletes
- D. Message to Parents

II. Guidelines

- A. Definition of Athletic Code/Team Rules
- B. Sportsmanlike Expectations
- C. Philosophy of Winning
- D. General Information
- E. MHSAA Information
- F. Eligibility
- G. Team Rules and Violations
- H. Rules for Suspended Athletes
- I. Team Advancement Guidelines
- J. Dual Sports
- K. Transportation
- L. Varsity Letter Requirements
- M. Season Awards
- N. End of Year Awards

III. Athletic Code Violations and Penalties

- A. Group 1 Violations
- B. Group 2 Violations
- C. Group 3 Violations
- D. Application of Penalties
- E. Self-Admit Policy
- F. Procedures and Appeals
- G. Complaints From Parents and Athletes
- H. Acknowledgment of Parent and Athlete Code of Conduct

Section I

Introduction

A. Athletic Mission Statement

Onaway Schools will provide an environment of athletic competition that encourages all students to participate and show desire, dedication, and determination in the pursuit of excellence that will prepare them to be productive citizens and create community pride.

B. Athletic Program Beliefs

The Onaway Area Schools Athletic Program should:

- Teach individuals to be humble in victory and gracious in defeat.
- Provide and maintain quality athletic facilities and equipment.
- Provide and develop quality coaches to ensure an effective athletic program.
- Promote personal development by building positive self-esteem and nurturing positive behavioral and academic habits, while fostering emotional maturity.
- Teach character qualities such as discipline, responsibility, respect for authority, loyalty, and trust.
- Develop valuable life skills such as leadership, communication, teamwork, sportsmanship, goal-setting, and a healthy lifestyle.
- Instill a winning attitude developed through commitment, strong work ethic, sacrifice, perseverance, and quality competition.
- Nourish social development by building relationships and celebrating school spirit.
- Encourage responsible, enthusiastic support at our athletic events.
- Adhere to Title IX directives.
- Recognize and celebrate the outstanding accomplishments of our athletes, coaches, and teams.

C. Message to Athletes

Participation in interscholastic athletics is a privilege, which must be earned by students who continuously adhere to the standards of conduct, both in and out of school, which are listed in the School Student Code of Conduct, the Athletic Code, and the Team Rules established by the team coaches.

The goal of student-athletes is excellence in academics and in athletics. When athletes wear Onaway School colors, they are representatives of Onaway traditions. Participation in Onaway athletics is a privilege that is earned through hard work and respectful behavior in the classroom as well as during athletic practices and contests. High standards of conduct are expected of Onaway athletes. Other students, staff, parents, and members of the community shall closely observe the conduct of an athlete. His/Her behavior should be above reproach at all times.

The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 5th grade school year and remains in effect the entire calendar year (365 days), whether they are in- season or out-of-season, both on and off school property until the school experience ends.

Failure to obey the School Student Code of Conduct, the Athletic Code, or the Team Rules will result in disciplinary action up to and including suspension from the team, suspension from school, and/or denial of future participation in Onaway athletics.

Your signature on the Athletic Code Contract acknowledges that you have read, understand, and accept the responsibilities and obligations listed in the Code, and that you agree to cooperate with school personnel in enforcing the Code. Failure to return the Athletic Code Contract signed will not exclude you from the expectations of the Code.

D. Message to Parents

Your student has indicated a desire to participate in the high school interscholastic athletic program. Parents of student athletes also commit themselves to certain responsibilities and obligations, which are outlined in the Athletic Code. Your signature on the Athletic Code Contract, along with the signature of your student-athlete, acknowledges that you have read, understand, and accept the responsibilities and obligations listed in the Code, and agree to cooperate with school personnel in enforcing the Athletic Code. Failure to return the Athletic Code Contract signed will not exclude you or your son or daughter from the expectations of the Code.

Parent(s) of athletes participating in fall, winter, and/or spring sports are encouraged to attend the Athletic Parent Meeting scheduled by the Varsity Coach of each sport at the beginning of each season. Copies of the Team Rules will be distributed and discussed with parents at this meeting.

As fans and spectators at athletic events, parents of athletes play a special role in supporting their athlete, the coach, and the team. Parents of athletes are expected to model good sportsmanship at all athletic events. Failure to adhere to acceptable standards of adult behavior may result in removal from the event and/or future events. All parents are invited to join the Athletic Boosters and become part of the long-standing traditions associated with interscholastic athletic support in Onaway.

SECTION II

Guidelines

A. Definition of Athletic Code/Team Rules

The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 5th grade school year and remains in effect the entire calendar year (365 days), whether they are in- season or out-of-season, both on and off school property until the school experience ends. In addition, coaches in any particular sport may impose supplemental rules for his/her team as approved by the Athletic Director. In all cases, the team rules must be consistent with the Athletic Code. In the event of a conflict or inconsistency between the Athletic Code and Team Rules, the Athletic Code will control, with the Athletic Director (A.D.) making the final decision.

B. Sportsmanlike Expectations

A good sport is a true leader within the school and the community. As an athlete of our school, the following points represent sportsmanship behavior you should display:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community. Conduct yourself in an exemplary manner, before, during, and after contests and events.
2. Learn the rules of your sport thoroughly and discuss them with parents, fans, fellow students, and elementary students to assist both them and you in achieving a better understanding and appreciation of the competition.
3. Treat opponents the way you would like to be treated.
4. Omit intimidating behavior, including taunting, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. This is not acceptable behavior.
5. Wish opponents good luck before the game and congratulate them in a sincere manner.
6. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will make a positive impression of you and your team in the eyes of the officials and all people at the event.
7. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or at the end of a game.
8. Athletic events are among the most school popular activities for participants and spectators. These games and competitions provide another learning experience in life. Integrity, fairness, and respect, the principles of good sportsmanship, are lifetime values enhanced through athletics.
9. It is expected that all student-athletes will conduct themselves in an orderly and self-disciplined manner at all times, both on and off school property throughout the calendar year. Appearance and personal hygiene should be appropriate for travel and other team appearances, in good taste, and consistent with the expectations of the coach, school district, and other team members.

Any form of unacceptable behavior by any student is subject to discipline, which may include removal from the event, suspension of attendance to all Onaway home athletic events up to a full school year, suspension from school, and/or referral to the local authorities.

C. Philosophy of Winning

Winning is the primary objective of each contest within the parameters of our Mission Statement and beliefs.

NO Cut Policy - The purpose of junior high or freshman athletic team is to promote interest, formulate fundamentals, develop young players and create a solid program for the future. Therefore cuts will not be allowed at these levels of play. Since the Varsity team is the culmination of Onaway's athletic experience, winning is a priority and cuts can be made if necessary.

Middle School Athletics - Participation in middle school (7th and 8th grade) athletics is an introduction of interscholastic sports to student athletes. Recognizing that a strong middle school athletic program is the foundation of a successful high school program, middle school athletic participation should be encouraged by providing as many students as possible with an opportunity to learn the skills and physical requirements necessary for athletic competition. Playing time is guaranteed (except during tournament play) to all members of a team during each contest and will be given out as equally as possible.

Junior Varsity Athletics - (Open to freshman, sophomores, and juniors in special situations approved by the AD) Building on what is learned at the freshman level, the focus of OHS JV teams is to prepare and develop athletes for varsity competition. The level of intensity on the practice field as well as in competition should increase, as should the commitment to the sport by the student athlete. Playing time will be guaranteed (except during tournament play) to the top 12 players in girl's and boy's basketball and volleyball, the top 14 players in baseball and softball, and all athletes in the other sports during each contest, but not equally.

Varsity Athletics - (Open to all OHS students) Varsity level athletics are a culmination of the OHS athletic experience. To be chosen to represent OHS as a varsity athlete is a privilege and an honor that is earned through hard work, effort, and commitment to a sport. The best athletes within OHS, regardless of class level, can make the varsity team. At this level, no one is guaranteed playing time as the best student-athletes should be on the field/court/mat/course when the skills and intensity of the competition requires the best.

All student-athletes should be committed and focused at all practices and events, exhibit the highest skill level, demonstrate good sportsmanship on the field of competition as well as off, and be excellent role models of the Cardinal Tradition. All student athletes are guaranteed sufficient practice time, when possible, to enable them to improve their skills and demonstrate a positive attitude.

D. General Information

Physicals and Athletic Code Contract - All athletes must have on file at the Athletic Director's office a Physical that includes a filled out Emergency Medical Release Form, and a signed Athletic Code Contract before they will be allowed to participate in athletics.

Uniforms - Athletes are financially responsible for the proper care and security of uniforms issued to them. Uniforms need to be returned clean. Any uniforms not returned or returned with major defects will be the financial responsibility of the athlete. The student will not be issued another uniform or be allowed to participate in an Onaway athletic contest until either the uniform is returned or payment is received for the replacement. In the case of a senior athlete, he/she would not be eligible to participate in graduation ceremonies unless the uniform is returned or paid for.

Team Membership – Once an athlete has participated in a full week of practice or made a team through cuts, he/she may not change to another sport without permission from the coach of the sport he/she is dropping and the athletic director. If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out for another sport during the same season.

Injury Permission Slip – An athlete who has been withheld from competition or practice by a health care professional, has received serious medical attention during competition or practice, or injures themselves in a way during a competition or practice and the coach feels the athlete should receive medical attention may not participate in a contest or practice until a permission to resume the activity note is received by the athletic director in writing from a health care professional. A parent may not allow their son/daughter to participate against the directions of a health care professional.

Athletic Code Enforcement - The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 6th grade school year and remains in effect the entire calendar year (365 days), whether they are in-season or out-of-season, both on and off school property until the school experience ends. The athletic code is not limited to school conduct at school-sponsored activities or school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitation as to the place of conduct.

E. Summary of Michigan High School Athletic Association Regulations on Eligibility for High School Athletes as Applicable in Onaway Area Community Schools:

Age - High school students become ineligible if they reach their nineteenth birthday before September 1 of a current school year.

Physical Examination - Students must have on file, in the Athletic Director's office, a physician's statement for the current school year (after April 15th) certifying that he/she is physically able to compete in athletic contests and practices.

Enrollment - Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester) for which he or she competes.

Semesters of Enrollment - Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four (4) first semesters and four (4) second semesters of competition and cannot compete if they have graduated from high school.

Semester Academic Records - Students must have passed enough classes that equal or exceed 20 credit hours of instruction per week the previous semester to be eligible to begin playing a sport during the next semester.

Transfer Students - A student in grade nine through twelve who transfers to Onaway High School from another high school is not eligible to participate in an interscholastic contest for one full semester unless

the student qualifies for immediate eligibility under MHSAA exceptions. The Athletic Director should be notified immediately of the transfer and will determine the eligibility of the student.

Undue Influence - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause the student to become ineligible for a minimum of one semester.

Limited Team Membership - After practicing or participating with a high school team, students cannot participate in any athletic competition not sponsored by his/her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

All-Star Competition - Students shall not compete at any time in any sport under MHSAA jurisdiction in All-Star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment..

Awards and amateurism - Students cannot receive money or other valuable consideration, for participating in MHSAA sponsored sports or officiating in interscholastic athletic contest, except as allowed by the MHSAA handbook. Students may accept, for participation in an MHSAA sponsored sport, a symbolic or merchandise award, which does not have a value over \$25.00. Banquets, luncheons, dinners, trips, and admissions to camps or events are permitted if accepted "in kind." Awards in the form of cash merchandise, certificated, or any other negotiable document are not allowed.

Disqualification: Regulation V Section 3 (D)

The following policies for disqualification shall apply in all sports.

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld from competition for at least the next day of competition for that team.
2. Failure of the school, for any reason, to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament, or during the last regular season day of competition.
3. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
4. If the playing rules for sport specify an additional penalty, more rapid progression, or use of such a progression for other violations, the playing rules apply.

F. Eligibility Concerning Previous Semester Records, Current Semester Grades, and Daily Attendance.

Previous Semester Record - The MHSAA requires that students must have passed enough classes that equal or exceed 66 2/3% credit hours of instruction per week the previous semester to be eligible to begin playing a sport during the next semester.

Current Semester Grades – The OHS Board of Education has established academic standards for participation in interscholastic athletics. Students meeting these standards are eligible to participate in athletic contests.

- OHS requires student-athletes to be passing all classes with a “D” grade or better in order for them to be eligible to participate in athletic contests. Academic progress will be determined at the end of every week.
- Student-athletes who do not meet academic eligibility standards in each class during a weekly check will be placed on probation for one week for each particular class that he/she has a grade of D- or lower.
- Athletes may practice and participate in all athletic contests during the probationary period.
- After the probationary period, those students-athletes who raised the grade/grades in question to passing status may continue to play in games with no penalty.
- If a student-athlete, after the probationary period, is still failing one or more courses he/she was on probation for, he/she will then be determined ineligible for athletic competition until the failing grade has been raised on a subsequent eligibility check.
- Athletes will be placed on a weekly probation each time they become ineligible in a class.
- Ineligible athletes will not participate in any contests the week after an unsuccessful probationary period beginning Friday and running through the next Friday’s eligibility check.
- Practice eligibility will be left up to the parent(s) and coaches involved. Ineligible athletes will be unable to participate and dress for athletic contests and will remain ineligible until he/she returns to passing status.

Daily Attendance - A student must attend school all day the day of a practice or contest to be eligible to participate. Exceptions will be made for absences due to school-sponsored events, medical appointments, and unforeseen circumstances. The Athletic Director or the building Principal, prior to competition, must approve all exceptions. Team coaches will be responsible for checking the attendance of their athletes prior to starting practice, warming up for a game, or traveling. Athletes who practice in violation of this rule will be suspended for their next day of practice. Athletes who compete in violation of this rule will be suspended for their next date of competition.

Suspensions can carry over to the next sports season.

G. Team Rules and Violations

Team rules must be in writing and approved by the Athletic Director prior to the start of the season and will be distributed to athletes at the parent meeting, first tryout, or practice if there are no tryouts scheduled. Parents will receive a copy of the team rules during the required Parent Meeting that the coach schedules at the beginning of the season or upon request. Penalties for violating team rules may not be more severe than the penalties approved by the Athletic Code.

Each coach shall be afforded a reasonable amount of discretion, subject to final approval by the A.D., in interpreting and applying his/her team rules, in determining whether an athletic department rule has been broken, and in setting the appropriate penalty for the athlete who has broken a team rule.

Discipline imposed by a coach and approved by the Athletic Director, which results in suspension or removal from the team may be appealed in accordance with procedures set forth under “Procedures and Appeals.” Pending an appeal, the penalty or disciplinary action imposed by the coach and approved by the Athletic Director shall remain in effect.

H. Rules for Suspended Athletes

1. A student who is suspended from school may not practice or be in attendance at practice. If the school suspension covers the day of a contest, the suspended student may not travel, dress, or sit on the bench with his/her team.
2. An athlete who is placed in in-school suspension (ISS) for any part of the day, excluding teacher directed, may not practice or play in a contest that day.
3. Athletes suspended during the season may forfeit any claim to athletic awards that season, pursuant to Team Rules.

I. Team Advancement Guidelines

The intent of advancing an athlete to a level beyond which he/she would normally play (9th grade athletes at the freshman or junior varsity level and 10th grade athletes at the junior varsity level) is to provide an exceptionally talented athlete the opportunity to enhance his/her experience and skill development, as well as contribute to the success of the team.

The following Team Advancement Guidelines must be followed:

- The Head Varsity Coach is responsible for making the initial recommendation regarding who should be considered.
- The proposed team advancement must be discussed and approved by the A.D., the Varsity Head Coach, and the parent(s)/guardian prior to any discussion of the opportunity with the athlete. Academic progress, emotional maturity, and peer relationships, as well as athletic ability will be considered in these discussions.
- Serious consideration should be given to the effect the advancement will have on the team the athlete may move to and the team the athlete may leave.
- If the athlete is advanced, every effort will be made to provide an adequate amount of playing time, which provides the opportunity to improve his/her skills.
- The team advancement decision must be assessed regularly by the coach, the athlete, and the parent(s)/guardian. The placement decision may be reversed.
- If an athlete is advanced for a second time during the season, permanent placement at the higher level will continue until the end of the season.
- Jr. High athletes at Onaway cannot, by MHSAA rule, be advanced to the freshman level and above.

J. Dual Sports

High School students may participate in up to two sports per season provided all team and MHSAA rules governing practices and contests are abided by.

Students in dual sports may not practice for a combined total of more than three hours in any one given day. Students in dual sports will identify a primary and a secondary sport and shall always attend primary practices over secondary practices, primary contests over secondary contests, primary contests over secondary practices and secondary contests over primary practices.

Dual sport athletes who commit an athletic violation will not participate in an athletic contest until they have served out their consequence in their primary sport.

K. Transportation

All members of an athletic squad must travel to and from all away contests in school-sponsored transportation. Deviations may be granted by the building Principal or Athletic Director on an individual trip basis.

1. Parents may make a request in person and sign a release form that is with the coach at the contest, requesting the athlete be allowed to ride with parent/guardian from the contest.
2. Parents may allow their child to ride home from a contest with another adult as long as prior (before the bus leaves) written permission has been confirmed by the Athletic Director or Principal. The adult that the child is being released to must still sign a release form that is with the coach at the event.
3. Athletes may not be released to anyone that is under 21 years of age except an immediate family member (brother or sister).
4. Parents may not give approval to ride home with another parent over the phone.

L. Varsity Letter Requirements

All participation requirements are with the expectation that the athlete finishes the season in good standing.

Football – Participation of 8 quarters or team membership for the regular season.

Girls Basketball – Participation in 4 games or team membership for the regular season. Golf – Team membership for the regular season or at the discretion of the coach.

Boys Basketball – Participation in 4 games or team membership for the regular season. Volleyball – Participation in 4 matches or team membership for the regular season.

Wrestling – Team membership for the regular season or at the discretion of the coach. Competitive Cheer – Team membership for the regular season or at the discretion of the coach. Baseball – Participation in 8 games or team membership for the regular season.

Softball – Participation in 8 games or team membership for the regular season.

Boys & Girls Track – Participation in 5 meets or team membership for the regular season

M. Season Awards

Awards will be presented when the season has been successfully completed. An athlete will only receive one chenille letter the first time they letter in a Varsity sport. An athlete shall not receive more than one Varsity letter award during his/her school career. Certificates shall be presented to each athlete should he/she earn more than one award. A plaque will be awarded for the third and fourth year Varsity awards.

- 1st Year – Certificate, Chenille Letter
- 2nd Year – Certificate
- 3rd Year – Certificate, Plaque
- 4th Year – Certificate, Plaque

N. End of Year Awards

Outstanding Athlete Award – This award goes to the most outstanding senior male and female student-athlete.

Claude Morrison Scholar-Athlete Award – This award goes to a senior male and female student-athlete who has made a contribution to a team in at least one sport and has a GPA over 3.5.

Dick Dunn Award – This award goes to any male and female student that has demonstrated overwhelming desire, dedication, and determination in a varsity sport over the past year.

Sportsmanship Award – This award goes to a senior male and female athlete who has displayed excellent sportsmanship throughout their athletic career.

Cardinal Commitment Award – This award goes to any senior athlete who receives at least nine (9) varsity letters for their outstanding dedication to athletics.

Charlie Schaar / Fred Elowsky Award: This award goes to a male and female athlete that shows service to their school through support of athletics.

SECTION III

Athletic Code Violations and Penalties

All athletes agree to abide by the following Code of Conduct, which prohibits illegal or inappropriate actions.

Allegations of Athletic Code violations may be made to the Athletic Director at any time. Allegations made by students or adults not employed by the school district in some capacity must be presented in writing to the Athletic Director who will investigate and determine the validity of the accusation prior to administering any disciplinary action. Onaway Area Community School employees, including coaching staff, are obligated to report any and all allegations of athletic code violations to the Athletic Director as soon as they become aware of said violation.

Violations of the Athletic Code accumulate throughout the athlete's high school career. Seventh or Eighth grade students who violate the Athletic Code will be put on probation during their ninth grade year. If the athlete does not violate the Athletic Code as a freshman, the athlete will be removed from probation. If a violation does occur during the athlete's freshman year, the athlete will be penalized at the level of violation they have accumulated since the beginning of their 7th grade school year. After probation has been completed in good standing, these then Junior High Students would be eligible for the "Big 5" awards.

The fact that an athlete is not formally petitioned or charged and/or convicted of any infraction, misdemeanor or felony, shall not prevent the building Principal or Athletic Director from making an independent investigation determination as to whether such actions by the athlete are a violation of these rules. The building principal or Athletic Director may determine that a violation of these rules occurred if there is reasonable cause to believe a violation of these rules has occurred. Police charges, other than traffic violations, immediately constitute an Athletic Code violation.

Dual sport athletes who commit an athletic violation will not participate in an athletic contest until they have served out their consequence in their primary sport.

A. Group 1 Violations

1. Actions by a student or athlete at home or away contests that would be deemed as unsportsmanlike conduct (i.e., obscene gesture, unsportsmanlike conduct toward official, etc.).
2. Actions by an athlete at home or away contests that would bring disfavor upon the school.
3. Leaving the site of an away contest without permission.

Group 1 Penalties

The student will be suspended from attending at least the next home athletic contest and the athlete will be suspended from his/her team for at least the next contest. Subsequent #1 violations could result in longer suspensions. The suspensions may carry over to the next sport season in which the student may attend or athlete participates.

Athletes suspended for Group 1 violations shall be allowed to practice during the period of suspension.

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Dual sport athletes who commit an athletic violation will not participate in an athletic contest until they have served out their consequence in their primary sport.

B. Group 1 Violations

1. Actions by a student or athlete at home or away contests that would be deemed as unsportsmanlike conduct (i.e., obscene gesture, unsportsmanlike conduct toward official, etc.).
2. Actions by an athlete at home or away contests that would bring disfavor upon the school.
3. Leaving the site of an away contest without permission.

Group 1 Penalties

The student will be suspended from attending at least the next home athletic contest and the athlete will be suspended from his/her team for at least the next contest. Subsequent #1 violations could result in longer suspensions. The suspensions may carry over to the next sport season in which the student may attend or athlete participates.

Athletes suspended for Group 1 violations shall be allowed to practice during the period of suspension.

C. Group 2 Violations

1. Use or possession of tobacco in any form.
2. Use, possession, or being under the influence of alcohol.
3. Use, possession, or being under the influence in any form of marijuana.
4. Actions, in or out of school, which result in being charged with a misdemeanor offense, other than a traffic violation. (Misdemeanor Offenses include larceny, malicious destruction of property, or any citations pertaining to drugs or alcohol.)
5. Hazing, which is defined as any initiation, harassment, or invidious act that results in personal injury as a result of intent.

Citations / Documentation from the Sheriff's Department will initiate the disciplinary actions regardless of any pending charges.

Group 2 Penalties

First Violation

The first Group 2 violation of an athlete's career will result in exclusion from competition for 30% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 20% of the next season's contests of any sport in which he/she participates.
- Group 2 Violation #4 that results in loss of playing time or school attendance for the student that is victimized per medical or other clinical evidence—may result in up to permanent banishment from OMS/OHS sports depending on the severity of the injuries incurred. In this instance the A.D. and the building Principal shall make the decision jointly.

Second Violation

The second Group 2 violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

Third Violation

The third Group 2 violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

Fourth Violation

The fourth Group 2 violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

Additional Consequences of Group 2 Violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the AD, forfeit

- the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation with the consultation of the A.D., may withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified.
 3. Athletes that are serving first and second violations are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. In addition, the student athlete is expected to attend all games from which he/she is suspended and to sit with the team in street clothes.

D. Group 3 Violations

1. Use, possession, or being under the influence of any illegal or controlled substance (other than physician prescribed) including steroids and other illegal performance enhancing drugs.
2. Actions, in or out of school, which would be deemed felonies under the criminal code.

Group 3 Penalties

First Violation

The first Group 3 violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

Second Violation

The second Group 3 violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

Third Violation

The third Group 3 violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

Additional Consequences of Group 3 Violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the A.D., forfeit the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation with the consultation of the A.D., may withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified.

E. Application of penalties

1. Penalties shall not be considered served unless the athlete fully completes the season during the suspension. Quitting the team is not considered "serving the penalty". If the penalty takes the athlete through to the end of the season, the suspended athlete must continue attending practice and games to count the penalty as served.
2. The suspended athlete's attendance and participation at practice and attendance at contests will be as follows:
 - a. The athlete must attend and participate at practice.
 - b. The athlete must attend games and will ride the team bus unless otherwise academically ineligible.
3. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the penalty for the first offense has been served.
4. Application of offenses can go together. Ex. One group 1 and one Group 2 Penalty will be combined for a subsequent punishment. Serving a Group 2 for 30% and then receiving a Group 3 will result in more than a 75 % violation.

F. Procedures and Appeals

The following procedural steps will apply in all cases where a student athlete is alleged to have violated the Athletic Code or Team Rules.

1. An alleged Group 1, 2, or 3 violation by an athlete should be brought to the attention of the A.D., in writing. If the A.D. believes that there is a probability that the athlete in question committed a violation of the Athletic Code or Team Rules, the A.D., the building principal, or both, will confront the athlete with the alleged violation and ask for a response. After hearing the athlete's response, the A.D. may: (1) further investigate; or (2) render a decision as to whether or not the athlete has violated the Athletic Code or Team Rules. If the A.D. decides that a violation has occurred, the consequences will be as set forth under Group 1, 2, or 3 penalties. The athlete, his/her parent(s), and the head coach of the sport in which the athlete is participating at the time of the alleged violation will be informed of the violation and the athlete will be removed from participation in competition. Written notice of the A.D.'s decision regarding the alleged violation will be further provided to the athlete, his/her parent(s) and the coach within five school days.
2. After receiving notification of the A.D.'s decision to remove an athlete from participation, the athlete and/or parent(s) may request a hearing with the Principal to dispute either the nature of the charges or the consequences imposed upon the athlete. The hearing will occur within five school days of the request.
3. The principal or the A.D. may temporarily suspend an athlete from participation in athletics prior to a hearing if an athletic event is scheduled to occur before a hearing could reasonably be held. If the athlete and/or parents dispute the principal and/or AD's decision, they may request a hearing with the extra-curricular committee for a final rendering.
4. The purpose of the hearing will be to determine if there is sufficient evidence to show that a violation has occurred, and if so, to determine the appropriate penalty. If the Superintendent determines the athlete has violated the Athletic Code or Team Rules, the consequences will be as set forth in the Athletic Code or Team Rules. However, the Superintendent may increase, reduce, or otherwise modify consequences imposed by the A.D. or head coach.
5. If the athlete and parent(s) are not satisfied with the above decision, they may appeal to the Board of Education. The penalty imposed on the athlete will remain in effect until the outcome of the appeal. A committee of the Board of Education will meet with the athlete and parent(s) within five

school days to determine if the decision will be upheld. The Board committee will notify the athlete and parent(s) in writing of its decision on the appeal within three school days following the hearing.

Flagrant Unsportsmanlike Conduct

Flagrant unsportsmanlike conduct will be determined on a case by case basis. The determination can be made by the coach, athletic director, principal, or superintendent. Due to not being able to specifically define this conduct, the final determination must be made jointly by two of these separate individuals.

Examples of what may be considered flagrant unsportsmanlike conduct would be striking or verbally disrespecting an official, striking a player on or off the playing field, portraying obscene gestures at a crowd or opposing team, etc. These examples include, but are not limited to actions that will be considered flagrant unsportsmanlike conduct.

First Violation

The first flagrant unsportsmanlike conduct violation of an athlete's career will result in exclusion from competition for 30% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine- game season. He/She will miss 10% of the football season, which would consist of the last game plus 20% of the next season's contests of any sport in which he/she participates.

A flagrant unsportsmanlike conduct that results in loss of playing time or school attendance for the student that is victimized per medical or other clinical evidence—may result in up to permanent banishment from OMS/OHS sports depending on the severity of the injuries incurred. In this instance the A.D. and the building principal or superintendent shall make the decision jointly.

Second Violation

The second flagrant unsportsmanlike conduct violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine- game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

Third Violation

The third flagrant unsportsmanlike conduct violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

Fourth Violation

The fourth flagrant unsportsmanlike conduct violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

Additional Consequences of flagrant unsportsmanlike conduct violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the AD, forfeit the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation will withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified, after the first violation.
3. After the first violation, the athlete will not be considered for any of the year end overall athletic awards.
4. Athletes that are serving first and second violations are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. In addition, the student athlete is expected to attend all games from which he/she is suspended and to sit with the team in street clothes.

G. Complaints From Parents and Athletes

Most complaints are a result of a misunderstanding and can be resolved with a conversation between the individuals involved. An athlete is advised to meet with his/her coach as the initial step in resolving any misunderstanding. If the athlete is unwilling to meet with the coach, the parent(s) are encouraged to schedule a meeting with the coach. A coach should never treat an athlete differently as the result of a parent complaint, action, or opinion. Coaches should comply with the A.D.'s directives, Team Rules, Athletic Code, and the School Code of Conduct.

1. If the concern is not satisfactorily resolved after meeting with the coach, the athlete, and/or parent(s), it should be discussed with the A.D. informally in an attempt to resolve the situation.
2. If the athlete and/or parent(s) wish to make a formal complaint to the A.D. about the coach, it should be put in writing with a copy provided to the coach.
3. The A.D. will investigate the complaint, and discuss the concern with the coach and the Head Varsity Coach of that particular sport. The investigation may include observation of practice sessions and/or contests by the A.D. The results of the investigation and subsequent action(s) to be taken to resolve the complaint will be documented in writing by the A.D. and a copy provided to the parent(s)/guardian, coach, and his/her file.
4. If the formal complaint is not satisfactorily resolved by the A.D., the athlete and/or parent(s) may appeal, in writing, to the superintendent. The Superintendent will meet with the parties involved in a further attempt to resolve the situation.
5. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may

appeal to the Board of Education of Onaway Area Community Schools, in writing.

Acknowledgment of Parent and Athlete Code of Conduct

By acknowledging this agreement, I understand that if my behavior during an athletic contest warrants my being expelled from the contest, I will not be allowed to participate in the next athletic contest. If this action occurs a second time, I will be dismissed from the athletic program for the remainder of that season. A Sportsmanship Rule violation cannot be appealed.

If an athlete is placed in out-of-school suspension, he/she may be dismissed from the team for the remainder of the season. If the athlete feels that they have been unfairly treated, he/she can appeal this decision to the School Principal. The Principal will review the incident during the next school day and decide on the appeal that day. If the appeal is granted, the athlete will be immediately reinstated.

I also understand that if my school time behavior warrants out of school suspension that I may immediately be dismissed from the athletic program for the remainder of the season.

Onaway Area Community School's Athletic Codes of Conduct Signature Form

This form must be acknowledged by both the student athlete and his/her parent/guardian and returned to the coach prior to participation in practice or games.

I have read, understand and will abide by all rules set forth in the Onaway Area Community School 's Athletic Codes of Conduct Handbook.

I will allow my name, picture and statistics to be printed in programs, news media articles and/or videos.

All equipment checked out to me will be returned or I will reimburse the athletic department for missing or damaged equipment or uniforms.

Student Athlete Signature

Date

Student Athlete printed name

Parent/Guardian Signature

Date

Parent/Guardian Print

Onaway Fan Behavior

Dear Onaway Public Schools Students, Parents and Community Members:

To begin, thank you for your continued support of our student-athletes, coaches, and teams. Your enthusiasm and energy create an incredible atmosphere that inspires our athletes to give their very best on and off the field; however, we also want to remind everyone of the importance of maintaining a positive and respectful environment during our events. As representatives of Onaway Public Schools, it is our shared responsibility to model the highest standards of sportsmanship and conduct.

Here are some key expectations for all students, parents and athletes attending Onaway sporting events, home or away:

- 1) Show Respect: Treat players, coaches, officials, and fellow spectators with courtesy and respect at all times. Remember, the officials and coaches are there to support the development of our student-athletes.
- 2) Maintain Positive Behavior: Cheer FOR our teams, not AGAINST our opponents or officials. Refrain from criticism, negative comments, booing, or unsportsmanlike conduct that detracts from the enjoyment of the event.
- 3) Follow School Policies: Ensure that your actions comply with Onaway Public Schools' policies and the guidelines set forth by the Michigan High School Athletic Association (MHSAA).

Please note that Onaway Public Schools reserves the right to remove any individual from an athletic event who engages in inappropriate or disruptive behavior; furthermore, individuals who are removed from an event may face an extended ban from attending future events. We ask for your cooperation in creating an atmosphere that upholds the values of respect, integrity, and community pride. By doing so, we can ensure that our athletic events remain a safe and enjoyable experience for everyone. Thank you for your understanding and continued support. Let's work together to make this year one to remember for all the right reasons.