

OWOSSO HIGH SCHOOL

2026-2027 **Student-Parent Handbook**

Owosso High School
765 East North Street
Owosso, Michigan 48867

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

Principal:	Dr. Dallas Lintner
Assistant Principal:	Stephanie Copeland
Principal/Athletic Director:	Nick VanDuser

WELCOME TO OWOSSO HIGH SCHOOL!

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

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

Sincerely,

Dr. Dallas Lintner

Principal

STUDENT – PARENT HANDBOOK

The Owosso High School Student-Parent handbook is the official manual of regulations and requirements covering the students at Owosso High School. It outlines expectations of students and their rights and responsibilities.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District and Owosso High School. The handbook is not intended to address all issues, concerns or conduct of students, but to detail general matters. If you have particular concerns or questions, please feel free to discuss with an appropriate staff member or principal.

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

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education [Board Policies and Bylaws](#). 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.

The Owosso High School Student-Parent Handbook is available online at ohs.owosso.k12.mi.us/forms. Students must sign a handbook acknowledgement form upon enrollment.

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

TABLE OF CONTENTS

OWOSSO HIGH SCHOOL PRIMARY OFFICES	6
2025-2026 DISTRICT CALENDAR	8
2025-2026 DAILY SCHEDULE	9
Entering and Exiting the Building	9
EMERGENCY SCHOOL CLOSING PROCEDURES	10
NOTICE OF NON-DISCRIMINATION	11
Examples of Unlawful Harassment	12
COMMUNICATION	13
Report Cards and Progress Reports	13
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES	14
Attendance	14
Attendance Guidelines	15
Attendance Terms	15
Exam Policy	16
Tardy Policy	16
Tardy Policy Consequences	17
Absences due to illness	17
Homebound and In-Hospital Educational Services	17
Planned absences	18
Hall Passes	18
Books and Supplies	18
Bulletin Boards	19
Bullying	19
Cafeteria Operations	19
Cheating, Plagiarism, and Academic Dishonesty	19
Children's Protective Services Investigations	20
Classroom Behavior	20
Closed Campus	20
Communicable Diseases-Control of Noncausal Contact	20
Damage to School Property	21
Dress and Grooming	21
Dress Code	21
Driving and Parking Personal Vehicles	22
Parking Regulations	22
18-Year-Old Students – Rights and Responsibilities	23
Electronic Device Policy/Cell Phone Use –	24
Emergency Contact Information	26
Fines and Fees-Collection of	26
Field Trips	26
First Aid, Illness, or Injury at School	26
Food Services	27

Head Lice	27
Homeless Children and Youth	28
Immunizations	28
Consent for Disclosure of Immunizations	29
Law Enforcement Interviews	29
Limited English Proficiency	29
Locker Use	29
Lost and Found	30
Media Center	30
Medication-Dispensing to Students	30
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	31
Parent Involvement in Education	32
Parties	32
Protection of Pupil Rights	32
Public Display of Affection	32
Rights of Custodial and Non-Custodial Parents	32
Search and Seizure	33
Student Education Records	33
Right to Request Explanation or Interpretation	33
Right to Request Amendment of Education Records	33
Directory Information	33
Address Confidentiality Program	34
Technology	35
Threat Assessment and Response	35
Transportation Services	36
School Vehicle/Bus Rules	36
School Vehicle Misconduct Consequences	37
Video Surveillance and Photographs	37
Withdrawal From School	38
Work Permits	38
SECTION II: ACADEMICS	39
Advanced Academic Programs (AP) Courses	39
Student Services Center	40
Academic Counseling	40
Educational Development Plan (EDP)	41
Personal Counseling and Responsive Services	41
Career/Post – Secondary Educational Advising	41
Assessment	42
Enrichment Programming	42
Commencement	42
Credits and Graduation Requirements	42
Dual Enrollment and Dual Credit	44
Grades	45
GPA (Grade Point Average)	45
Grading Policy – Procedures for Incompletes (“I”)	46

Homework	47
Personal Curriculum	47
Placement	47
Students with Disabilities	47
Summer School	48
Testing Out	48
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	50
After-School Activities	51
Extracurricular Activities	51
Student-Initiated Non-Curricular Clubs	51
Transportation To/From Extracurricular Activities	52
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	53
Discipline Generally	53
Forms of School Discipline & Applicable Due Process	53
After-School Detention	53
Saturday School	54
In-School Suspension	54
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	54
Suspension and Expulsion Procedures	55
Removal for 10 or Fewer School Days	56
Removal for More than 10 and Fewer than 60 School Days	56
Removal for 60 or More School Days	56
Harassment and Intimidation	57
Sexual Harassment – Student	57
Student Code of Conduct	57
Specific Disciplinary Consequences of Prohibited Conduct	61
Behavior Code and Consequences	63
Discipline Infractions/Terms and Procedures	64
Disciplinary Terms	65
SECTION V: GENERAL SCHOOL POLICIES	68
Assemblies	68
Bag/Fanny Pack and Backpack Usage	68
Hall Passes	68
Non-School Organizations-Publicity For	68
Outside Food/Drink	68
Parent-Teacher Conferences	69
School Store	69
School Safety Policies	69
Student Identification Cards	69
Student Pick-up and Drop-off	69
Visitors	69
Miscellaneous Information	70
Daily Announcements	70
School Pictures	70
School Rings	70

Senior Announcements	70
Student Insurance	70
Telephone Privileges	71
Time Between Classes	71
Yearbook	71
SECTION VI: COLLEGE AND CAREER RESOURCES	72
College Information	72
Career Information	72
Career and Technical Education Office	72
Work-Based Learning	73
SECTION VII: LEGAL-STATE AND FEDERAL POLICIES	75
Family Educational Rights and Privacy Act (60 Fed. Reg. 59291, 59297)	75
Pesticide Management Program	76
Preparedness for Toxic and Asbestos Hazards	76
Volunteer Screening	76
APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)	78
Policy 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation	78
Policy 3115A Definitions for 3115 Series	80
Policy 3115B Designation of Coordinators	83
Policy 3115D Informal Resolution	86
Policy 3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form	90
Policy 3115H Training Requirements and Policy Notice	93
APPENDIX B: ANTI-BULLYING	94
Policy 5207 Anti-Bullying Policy	94
APPENDIX C: PROTECTION OF PUPIL RIGHTS	98
<i>Policy 5308 Protection of Pupil Rights</i>	98
APPENDIX D: SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY	101
Policy 5603 Section 504	101
APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM	102
APPENDIX F: ACCEPTABLE USE AGREEMENT	104
APPENDIX G: ATHLETIC CODE OF CONDUCT	109
APPENDIX H: VOLUNTEER SCREENING	116

OWOSSO HIGH SCHOOL PRIMARY OFFICES

OHS Website

<https://ohs.owosso.k12.mi.us>

District Website

<https://www.owosso.k12.mi.us>

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

Main Office Fax: 989-729-5600

Phone: 989-723-8231

Absence call in line (Available 24 hours a day)

989-729-5503

Hours: 7:00 AM – 3:30 PM daily and during most breaks

Location: Southeast entrance of the high school

Services: Provide forms for graduation information, dispensing medications, work permits, etc.; visitor check-in. Provide student attendance records; telephone for students use for cases of illness; passes for leaving school; generates assignments to ISS and Saturday detention.

Personnel:

Dr. Dallas Lintner, Principal

Stephanie Copeland, Asst. Principal

Amy Parsons, Executive Secretary

Danielle Deines, Secretary

Kristy Morton, Secretary

Student Services Department

989-729-5495

Hours: 7:00 AM – 3:30 PM daily

Location: Southeast entrance

Services: Counseling; student class scheduling; generate official transcripts and coordinates testing,

Personnel: Jerry Ciarlino, Counselor / department chair

Derek Woltjer, Counselor

Arlee Hoag, Counselor

Madison Benson, Secretary

Athletic Office

Hours: 8:00 AM – 3:30 PM daily

Location: Main hallway, opposite the fitness center

Services: Maintains athletic rosters, team schedules; eligibility reports, assignment of officials and transportation schedules.

Personnel: Nick VanDuser, Assistant Principal/Athletic Director

Jo Ellen Smith, Secretary

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

Hours: By Appointment

Location: Southeast entrance, located in the main hall.

Services: Career and Technical Education programs, information, and work-based learning opportunities.

Personnel: Carrie Warning – CTE Coordinator

2026-2027 DISTRICT CALENDAR



2026

August

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

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

November

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

December

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

2027

January

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

February

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

March

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

April

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

May

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- No school on days circled in gold.
- Half days circled in blue.

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

View daily activities at www.owosso.k12.mi.us.

2026-2027 Calendar

August

- 17-19 Professional Development & Teacher Work Days
- 20 First Full Day (All Students)

September

- 3 Half Day for All Students: Teacher Work Day
- 4 & 7 No School: Labor Day Recess
- 8 School Resumes
- 23 LHS Evening PT Conferences

October

- 16 End of Marking Period & LHS End of 1st Quarter
- 21 OMS & OHS Evening PT Conferences
- 22 Half Day Elementary Only: Afternoon & Evening PT Conferences
- 23 No School
- 30 Half Day for All Students: Teacher Work Day

November

- 3 No School: Professional Development
- 25-27 No School: Thanksgiving Recess

December

- 18 Half Day for All Students: Teacher Work Day, End of 1st Semester & LHS End of 2nd Quarter
- 21-31 No School: Holiday Recess

January

- 1 No School: Holiday Recess
- 4 School Resumes: 2nd Semester Begins
- 18 No School: Martin Luther King Jr. Day & Professional Development

February

- 4 Half Day Elementary Only: Afternoon & Evening PT Conferences
- 10 LHS Evening PT Conferences
- 11 Half Day for All Students: Teacher Work Day
- 12 & 15 No School: Presidents' Day Recess

March

- 12 End of Marking Period
- 25 Half Day for All Students: Teacher Work Day & LHS End of 3rd Quarter
- 26-31 No School: Spring Recess

April

- 1-2 No School: Spring Recess
- 5 School Resumes

May

- 20 OHS Graduation
- 21 OHS Graduation Rain Date
- 22 8th Grade Awards Ceremony
- 27 LHS Graduation
- 28 Half Day for All Students: Teacher Work Day
- 31 No School: Memorial Day

June

- 3 5th Grade Celebration
- 4 Half Day for All Students: Last Day of School

DAILY SCHEDULE

REGULAR BELL SCHEDULE			
	BEGIN	END	MINUTES
1ST PERIOD	7:45	8:36	0:51
2ND PERIOD	8:41	9:32	0:51
3RD PERIOD	9:37	10:28	0:51
4TH PERIOD	10:33	11:54	1:21
A-LUNCH	10:28	10:58	0:30
A-CLASS	11:03	11:54	0:51
B-CLASS	10:33	11:24	0:51
B-LUNCH	11:24	11:54	0:30
5TH PERIOD	11:59	12:50	0:51
6TH PERIOD	12:55	1:46	0:51
7TH PERIOD	1:51	2:45	0:54

School staff will supervise students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **The school day starts at 7:45am and ends at 2:45 pm. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Entering and Exiting the Building

- Students may enter Owosso High School at the following locations:
 - 7:00 - 7:30am - Gym Entrance
(students arriving during this time must enter the cafeteria)
 - 7:30 - 7:45am - Main Entrance
 - After 7:45am - Students must check in at the main office to receive a pass

During the school day, entrance can be made only through the main office doors located at the northeast part of the school building near the cafeteria; all other doors are locked at all times. Students entering or attempting to enter through or allowing entry through other doors during the school day are subject to disciplinary action. All students must exit through the main doors during school hours.

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:

Students and parents will be notified with the District messaging platforms that are in place. Emergency school cancellations will be communicated through the District's social media outlets and website as well as the following media outlets: (TV) WJRT, WLNS, WNEM, WEYI, WSMH, WILX, and Fox47; (Radio) WFMK, WMMQ, WITL, WJIM, and WJSZ.

You can also sign up for text alerts by texting "YES" to 67587 on your cellular device.

NOTICE OF NON-DISCRIMINATION

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

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

Designated Title IX Coordinator

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

Or

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

Designated Section 504 Coordinator

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

Designated Civil Rights Coordinator/Employment Compliance Officer

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

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

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

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

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

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

Examples of Unlawful Harassment

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

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

COMMUNICATION

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

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

Report Cards and Progress Reports

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

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

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 parent(s)/guardian or the student, if an emancipated minor or 18 years old, must report that absence to the absence call in line 989-729-5503 (Available 24 hours a day) by 12:00 noon the day following the absence to be considered excused.

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.

If a student arrives late, they must sign in at the office.

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

The following documented absences will be considered excused if they are confirmed by communication to the school from the student's parent or guardian. Documented absences include a doctor or dentist appointment, mandated court appearance, funerals and religious observances based on the conditions outlined in the Michigan School Code: See [Policy 5301 Compulsory Attendance, Absenteeism and Truancy](#).

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner);
- medical appointments for the student (with a doctor's note);
- attendance at funeral (documentation provided);
- mandated appearance at court or for other legal matters (with documentation);
- observance of religious holidays of the student's own faith based on conditions outlined in the Michigan School Code; and
- College planning visits.

- When a student is absent more than 15 days per school year and at least 15 of those days are not **documented**, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. [Policy 5301 Compulsory Attendance, Absenteeism, and Truancy](#).

Attendance Guidelines

Students who accumulate more than ten absences per semester in any class may be referred to the Family Court as truant. School-related absences are not included for this purpose.

Students are expected to make up class work missed during an absence. (one day is allowed to make up work for each day of absence).

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

Students who must leave school early for any reason are required to check out through the Main Office before leaving the school building. Failure to do so will result in disciplinary action.

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

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

Attendance Terms

The following marks will be used to document absences:

A = unexcused

- absent with no communication from parents to school

V = absent but parent calls/emails and makes the school aware;

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

D = documented

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

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

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

Absence verification number: (989) 729-5503

SA = activity (attendance is mandatory for school activities)

I = ISS (In-school suspension)

S = OSS (out of school suspension)

T = Tardy

H = Homebound

HB – Homebased

O = Office/Counselor

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

Exam Policy

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

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

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

Tardy Policy

When tardy vouchers are submitted by the student for the **1st hour** prior to 8:00 am, the student should not be considered tardy for that hour only. Students are permitted tardy to any class with a pass from school personnel. Students arriving to class late with a pass from a teacher, counselor, or other staff member are not to be considered tardy or to be marked absent. A tardy is defined as 15 minutes or less of an absence from each and any class period.

Students will be referred to administration for excessive tardiness.

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

Tardy Policy Consequences

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

Tardy 1- 2: Warning email sent.

Tardy 3 – 4: 1 hr. ISS for each tardy

Tardy 5-6: After-school detentions given for each tardy and parent phone call.

Tardy 7+ : Full day ISS, parent conference, and possible school-based sanctions, which may include inability to attend school-sponsored events.

****Final disposition will remain under the discretion of the school administration**

Absences due to illness

Students who become ill during the school day must report to the Main Office. Students are not permitted to go home unless contact is first made with the parents or legal guardian. Parents must make certain that the school has emergency numbers should a student become ill and needs to be sent home. The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has 1 day for each day of absence to complete missed assignments.

Homebound and In-Hospital Educational Services

Students who must be absent from school for more than five consecutive school days due to a medical condition or have a doctor's note indicating they are not physically capable of attending school may be provided homebound or in-hospital educational services. According to the Michigan Pupil Accounting Manual, a student who is able to attend school for a partial day is not eligible for home-based services.

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

Upon parent notification of an upcoming hospitalization of more than five consecutive days, the principal will generally arrange for in-hospital or homebound educational services within three days.

Planned absences

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

Students are expected to:

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

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

Hall Passes

Students are permitted to be in the hallway during class time for emergencies **only** and with a pass, from school personnel, or a teacher provided pass. Using the restroom, drinking fountain, or locker should be completed before school, between classes and during lunch.

Books and Supplies

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

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

Bulletin Boards

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

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**.

Cafeteria Operations

The cafeteria serves breakfast daily, 7:00 – 7:40 AM. Students should get their food by 7:40 AM, as they need to be in class by 7:45 AM. Lunch is served daily during two, thirty-minute lunch periods, 10:35 AM - 12:05 PM. Owosso High School participates in the National School Lunch Program, which enables students that qualify to have free or reduced lunches. All students will be given an application to fill out the first week of school or online after July 1 at **www.lunchapp.com**.

Students who qualify for free or reduced lunch will be notified by mail. Students and or Parents may not order food from outside establishments to be delivered during school hours which goes against state guidelines. Students ordering outside food may face disciplinary action. After School Programs are available to students where a snack and beverage will be provided with no cost to parents.

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.

Closed Campus

Owosso High School operates a closed campus. Students are not authorized to leave the school grounds between the first and last scheduled class except for such approved assignments as work experience or other special activities as authorized by the building administration. Students who leave campus without authorization are subject to disciplinary action. See [Policy 5801 Closed Campus](#).

During lunch, students who enter the parking lot, disrupt classes, by entering the academic wing, or leave the school grounds, will be subject to disciplinary action. Parking passes could possibly be removed for chronic closed campus violations.

Communicable Diseases-Control of Noncausal Contact

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.

In the case of noncausal-contact, communicable-diseases, the school still has the

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

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

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

Any testing is subject to laws protecting confidentiality.

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, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, see [Policy 5101 Student Expression](#), or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

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

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

Dress Code

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;

- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Shaded non-prescription type of eyeglasses
- Coats being worn in the academic classroom
- Not wearing footwear of any kind (bare feet or stocking feet).
- Blankets used in classrooms or hallways

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, that 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.
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.

Parking Regulations

All students who drive a motor vehicle (car, truck, motorcycle, etc.) to and from school must register it in the Main Office within a designated time period. Students will be required to register their vehicles at Trojan Days or at any point in the school year they wish to drive to school. Students will be given a permit that is to be attached inside the car visible to the outside. On motor bikes, the permit must be located on the right side of the gas tank. If a permit is lost or stolen it is the responsibility of the student to purchase a new permit for \$10.00. Additional regulations are as follows:

1. When registering a vehicle, the student must show his/her driver's license, vehicle registration and proof of insurance. A vehicle will not be registered unless these items have been produced.
2. Parking permits are not given for a designated lot. However; students authorized to leave on a regular basis or for appointments will be designated to park in the east (main) lot. Students are not permitted to

park on either the north side (behind) of the building or the west rear side of the building. The parking areas next to the curbing on the east side and the parking areas on the back and northwest side of the building are reserved for teachers, maintenance, and visitor parking only.

3. Students are not permitted to sit in vehicles or loiter in the parking lot at any time, including before and after school.
4. Driving during the day is prohibited unless authorized by a member of the administration. Closed campus violations will be issued when not given administrative permission
5. Reckless or careless driving in or around school premises is prohibited. A speed limit of 15 miles per hour in the driveways and parking areas should be observed at all times. Vehicles yield the right-of-way to pedestrians.
6. Students parked in the east parking lot are to leave during the school day from the main drive only. No students may exit from the drive located farthest east of the building at the property line.
7. Students should park their vehicle at the proper angle to provide adequate parking facilities for fellow students and visitors. Students must not block the drive so it is difficult for buses, delivery trucks, or emergency vehicles to pass through. Vehicles that are found blocking the drive path may be towed or ticketed. The parking area next to the building is reserved for persons having a handicapped sticker or visitors. The parking areas on the north and west sides are reserved for staff, maintenance, deliveries and visitors. Students may not park in spaces designated for staff (S), visitor (V) parking. Students may park in either the main lot or the freshman lot. Students not complying with any of the above procedures will be subject to the Owosso High School Discipline Policy. Students may also find that their driving privilege has been revoked or that their vehicle has been towed at the expense of the owner.

18-Year-Old Students – Rights and Responsibilities

The Owosso Public Schools Board of Education Policy states, “For the purpose of these rules, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent of and the rights accorded to the parents or guardians of the student shall only be required of and accorded to the student.” In an effort to be certain the parents/guardian of a student has knowledge of this position; the school will consider the parent the recipient of all records and reports unless the school has on file a statement completed by both the student and parent indicating that the student has total responsibility for himself/herself. This would include items relating to attendance, discipline, and other relevant factors. This form may be picked up and returned to the main office.

If you are a **male** age 18 through 25 and living in the U.S., then you must register with Selective Service. According to law, a man must register with Selective Service within 30 days of his 18th birthday.

Electronic Device Policy/Cell Phone Use –

Student Use of Cell Phone and Electronic Communication Devices

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

Students in grades 9–12 shall place their cell phones and personal electronic devices in a designated classroom storage location (e.g., caddy) at the beginning of each class period.

1. Devices may be retrieved at the end of each class period.
2. Students are permitted to use personal electronic devices during non-instructional time, including passing periods, lunch, and before or after school.

Enforcement and Discipline:

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

Exceptions:

This policy does not apply to:

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

In order to minimize disruption to the educational environment and provide school safety, the following is in effect.

- I. All electronic devices may be used before and after school, in between classes and at lunchtime.
- II. Inappropriate use of cell phone, pagers, and all other electronic devices is subject to the following consequences:
 - A. 1st Offense: Confiscated by staff until the end of the day.
 - B. 2nd Offense and beyond: Confiscated by staff and will be referred to administration.

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

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

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

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

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

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

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. Emergency information should have three contact phone numbers listed. Any illnesses or chronic conditions that would affect the student at school need to be recorded on the emergency card.

Fines and Fees-Collection of

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.

A cumulative record is kept for all students grade 9-12 who owe money for such items as textbooks, equipment, supplies, etc. All financial debts must be paid prior to students participating in Trojan Days or being issued a cap and gown.

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.

Food Services

Food Service serves breakfast daily, 7:00 – 7:40 AM. Students should get their food by 7:40 AM, as they need to be in class by 7:45 AM. Lunch is served daily during two, thirty-minute lunch periods, 10:35 AM - 12:05 PM.

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

School meals are provided for all students who wish to participate.

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

Head Lice

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

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

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

Homeless Children and Youth

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

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

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a vehicle, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

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

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

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

Immunizations

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

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

Consent for Disclosure of Immunizations

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

Sharing immunization and personally identifiable information including the students name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child's education records is disclosed to the health department.

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

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with [Policy 5201 Investigations, Arrests, and Other Law Enforcement Contact](#) Students may be questioned by school officials at any time, without parent 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. Parents should contact the Building Principal at 989-729-5492 to inquire about evaluation procedures and programs offered by the District.

Locker Use

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

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

Periodic locker checks will be announced and conducted. Students will be assessed a

fee for any damage to their assigned locker.

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

Personal padlocks are only permitted with administrative approval. Locks that are lost or damaged must be replaced at the expense of the student. Students are not to share lockers with any other student.

Lockers shall only be used for books, apparel, shoes, boots, and lunches. Stale food, alcoholic beverages, cigarettes, drugs or weapons of any kind are not to be stored in school lockers. Gym/athletic lockers will not be accessible during the school day, except during a scheduled gym class.

Students must keep all personal belongings including coats and backpacks in their lockers during the school day. Students may not apply adhesive materials to any part of their locker, including tape or stickers.

Lost and Found

All lost and found items are to be taken to the main 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

The Media Center is open 7:30 AM – 2:45 PM daily. The Media Center offers one computer lab with 36 computers each linked to the internet; an on-line resource catalog; reference, research and leisure-activity books; journals; and magazines.

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-Dispensing to Students

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:

- **All medication must be kept in the Main Office.** Students must bring medication to the main Office before school.
- A physician or parent statement in writing is required prior to the dispensation of any medication.

- 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.
- Students may take medication at school when a permission slip indicating the parent or guardian's approval is on file in the main office. The permission slip must include the student's name, name of medication, time to be administered, reason for medication, dosage, length of time medication is to be taken and physician's name.
- School personnel are not allowed to administer any medication (including aspirin and other over-the-counter medications) to a student unless written permission from the parent has brought the medicine to school in its original container.
- All medications must be in the original container.
- Medication is administered by school personnel in the Main Office and logged, with a second adult witness present when the medication is administered. This is not required if administered by a Registered Nurse or Licensed Practical Nurse.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- Students may not possess medications except under extenuating circumstances i.e. inhalers, epi pens, etc., and a permission slip should be on file in the main office to do so.
- A parent or guardian is to pick up any unused medication on the last day of school. Any medication left will be properly disposed of.

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

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with [Policy 5703 Medications](#). 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.

Parent Involvement in Education

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. See [Policy 5401 Parent Involvement in Education](#).

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 that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

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

- student names, addresses, and telephone numbers;
- photographs and videos depicting a student’s participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

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

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

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

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in

violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

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. See [Policy 3116 District Technology and Acceptable Use](#).

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in, or accessed by District information technologies.

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to technology is a privilege and not a right.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

Threat Assessment and Response

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

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

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

Transportation Services

School Vehicle/Bus Rules

Riding in school vehicles/buses is a privilege, not a right. Students are eligible for bus transportation to and from school and school-related activities. 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. Vandalism to the bus will be charged to the student/parent.
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.
16. Pick up or drop off at the Middle School is **not** permitted.
17. Eligible city route students will be issued a bus pass to show the driver every day.
18. Non-busing students will be permitted to ride the bus in **emergency** situations only-with a signed permission note from their parent.
19. Please contact the transportation department with any questions at 989-725-7665.

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.

School Vehicle Misconduct Consequences

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

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

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

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time, with written authorization from the transportation supervisor or designee. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. 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 [Policy 5210 GPS Tracking Device with Audio Surveillance Capabilities](#) or [Policy 5805 Student Audio and Video Recording](#), applicable law, or a District employee.

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.

Work Permits

Work permits can be obtained from the main office before or after school or during lunch. Work permits are available to students who are 18 years old and younger and who have a summer job or part-time job outside of school hours. Students need documentation of age when applying for a working permit.

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 main High School Office.

Advanced Academic Programs (AP) Courses

Advanced Placement Program (AP): A program in the United States and Canada that offers college level courses and exams to high school students. Students have an opportunity to earn high school and college credit through the on-site/on-line AP courses offered at OHS. Students are expected to take the AP exam at the end of the school year. Students are expected to pay the annual fee. Fee waivers are available. See your counselor for additional information. Students will be expected to commit to the AP course by June 1st. Students taking an AP course will be graded on a weighted scale. Grades will be multiplied by a factor of 1.3. Students who do not take the AP exam will still be accountable for the fee and the grade will not be weighted.

Owosso High School offers a number of advanced academic programs. The purpose of these offerings is to provide challenging, thought-provoking, college preparatory programs for students who are capable and desirous of exploring a subject area in greater depth and at an accelerated pace.

Students enrolled in these advanced academic programs (Honors classes) are best prepared to participate in the “Advanced Placement” (AP) program of the College Board. The AP program enables capable students to take an AP examination in May each year that may grant the “Advanced Placement” college credit. These exams are administered at Owosso High School and the exam fee is paid by the student. This investment may yield college credit.

Descriptions of these advanced academic courses are included in the Course Description booklet at www.ReachHigherOHS.org/curriculum and www.collegeboard.com/AP. Owosso offers Honors and AP courses in the following departments:

- | | |
|--------------|--|
| Art: | Art History (AP) Studio Art (AP) |
| English: | English 9 Honors
English 10 Honors
World Literature Humanities Honors
English 12 Honors
English Language (AP)
English Literature (AP) |
| Mathematics: | Geometry Honors |

- Algebra Two Honors
- Pre-Calculus
- Calculus AB (AP)
- Calculus BC (AP)
- Science: Biology Honors
- Biology (AP)
- Chemistry (AP)
- Chemistry Honors
- Physics Honors
- Intro to Engineering Design
- Principles of Engineering
- Civil Engineering and Architecture
- Social Studies: United States History Honors
- World History Honors
- United States History (AP)
- Government (AP)
- Psychology (AP)
- World History (AP)
- Micro Economics (AP)

Students planning to enroll in these advanced academic courses should follow the recommended sequences of courses listed in the appropriate departmental course listings. Questions regarding the advanced academic program should be directed to the Counseling Department.

The above listed Advanced Placement courses are grade weighted and the Honors courses are not grade weighted. A student's grade point average and rank in class will be affected by taking Advanced Placement courses.

Student Services Center

The function of the Student Services Center includes a guidance curriculum including structured groups, guidance presentations in the classroom. These are based on the Michigan Merit Curriculum and the Michigan Guidance and Counseling Curriculum. This includes advising, assessment, class placement and follow-up of academic progress. The following process provides individualized advising for students while at OHS:

Academic Counseling

Counselors make every attempt each year to provide information on the Michigan Merit Curriculum and how it impacts them. Counselors work with students on transcripts, college admission requirements, college requirements regarding test scores from the MME. Counselors work through the Educational Development Plan process to inform students and parents about the appropriate course selection and the importance of

rigor. Emphasis will be placed on challenging students to raise the bar in their pursuit of academic success.

Educational Development Plan (EDP)

- i. Working document that helps students with their career planning, post-secondary education planning and student goals for the future.
- ii. Each year counselors assist students with updating goals as they pertain to academic excellence and their plans for after graduation
- iii. Each year counselors use the EDP to assist students with the selection of courses so their transcript will reflect the necessary requirements for admission to their post-secondary planning.
- iv. The EDP can be accessible on the Xello website, <https://xello.world/en/>. Xello helps students explore careers, work related skills assessment, student surveys about working in general and assists them to narrow down their education and career goals. It allows students to write their resume and view interviews of professionals working in these careers currently. Information on trends of job openings are available, salaries by career, job forecasting of growth over a 10-year span, etc.

Personal Counseling and Responsive Services

As a response to student's social and emotional needs, counselors will provide referral information for students and parents

Career/Post – Secondary Educational Advising

A. Career:

- I. Exploration of jobs and careers in the initial phase
- II. Exploration of post-secondary institutions that provide training or the education needed to enter the work force.
- III. Advising as to the student's interest in conjunction with the student's achievement, work habits, and academic success.

B. Post-Secondary Education Advising

- I. Applications processed for admission to post-secondary programs.
- II. Financial Aid information – Counselors assist students in seeking information regarding the financial aid process. This could include

scholarship searches, submitting applications for scholarships and the submission of the FAFSA Form. (Free Application for Student Aid) The website for the FAFSA from financial aid information is www.fafasa.ed.gov.

Assessment

Academic and achievement testing to assist students in their goals developed in their EDP.

- a. State determined standardized tests
- b. PSAT
- c. College entrance exams
- d. AP

Enrichment Programming

Periodically throughout the year student programs are offered through the community. As a result of a students' success personally and academically they may be given the opportunity to participate.

- a. National Youth Leadership Forum
- b. Boy's and Girl's State
- c. Hartley Outdoor Education Counselors
- d. Hugh O'Brien Youth Leadership Program for Sophomores

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.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

OHS Students must complete the following requirements before the date of graduation to participate in graduation ceremonies:

- Fulfill the graduation requirements as outlined in the OHS Curriculum Guide

including the Michigan Merit Curriculum guidelines.

- Fulfill the graduation requirements as outlined in Board [Policy 5409 Academic Credits and Graduation](#).
- Be enrolled in seven courses per school year, for a total of seven credits. Deviation from this requirement must have the principal's approval.
- Fulfill all financial obligations to the school; return issued textbooks, library books, equipment, uniforms and/or other school property. Failure to do so may result in the withholding of a student's cap and gown.
- Students with credit deficiencies may earn credits through correspondence courses (up to 2 credits) or credit recovery programs, including summer school, with the principal's approval. The high school principal has the authority to interpret credits transferred from other school districts that are needed for graduation from OHS. A student with credit deficiency could be referred to Lincoln High School to regain credits. The school district is not responsible for the cost of such course work.
- Commencement exercises are serious traditional ceremonies at which participation is a privilege. The Commencement Letter of Participation is required for seniors who participate.

In Accordance with state law, Owosso High School offers the option of a Personal Curriculum (PC) in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the Algebra II content.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

The MMC defines consistent learning standards that are intended to remain constant from district to district. Districts choose instructional approaches and design learning environments so that all students, including alternative and at-risk students, can meet the requirements of the MMC. The research is clear—struggling learners do better when given the opportunity to learn in a challenging curriculum. PC modifications must align Michigan state standards as practicable and must not create barriers that limit a student's opportunity to be engaged in a challenging curriculum. The legislative intent of the PC is to individualize the rigor and relevance of the educational experience. In this context, "practicable" is an inclusive term meaning as much of the subject area content expectations as possible during high school instruction. Students with an IEP operate under this same context. The PC is an option any student or family can explore as a

way to modify certain graduation requirements and earn a diploma. The purpose of secondary education is to prepare students for life after high school. Any modification to a student's graduation requirements needs to be consistent with this purpose. The high school diploma is documentation that the student has met the expectations and possesses the knowledge and skills necessary for postsecondary success. Students who are not pursuing a diploma or students who are unable to meet modified MMC requirements do not need a PC.

A guide was developed to help educators, students, and parents understand when it may be appropriate to use a personal curriculum (PC) option to modify the Michigan Merit Curriculum (MMC) requirements. For more information, please contact your child's counselor or reference the site below.

http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7

.pdf

Dual Enrollment and Dual Credit

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Dual enrollment shall apply to any students who have fully qualified for a state endorsement in all subject areas tested under the MME or qualifying scores on the college entrance exams.

Students successfully completing the requirements of a course offered by a Michigan post-secondary institution shall receive high school credit providing all guidelines have been met.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- enrollment eligibility;
- the institutions and types of courses in which students may enroll;
- the District's decision-making process for granting academic credits;
- an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that

are the District's responsibility and that the student will be responsible for additional costs not paid by the District;

- available support services provided by the District;
- the need to arrange an appropriate schedule;
- consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- the academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Grades

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

GPA (Grade Point Average)

Report cards are distributed to students at the end of each semester. Parents can view grades, assignments and attendance through the PowerSchool Portal 24/7. Parents can also email questions and concerns to teachers at any time. It is recommended that semester grades reflect a total of 100% comprising a maximum of 20% for the final exam and an equal division of the remaining percentage between each marking period. (i.e. 20% final exam and 40% for each marking period)

A grade point average (GPA) is computed from all final grades to determine a student's class rank. At the completion of the senior year, students who have achieved a 3.0 - 3.49 GPA will graduate with "Honors", and seniors who have attained a 3.5 - 3.99 GPA will graduate with "High Honors" and 4.0 or above GPA will graduate with "Highest Honors".

In determining a student's GPA, traditional letter grades are converted to numerical values according to the following scale:

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Numerical Value	4.0	3.8	3.5	3.0	2.8	2.5	2.0	1.8	1.5	1.0	.80	0.0

Letter grades are calculated according to a common percentage-based grading scale. (A) 100-93%; (A-) 92-90%; (B+) 89-87%; (B) 86-83%; (B-) 82-80%; (C+) 79-77%; (C) 76-73%; (C-) 72-70%; (D+) 69-67%; (D) 66-63%; (D-) 62-60%; (F) 59-0%.

To figure the GPA, simply add the numerical values for each course taken and divide the sum by the number of credits taken. Classes given grades of "P" (Pass) will receive $\frac{1}{2}$ credit per semester. Classes given a grade of "F" (Fail) will not receive credit. Grades of "P" are not included in the GPA. Students who receive an "I" (incomplete) for a subject at the end of a semester will have a maximum of two weeks to make up the work required by the teacher in order to convert the incomplete to a letter grade. It is the student's responsibility to contact the teacher to find out specifically what make-up work is expected. Students who neglect to make up incompletes in the allotted time will receive a permanent "I" grade for the course. This grade will be figured into the GPA as a zero, and the course must be repeated if credit is desired. In extenuating (out of the ordinary) circumstances the instructor's reasonable judgment will determine the time allowed for make-up work to be completed.

A CR/NC request must be made within the first (20) full school days of each semester. Although a letter grade may show on progress reports and report cards, the transcript will show either a passing or failing grade in the following format: CR/NC does not impact the grade point average (GPA). The grading guidelines for CR/NC will be the same as taking the course for a letter grade. It is the teacher's option to cancel the CR/NC status for a student whose performance is counterproductive to the goals of the CR/NC program and/or inappropriate for the classroom. In this case, the student will be placed on the traditional letter grade status, with the permission of the principal.

The make-up work policy is as follows:

Teachers shall provide make-up work at the request of the student for all absences except truancy. The length of time for completing the make-up work shall be approximately equivalent to twice the period of absence unless the teacher gives more time.

Grading Policy – Procedures for Incompletes ("I")

Students who do not complete all class work by the end of the marking period or semester may receive an "I" (Incomplete) grade on their report card. Students have a

maximum of two weeks to make up the work required to convert the “I” to a letter grade. Students must contact the teacher to obtain the necessary class work.

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

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. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. 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 student’s counselor

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see [Policy 5409 Academic Credits and Graduation](#).

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 with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public

education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building Principal through the school's main office to inquire about evaluation procedures and programs.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the building principal through the school's main office or the Section 504 Coordinator, Bridgit Spielman, Principal Bryant Elementary, 925 Hampton Street, Owosso, MI 48867, 989-723-4355, spielman@owosso.k12.mi.us.

Summer School

Students will be invited in writing by their counselor to participate in summer school based on current academic standing and progress toward earning a diploma.

Questions regarding registering for courses and payment of fees can be directed to the Student Service Center Secretary. Fees for summer school courses are refunded to families only for courses passed.

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 Academic Credits and Graduation](#) and make arrangements with their assigned counselor.

The State of Michigan mandates competency testing or "testing out"; it allows any high school student to test out of a course offered by his or her high school in any of the four core areas.

Competency testing procedures are as follows:

- Students must demonstrate mastery of course content by earning an 80% or better on each component of a comprehensive final exam.
- Successfully passing a given test results in credit being earned for that class; a grade of "pass" being recorded on the student's official transcript; and credit towards graduation. The grade will not be calculated in the GPA.

- Passing a test is equal to fulfilling a requirement in a course sequence.
- Once credit is granted by “testing out”, a student may not receive credit for a prerequisite course in that sequence.
- Students considering “testing out” should see their guidance counselor.
- Students must follow guidance department testing out timelines for material pickup and testing dates.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

Owosso High School sponsors a variety of student activities, clubs and organizations including, but not limited to the following:

Art Club	Pep Band
Business Professionals of America (BPA)	Quiz Bowl
Dance Team	Ski Club
Drama Club	Student Council
Environmental Club	Skills USA
E-Sports	
FFA	
Family, Career and Community Leader of America (FCCLA)	
Genders and Sexualities Alliance (GSA)	
International Club Key Club	
National Honor Society	

Interested and qualified students may see faculty sponsors about membership. Students interested in forming a new club or organizations should first consult with the principal's office.

National Honor Society Requirements for Membership

There are four characteristics of the National Honor Society: scholarship, leadership, character, and service. In order to request membership, students must demonstrate all four characteristics, have enough credits to be a sophomore or junior, and write an essay about how their membership would contribute to the Owosso Chapter of the National Honor Society.

- In order to demonstrate scholarship, students must have a minimum cumulative grade point average of 3.40.
- In order to demonstrate character, students must have high moral standards and have good citizenship. This is determined by verifying that the students have no discipline referrals and that teachers can vouch for their character.
- In order to demonstrate leadership, students must have participated in at least one extracurricular activity per year at the high school or at least two activities

the current year.

- In order to demonstrate service, students must complete at least seven service hours and document them prior to induction. Students who meet the above criteria are invited to become members and to be inducted at the annual ceremony in March.

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.

After-School Activities

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

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 Extracurricular Activities](#).

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school 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 Student-Initiated, Non-Curricular Clubs](#).

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

Discipline Generally

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 detention so that parents may make transportation arrangements for the student the following day.

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.

In-School Suspension (ISS) Rules

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

- Class work is the only acceptable activity in ISS.
- Class work given to students to complete in ISS should be completed and returned to the ISS Supervisor at the end of their ISS session.
- Bring all books and materials needed for each class.
- Remain in assigned seats.
- Talking is permitted only with the direct permission of the ISS supervisor.
- Sleeping, resting and reclining are not permitted.
- Hall passes will not be given--a supervised break is provided.
- Students are required to make up class work for days assigned to ISS. You will receive credit for these assignments and tests.
- Students may practice, participate in or attend any extra-curricular and work experience related activities if they are assigned to ISS.
- Students absent from school during an ISS assignment are required to make up the time upon return.
- ISS assignment rests solely with administration.

Cell phones will be placed on the desk of the ISS supervisor

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.

Suspension and Expulsion Procedures

The student will be given the opportunity to present his/her side of the case. When a suspension is given, the student will be informed of the duration of and the means for termination of the suspension; parents or guardian will be notified of the suspension by telephone when possible. When a parent or guardian cannot be notified, the student will remain on school property until the end of the school day. Parents or guardians will be notified of the suspension, the cause for and the procedures for reinstatement. The parents, guardians or student have five school days to request a review of the suspension.

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

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

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

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

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.

Harassment and Intimidation

It is the policy of this district to maintain a learning and working environment that is free from harassment. No board member, staff member or student of this district shall be subjected to any form of harassment or intimidation. Definitions and grievance procedures are outlined in Board Policies 3115-3115H (**see Appendix A**).

Sexual Harassment – Student

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

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

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

Administration reserves the authority to enforce school-based sanctions which may include the inability to attend school sponsored events.

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

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

Student Code of Conduct

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

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

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

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

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

Any person in violation of the prohibited conduct shall be subject to removal from school property; subject to disciplinary action within the provisions of school regulations; and shall be subject to prosecution in accordance with the provisions of the law. The following list identifies prohibited conduct and the potential disciplinary consequences. More specific disciplinary consequences are listed below the table.

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. Attending school events after having consumed alcohol or other unapproved substances is prohibited.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine including e-cigarettes and vapes: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent/admin conference • 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 from all Michigan public schools • 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 from all Michigan public schools • 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 from all Michigan public

	schools • 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, or unauthorized use of AI.	• 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 from all Michigan public schools • 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
---	--

Specific Disciplinary Consequences of Prohibited Conduct

Alcohol, Tobacco and Other Unapproved Substances-Students

The use or possession of alcohol, tobacco (including e-cigarettes) and vapes is prohibited in or on school property; in any school vehicle being used to transport students; at school events; and, ***attending school events after having consumed alcohol or other unapproved substances is prohibited.***

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

UNAPPROVED SUBSTANCES: USE OR POSSESSION OF TOBACCO, E-CIGARETTES, AND VAPES

First offense: 5-day suspension.
Second offense: 10- day suspension
Third offense: May result in long-term suspension, expulsion and/or referral to the appropriate law enforcement authority

UNAPPROVED SUBSTANCES: USE OR POSSESSION OF ALCOHOL

First offense: Notify parent/guardian and parent/administrative conference
5-week suspension (25 school days)
If less than five weeks remains in a semester the suspension will carry over into the next semester. *
Second offense: 9-week suspension (45 school days)
If less than nine weeks remains in a semester the suspension will carry over into the next semester.

UNAPPROVED SUBSTANCES – DRUGS

Distribution/sale or possession of an unapproved or look-alike drug

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

Use or possession of an unapproved substance or a look-alike drug

The use or possession (under the influence) of drugs including prescription drugs, when not taken pursuant to a doctor's direction, unapproved substances and mind/behavior-altering drugs are prohibited in or on school property; in any school vehicle being used to transport students; or at any school events.

First offense: Notify parent/guardian via telephone of the violation and request parent/administrative conference.
 9-week suspension (45 school days)
 If less than nine weeks remain in the semester, the suspension shall carry over into the next semester.

Second offense: Administrative referral for expulsion

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

ARSON, CRIMINAL SEXUAL CONDUCT & WEAPONS

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

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

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

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

A dangerous weapon, for reporting purposes, is defined as a firearm, dagger, dirk,

stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, any other device intended for use as a weapon (bat, wrench, etc.), look-alikes or bullets. Section 1313 requires a written record.

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

Behavior Code and Consequences

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

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

Behavior Code

OHS Students are responsible for the following:

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

Behavior Consequences

Inappropriate student behavior will be subject to the following:

- Consistent with board policy regarding student due process, an administrator will conduct an investigation and review all facts to consider the circumstances when applying consequences to a student's overall behavior.
- Appropriate consequences will be administered as a result of inappropriate student

behavior.

- Students will be counseled to elicit a behavior change.
- When appropriate, a larger community of support services may be used to aid the student.
- Teachers may be consulted in cases involving extenuating circumstances.
- A student's accumulated behavior record may result in a referral to the Owosso Board of Education for expulsion.
- When a student's infraction results in an assignment to detention, ISS, or an out-of-school suspension, the student will receive the appropriate notification form.
It is the student's responsibility to give the form to his or her parent.

Discipline Infractions/Terms and Procedures

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

INFRACTION

Alcohol	False Alarm
Arson-mandatory expulsion	Gross Misbehavior
Assault on another student	Inciting a riot
Assault on a staff member	Profanity/Vulgarity (person directed)
Bomb Threat	Harassment/Protected Class
Criminal Sexual Conduct (mandatory expulsion)	Unauthorized Demonstration
Drugs	Violence
Possession of Drug Paraphernalia	Weapons
	Explosives/Fireworks

The following behaviors can result in a disciplinary action which include immediate suspensions:

INFRACTION

Bullying/Cyberbullying	Insubordination
Cafeteria Misconduct	Intimidation
Cheating (possible loss of Credit for test or assignment)	Multiple electronic device infractions (including violations of acceptable use policy)
Closed Campus	Non-attendance for detention
Disrespect	Selling Items
Disrespect of guest teacher	Skip School
Driving/Parking Violations	Trespassing
Electronic Device Possession	Vandalism (Under \$100)
Excessive Display of affection (beyond hand holding)	Forgery (written/telephone)
	Improper identification

Gambling
Inappropriate hall behavior
Inappropriate use of a recording device (ex. Recording a fight or recording in restricted area)

Hall pass violation
Inappropriate dress

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

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

Disciplinary Terms

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

Cheating: Giving, copying, or receiving information to/from another student or source, unless otherwise authorized by a staff member. (As designated in the infraction section of the handbook, cheating could result in loss of credit and/or disciplinary action.)

Closed Campus: Leaving the building or school grounds at any time without receiving approval from the office via an "out pass."

Disruptive behavior: Actions, objects or words that interfere with a safe and orderly educational process including rubber bands, lighters, snowballs, cosmetics, perfumes, etc. Items may be confiscated and held in the main office for parents to pick up.

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

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

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

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

Forgery: Deceitfully writing or signing a note or pass; deceitfully making a telephone call for fraudulent purposes.

Gross misbehavior: Any action or behavior that disrupts the safe and orderly management of the school or school programs.

Hallway behavior: Students are expected to refrain from loud conversation,

running and other behaviors that are disruptive or could result in injury. Students are permitted to be in the hallway with an official hall pass only. Students are required to carry their planners with them during the school day and use them for hall passes.

Improper Identification: Refusing to identify one's self properly when requested by school personnel.

Insubordination: Refusing a reasonable request by any staff member, back talking or mocking a staff member after a reasonable request.

Lying: Intentionally giving false or misleading information, or intentionally making false or misleading statements to school authorities.

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

Profanity/Vulgarity/Racial Slur: Obscene words or gestures, racial slurs, and ethnically slanderous language, oral or written.

Selling items: Any items sold that are not part of a school organization or club fundraiser; items that have not been approved by OHS administration.

Harassment/Protected Class Discrimination: Making unwelcome advances, engaging in improper physical conduct or making improper comments, which create an intimidating, hostile, offensive, or uncomfortable school environment for any persons which includes those of a protected group or class.

Smoking: The possession, use, or sale of any tobacco product, (including e-cigarettes) and vapes.

Theft: Taking, borrowing, or using the property of another without permission.

Trespassing: Being on school property while on suspension is considered trespassing as per City of Owosso Ordinance; visiting or loitering at or near other school buildings in the district. Being in school without permission during non-school hours; being in areas not generally accessible to students at any time.

Unauthorized area: Being present in the parking lots or other areas of the building, grounds, or off campus, during the school day without a valid pass.

Unauthorized demonstration: Organizing students for any purpose without the consent of administration.

Vandalism: Destroying or defacing personal or school property.

Violence: Physical contact with the intent to do harm to another.

Bullying/Cyber Bullying and other Aggressive Behavior towards students:

It is the policy of the District to provide a safe and nurturing educational environment

for all of its students. This policy protects all students from Bullying/cyber bullying or aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. See Board [Policy 5207 Anti-Bullying](#).

SECTION V: GENERAL SCHOOL POLICIES

Assemblies

Occasionally, students will participate in school assemblies. Some assemblies (pep rallies) will require students to sit by grade level, other assemblies (meetings/performances) will require students to sit by classroom.

Bag/Fanny Pack and Backpack Usage

Any side packs, fanny packs, backpacks, any purses and book bags brought to school must be taken directly to and left in the student's locker until the end of the school day. Some exceptions may apply, but all will be clearly marked by a school approved tag and all staff will receive notification of exceptions. If a side pack or backpack is used in restricted times without approval then the student will be subject to disciplinary action. Students that play a sport must take their athletic equipment bags to a location in the athletic area as determined by the athletic director and/or principal.

Lockers designated for athletic use are for that purpose only. Students may not use athletics/gym lockers to store academic materials or any other items

Hall Passes

Hall passes may be issued by staff. Students are expected to visibly display passes at all times. Privileges may be limited and/or revoked by staff if misused, and students may be subject to disciplinary action.

Non-School Organizations-Publicity For

Materials from organizations outside school will not be allowed. Any school materials placed in the building without administrative approval will be removed. Posters relating to Owosso High School events are to have the expiration date written in the lower left corner of the poster for the purpose of removal. Students and organization sponsors/advisors are expected to remove posters/announcements when the event is completed. The administration reserves the right to prohibit any poster, brochure, or other material in the building or on the property.

Outside Food/Drink

Students are not permitted to receive deliveries of outside food to the building. Outside food deliveries will not be delivered to students, and Owosso High School will not be financially responsible for costs associated with such deliveries. Students may be subject to disciplinary action for placing orders for outside food/drink.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in the fall during the first semester. Parents are encouraged to meet their son or daughter's teachers and discuss student academic and social progress. Administrators and counselors are available to discuss any aspect of student life. Parents are encouraged to contact their student's counselor or teachers any time they are concerned about his or her progress.

School Store

The school store is open at various points during the school day. With authorization from staff, students are allowed to make purchases in the school store during the school day.

School Safety Policies

Fire Drills, Tornado Drills, and Lockdown Drills

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

Student Identification Cards

Students receive a pictured Student ID card that should be carried with them at all times, including school-sponsored events. Students may be required to show their Student ID cards at the request of school personnel. Failure to show a Student ID card at a school-sponsored event may result in the student being asked to leave. There is a \$5.00 fee for the replacement of lost student identification cards.

Student Pick-up and Drop-off

Parents are encouraged to utilize the path in the main parking lot for student pick-up/drop-off. The north end of campus is prohibited for this purpose due to school bus traffic. Parents are not permitted to block the handicap-accessible parking spaces while transporting their children. Students are allowed to register their vehicle with the main office and park in spaces in the main lot outlined in yellow. Parking spots outlined in red are reserved for employees.

Visitors

Students are not permitted to bring visitors to school. Non-students are permitted on school grounds or in the building when conducting business with a faculty member or

administrator once they have registered in the Main Office. Parents and other adults are always welcomed and are urged to call the school and make arrangements to see the school day in operation. A City of Owosso ordinance prohibits non-students from loitering on school property.

Miscellaneous Information

Daily Announcements

Daily announcements are posted and read to students each day. Announcements will be e-mailed daily to parents who have registered for this service on the school web-site. Also, announcements will be posted daily on the high school webpage and made available through the parent portal. Emergency- type announcements will be made over the P.A. system whenever it is necessary to do so. All other last minute announcements will be made just prior to the end of the school day.

School Pictures

School pictures are taken in by a school-contracted photographer. Students are not obligated to purchase picture packages, but must have a picture taken (free of charge) for their Student ID and inclusion in the OHS yearbook.

Seniors who choose to have their pictures taken by an outside studio are responsible for submitting a picture to the yearbook staff for publication by the publicized deadline. Seniors must also have their pictures taken by the school-contracted photographers for their student ID.

School Rings

School rings can be ordered during a student's sophomore, junior, or senior year, from a company under contract with the school. A deposit is required for all orders, which may be picked up before the end of the school year.

Senior Announcements

Senior students can order graduation announcements and name cards in the fall of their senior year from a company under contract with the school. A deposit is required for all orders, which may be picked up in late April.

Student Insurance

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

Telephone Privileges

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

Time Between Classes

Classes begin and end by a tone sounding over the public address system. Students are allowed 5 minutes passing time between classes. Large clocks in the hallways provide a visual countdown timer to assist students with time management.

Yearbook

The yearbook captures the year's activities pictorially and includes pictures of all students attending Owosso High School for that year. Yearbooks are available annually.

SECTION VI: COLLEGE AND CAREER RESOURCES

College and Career resources and personal assistance for student college and career planning as well as exploration in the areas of occupations, educational institutions, employability skills and military options, and scholarships/financial aid are available in the Student Services Center.

College Information

College recruiters are invited to visit the school to speak with interested juniors and seniors about a particular college and its programs.

Students have access to 10 internet linked computers, through the College Board Account students are able to practice their Michigan Merit Exam SAT Test as well as practice the WorkKeys employability skills, interest inventories through Career Cruising access.

Students interested in finding ways to finance their further education have access to scholarship applications on file or utilize the center's computers to download and print applications for scholarships or college applications. Students can go to the OPS webpage then go to the Student Services Center web page to find the Financial Aid web link. A roster of scholarship applications with the deadlines is listed to explore further whether they are eligible to apply or not.

Students are encouraged in the fall and winter to update the information in the Educational Development Plan (EDP) through counselor classroom presentations. Students can access their EDP from any web accessible area.

Career Information

Information about community resources and employment possibilities can be secured through the college and career office. In addition, information and personal interviews regarding the various branches of the military can be obtained.

Through Career Cruising students can access not only their learning style through a personal assessment and students can access information regarding careers through video interviews provided by individuals working in the career that interests the student.

Career and Technical Education Office

Career and Technical Education programs provide students with real-life hands-on learning activities focusing on career pathway opportunities. CTE programs offered at Owosso High School include:

1. Agriculture Science
2. Business
3. Careers in Education

4. Construction Trades
5. Culinary Arts
6. Engineering
7. Woods Technology

Work-Based Learning

Work-Based Learning programs offered at Owosso High School include:

- CTE Cooperative Education

For more information contact the CTE or Work-Based Learning coordinator.

SECTION VII: LEGAL-STATE AND FEDERAL POLICIES

(Including OHS adopted Policies regarding these matters)

Family Educational Rights and Privacy Act (60 Fed. Reg. 59291, 59297)

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

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Owosso Public School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or students serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a

reasonable attempt to notify the students of the records request, until it states in annual notification that it intends to forward records on request).

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Pesticide Management Program

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

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Volunteer Screening

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

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

I want to thank each person who has partnered with us as a volunteer in any capacity this year. If you have not been able to volunteer yet this year, please consider doing so. We simply can't do without your valuable help.

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

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

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

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

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

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

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

G. Reserved

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

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

Policy 3115A Definitions for 3115 Series

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

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

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

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

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

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

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

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

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

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

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

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

“Party” means a Complainant or Respondent.

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

“Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.

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

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

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

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

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

Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

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

stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

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

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

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

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

Policy 3115B Designation of Coordinators

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

Title IX Coordinator(s)

Mr. Rich Collins-Principal

765 E. North Street

Owosso, MI 48867

989-723-3460

collinsr@owosso.k12.mi.us

Dr. Cathy Dwyer-Asst Superintendent

645 Alger St

Owosso, MI 48867

989-725-8131

dwyerc@owosso.k12.mi.us

Section 504 Coordinator

Bridgit Spielman-Principal

925 Hampton St

Owosso, MI 48867

989-723-4355

spielman@owosso.k12.mi.us

Civil Rights Coordinator/Employment Compliance Officer

Carrie Yoho-Human Resources Director

645 Alger St.

Owosso, MI 48867

989-723-8131

yoho@owosso.k12.mi.us

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

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

Policy 3115C Supportive Measures

A. Supportive Measures

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

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

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

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

Policy 3115D Informal Resolution

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

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

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

Policy 3115E Grievance Procedure and Remedies

A. Grievance Procedure

1. Generally

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

The District will treat Complainants and Respondents equitably.

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

2. Grievance Procedure Timeframes

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

3. Confidentiality

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

4. Evidence Considerations

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

5. Complaint Consolidation

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

6. Notice of Allegations

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

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

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

7. Investigation

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

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

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

8. Determination

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

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

9. Remedies

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

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

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

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

Policy 3115F Complaint Dismissal and Appeals

A. Complaint Dismissal

The District may dismiss a Complaint if:

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

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

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

B. Determination Appeal Procedures

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

Legal authority: 34 CFR 106.1, et seq.

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

District Letterhead

This form is being submitted by: _____

Complainant Name: _____

Phone: _____ Email: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name and Relationship to Complainant: _____

Reporter's Phone: _____ Reporter's Email: _____

Respondent's Name: _____ Respondent's Relationship to Complainant: _____

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

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

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

Signature

Date

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

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

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

Policy 3115H Training Requirements and Policy Notice

A. Training Requirements

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

B. Nondiscrimination Notice Requirement

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

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

APPENDIX B: ANTI-BULLYING

Policy 5207 Anti-Bullying Policy

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

A. Prohibited Conduct

1. Bullying, including cyberbullying, by 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.
2. 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.

B. Reporting an Incident

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

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

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

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

C. Investigation

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

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

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

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

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

H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

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.

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

APPENDIX C: PROTECTION OF PUPIL RIGHTS

Policy 5308 Protection of Pupil Rights

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

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

C, Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

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

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

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

Legal authority: 20 USC 1232h

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

Policy 5603 Section 504

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

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

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

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

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ **Grade:** _____

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

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

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

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

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

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

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

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

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer systems 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 the U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature

Date

APPENDIX F: ACCEPTABLE USE AGREEMENT

Policy 3116 District Technology and Acceptable Use

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

A. Children's Internet Protection Act

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

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

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

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

B. Acceptable Use Agreement

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

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

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

III. A statement that:

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

- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
- 2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
- 3. A list of what constitutes misuse of District technology resources.
- 4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - a. conducting personal business or activities;
 - b. accessing pornography;
 - c. communicating inappropriately with students;
 - d. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - e. accessing or downloading unauthorized software or programs.
- 5. A requirement that users report any material that is threatening, harassing, or bullying.
- 6. A release of all claims and liability against the District for use of District technology resources.

IV. District Personnel Use

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

D. State Assessments

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

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers,

smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

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

1. Students

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

2. Test Administrators

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

2. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed

necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

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

Legal authority: 47 USC 254; MCL 397.602, 397.606

APPENDIX G: ATHLETIC CODE OF CONDUCT

Participation in Owosso Public 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: Nick VanDuser

(989) 729-5494

vanduser@owosso.k12.mi.us

Available Sports

Sports offered:

Fall

Boys and Girls Cross Country
Football
Girls Golf
Boys Soccer
Girls Swim & Dive
Boys Tennis
Volleyball

Winter

Boys and Girls Basketball
Boys and Girls Bowling
Girls Competitive Cheer
Boys Swim & Dive
Boys and Girls Wrestling

Spring

Baseball
Boys Golf
Softball
Girls Soccer
Girls Tennis

Boys and Girls Track & Field

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 Concussion Awareness](#).

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, 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 the Michigan High School Athletic Association. In addition to MHSAA academic eligibility requirements, Owosso High School requires that student athletes earn a passing grade in six of seven courses in the current academic AND previous academic terms (semesters).

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.

Athletics Mission Statement

To motivate our athletes to be dedicated to whatever endeavor they may be pursuing; teaching them values of sportsmanship, fair play and positive leadership, thus enhancing their self-esteem.

Athletics

Owosso High School offers a comprehensive interscholastic athletic program. Owosso is a member of the Flint Metro League. The Athletic Handbook, reference maps to member's schools and additional athletic information can be obtained from the Athletic Office or online at Owosso.k12.mi.us.

Eligibility Requirements

The handbook of MHSAA sets forth the rules governing eligibility and limits of participation with respect to high school student/athletes. The general rules regarding the MHSAA standards student/athletes must meet will be posted for all to read. In addition, the Athletic Director and coaches will discuss the eligibility regulations with their parents and teams at Parent Night.

Owosso High School athletic eligibility is based upon the principles of the MHSAA as well as the following rules and procedures adopted by the Board of Education and the Athletic Council.

1. Coaches will provide the Athletic Director with a team roster listing information required by MHSAA rules. From this, the Athletic Department will conduct grading period checks throughout the school year.

Student/athletes will meet the following requirement for eligibility:

- A student must be in school for the entire day in order to be eligible to practice or complete in a game unless previous arrangements have been made with the coach or administration.

- No student/athlete of Owosso High School shall compete in any athletic contest during the first 60 school days of the current semester who did not receive credit in six (6) or more classes in the previous semester.
 - A student/athlete must also be receiving credit in at least six (6) classes during the current semester Check. Student/athletes who are not currently receiving credit in at least six (6) classes will sit out a minimum of one week or until they are currently receiving credit in at least six (6) classes.
 - To be receiving credit, a student/athlete must be earning a D- or better.
 - Student/Athletes taking only six (6) classes must be receiving credit in all six (6) classes to be considered eligible.
- Student/Athletes who do not receive credit in a two-hour or three-hour block class are ineligible.
 - Eligibility checks on a student/athlete's grade will be based on all course work from the first day of the semester up to and including the current week in which the eligibility check is conducted. A student/athlete taking dual enrollment and/or home school courses must be receiving credit in at least five (5) classes, recorded on the transcript, to be considered eligible.
 - An incomplete grade "I" will be regarded as not receiving credit if the student/athlete does not complete the necessary make-up work. To become eligible, make-up work must be completed prior to the end of the school day the athlete is to compete. It is the student/athlete's responsibility to return to the Athletic Director an "incomplete" form signed by the teacher, stating that the student has completed all incomplete work and is passing. Only an incomplete grade may be made up. A failing grade (E or F) cannot be made up to affect one's eligibility status.
2. A student/athlete may be allowed to practice while ineligible, at the discretion of the coach, but will not be allowed to dress for contests or be dismissed from school early for an athletic contest.

Training Rules

It is important that all athletes understand that athletic training rules are in force from the first day of fall practice as a Freshman until the last day of contest play as a Senior. It is also important to understand violations of the athletic code accumulate throughout their high school career, and are verified through: [1] Staff confirmation, [2] Law enforcement citation, [3] Self report.

- An athlete shall refrain from the following:
 - Drinking of/or possession of alcoholic beverages.
 - Smoking and/or use of tobacco/e cigarettes/vapes including possession.
 - Illegal use or possession of drugs and/or controlled substances.
 - Hosting a party with alcohol and/or illegal drugs.

In Season Violation

In-Season is defined as the first MHSAA scheduled practice date to the end of the last contest. An In-Season violation of the above will result in the following:

1ST Offense: Immediate suspension for a minimum of 1/3 of the dates scheduled for the entire season. The athlete must attend all practices, games (not in uniform) and all other team activities. If the athlete becomes a distraction to the team the coach may disallow these privileges. If less than 1/3 of the season is remaining, the remainder of the penalty will be served in the next sport season of participation. Athletes must finish the full season in which they are serving their suspension.

2nd Offense: Immediate suspension of the athlete for one calendar year. The athlete is not allowed to practice with any team or be a part of any program.

*OHS administration may reduce the length of a suspension by up to 50% of the second offense if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention/treatment program, community service, and/or medical evaluation at their own expense. The program may be public or private and is at the discretion of the parent or guardian. At the discretion of the Athletic Director, the athlete may be allowed to practice when appropriate.

3rd Offense: Immediate suspension of the athlete from ALL athletic teams for the remainder of his/her high school career.

Out of Season Violation

Out of season is defined as the end of the last contest to the start of the MHSAA first scheduled practice date. An Out of Season violation of the above will result in the following:

When choosing to participate in the next athletic event, the student will be allowed to participate, but will be barred from interscholastic competition the number of days as indicated below:

1st Offense:

1. Athletic events having 0-10 days of scheduled interscholastic competition: 1 event
2. Athletic events having 11-15 days of scheduled interscholastic competition: 2 events
3. Athletic events having 16 or more days of scheduled interscholastic competition: 3 events.

****NOTE:** A scrimmage with another school may not count as a scheduled interscholastic competition. ****NOTE:** A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this handbook.

2nd Offense: Immediate suspension of the athlete for one calendar year. The athlete is not allowed to practice with any team or be a part of any program.

*OHS administration may reduce the length of a suspension by up to 50% of the second offense if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention/treatment program, community service, and/or medical evaluation at their own expense.

The program may be public or private and is at the discretion of the parent or guardian. At the discretion of the Athletic Director, the athlete may be allowed to practice when appropriate.

3rd Offense: The student will be suspended from participation in organized athletics at Owosso High School for the remainder of the student's high school career in Owosso.

Very serious conduct or training rule infractions may, at the discretion of the Director of Athletics, result in a hearing with the Athletic Council. In such cases, athletes will be suspended immediately pending the outcome of the hearing. A few examples of conduct requiring Athletic Council action would be (among others):

- Gross misconduct under game conditions
- Sale or distribution of illegal drugs
- Involvement in illegal felonious activity.

*******The athletic council will be made up of 1 administrator, 1 teacher, 1 parent and 2 coaches.

In addition, the student/athlete will be subject to Board of Education policies pertaining to the above. This also applies to students 18 years or older.

Concerns Procedure Line of Communication

If an athlete, parent, coach, administrator or fan has a concern or question regarding an athletic situation, the Athletic Office urges the individual to attempt to resolve the issue by following the steps listed below:

1. Talk with the coach
2. Talk with the head coach
3. Talk with the Director of Athletics
4. Talk with the Principal
5. Meet with the Athletic Council
6. Talk with the Superintendent or his/her designee

Appeals Procedure

All athletic code violations reviewed by the Athletic Director or the Athletic Council will result in a recommendation to the high school Principal. The Principal may accept or modify the recommendation.

Parents or guardians may request a conference with the Principal. The Principal shall affirm or modify the terms of his action within two school days from the date of the notification.

Physical Examination and Insurance

1. No athlete shall participate in any phase of the athletic program, including tryouts, who does not have on file in the Athletic Director's office an "Athletic Information Card: indicating fitness, signed by a physician and parents or guardian.
2. All athletes are encouraged to be covered by insurance before they participate in any phase of the athletic program, including practices. Parents are responsible for any coverage of insurance, including ambulance costs, if needed, in interscholastic athletics.
3. All athletes shall have on file with their respective coach an "Emergency Medical Information" card.
4. Physicals for the current school year are valid starting April 15th

APPENDIX H: VOLUNTEER SCREENING

Volunteer Screening Form – Page 1 of 2 (Please complete both pages)

 OWOSSO PUBLIC SCHOOLS <i>Ready for the World</i> ☐ Administration ☐ Athletics ☐ Bentley ☐ Bryant ☐ Central ☐ Community Ed ☐ Emerson ☐ High School ☐ Lincoln High School ☐ Middle School	VOLUNTEER SCREENING Students Full Legal Name _____ Teacher's Name _____ As a prospective volunteer at Owosso Public Schools, I understand it is this agency's policy to secure conviction criminal history information as part of their screening process using the information provided below. I understand the provided information is required to conduct the criminal history background check. I authorize Owosso Public Schools to utilize the information for the sole purpose of obtaining a record of any history of criminal convictions. Signature of Volunteer: _____ Date: _____ Legal Name: _____ First Middle Last Suffix
Office Use: Date: _____ Completed By: _____ ☐ ICHAT ☐ NSOPW ☐ MSPSOR ☐ Approved ☐ Denied Notes: _____	Maiden name: _____ Birthdate: _____ Sex: ☐ Male ☐ Female *It is the policy of Owosso Public Schools that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.

Volunteer Screening Form – Page 2 of 2 (Please complete both pages)

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

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

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

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

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

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

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

Signature of Volunteer/Chaperone

Date