



**Board of Education Agenda**  
**November 27, 2017**  
**7:00 pm Regular Meeting**  
 Owosso High School Media Center  
 765 E. North Street  
 Owosso, Michigan 48867

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Building Reports:**

Celebrate Kids! – Emerson Elementary  
 Andrew Pond and Dustin Taphouse – Board of Education Student Representative’s Report

**4. Board Correspondence:**

Superintendent’s Report

**5. Public Participation**

**6. For Action**

▪ **Consent Agenda:**

October 23, 2017 Minutes-----	Report 17-43	Page 1
Current Bills-----	Report 17-44	Page 6
Financials-----	Report 17-45	Page 15
▪ Obsolete Material-----	Report 17-46	Page 18
▪ New Policy 1421, Revised Policies 3121, 4121, 8142 First Readings-----	Report 17-47	Page 19
▪ New Policy 1439, Revised Policies 3139 and 4139 First Readings-----	Report 17-48	Page 37
▪ New Policy 2410 and Revised Policy 2414 First Reading-----	Report 17-49	Page 45
▪ New Policy 2418 First Reading-----	Report 17-50	Page 49
▪ Revised Policies 7540.03 and 7540.04 and Revised Policy 7540.05 and New Policy 7540.06 First Readings-----	Report 17-51	Page 53
▪ Revised Policy 8321-----	Report 17-52	Page 72

**7. For Future Action**

▪ Approval of Course Listings-----	Report 17-53	Page 90
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**8. For Information**

▪ Personnel Update-----	Report 17-54	Page 143
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**9. Public Participation**

**10. Board Reports: Board Member Comments/Updates**

**11. Upcoming Board Meeting Dates:**

December 11: Regular Board Meeting at 7 pm (Note: meeting to be held on 2<sup>nd</sup> Monday of the month due to holidays)

**Important Upcoming Dates:**

November 28: Exchange Student Luncheon, OHS Room 306 at 11 am  
 December 5: OHS Blood Drive  
 December 5: OMS Holiday Band Concert at 7 pm  
 December 6: OHS Band Concert at 7 pm  
 December 7: 2<sup>nd</sup> Grade Holiday Program, Emerson Gym at 7 pm  
 December 8: Senior Citizen Breakfast, OHS Cafeteria at 8 am  
 December 8: OHS Glow Dance, 9 pm  
 December 9: Bryant Elementary Craft Show

**12. Superintendent Evaluation – Closed Session**

**13. Adjournment**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting Board Policy 0166

## BOARD GUARANTEE (Adopted May 2006)

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

**Therefore,** we guarantee that:

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

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

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

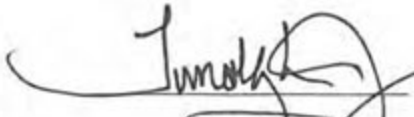
We will do our part to work as a team with administrators, teachers, support staff, parents, students and citizens so that the entire learning atmosphere of our school will be one of warmth and caring. We will do this by becoming a part of district committees such as cross-functional, professional governance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

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

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

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

Timothy Jenc  
President



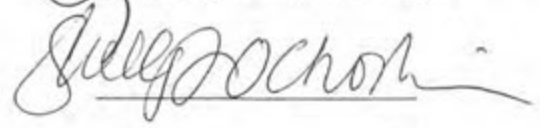
Rick Mowen  
Vice-President



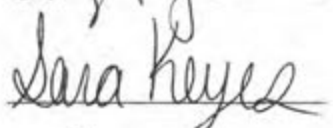
Cheryl Paez  
Treasurer



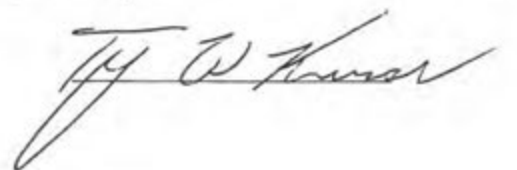
Shelly Ochodnicky  
Secretary



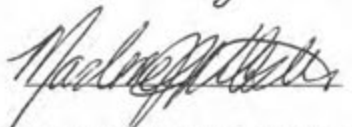
Sara Keyes  
Trustee



Ty Krauss  
Trustee



Marlene Webster  
Trustee



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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## BOARD OF EDUCATION NORMS

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



OWOSSO PUBLIC SCHOOLS

*Ready for the World*

## **Public Participation at Board Meetings**

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



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Minutes**  
**October 23, 2017**  
**Report 17-43**

President Jenc called the meeting of the Board of Education to order at 7:00 pm. The meeting was held in the media center located at Owosso High School, 765 E. North Street, Owosso, Michigan.

Present: Jenc, Krauss, Mowen, Paez, Webster  
 Absent: Keyes, Ochodnický (Motions of the Board of Education that were unanimous did not  
 Keyes or Ochodnický)

**Pledge of Allegiance**

President Jenc informed the Board of Education that the meeting's agenda had been amended to include the addition of a report for the recommendation of a new teacher hire and a revision to the Personnel Update report.

**Building Reports**

As part of the Celebrate Kids! Segment of the meeting, Superintendent Tuttle welcomed Central Elementary Principal Bridgit Spielman, third grade teacher Megan Friend and a few of her students for a presentation of the Our Safer World program. Mrs. Friend reported that her class has been working very hard to collect 400 pounds of used school supplies, which will be delivered over spring break to schools and orphanages in Haiti. For the past three years, Mrs. Friend's students have collaborated with Matt Gewirtz and Venture6 Studios of Bay City to help spread kindness to children in third world countries as part of Our Safer World, a corporate social responsibility group. Mrs. Friend commented that she is extremely fortunate to have been asked to travel with the company to Haiti over spring break and hand deliver the supplies to the children of Haiti.

Matt Gewirtz, Global Corporate Social Responsibility Specialist at Venture6 Studios explained that Our Safer World is a five-part film series that focuses on the safety and security of women and children in under developed countries. Mr. Gewirtz stated that his organization is honored to have worked with Mrs. Friend and her students over the past few years on their Kindness Projects, which have given back to the countries of Tanzania and Kenya. Mr. Gewirtz remarked that Mrs. Friend has represented Owosso Public Schools with great leadership and courage. He also thanked the Board of Education for allowing him to share his experience with Mrs. Friend and her third grade class on their Kindness Projects. Mr. Gewirtz displayed a preview of a video titled "Our Safer World: Uganda" and encouraged everyone to visit [oursaferworld.com](http://oursaferworld.com) to view the full film.

Mrs. Friend introduced her third grade students Kai Miller, Cy Thompson, Evan Krawczyk, Anna Gobel, Ainsley Lintner, and Dylan Pauldine. The students shared what they have learned during their Travel Tuesday lessons and what helping the children of Haiti means to each of them.

Superintendent Tuttle thanked Mr. Gewirtz, Mrs. Friend, and her students for their presentations.

Vice President Rick Mowen expressed his utmost admiration to Mrs. Friend's students for the way they spoke and for the care and consideration they have for other people. He stated that he hopes their kindness carries with them throughout their lives.

Trustee Marlene Webster complimented Mrs. Friend and the parents of her students for raising such articulate and empathetic children.

President Tim Jenc praised Mrs. Friend and her students on a great job. He also mentioned that the Argus Press recently featured a news story about their acts of kindness.

Owosso High School student Lucy Popovitch announced that she was filling in for Andrew Pond as the Board of Education Student Representative. Lucy reported that Student Council has implemented some innovative initiatives that recognize new, long-standing, actively involved, and compassionate members of the organization. She informed the Board that Student Council members recently attended a leadership conference at Michigan State University and were provided different fundraising ideas. Student Council will host a sock-hop on November 3<sup>rd</sup>. The cost of admission to the dance is three-dollars per person or a pair of socks that will be donated to local homeless and women's shelters. Student Council has also implemented awareness month in an attempt to bring more awareness about current issues in the world. A specific topic will be focused on for an entire month and facts about will be shared with the student body each day during announcements. The topics will include sexual assault, diversity problems, bullying, texting and driving, etc.

Lucy Popovitch reported that homecoming was very successful and over 700 students attended the dance. Members of the homecoming court were Daniel Clevenger, Andrew Dallas, Andrew Pond, Eamon McClintock, Anna Raffaelli, Katelyn Kincaid, Brittany Barone, and Elissa Chavora. Mallory Ireland was crowned Homecoming Queen and Homecoming King was Nick Porter.

Lucy Popovitch announced that planning has begun for the annual Owosso Cares Food Drive and winter formal. She stated that Student Council is also very excited about their new fund raising efforts.

In recognition of National Principals Month, Superintendent Tuttle remarked that it takes a village and several different types of personalities to make a school district great. Owosso Public Schools is very fortunate to have outstanding administrators with an average tenure of 12 years in the District. In addition, each administrator lives in Owosso and are #allin4owosso. Superintendent Tuttle informed the Board that two years ago the administrative team was assigned a task to read the book titled "What Great Principals Do Differently: Fifteen Things That Matter Most." She stated that each administrator brings something unique and different to the table, which makes the team awesome. Using the book as a guide, Superintendent Tuttle shared the qualities and practices that distinguish each administrator from the other. Superintendent Tuttle formally recognized Julie Omer, Chief Financial Officer; Terry Sedlar, Emerson Elementary Principal; Karen Van Epps, Owosso High School Assistant Principal; Cathy Dwyer, Owosso Middle School Assistant Principal; Steve Brooks, Bryant Elementary Principal; Jeff Phillips, Owosso High School Principal; Amanda Rowell, Bentley Bright Beginnings Early Childhood Director; Bridgit Spielman, Central Elementary Principal; John Klapko, Director of Operations and Food Service Director; Rich Collins, Owosso Middle School Principal; Randy Miller, Director of Technology; Dallas Litner, Athletic Director; Steve DeLong, Transportation Director; Jessica Thompson, Community Education Director; and Steve Ireland, Lincoln High School Principal.

### **Board Correspondence**

Superintendent Tuttle reminded everyone of the bond proposal on November 7<sup>th</sup>.

Superintendent Tuttle stated that Veterans Day will be celebrated throughout the District on November 10<sup>th</sup> with various programs and events. In past years approximately 250 veterans have participated in the celebrations.

Superintendent Tuttle acknowledged that the varsity football record has not been great; however, the character of the coaching staff, players, and fans has been delightful to witness. She recognized OHS senior Rocky Brant for his school spirit and attendance at all of the games in spite of his disability. Coach Devin Pringle was praised by Superintendent Tuttle for allowing Rocky to participate in two plays during the final varsity home football game against Linden High School. Superintendent Tuttle commented that these are the type of things that sets Owosso apart from other schools and sets the tone for a wonderful school district.

### **Public Participation**

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

Tom Manke of the Friends and Community News Group commented that he doesn't know when it occurred in school history, but schools are rated based on their sports and after-school programs rather than academics. He expressed his frustration with people in the community that are more focused on sports teams winning when they should be fun after-school events. These people are not as compelled to be as interested in the school. He stated that sports are great in schools but have to be kept in a balanced atmosphere. The focus should be on academics. Mr. Manke applauded the OPS coaching staff, administrators, and teachers for everything that they do for students.

### **For Action**

- Moved by Mowen, supported by Webster to approve the September 25, 2017 regular meeting minutes, October 9, 2017 Board workshop minutes, current bills, and financials as presented. Motion carried unanimously.
- Moved by Mowen, supported by Webster to approve the out-of-state travel by Owosso High School students to attend an Art Tour of New York City on March 14-17, 2018. Motion carried unanimously.
- Moved by Mowen, supported by Paez to approve the audit report for the 2016-17 school year. Superintendent Tuttle thanked CFO Julie Omer for the very positive audit and the staff of OPS for helping the District achieve close to a 13% fund balance. Mr. Dave Raeck of Maner Costerisan, P.C. reported that their report indicates an unmodified opinion on the financial statements. There were no internal control issues identified and no compliance issues were identified for the year ending June 30, 2017. He remarked that the financial statements were properly presented in accordance with generally accepted accounting practices. The general fund balance was \$3,911,650 for the year ending June 30, 2017. The food service balance was \$241,083 for the year ending June 30, 2017. The sinking fund balance was \$3,041,039 for the year ending June 30, 2017. The capital projects fund balance was \$90,439 as of June 30, 2017. Mr. Raeck reported that there is a projected budget deficit for the year ending June 30, 2018, which would drop the fund balance down to 7%. Mr. Raeck commented that general concerns for school districts across the state is the challenge to maintain a fund balance between 10% to 15%, uncertainty of state aid increases, declining enrollment, retirement and health care costs, and the continuation of mandated curriculum modifications. Motion carried unanimously.
- Moved by Webster, supported by Krauss to approve the out-of-state travel by Owosso High School students to attend and compete in the VEI Midwest Trade Show in Pigeon Forge, TN on November 19-22, 2017. Motion carried unanimously.
- Moved by Mowen, supported by Jenc to approve the hiring of certified staff member Theresa Terry as an Owosso High School Science Teacher. Motion carried unanimously.

### **For Future Action**

The Board of Education will be asked to authorize the Operations Department to dispose of a 1995 Chevrolet ¾ ton pickup truck as an obsolete vehicle.

### **For Information**

Superintendent Tuttle provided the Board with a personnel update. She reported that Barbara Waldorf has accepted the Food Service Lead Cook I position at Emerson Elementary. Andrea Savage has accepted the 7-hour Food Service Worker position at Owosso High School. Nathan Struble has accepted the Bus Driver position. Melissa Brecht has accepted the Monitor position at Bentley Bright Beginnings.



Amanda Zelenka has accepted the Special Education Paraprofessional position at Emerson Elementary. Cloe Kregger has accepted the Special Education Paraprofessional position at Owosso Middle School. Eric Murray, Owosso High School Science Teacher has submitted his resignation to accept other employment.

### **Public Participation**

There were no comments from the public.

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

Trustee Marlene Webster reminded everyone that the Alliance for Drug Free Shiawassee will hold an action planning meeting on November 4, 2017. She stated that the group is looking for people from different sectors within the community to participate. Mrs. Webster commented that she is looking forward to passing a bond on November 7<sup>th</sup>.

Treasurer Cheryl Paez thanked principals and administrators for everything they do each day. She applauded the alumni band for their wonderful performance at the homecoming game and hopes the tradition continues.

Vice President Mowen stated that Owosso Public Schools is truly blessed for its greatness on the athletic fields and in its classrooms, regardless of wins or losses. He praised the dedication of staff and students for their sportsmanship which he has observed first hand. He stated that sportsmanship can be taught, but believes that it is learned in the home. Mr. Mowen remarked that he is very proud to be a part of Owosso Public Schools.

President Jenc echoed Mrs. Paez's comments about the District's principals and administrators. He also applauded Chief Financial Officer Julie Omer for continually doing a great job on the annual financial audit report and never having any issues identified by the auditors.

Trustee Ty Krauss thanked the administrative team for doing a fantastic job. He praised Owosso Public Schools for their excellent impact marketing of the Today's Trojan circular. The circular is exactly what is needed to help the OPS community understand what is occurring in the District. Mr. Krauss remarked that he hopes the District continues to publish and distribute the circular.

President Jenc commented that he placed a few of the Today's Trojan at his son's workplace and when he returned three days later they were all gone. He also agreed that this is an excellent marketing tool.

### **Upcoming Board Meeting Dates:**

November 13: Board Subcommittee Meetings, 5 and 6 pm

November 27: Regular Board Meeting, 7 pm

### **Important Upcoming Dates:**

October 24: OMS Choir Concert, 7 pm

October 25: OHS Band Concert, 7 pm

October 26: Half Day of School for Elementary Only: Afternoon & Evening Parent Teacher Conferences

October 27: End of Marking Period

October 30: Spooky Science Night at all Elementary Buildings, 5:30 pm

October 31: Half Day of School for All Students: Teacher Work Day

October 31: LHS Community Breakfast, 7:45 am

October 31: Bentley Bright Beginnings Parent/Child Day, 10 am – 12 pm

November 1: OMS Parent/Teacher Conferences, 5-8 pm

November 1: OHS Dodgeball Tournament, 7 pm

November 2: OMS and OHS Parent/Teacher Conferences, 5-8 pm

November 3: OHS Sock Hop, 7 pm

November 4: OHS Princess Tea, 2 pm  
November 4: 300 Club Sports Boosters Party, 7 pm  
November 6: OHS Band Banquet, 6:30 pm  
November 7: No School: Election Day  
November 8: OHS Trojan Spectacular, 7 pm  
November 9: OHS Mr. Wonderful Contest, 7 pm  
November 10: OMS Fun Night, 3 pm  
November 11: Band Boosters Craft Show at OHS, 10 am – 4 pm  
November 17-18: Beauty & the Beast Live Performance at OHS, 7 pm  
November 19: Beauty & the Beast Live Performance at OHS, 2 pm  
November 20: LHS 2<sup>nd</sup> Trimester Begins  
November 21: Half day of School for All Students: Professional Development in PM  
November 21: LHS Community Breakfast, 7:45 am  
November 21: OHS Winter Sports Parent Night, 6 pm  
November 22-24: No School: Thanksgiving Recess

**Adjournment**

Moved by Mowen, supported by Webster to adjourn at 7:59 pm. Motion carried unanimously.

Minutes recorded by Clara Pitt

Respectfully submitted,

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Shelly Ochodnicki, Secretary

OWOSSO PUBLIC SCHOOLS  
EXPENDITURE REPORT  
OCTOBER 16 - NOVEMBER 19, 2017  
REPORT 17-44

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$538,448.36
SERVICE FUND	\$64,604.66
SINKING FUND	\$6,932.50

<b>CHECK RUN TOTAL</b>	<u>\$609,985.52</u>
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**CREDIT CARD ACTIVITY BY FUND (10/05-11/04/2017)**

GENERAL FUND (OCTOBER ACTIVITY)	\$ 29,757.60
SERVICE FUND (OCTOBER ACTIVITY)	\$ 1,829.66
ORGANIZATIONAL FUND (OCTOBER ACTIVITY)	\$ 2,615.47

<b>CREDIT CARD TOTAL</b>	<u>\$ 34,202.73</u>
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**GORDON FOOD SERVICE ACTIVITY (SERVICE FUND)**

PAYMENT 10/19/17	\$ 1,089.91
PAYMENT 10/24/17	\$ 13,605.80
PAYMENT 10/25/17	\$ 17,207.56
PAYMENT 10/26/17	\$ 6,883.29
PAYMENT 11/03/17	\$ 16,197.06
PAYMENT 11/10/17	\$ 25,382.84
PAYMENT 11/17/17	\$ 15,541.31

<b>DIRECT DRAW FROM BANK ACCOUNT</b>	<u>\$ 95,907.77</u>
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PAYROLL (#9) 10/27/2017	\$ 824,335.22
PAYROLL (#10) 11/10/2017	\$ 904,657.45
ORS - ERIP ACCELERATION PAYMENT	\$ 391,599.05

<b>PAYROLL TOTAL</b>	<u>\$ 2,120,591.72</u>
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<b>GRAND TOTAL</b>	<u>\$ 2,860,687.74</u>
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11/20/2017 11:34 am

Owosso Schools

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## Check Register for Bank Account ID CHEM1

From 10/16/2017 to 11/19/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
096855	10/19/2017	1 Comp	Cleared	10/31/2017 000278 APPLEBEE OIL COMPANY	TRANS/DELONG/FUEL	809.56
096856	10/19/2017	1 Comp	Cleared	10/31/2017 000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	5,470.58
096857	10/19/2017	1 Comp	Open	007730 BALMDRAHER, JESSA	COMM ED LIFE GUARD	47.50
096858	10/19/2017	1 Comp	Cleared	10/31/2017 000582 BLUMERICH COMMUNICATIONS INC.	EM/NIDEFSKI/EARPIECES	150.00
096859	10/19/2017	1 Comp	Cleared	10/31/2017 008351 BROCK, KIMBERLEE	BB/HELVIS/REFUND OVERPAYME	35.40
096860	10/19/2017	1 Comp	Cleared	10/31/2017 007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	63.09
096861	10/19/2017	1 Comp	Cleared	10/31/2017 001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPPLI	45.00
096862	10/19/2017	1 Comp	Cleared	10/31/2017 000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	184.65
096863	10/19/2017	1 Comp	Cleared	10/31/2017 002810 HI-QUALITY GLASS	OPER/KLAPKO/WINDOW REPAIR	50.50
096864	10/19/2017	1 Comp	Cleared	10/31/2017 008220 J & H OIL CO.	OPER/KLAPKO/FUEL	8,280.76
096865	10/19/2017	1 Comp	Cleared	10/31/2017 004730 J. W. PEPPER & SON INC.	HS/SCHLEGEL/MUSIC	216.99
096866	10/19/2017	1 Comp	Cleared	10/31/2017 005711 LEARNING A-Z	EM/GRAMM/RAZ KIDS	2,615.80
096867	10/19/2017	1 Comp	Cleared	10/31/2017 007397 MALLORY IRELAN	COMM ED LIFE GUARD	242.25
096868	10/19/2017	1 Comp	Cleared	10/31/2017 003600 MARSHALL MUSIC COMPANY INC.	HS/SCHLEGEL/MUSIC	123.37
096869	10/19/2017	1 Comp	Cleared	10/31/2017 003780 MESSA	NOV 2017 BILL/UNION STAFF	52,101.89
096870	10/19/2017	1 Comp	Cleared	10/31/2017 003780 MESSA	NOV 2017 BILL/NON-UNION	18,055.83
096871	10/19/2017	1 Comp	Cleared	10/31/2017 003780 MESSA	NOV 2017 BILL/ADMIN STAFF	24,488.99
096872	10/19/2017	1 Comp	Cleared	10/31/2017 003780 MESSA	NOV 2017 BILL/TEACHERS	214,613.47
096873	10/19/2017	1 Comp	Cleared	10/31/2017 100107 MHSAA/CAP	ATH/COACHES TRAINING	40.00
096874	10/19/2017	1 Comp	Cleared	10/31/2017 005517 MICHIGAN CHAMBER SERVICES, INC.	ADM/WHITE/LABOR LAW POSTER	315.00
096875	10/19/2017	1 Comp	Cleared	10/31/2017 008169 MONTROSE ORCHARDS	BB/ROWELL/FIELD TRIP	445.00
096876	10/19/2017	1 Comp	Cleared	10/31/2017 004121 NAPA AUTO PARTS	TRANS/DELONG/TOWELS	56.58
096877	10/19/2017	1 Comp	Cleared	10/31/2017 100001 OFFICE DEPOT INC.	ADM/SMITH/SUPPLIES	444.54
096878	10/19/2017	1 Comp	Cleared	10/31/2017 001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	39.12
096879	10/19/2017	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/NEW TEACHER ORIENTATIN	785.79
096880	10/19/2017	1 Comp	Cleared	10/31/2017 007853 PIONEER VALLEY BOOKS	CE/AGRAHAM/ABC BOARD SET/P	204.60
096881	10/19/2017	1 Comp	Cleared	10/31/2017 004790 PITNEY BOWES	ADM/POSTAGE	500.00
096882	10/19/2017	1 Comp	Cleared	10/31/2017 006555 PLEUNE SERVICE COMPANY INC	OPER/KLAPKO/HVAC WORK	188.00
096883	10/19/2017	1 Comp	Open	008350 PUMFORD, ALEXANDRIA	COMM ED LIFE GUARD	23.75
096884	10/19/2017	1 Comp	Cleared	10/31/2017 100135 QUILL CORPORATION	CE/KLAPKO/ENVELOPES, DRY ER	152.25
096885	10/19/2017	1 Comp	Cleared	10/31/2017 102443 SCHOLASTIC INC.	MS/HOAG&JAMES/SUBSCRIPTION	205.07
096886	10/19/2017	1 Comp	Cleared	10/31/2017 005420 SCHOOL SPECIALTY INC.	CE/KLAPKO/TAPE, CONST PAPER	249.49
096887	10/19/2017	1 Comp	Cleared	10/31/2017 000693 SEHI COMPUTER PRODUCTS	ADM/THOMPSON/INK	2,166.30
096888	10/19/2017	1 Comp	Cleared	10/31/2017 005625 SHIAMASSEE RESD	KURTZ/DUAL ENROLLMENT/GISD	2,025.00
096889	10/19/2017	1 Comp	Cleared	10/31/2017 001119 UNITED PARCEL SERVICE	HS/POSTAGE	13.18
096890	10/19/2017	1 Comp	Cleared	10/31/2017 100267 URUM LIFE INSURANCE	NOV 2017 BILL/ADMIN STAFF	1,181.58
096891	10/19/2017	1 Comp	Cleared	10/31/2017 100267 URUM LIFE INSURANCE	NOV 2017 BILL/OF STAFF	1,465.74
096892	10/19/2017	1 Comp	Cleared	10/31/2017 006510 VALLEY LUMBER COMPANY	HS/MALLORY/SUPPLIES	79.98
096893	10/19/2017	1 Comp	Cleared	10/31/2017 007321 VOCABULARY SPELLING CITY	CE/CLARK/MEMBERSHIP	314.20
096894	10/20/2017	2 Comp	Cleared	10/31/2017 008352 SLEEKFIRE MEDIA	HS/KRUBGER/MARKETING VIDEO	1,300.00
096895	10/24/2017	2 Comp	Cleared	10/31/2017 008169 MONTROSE ORCHARDS	BB/ROWELL/FIELD TRIP	275.00
096896	10/26/2017	1 Comp	Cleared	10/31/2017 008355 ALMAN, ROSE	ATH/SMITH/GAME MANAGEMENT	160.00
096897	10/26/2017	1 Comp	Open	000240 AMERICAN SPEEDY PRINTING CENTERS	ADM/BROCHURES	234.00
096898	10/26/2017	1 Comp	Cleared	10/31/2017 000278 APPLEBEE OIL COMPANY	TRANS/DELONG/FUEL	723.57
096899	10/26/2017	1 Comp	Open	101586 CARMAN-AINSWORTH HIGH SCHOOL	ATH/SMITH/9-9 VBALL ENTRY	175.00
096900	10/26/2017	1 Comp	Cleared	10/31/2017 006077 CHERYL LYNN BARTON	COMM ED INSTRUCTOR PAYMENT	816.00
096901	10/26/2017	1 Comp	Cleared	10/31/2017 008128 CLEVENGER, DAN	ATH/SMITH/GAME MANAGEMENT	240.00
096902	10/26/2017	1 Comp	Cleared	10/31/2017 006259 CODDE, TARA	ATH/SMITH/GAME MANAGEMENT	90.00
096903	10/26/2017	1 Comp	Cleared	10/31/2017 004065 CONRAD, CHRIS	OPER/CONRAD/MILEAGE	62.32
096904	10/26/2017	1 Comp	Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC OCT 17	12,330.00
096905	10/26/2017	1 Comp	Cleared	10/31/2017 008354 CRANE, KRISTY	ATH/SMITH/GAME MANAGEMENT	120.00
096906	10/26/2017	1 Comp	Open	007131 CSH ELECTRIC MOTOR SUPPLY	OPER/KLAPKO/COIL CLEANER	76.00
096907	10/26/2017	1 Comp	Open	003516 DIGNAN, LINDA	HS/DIGNAN/BATTERIES	12.75
096908	10/26/2017	1 Comp	Cleared	10/31/2017 008353 EMENTUM	MS/FETCHUM/ON-LINE READING	720.00

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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
096909	10/26/2017	1 Comp	Open	008357 ELLIOTT, TABITHA	ATH/SMITH/GAME MANAGEMENT	80.00
096910	10/26/2017	1 Comp	Cleared 10/31/2017	002080 FENNEL SUBSCRIPTION SERVICE	MS/STECRSCHULTE/MAGAZINE	458.80
096911	10/26/2017	1 Comp	Open	004874 GARY D. WEBSTER	ATH/SMITH/GAME MANAGEMENT	145.00
096912	10/26/2017	1 Comp	Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SEPT SUPPLIES	794.03
096913	10/26/2017	1 Comp	Cleared 10/31/2017	102363 GRAHAM, TERESA	MS/GRAHAM/MAILINGS	137.27
096914	10/26/2017	1 Comp	Open	003852 GRAND TRAVERSE RESORT	ATH/LINTNER/CONF LODGING	748.63
096915	10/26/2017	1 Comp	Cleared 10/31/2017	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	1,372.85
096916	10/26/2017	1 Comp	Open	004702 KIMBLE, DAVE	ATH/SMITH/GAME MANAGEMENT	325.00
096917	10/26/2017	1 Comp	Open	008356 KINCAID, KATELYN	ATH/SMITH/GAME MANAGEMENT	105.00
096918	10/26/2017	1 Comp	Open	008292 KONICA MINOLTA BUSINESS SOLUTION	7-1/9-30-17 MAINT COSTS	209.64
096919	10/26/2017	1 Comp	Open	007485 KRAJCOVIC, DIANE	ATH/SMITH/GAME MANAGEMENT	150.00
096920	10/26/2017	1 Comp	Open	008129 KRAJCOVIC, JIM	ATH/SMITH/GAME MANAGEMENT	150.00
096921	10/26/2017	1 Comp	Open	003187 KRANTZ, JASON	HS/KRANTZ/ADVISORY MEETING	48.70
096922	10/26/2017	1 Comp	Cleared 10/31/2017	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	439.40
096923	10/26/2017	1 Comp	Cleared 10/31/2017	007720 LANSING SYMPHONY ORCHESTRA	ADM/5-23-18 CONCERT	759.00
096924	10/26/2017	1 Comp	Cleared 10/31/2017	008126 MANLEY, KAYLA	ATH/SMITH/GAME MANAGEMENT	380.00
096925	10/26/2017	1 Comp	Cleared 10/31/2017	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	106.48
096926	10/26/2017	1 Comp	Open	004351 MICHIGAN FCCLA	HS/SCHNEIDER/CONFERENCE	180.00
096927	10/26/2017	1 Comp	Open	007158 MOMAR, INCORPORATED	OPER/KLAPKO/BOILER PROTECT	295.00
096928	10/26/2017	1 Comp	Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/ANTIFREEZE	18.76
096929	10/26/2017	1 Comp	Open	004600 OPS FOOD SERVICE FUND	ADM/MEETING	311.95
096930	10/26/2017	1 Comp	Cleared 10/31/2017	008010 OWOSSO MEDICAL GROUP	BUS DRIVER TOMLINSON PHYSI	85.00
096931	10/26/2017	1 Comp	Open	004652 PCMI - WEST	BB STAFF PAYMENT	12,939.42
096932	10/26/2017	1 Comp	Open	004860 POSTMASTER	HS/PILON/POSTAGE	155.66
096933	10/26/2017	1 Comp	Open	100135 QUILL CORPORATION	CE/KLAPKO/CONST PAPER, CLIP	152.99
096934	10/26/2017	1 Comp	Cleared 10/31/2017	000273 SCHOLASTIC BOOK CLUBS INC.	MS/KETCHUM/SUBSCRIPTION	87.89
096935	10/26/2017	1 Comp	Cleared 10/31/2017	005420 SCHOOL SPECIALTY INC.	CE/FRIEND/METRIC WEIGHT SE	637.44
096936	10/26/2017	1 Comp	Cleared 10/31/2017	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/EQUIP REPAIR	561.50
096937	10/26/2017	1 Comp	Cleared 10/31/2017	007137 SNYDER, ANDREW	ATH/SMITH/GAME MANAGEMENT	60.00
096938	10/26/2017	1 Comp	Cleared 10/31/2017	001704 SUNBURST GARDENS INC.	OPER/KLAPKO/IRRIGATION REP	3,965.00
096939	10/26/2017	1 Comp	Cleared 10/31/2017	006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/CONCRETE	1,455.68
096940	10/26/2017	1 Comp	Open	006829 VAN EPPS, MADISON	ATH/SMITH/GAME MANAGEMENT	30.00
096941	10/26/2017	1 Comp	Open	101062 VIENNE, DAVE	ATH/SMITH/GAME MANAGEMENT	250.00
096942	11/02/2017	1 Comp	Open	002568 BELDING HIGH SCHOOL	ATH/SMITH/12-16 WRESTLING	175.00
096943	11/02/2017	1 Comp	Open	003794 BRYANT ELEMENTARY	ADM/COCA-COLA REIMBURSEMEN	40.75
096944	11/02/2017	1 Comp	Open	101239 CANNON, MAUREEN	MS/CANNON/REWARDS	32.57
096945	11/02/2017	1 Comp	Open	004168 CENTRAL MONTCALM HIGH SCHOOL	ATH/SMITH/12-28 WRESTLING	175.00
096946	11/02/2017	1 Comp	Open	007228 CENTRAL SCHOOL	ADM/COCA-COLA REIMBURSEMENT	15.24
096947	11/02/2017	1 Comp	Open	001020 CREST SUPPLY COMPANY	OPER/KLAPKO/PLUMBING SUPP	599.84
096948	11/02/2017	1 Comp	Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	63.09
096949	11/02/2017	1 Comp	Open	100455 D & G EQUIPMENT INC.	OPER/KLAPKO/OIL&FILTER	26.73
096950	11/02/2017	1 Comp	Open	004175 DATA IMAGE SYSTEMS	BR/HARTNAGLE/BULB	109.00
096951	11/02/2017	1 Comp	Open	003386 DWYER, CATHY	MS/DWYER/SUPPLIES	33.92
096952	11/02/2017	1 Comp	Open	000008 EMERSON ELEMENTARY SCHOOL	ADM/COCA-COLA REIMBURSEMEN	38.87
096953	11/02/2017	1 Comp	Open	002966 FRED FERNETTE	OPER/FERNETTE/MILEAGE	23.11
096954	11/02/2017	1 Comp	Open	004753 FREEMAN, GREG	HS/FREEMAN/CONF REIMBURSE	50.29
096955	11/02/2017	1 Comp	Open	006197 FRONTIER	UTIL/PHONE SVC/OCT 2017	1,956.90
096956	11/02/2017	1 Comp	Open	006861 GRAHAM, ANGELA	EM/GRAHAM/CONF REIMBURSEME	21.56
096957	11/02/2017	1 Comp	Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	417.25
096958	11/02/2017	1 Comp	Open	000555 HERITAGE HIGH SCHOOL	ATH/SMITH/1-6 SWIM ENTRY	170.00
096959	11/02/2017	1 Comp	Open	005929 IRELAN, STEVE	ALT/IRELAN/SUPPLIES	29.00
096960	11/02/2017	1 Comp	Open	008220 J & N OIL CO.	OPER/KLAPKO/FUEL	369.10
096961	11/02/2017	1 Comp	Open	006244 JUNIOR LIBRARY GUILD	HS/STECRSCHULTE/BOOKS	2,959.10
096962	11/02/2017	1 Comp	Open	004227 KETCHUM, HEATHER	MS/KETCHUM/SUPPLIES	21.49

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096963	11/02/2017	1	Comp Open	008359 KINECT ENERGY INC.	MONTHLY ENERGY MGT FEE	315.00
096964	11/02/2017	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	1,776.44
096965	11/02/2017	1	Comp Open	001841 LINTNER, DALLAS	ATH/LINTNER/MILEAGE	221.49
096966	11/02/2017	1	Comp Open	101186 LLOYD MILLER & SONS INC.	OPER/KLAPKO/MOWER PARTS	167.09
096967	11/02/2017	1	Comp Open	001182 LOVE AND LOGIC INSTITUTE INC.	EM/SEDLAR/BOOKS	691.42
096968	11/02/2017	1	Comp Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/LIGHT REPAIR	155.00
096969	11/02/2017	1	Comp Open	002944 MARIE ANDERSON	EM/ANDERSON/SUPPLIES	64.77
096970	11/02/2017	1	Comp Open	003756 MICHIGAN COMPANY, INC.	OPER/KLAPKO/CUSTODIAL SUPP	161.10
096971	11/02/2017	1	Comp Open	001133 MILLER, RANDY	ADM/MILLER/MILEAGE	59.98
096972	11/02/2017	1	Comp Open	007435 MIOTECH SPORTS MEDICAL SUPPLY	MS/LINTNER/STRIPS	65.00
096973	11/02/2017	1	Comp Open	004121 NAPA AUTO PARTS	OPER/KLAPKO/REPAIR PARTS	28.62
096974	11/02/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	BR/BROOKS/ALL PRO DADS	450.00
096975	11/02/2017	1	Comp Open	101103 OVID-ELSIE AREA SCHOOLS	ATH/SMITH/1-13 WRESTLING	400.00
096976	11/02/2017	1	Comp Open	004570 OWOSSO H.S. ORGANIZATION ACCT.	ATH/GRAHAM/DONATION	199.53
096977	11/02/2017	1	Comp Open	000013 OWOSSO MIDDLE SCHOOL	ADM/COCA-COLA REIMBURSEMEN	45.75
096978	11/02/2017	1	Comp Open	007853 PIONEER VALLEY BOOKS	BR/COMPTON/SUPPLIES	185.90
096979	11/02/2017	1	Comp Open	100362 PLANK ROAD PUBLISHING INC.	BR/HOWARD/RECODER BELTS	36.55
096980	11/02/2017	1	Comp Open	004825 POLACK CORPORATION	OPER/SAMSON/INK	66.96
096981	11/02/2017	1	Comp Open	007557 PREMIER BUSINESS PRODUCTS	ADM/1/2 OF INVOICE	817.65
096982	11/02/2017	1	Comp Open	007024 PROJECT LEAD THE WAY	EM/J. ANDERSON/KITS	925.00
096983	11/02/2017	1	Comp Open	008234 READING READING BOOKS	EM/CICALO/LEVELED SETS	992.75
096984	11/02/2017	1	Comp Open	007989 SCHOOL DATEBOOKS, INC.	MS/PHILLIPS/PLANNERS	3,319.43
096985	11/02/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	BR/BRYANT OFFICE AND KLAVE	1,023.36
096986	11/02/2017	1	Comp Open	007484 SHEPHERD HIGH SCHOOL	ATH/SMITH/1-27 WRESTLING	150.00
096987	11/02/2017	1	Comp Open	002661 SHIA. AREA TRANSPORTATION AGENCY	MS/KNIGHT/TICKETS	105.00
096988	11/02/2017	1	Comp Open	007331 SLOAN'S SEPTIC TANK SERVICE	ATH/LINTNER/PORT-A-JONS	285.00
096989	11/02/2017	1	Comp Open	008101 STINSON, GUNNAR	ADM/STINSON/MILEAGE	66.68
096990	11/02/2017	1	Comp Open	004604 TUTTLE, ANDREA	ADM/TUTTLE/CONF MILEAGE	114.81
096991	11/02/2017	1	Comp Open	006510 VALLEY LUMBER COMPANY	OPER/KLAPKO/DUGOUT MATERIA	1,647.77
096992	11/02/2017	1	Comp Open	007985 WATSON, JOE	ADM/WATSON/MILEAGE	87.77
096993	11/02/2017	1	Comp Open	008362 WEINERT'S TREE SERVICE	OPER/KLAPKO/TREE REMOVAL	2,500.00
096994	11/02/2017	1	Comp Open	006882 WHEELER, JEREMY	ADM/WHEELER/MILEAGE	58.51
096995	11/02/2017	1	Comp Open	007454 ZIIRIWING CENTER	ALT/PARSONS/FIELD TRIP	108.00
096996	11/09/2017	1	Comp Open	101548 AGNEW SIGNS CO.	ATL/IRELAN/DECALS	90.00
096997	11/09/2017	1	Comp Open	000582 BLUMERICH COMMUNICATIONS INC.	ALT/PARSONS/RADIOS	1,650.00
096998	11/09/2017	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/UNIFORM RENT	126.18
096999	11/09/2017	1	Comp Open	002245 FUOSS GRAVEL COMPANY	OPER/KLAPKO/SAND	20.00
097000	11/09/2017	1	Comp Open	008028 GOLDBERG, DIANE	OPER/GOLDBERG/MILEAGE	22.26
097001	11/09/2017	1	Comp Open	006861 GRAHAM, ANGELA	EM/SEDLAR/DR TAYLOR SUPPLI	15.96
097002	11/09/2017	1	Comp Open	005183 HASSELBRING CLARK	ADMIN COPIER RENTAL	41.86
097003	11/09/2017	1	Comp Open	006696 I60 MEDIA	ADM/TROMPSON/INVITES	106.25
097004	11/09/2017	1	Comp Open	004730 J. W. PEPPER & SON INC.	MS/NIEUNKOOP/MUSIC	359.89
097005	11/09/2017	1	Comp Open	003168 JAMES, VALERIE	MS/JAMES/SUPPLIES	178.69
097006	11/09/2017	1	Comp Open	007104 KLAPKO, JOHN	OPER/KLAPKO/MILEAGE	155.69
097007	11/09/2017	1	Comp Open	102408 LANSING SANITARY SUPPLY INC.	OPER/KLAPKO/CUSTODIAL SUPP	109.25
097008	11/09/2017	1	Comp Open	005958 LONGS TRANSMISSION INC.	OPER/KLAPKO/VEHICLE REPAIR	1,498.00
097009	11/09/2017	1	Comp Open	006621 MAED	ALT/SCIMNITE/EVENTMEMBERS	160.00
097010	11/09/2017	1	Comp Open	003600 MARSHALL MUSIC COMPANY INC.	OHS/SCHLEGEL/REPAIRS	84.00
097011	11/09/2017	1	Comp Open	007066 MICHALANGELO ENTERPRISES LLC	TEACHER TRAINING	4,375.00
097012	11/09/2017	1	Comp Open	003803 MICHIGAN CAREER PLACEMENT ASSOC.	MS/LIEBERMAN/DUES	10.00
097013	11/09/2017	1	Comp Open	002869 MUSICAL RESOURCES	MS/NIEUNKOOP/MUSIC	58.94
097014	11/09/2017	1	Comp Open	008366 NORTH, CATHY	ATH/SMITH/LEAGUE STIPEND	750.00
097015	11/09/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	ALT/PARSONS/SPIRIT WREK	75.00
097016	11/09/2017	1	Comp Open	101469 OWOSSO COUNTRY CLUB	ATH/SMITH/GIRLS GOLF	400.00

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097017	11/09/2017	1	Comp Open	001831 OMOSSO READY MIX COMPANY	OPER/KLAPKO/CEMENT	396.00
097018	11/09/2017	1	Comp Open	004652 PCMI - WEST	BB STAFF PAYMENT	13,268.88
097019	11/09/2017	1	Comp Open	102443 SCHOLASTIC INC.	ALT/PARSONS/SUBSCRIPTION	304.93
097020	11/09/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	OMS/TABLES/LAMAY/KETCHUM	5,046.10
097021	11/09/2017	1	Comp Open	005520 SECURITY ALARM COMPANY INC.	OPER/KLAPKO/MONITORING SVC	1,324.00
097022	11/09/2017	1	Comp Open	005600 SHERWIN-WILLIAMS COMPANY	OPER/KLAPKO/PAINT	241.65
097023	11/09/2017	1	Comp Open	005625 SHIAWASSEE RESD	9/24-10/7 EDUSTAFF COSTS	12,470.87
097024	11/09/2017	1	Comp Open	002623 TASC-CLIENT INVOICES	12/1-12/31/2017 ADMIN FEE	366.18
097025	11/09/2017	1	Comp Open	007717 TIMLICK'S AUTO & TRUCK REPAIR	OPER/KLAPKO/VEHICLE REPAIR	245.19
097026	11/09/2017	1	Comp Open	101336 TOLRUD, MICHAEL	MS/TOLRUD/MILEAGE	68.45
097027	11/09/2017	1	Comp Open	007457 US BANK EQUIPMENT FINANCE	LEASE PAYMENT NOV 2017	2,132.95
097028	11/09/2017	1	Comp Open	001669 WILLIAM V. MACGILL & CO.	OHS/DIGNAN/SUPPLIES	161.59
097029	11/16/2017	1	Comp Open	101548 AGNEW SIGNS CO.	MS/COLLINS/RECORD BOARD	560.00
097030	11/16/2017	1	Comp Open	000278 APPLEBEE OIL COMPANY	TRANS/DELONG/PROPANE	961.58
097031	11/16/2017	1	Comp Open	000300 ARGUS-PRESS CO.	ADM/THOMPSON/ADVERTISING	1,850.00
097032	11/16/2017	1	Comp Open	003606 B & D ELEVATOR SERVICE	OPER/KLAPKO/MAINTENANCE	236.00
097033	11/16/2017	1	Comp Open	100306 BIGGER FASTER STRONGER	OHS/R CLEVINGER/BENCH	148.24
097034	11/16/2017	1	Comp Open	005935 BP CANADA ENERGY MARKETING GROUP	UTIL/GAS&ELEC/GAS PURCHASE	2,720.60
097035	11/16/2017	1	Comp Open	003302 CDW GOVERNMENT, INC.	OHS/PHILLIPS/CAMERAS	749.28
097036	11/16/2017	1	Comp Open	007465 CINTAS CORPORATION # 308	OPER/KLAPKO/CINTAS	83.09
097037	11/16/2017	1	Comp Open	001202 CONSUMERS ENERGY	UTIL/GAS&ELEC NOV 2017	32,833.18
097038	11/16/2017	1	Comp Open	008189 CONVERGENT TECHNOLOGY PARTNERS	ADM/MILLER/E-RATE SERVICES	593.75
097039	11/16/2017	1	Comp Open	003248 CRYSTAL CLEAN WATER	ADM/WATER	52.00
097040	11/16/2017	1	Comp Open	001410 DALTON ELEVATOR	OPER/KLAPKO/WELDING SUPP	45.00
097041	11/16/2017	1	Comp Open	004175 DATA IMAGE SYSTEMS	BR/BROOKS/PROJECTORS	918.00
097042	11/16/2017	1	Comp Open	002390 GILBERT'S DO IT BEST HARDWARE	OPER/KLAPKO/SUPPLIES	741.74
097043	11/16/2017	1	Comp Open	003852 GRAND TRAVERSE RESORT	ATH/SMITH/CONF LODGING	258.70
097044	11/16/2017	1	Comp Open	000070 H. K. ALLEN PAPER COMPANY	OPER/KLAPKO/CUSTODIAL SUPP	890.80
097045	11/16/2017	1	Comp Open	006346 HYATT REGENCY SAVANNAH	IB CONF LODGING 5 STAFF	2,104.95
097046	11/16/2017	1	Comp Open	002959 INDEPENDENT AD-VISOR INC.	ADM/THOMPSON/ADVERTISING	433.00
097047	11/16/2017	1	Comp Open	005929 IRELAN, STEVE	ALT/IRELAN/SUPPLIES	200.00
097048	11/16/2017	1	Comp Open	006244 JUNIOR LIBRARY GUILD	OHS/BOOKS/LIEBERMAN	3,190.40
097049	11/16/2017	1	Comp Open	008181 KEYES, SARA	ADM/KEYES/CONF REIMBURSEME	44.02
097050	11/16/2017	1	Comp Open	008195 KRAUSS, TY	ADM/KRAUSS/CONF REIMBURSEM	37.02
097051	11/16/2017	1	Comp Open	007199 LEDUC, TERRY	EM/LEDOC/CONF REIMBURSEMEN	85.60
097052	11/16/2017	1	Comp Open	002109 LUDINGTON ELECTRIC INC.	OPER/KLAPKO/ELECTRICAL MOR	328.59
097053	11/16/2017	1	Comp Open	000722 MANER COSTERISAN	FINAL PMT 2016-17 AUDIT	5,450.00
097054	11/16/2017	1	Comp Open	006689 MERIDIAN SCREEN PRINTING	ALT/PARSONS/SHIRT PRINTING	84.20
097055	11/16/2017	1	Comp Open	007056 MIAAA	ATH/SMITH/CONF REGISTRATIO	100.00
097056	11/16/2017	1	Comp Open	008144 MIDWEST DATA CENTER INC.	ATH/SMITH/SOFTWARE	600.00
097057	11/16/2017	1	Comp Open	005928 MURRAY, ANDREW	MS/MURRAY/SHAVE MEET	23.00
097058	11/16/2017	1	Comp Open	100001 OFFICE DEPOT INC.	ADM/AYMOR/TONER	177.51
097059	11/16/2017	1	Comp Open	001018 OMER, JULIE	ADM/OMER/CONF MILEAGE	39.12
097060	11/16/2017	1	Comp Open	004600 OPS FOOD SERVICE FUND	ADM/TUTTLE/BOARD MEETING	2,461.14
097061	11/16/2017	1	Comp Open	007539 PAEZ, CHERYL	ADM/PAEZ/CONF REIMBURSEMEN	94.04
097062	11/16/2017	1	Comp Open	004652 PCMI - WEST	OHS FALL COACHES	18,347.30
097063	11/16/2017	1	Comp Open	004750 PERMA-BOUND	OHS/LIEBERMAN/BOOKS	1,205.39
097064	11/16/2017	1	Comp Open	004860 POSTMASTER	ADM/THOMPSON/MAILING	118.00
097065	11/16/2017	1	Comp Open	007024 PROJECT LEAD THE WAY	OHS/KEATING,W/SUPPLIES	280.00
097066	11/16/2017	1	Comp Open	000323 ROTARY CLUB OF OMOSSO	HS/PHILLIPS/OCT DUES	184.50
097067	11/16/2017	1	Comp Open	005420 SCHOOL SPECIALTY INC.	EM/NIDEFSKI/SUPPLIES	1,150.70
097068	11/16/2017	1	Comp Open	008352 SLEEKFIRE MEDIA	HS/KRUBGER/MARKETING VIDEO	1,300.00
097069	11/16/2017	1	Comp Open	006230 THRUW LAN FIRM, P.C.	SEPT 2017 LEGAL SERVICES	171.50
097070	11/16/2017	1	Comp Open	006250 TIRE FACTORY	OPER/KLAPKO/TIRE REPAIR	39.98

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097071	11/16/2017	1	Comp Open	004669 VAN EPPS, KAREN	HS/VANEPPS/MILEAGE	50.29
097072	11/16/2017	1	Comp Open	006511 WASTE MANAGEMENT OF FLINT	UTIL/TRASH SVC/OCT 2017	2,170.72
CHECK TOTAL						538,448.36
LESS VOIDS						0.00
GRAND TOTAL						538,448.36

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	158	185,801.40	Computer	218	538,448.36
Cleared	60	352,646.96	Prepaid		
Void					
Scratch					
TOTAL		218	538,448.36	TOTAL 218 538,448.36	



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Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount	
007123	10/19/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	244.33	
007124	10/19/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	12,457.25	
007125	10/19/2017	1 Comp	Open	003758 GREAT LAKES COCA-COLA LLC	FS/PRINCE/FOOD PURCHASE	2,459.36	
007126	10/19/2017	1 Comp	Open	002973 HANKERD SPORTSWEAR	FS/PRINCE/SHIRTS	120.00	
007127	10/19/2017	1 Comp	Open	008220 J & H OIL CO.	FS/KLAPKO/FUEL	85.73	
007128	10/19/2017	1 Comp	Open	003780 MESSA	NOV 2017 BILL/FS STAFF	1,030.52	
007129	10/19/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,013.13	
007130	10/19/2017	1 Comp	Open	003167 SOUTHSIDE CAR WASH	FS/KLAPKO/VEHICLE WASH	2.80	
007131	10/19/2017	1 Comp	Open	100267 URUM LIFE INSURANCE	NOV 2017 BILL/FS STAFF	53.32	
007132	10/26/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	306.84	
007133	10/26/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	5,912.35	
007134	10/26/2017	1 Comp	Open	002390 GILBERT'S DO IT BEST HARDWARE	FS/KLAPKO/TORCH KIT	107.96	
007135	10/26/2017	1 Comp	Open	102408 LANSING SANITARY SUPPLY INC.	FS/KLAPKO/CLEANING SUPPLIE	589.17	
007136	11/02/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	417.49	
007137	11/02/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	5,979.35	
007138	11/02/2017	1 Comp	Open	008220 J & H OIL CO.	FS/KLAPKO/OIL	99.89	
007139	11/02/2017	1 Comp	Open	008231 KLAPKO, AUSTIN	FS/A KLAPKO/MILEAGE	22.04	
007140	11/02/2017	1 Comp	Open	007509 NIXON'S GROCERY	FS/PRINCE/FOOD PURCHASE	66.32	
007141	11/02/2017	1 Comp	Open	004553 OWOSSO HITCH & PLOW CENTER INC	FS/KLAPKO/LIFT GATE REPAIR	502.63	
007142	11/02/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	5,529.87	
007143	11/02/2017	1 Comp	Open	006782 ROBINSON, KAREN	FS/ROBINSON/MILEAGE	50.08	
007144	11/09/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	422.19	
007145	11/09/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	10,050.50	
007146	11/09/2017	1 Comp	Open	007104 KLAPKO, JOHN	FS/KLAPKO/MILEAGE	155.69	
007147	11/09/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	3,735.40	
007148	11/09/2017	1 Comp	Open	002509 PRINCE, MICHELE	FS/PRINCE/MILEAGE	39.91	
007149	11/16/2017	1 Comp	Open	004621 AUNT MILLIE'S BAKERIES	FS/PRINCE/FOOD PURCHASE	235.40	
007150	11/16/2017	1 Comp	Open	007480 BANANA BROTHERS PRODUCE	FS/PRINCE/FOOD PURCHASE	8,276.15	
007151	11/16/2017	1 Comp	Open	008374 KNICKERBOCKER, BRIAN	FS/PRINCE/REPUND	19.50	
007152	11/16/2017	1 Comp	Open	007509 NIXON'S GROCERY	FS/PRINCE/FOOD PURCHASE	291.91	
007153	11/16/2017	1 Comp	Open	004553 OWOSSO HITCH & PLOW CENTER INC	FS/KLAPKO/VEHICLE REPAIR	400.00	
007154	11/16/2017	1 Comp	Open	003807 PRAIRIE FARMS DAIRY	FS/PRINCE/FOOD PURCHASE	1,927.58	
						CHECK TOTAL	64,604.66
						LESS VOIDS	0.00
						GRAND TOTAL	64,604.66

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	32	64,604.66	Computer	32	64,604.66
Cleared			Prepaid		
Void					
Scratch					
TOTAL	32	64,604.66	TOTAL	32	64,604.66

11/20/2017 11:35 AM

Owosso Schools

Page: 1

Check Register for Bank Account ID SF#1

From 10/16/2017 to 11/19/2017

From Check First to Last

Check#	Date	Run Type	Status	Vendor Name	Invoice Description	Amount
600883	10/19/2017	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND WORK	175.00
600884	10/26/2017	1 Comp	Open	001274 SPICER GROUP INC.	SINKING FUND MANAGEMENT	6,757.50
CHECK TOTAL						6,932.50
LESS VOIDS						0.00
GRAND TOTAL						6,932.50

Check Summary

Check Status	Count	Amount	Check Type	Count	Amount
Open	2	6,932.50	Computer	2	6,932.50
Cleared			Prepaid		
Void					
Scratch					
TOTAL		2	6,932.50	TOTAL	
				2	6,932.50

Date Range: From: 10/05/2017

To: 11/04/2017

Date Type: Posting Date

Data available starting: 11/20/2014

Search

SEARCH RESULTS

Search Total: 16,140.64

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Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
EMERSON ELEMENTARY	XXXX-XXXX-0517-2354	379.96	0.00	379.9
MIKE GRAHAM	XXXX-XXXX-0530-1557	3,100.83	0.00	3,100.8
FRED LAB	XXXX-XXXX-0532-9202	436.71	0.00	436.7
ED VAN STRATE	XXXX-XXXX-0532-9277	365.00	0.00	365.0
LINCOLN HIGH SCHOOL	XXXX-XXXX-0593-9232	145.97	0.00	145.9
BRIGHT BEGINNINGS OFFICE	XXXX-XXXX-1097-9983	874.53	0.00	874.5
OWOSSO SCHOOLS	XXXX-XXXX-1253-3820	1,829.66	0.00	1,829.6
CTE CULINARY ARTS	XXXX-XXXX-1311-0891	658.78	0.00	658.7
CTE CONSTRUCTION TRADES	XXXX-XXXX-1311-0933	498.75	0.00	498.7
AL HUYCK	XXXX-XXXX-1323-6431	79.51	0.00	79.5
OWOSSO PUBLIC SCHOOLS	XXXX-XXXX-0002-6361	0.00	(18,062.07)	(18,062.07)
BRYANT ELEMENTARY	XXXX-XXXX-0177-1509	910.47	0.00	910.4
DAN CLARK	XXXX-XXXX-0188-5846	11.44	0.00	11.4
BEN COBB	XXXX-XXXX-0188-5861	959.48	0.00	959.4
OWOSSO HIGH SCHOOL	XXXX-XXXX-0223-2881	1,398.47	0.00	1,398.4
TECHNOLOGY DEPT	XXXX-XXXX-0270-9854	613.39	0.00	613.3
JOHN QUICK	XXXX-XXXX-0274-4836	211.43	0.00	211.4
OWOSSO MIDDLE SCHOOL	XXXX-XXXX-0316-8175	666.62	0.00	666.6
OPERATIONS DEPT	XXXX-XXXX-0322-6353	907.96	0.00	907.9
CENTRAL ELEMENTARY	XXXX-XXXX-0358-7523	998.33	0.00	998.3
DISTRICT TRAVEL	XXXX-XXXX-0372-6121	1,978.00	0.00	1,978.0
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-0969-6765	2,408.28	0.00	2,408.2
BRIGHT BEGINNINGS	XXXX-XXXX-2811-1358	793.75	0.00	793.7
OWOSSO HIGH SCHOOL 2	XXXX-XXXX-3540-7203	207.19	0.00	207.1
CENTRAL OFFICE	XXXX-XXXX-6279-7468	13,768.22	0.00	13,768.2

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Search Total: 16,140.64

**OWOSSO PUBLIC SCHOOLS**  
**BOARD OF EDUCATION**  
 October 31, 2017  
 Report 17-45

**Statement of Deposits and Investments**  
**As of 10/31/017**  
**Unaudited**

	<u>General Fund</u>	<u>School Service</u>	<u>Building &amp; Site</u>	<u>Total</u>
<b>Summary of Deposits and Investments</b>				
Cash on hand	\$ 301,231	\$ 301,255	\$ 1,424,539	\$ 2,027,025
Investments	<u>4,087,183</u>		<u>1,231,766</u>	<u>5,318,949</u>
Total Deposits and Investments	<u>\$ 4,388,415</u>	<u>\$ 301,255</u>	<u>\$ 2,656,304</u>	<u>\$ 7,345,974</u>
<b>Detail of Deposits and Investments</b>				
Cash on hand	\$ 301,231	\$ 300,535	\$ 1,424,539	\$ 2,026,305
Petty Cash on hand	-	<u>720</u>	-	-
Total Cash on hand	<u>\$ 301,231</u>	<u>\$ 301,255</u>	<u>\$ 1,424,539</u>	<u>\$ 2,027,025</u>
Chemical Bank Savings Account	\$ 61,472	-	\$ 111,742	\$ 173,214
Mich Class Investment	4,025,711	-	1,120,024	5,145,735
Total Investments	<u>\$ 4,087,183</u>	<u>\$ -</u>	<u>\$ 1,231,766</u>	<u>\$ 5,318,949</u>
Total Deposits and Investments	<u>\$ 4,388,415</u>	<u>\$ 301,255</u>	<u>\$ 2,656,304</u>	<u>\$ 7,345,974</u>

OWOSSO PUBLIC SCHOOLS  
BOARD OF EDUCATION  
October 31, 2017  
Report 17-45

Combined Statement of Revenue, Expenditures, and Fund Balance  
General, School Service, and Capital Projects Funds  
As of 10/31/017  
Unaudited

	General Fund				School Service Fund				Capital Projects Fund			
	ORIGINAL BUDGET	YTD Actual	Over/ (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over/ (Under) Budget	% Rec'd/ Used	ORIGINAL BUDGET	YTD Actual	Over/ (Under) Budget	% Rec'd/ Used
<b>REVENUE</b>												
Local sources	3,378,011	211,230	(3,166,781)	6%	294,399	86,125	(208,274)	29%	1,646,053	6,320	(1,639,733)	0%
State sources	24,585,201	2,468,024	(22,117,177)	10%	62,547	6,332	(56,215)	10%	-	-	-	-
Federal sources	1,314,907	(1,314,907)	(1,314,907)	0%	1,593,439	221,693	(1,371,746)	14%	-	-	-	-
Interdistrict sources-RESO	573,371	12,093	(561,278)	2%	-	-	-	-	-	-	-	-
Interdistrict sources-transfers in and other sources	94,952	(94,952)	(94,952)	0%	-	-	-	-	-	-	-	-
Total revenue and other sources	\$ 20,956,452	\$ 2,679,347	\$ (27,277,105)	9%	\$ 1,950,385	\$ 314,150	\$ (1,636,235)	16%	\$ 1,646,053	\$ 6,320	\$ (1,639,733)	0%
<b>EXPENDITURES</b>												
<b>INSTRUCTION</b>												
<b>BASIC PROGRAMS:</b>												
ELEMENTARY	\$ 7,005,926	\$ 1,454,549	\$(5,551,377)	21%								
MIDDLE SCHOOL	3,465,026	679,351	(2,805,675)	19%								
HIGH SCHOOL	4,138,759	822,178	(3,316,581)	20%								
ALTERNATIVE EDUCATION	687,335	135,398	(551,937)	20%								
PRESCHOOL	127,668	26,291	(101,377)	21%								
PRESCHOOL (MICHIGAN READINESS) GRANT	176,818	30,733	(146,085)	17%								
<b>TOTAL BASIC PROGRAMS</b>	\$ 15,621,532	\$ 3,148,500	\$(12,473,032)	20%								
<b>ADDED NEEDS:</b>												
SPECIAL EDUCATION	\$ 3,192,199	\$ 672,059	\$(2,520,140)	21%								
CHILDCARE PROGRAM	291,553	64,914	(226,639)	22%								
TITLE I GRANT	1,011,912	172,124	(839,788)	17%								
VOCATIONAL EDUCATION	585,397	136,877	(448,520)	23%								
TARGETED LITERACY GRANT	-	-	-	-								
AT RISK GRANT	1,186,026	231,800	(954,226)	20%								
MISC STATE GRANTS	6,943	14,454	7,511	208%								
<b>TOTAL ADDED NEEDS</b>	\$ 6,274,030	\$ 1,292,228	\$(4,981,802)	21%								
<b>CONTINUING EDUCATION:</b>												
COMMUNITY EDUCATION	\$ 142,179	\$ 49,294	\$(92,885)	35%								
<b>TOTAL CONTINUING EDUCATION</b>	\$ 142,179	\$ 49,294	\$(92,885)	35%								
<b>TOTAL INSTRUCTION</b>	\$ 22,037,741	\$ 4,490,022	\$(17,547,719)	20%								
<b>SUPPORTING SERVICES</b>												
PUPIL SERVICES:												
GUIDANCE SERVICES	\$ 451,385	\$ 111,104	\$(340,281)	25%								
<b>TOTAL PUPIL SERVICES</b>	\$ 451,385	\$ 111,104	\$(340,281)	25%								
<b>INSTRUCTIONAL STAFF:</b>												
TITLE II PART A/RURAL EDUCATION GRANT	\$ 287,545	\$ 40,328	\$(227,217)	15%								
IMPROVEMENT OF INSTRUCTION	240,539	25,766	(214,773)	11%								
MEDIA SERVICES	281,181	58,066	(223,115)	21%								
<b>TOTAL INSTRUCTIONAL STAFF</b>	\$ 789,265	\$ 124,160	\$(665,105)	16%								
<b>GENERAL ADMINISTRATION:</b>												
BOARD OF EDUCATION	\$ 100,149	\$ 25,456	\$(74,693)	25%								
EXECUTIVE ADMINISTRATION	349,441	117,047	(232,394)	33%								
HUMAN RESOURCES	212,516	67,160	(145,356)	32%								
<b>TOTAL GENERAL ADMINISTRATION</b>	\$ 662,106	\$ 209,663	\$(452,443)	32%								
<b>SCHOOL ADMINISTRATION:</b>												
SCHOOL ADMINISTRATION	\$ 2,443,932	\$ 752,203	\$(1,691,729)	31%								
<b>TOTAL SCHOOL ADMINISTRATION</b>	\$ 2,443,932	\$ 752,203	\$(1,691,729)	31%								
<b>BUSINESS SERVICES:</b>												

OWOSSO PUBLIC SCHOOLS  
 BOARD OF EDUCATION  
 October 31, 2017  
 Report 17-45

Combined Statement of Revenue, Expenditures, and Fund Balance  
 General, School Service, and Capital Projects Funds  
 As of 10/31/017  
 Unaudited

	General Fund				School Service Fund				Capital Projects Fund			
	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used	ORIGINAL BUDGET	YTD Actual	Over (Under) Budget	% Rec'd/Used
FISCAL SERVICES	\$ 333,134	\$ 117,807	\$ (215,327)	35%								
TECHNOLOGY MANAGEMENT	\$ 392,996	\$ 86,231	\$ (306,765)	22%								
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 726,130</b>	<b>\$ 204,038</b>	<b>\$ (522,092)</b>	<b>28%</b>								
OPERATIONS AND MAINTENANCE:												
OPERATIONS AND MAINTENANCE	\$ 2,790,218	\$ 826,240	\$ (1,963,978)	30%								
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 2,790,218</b>	<b>\$ 826,240</b>	<b>\$ (1,963,978)</b>	<b>30%</b>								
PUPIL TRANSPORTATION SERVICES:												
PUPIL TRANSPORTATION SERVICES	\$ 1,046,348	\$ 254,115	\$ (792,233)	24%								
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 1,046,348</b>	<b>\$ 254,115</b>	<b>\$ (792,233)</b>	<b>24%</b>								
OTHER SERVICES:												
PAC	\$ -	\$ 759	\$ 759									
COMMUNICATION SERVICES	\$ 62,632	\$ 17,316	\$ (45,316)	28%								
ATHLETICS	\$ 444,779	\$ 101,262	\$ (343,517)	23%								
PRINTING AND OTHER SUPPORT SERVICES	\$ 79,492	\$ 25,700	\$ (53,792)	32%								
<b>TOTAL OTHER SERVICES</b>	<b>\$ 566,903</b>	<b>\$ 145,037</b>	<b>\$ (421,866)</b>	<b>25%</b>								
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 9,496,287</b>	<b>\$ 2,626,560</b>	<b>\$ (6,869,727)</b>	<b>28%</b>								
OUTGOING TRANSFERS/FUND MODIFICATIONS:												
OTHER	\$ 71,331	\$ 3,481	\$ (67,850)	5%								
<b>TOTAL OUTGOING TRANSFERS/FUND MODIFICATIONS</b>	<b>\$ 71,331</b>	<b>\$ 3,481</b>	<b>\$ (67,850)</b>	<b>5%</b>								
FOOD SERVICE EXPENDITURES												
CAPITAL PROJECT EXPENDITURES												
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,605,359</b>	<b>\$ 7,120,063</b>	<b>\$ (24,485,296)</b>	<b>23%</b>	\$ 2,088,027	\$ 538,632	\$ (1,549,395)	26%	\$ 1,532,576	\$ 481,493	\$ (1,051,083)	31%
REVENUE OVER or (UNDER) EXPENDITURES	\$ (1,648,907)	\$ (4,440,716)	\$ (2,791,809)		\$ (137,642)	\$ (224,482)	\$ (86,840)		\$ 113,477	\$ (475,173)	\$ (568,650)	
PRELIMINARY AUDITED FUND BALANCE, JULY 1, 2017	\$ 3,911,651	\$ 3,911,651			\$ 241,082	\$ 241,082			\$ 3,131,478	\$ 3,131,478		
PROJECTED FUND BALANCES - June 30, 2018	\$ 2,262,744				\$ 103,440				\$ 3,244,955			



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**October 23, 2017**

**Report 17-46**

**FOR ACTION**

Subject:

Declaration of Obsolete Material – Maintenance Vehicle

Recommendation

Resolve that the Board of Education authorize the Operations department to dispose of the following obsolete vehicle:

- 1995 Chevrolet ¾ ton truck
- VIN #1GCFK24K6S2226
- Current odometer read of 114,546

Facts/Statistics:

Pursuant to Board Policy #7300, “the Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes”.

The vehicle has gone through numerous repairs and has started to cost the District more resources to fix than is warranted given the age and condition of the vehicle. It is recommended by the Operations department to have the board consider declaring this truck obsolete.

If the Board declares these items obsolete, the truck will be placed up for sale through a closed bid process. The funds garnered will return to the general fund.

Motion

Seconded

Vote – Ayes

Nays

Motion



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-47**

**FOR ACTION**

Subject:

**New Policy 1421, Revised Policies 3121, 4121, 8142 – Criminal History Record Check: Administration, Professional, Support Staff and Part time/Contractual arrangements, 1st readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st readings: New Policy 1421, Revised Policies 3121, 4121, 8142 – Criminal History Record Check: Administration, Professional, Support Staff and Part time/arrangements**

Facts / Statistics:

The revisions to policies 3121, 4121 and 8142 covering professional, support staff and part time/contractual arrangements are being proposed to maintain consistency with changes in policy #8321 – Criminal Justice Information Security, which requires criminal history information (CHRI) to be maintained in a confidential file, separate from the employee, vendor or private contractor files. New policy #1421 covering administrative staff reflects the same revisions and requirements as contained in policies 3121 and 4121.

The revisions and adoption of the new policy covering administration reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
1421/page 1 of 5

**NEW POLICY - VOL. 32, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
1421/page 2 of 5

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

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<sup>1</sup> Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
1421/page 3 of 5

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
1421/page 4 of 5

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must

submit, at no expense to the District,

or

provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
1421/page 5 of 5

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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**BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS**

PROFESSIONAL STAFF  
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**REVISED POLICY - VOL. 31, NO. 2**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

<sup>1</sup> Individuals who and receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321. ~~contractors, vendors or similar classification.~~

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's **personnel record confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**



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When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06  
Revised 4/06  
Revised 12/11/06  
Revised 5/14/07  
Revised 11/24/08  
Revised 5/12/14  
Revised 6/2017  
**Revised 12/2017**

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**REVISED POLICY - VOL. 31, NO. 2**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

<sup>1</sup> Individuals who and receive such criminal history record checks on behalf of the District must be direct, employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record **confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**

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When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. ~~not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions.~~ Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et seq., 380.1535, 380.1535a, 380.1809, 28.722

Revised 2/13/06  
Revised 4/06  
Revised 12/11/06  
Revised 5/14/07  
Revised 11/24/08  
Revised 5/12/14  
Revised 6/17  
**Revised 12/17**

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").<sup>1</sup> Where the District will contract with a Private Contractor for the services of an individual, the District shall notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

<sup>1</sup> Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.

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Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a layoff or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source will be maintained in the individual's **personnel record confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.**



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When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, upon receiving an offer of employment, or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Adopted 3/24/14  
**Revised: 12/2017**

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**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-48**

**FOR ACTION**

Subject:

**New Policy 1439, Revised Policies 3139 and 4139 –Discipline: Administration, Professional, and Support Staff, 1st readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st readings: New Policy 1421, Revised Policies 3139 and 4139 –Discipline: Administration, Professional, and Support Staff**

Facts / Statistics:

The revisions to policies 3139 and 4139 covering professional and support staff are being proposed to reflect the authorization to impose a financial penalty as may be required by MCL 388.1766. Other language revisions are intended to provide concise and consistent disciplinary action, when necessary. The proposal of adding policy 1439 reflects the revisions required for 3139 and 4139 and outlines similar information on investigations and disciplines for administrators.

The revisions and adoption of the new policy covering administration reflects the current state of law and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOLS**

ADMINISTRATION  
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**NEW POLICY - VOL. 32, NO. 1**

**ADMINISTRATOR DISCIPLINE**

Whenever it becomes necessary to discipline an Administrator, the Superintendent, ~~or the Board if the Superintendent is the subject of the disciplinary action,~~ shall utilize the following principles and procedures. The Board, or its designee, shall utilize the following principles and procedures if the Superintendent is the subject of the disciplinary action.

~~Discipline, discharge and demotion shall occur in accordance with the statutory requirements of the Revised School Code.~~

The Superintendent/Board shall conduct an investigation of any alleged act or omission by an Administrator that could result in disciplinary action. The Administrator shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject Administrator to allow the Administrator an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the Administrator for any discipline that may result in a suspension or loss of pay.

After completion of the investigation, if discipline is to be imposed, the Administrator shall receive written notice of the discipline and this notice shall also be placed in the Administrator's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

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ADMINISTRATION  
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The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with seriousness of the Administrator's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing an Administrator on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

- ☒ If it appears that disciplinary action beyond written reprimand may be necessary, the Superintendent should contact the Board to discuss the disciplinary action that is to be taken.
- ☒ The Superintendent's decision to impose any disciplinary action that is not subject to Board review, ~~as described below~~, is final.

Discharge, demotion or non-renewal of an Administrator may only be imposed by the Board in adherence with the requirements of the Revised School Code.

# policy

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## REVISED POLICY - VOL. 32, NO. 1

### STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, ~~if applicable. To the extent not inconsistent with the current negotiated agreement, the following principles and procedures will be utilized:~~

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

~~The teacher shall be provided with oral or written notice of the issue or incident being investigated by the appropriate administrator.~~

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. ~~The teacher shall be provided with oral or written notice of the issue or incident being investigated. The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit). The teacher shall be advised of the alleged act or omissions and provided an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that will result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.~~

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District

# policy

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**may substitute another representative from the union to timely process the investigation.**

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline ~~can~~ **may** include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge.
- E. financial penalty in accordance with Michigan law.**

# policy

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The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with **the** seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

The administrator's decision to impose any disciplinary action that is not subject to Board review, as described below, is final.

**The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:**

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher;
- D. ~~discharge, demotion or non-renewal of an administrator.~~**

M.C.L. 38.74, et seq. 38.74, 380.1230d, 380.1535a

Revised 8/27/12  
Revised 6/22/15  
**Revised 12/2017**

**NEOLA 2017**



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REVISED POLICY - VOL. 32, NO. 1

STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Board of Education directs the Superintendent to utilize **the procedures set out below and any** related procedures described in the current negotiated agreement, if applicable.

The Superintendent or his/her designee shall conduct an investigation of any alleged act or omission that could lead to disciplinary action, as appropriate to the situation. The investigation shall include, at a minimum, providing the employee with reasonable notice and the opportunity to respond to the complaint. If the investigation includes a meeting with the employee, prior notice of this meeting shall be provided to the employee for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the employee's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the preferred representative. The District may substitute another representative from the union to timely process the investigation. ~~Using due process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond. If it appears that disciplinary action beyond verbal reprimand may be necessary, s/he may contact the school attorney to determine the disciplinary action that should be taken and so inform the Board President who shall determine whether or not a report should be made to the Board in open session, unless a closed session is requested by the staff member.~~

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);

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OWOSSO PUBLIC SCHOOLS

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- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the staff member's conduct, as determined by the District.

~~A suspension without pay may be invoked. The length of the suspension will be at the discretion of the Superintendent according to the severity of the violation.~~ The Board requires that before **such** a suspension is invoked the Superintendent contact the school attorney.

The Board requires that all disciplinary actions involving loss of pay, **and/or** suspension **or termination** be submitted to the Board for review as soon as possible after the action has been taken.

The Superintendent should ascertain whether or not the staff member wishes such a report to be made in a closed session of the Board, **if a closed session is permitted by the Open Meetings Act.**

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-49**

**FOR ACTION**

Subject:

**New policy 2410 – Prohibition of Referral or Assistance and Revised Policy 2414 – Reproductive Health and Family Planning, 1st readings**

Statement of Purpose/Issue:

**Resolve that the Board of Education adopt as their 1st readings: New policy 2410 – Prohibition of Referral or Assistance and Revised Policy 2414 – Reproductive Health and Family Planning**

Facts / Statistics:

This new policy is issued in accordance with MCL 388.1766 which prohibits any officer, agent, or employee of the Board from referring a pupil for an abortion or assisting a pupil in obtaining an abortion. The law requires such adoption before the 2019-2020 school year however, in order to reflect the current state of law, adoption has been recommended. It should be noted that the provisions of this change in law have been reflected in the proposed revisions to policies 3139 and 4139 pertaining to discipline of professional and support staff as well as also contained in 1439 for Administrative staff. In addition, revisions to policy 2414 reflect the abortion prohibition cited in Michigan statute and also focus on the specific requirements for the reproductive health and family instruction.

These revisions reflect the provisions of law and should be adopted to assure that policies are compliance with Michigan Compiled Law.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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OWOSSO PUBLIC SCHOOL DISTRICT**

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**NEW POLICY - VOL. 32, NO. 1**

**PROHIBITION OF REFERRAL OR ASSISTANCE**

In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy 1439, Policy 3139, and Policy 4139 or the current negotiated agreement, if applicable.

Using due-process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.

If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation.

The District shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.

M.C.L. 388.1766

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REVISED POLICY - VOL. 32, NO. 1

REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

~~The Board of Education directs that students receive instruction in reproductive health and family planning. "Reproductive Health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.~~

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~In addition, students are to be provided instruction in the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HBV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable disease and as a positive life-style for unmarried young people.~~

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

~~A citizens' advisory committee shall be established, in accordance with Board Policy 9140, in order to ensure the effective participation of parents and community groups in the design and implementation of this program area.~~

~~Teacher consultants to the District will meet preparatory criteria established by the State guidelines before participating in sex education instructional activities.~~

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The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

~~The Superintendent shall prepare regulations to implement these recommended guidelines which are to include at least two (2) public hearings on any revisions to any of the curricula described above. Such hearings shall be conducted in compliance with State law.~~

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

M.C.L.A. 380.1169, 380.1507, 388.1766  
A.C. Rule 388.273 et seq.

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**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-50**

**FOR ACTION**

Subject:

**New policy 2418 – Sex Education, 1st reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **New policy 2418 – Sex Education**

Facts / Statistics:

This new policy provides the necessary authorization and structure if the district chooses to provide sex education instruction. Teacher qualifications and the elective status of such a class/program are addressed. The required sex education advisory board is included, along with the abortion prohibition.

This new policy is being offered and recommended by NEOLA for adoption if the district authorizes instruction in sex education.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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**NEW POLICY - VOL. 32, NO. 1**

**SEX EDUCATION**

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.



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The District shall provide the instruction by teachers qualified to teach health education. The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least (one-half) 1/2 of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

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Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

M.C.L 380.1507. 380.1169. 388.1766

**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-51**

**FOR ACTION**

Subject:

**Revised Policies 7540.03 and 7540.04 – Acceptable Use and Safety: Students and Staff;  
Revised Policy 7540.05 and New Policy 7540.06 – District-Issued Email Accounts: Staff and  
Students, 1st readings**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st readings: **Revised Policies 7540.03 and 7540.04 – Acceptable Use and Safety: Students and Staff; Revised Policy 7540.05 and New Policy 7540.06 – District-Issued Email Accounts: Staff and Students**

Facts / Statistics:

The revisions and addition of Policy 7540.06 are intended to reflect the changes and definitions associated with technology that have taken place since original adoption of these policies over the years. Such terms as technology resources, personal communication devices etc... are more clearly defined in today's terms. In addition, strengthening the language regarding illegal uses and appropriate uses of the technology including District email accounts being offered by the District have been reviewed and changed where necessary.

NEOLA has presented this special Information and Technology supplement to assist District's in keeping technology policies that are up to date and relevant. Such policies are recommended by NEOLA for adoption.

District Goal Addressed:

Routine Business

Motion

Seconded

Vote – Ayes

Nays

Motion

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**REVISED POLICY - TECHNOLOGY UPDATE - PHASE III**

**STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides **Education Technology Resources** (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, **District Technology Resources** afford them the opportunity to ~~so that students can~~ acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board ~~of Education~~ provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's **computer network and** Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of ~~the District's District Technology Resources and students' computers, laptops, tablets,~~ personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (as defined by see Policy 5136). ~~, network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their

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personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, ~~and foremost~~, the Board may not be able to technologically limit access to ~~services~~ through the District's Educational ~~Technology~~ **Technology Resources** to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures ~~which that~~ protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. ~~The Superintendent or Network Coordinator may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The~~ technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Network coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/~~guardians~~ are advised that a determined user may be able to gain access to services ~~and/or resources~~ on the Internet that the Board has not authorized for

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educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/~~guardians~~ may find inappropriate, offensive, objectionable or controversial. ~~Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.~~ Parents/~~Guardians~~ of minors are responsible for setting and conveying the standards that their children should follow when using ~~the internet Education Technology.~~ ~~The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.~~

~~The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.~~

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "**harvesting**", "**digital piracy**", "**data mining**", etc...) cyberbullying and other unlawful or inappropriate activities by students online, and

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- D. **unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors**

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the **Education Technology District Technology Resources**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on ~~social-networking-websites-and~~ in chat rooms, and cyberbullying awareness and response. All **Internet of District Technology Resources** users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students ~~and staff members~~ are responsible for good behavior **when using District Technology Resources - i.e., behavior comparable to that expected of students when on the District's computers/network and the Internet just as** they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not **approve sanction** any use of ~~the Education Technology District Technology Resources~~ that are **is** not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students ~~shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.~~ may only use **District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~of the District's Education Technology~~ are personally **responsible and liable**, both civilly and criminally, for uses of ~~the Education Technology District Technology Resources~~ that are not authorized by this **Board** policy and its accompanying guidelines.

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The Board designates the Superintendent and Network Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to **the students'** use of the **District's Education Technology and the Internet for instructional purposes District Technology Resources.**

P.L. 106-554, Children's Internet Protection Act of 2000  
P.L. 110-385, Title II, Protecting Children in the 21st Century Act  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
47 C.F.R. 54.500-54.523

Revised 1/25/10  
Revised 10/24/11  
Revised 8/27/12  
Revised 12/8/14  
**Revised 12/2017**

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**REVISED POLICY - TECHNOLOGY UPDATE - PHASE III**

**STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. **The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students.** The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's **computer network and Internet system** does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

~~This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).~~

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

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**Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).**

Staff are expected to utilize ~~Education Technology in order~~ **District Technology and Information Resources** to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by ~~the Board's policy on~~ **Board Policy 2521 – Selection of Instructional Materials and Equipment.**

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, ~~the Education Technology provides~~ **District Technology Resources provide** students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

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First, ~~and foremost,~~ the Board may not be able to technologically limit access ~~to services~~ ~~its Education Technology~~ **the District's Technology Resources** to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that, **which** protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board **also** utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. **The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.**

~~The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.~~

The Superintendent or Network Coordinator may temporarily or permanently unblock access to websites **or online educational services/apps** containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Network Coordinator may also disable

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the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;

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- C. the consequences of unauthorized access (e.g., "hacking", "**harvesting**", "**digital piracy**", "**data mining**", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-**identifiable** information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the **Education-Technology District Technology Resources**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social-~~networking websites and media including~~ in chat rooms, and cyberbullying awareness and response. All ~~Internet-users~~ **users of District Technology Resources** are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members

Staff members are responsible for good behavior when using ~~the-District's Technology-just-as~~ **District Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.**

Staff members ~~shall-not~~ **may only use District Technology Resources to access or use social media if it is done for personal-use-on-the-District's-network, and shall-access-social-media-for** educational or business-related purposes. ~~use-only~~

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~~after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.~~

General school rules for behavior and communication apply. ~~The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this policy and its accompanying guidelines.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Network Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

Social Media Use

An employee's personal or private use of social media, ~~such as Facebook, Twitter, MySpace, blogs, etc.,~~ may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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~~The Board designates the Superintendent and Network Coordinator as the employees responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology.~~

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

~~20 U.S.C. 6777, 9134 (2003)~~

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500-54.523

Revised 1/25/10

Revised 10/24/11

Revised 8/27/12

Revised 12/8/14

**Revised 12/2017**

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REVISED POLICY - TECHNOLOGY UPDATE - PHASE III

ELECTRONIC MAIL DISTRICT-ISSUED STAFF E-MAIL ACCOUNT

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. ~~This policy, as well as any guidelines developed pursuant to it, are not meant to limit or discourage the use of e-mail for conducting the official business of the District, but rather, this~~ This policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail ~~for conducting as an official business and communicating with colleagues, students, parents and community members tool.~~

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system shall be blocked ~~if due to~~ concerns for network security, SPAM, or virus protection. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Superintendent or his/her designee.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these list serves or other e-mail services do not exceed the staff member's e-mail storage allotment. ~~Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff). Similarly, if a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her building principal or the District's IT staff. The Network Coordinator is authorized to block e-mail from list serves or e-mail services if the e-mails received by the staff member(s) become excessive.~~

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. If the staff member is concerned that



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**his/her e-mail storage allotment is not sufficient, s/he should contact the District's ( ) Technology Director (X) IT staff**

**Public Records**

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records **should must** be maintained pursuant to Policy 8330 – Student Records. **Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – Information Management.**

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a **Litigation Hold litigation hold**, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

**Retention**

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a **Litigation Hold litigation hold** shall be retained.

E-mail retention is the responsibility of the individual e-mail user. **Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold.** E-mails sent or received using the District's e-mail service may only be retained for thirty (30) days on the server. This retention is for disaster recovery and not to provide for future retrieval. **The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. Any questions concerning e-mail retention should be directed to the ( ) Technology Director ( ) site administrator (X) Network Coordinator\_\_ [other]**

**Unauthorized E-mail**

The Board does not authorize the use of **the District's proprietary computers and Technology resources, including the District's** computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

**Authorized Use and Training**

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the acknowledgement of receipt of the employee handbook annually.

Revised 10/26/09  
**Revised 12/2017**

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**NEW POLICY - TECHNOLOGY UPDATE - PHASE III**

**DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system

- may be blocked at any time
- shall be blocked

if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the

- Technology Director.
- site administrator.
- \_\_\_\_\_ [other].

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Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list serves or other e-mail services do not **(X)** become excessive ( ) exceed the students' individual e-mail storage allotment. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's ( ) Technology Director **(X)** IT staff. The

- ( ) Technology Director
- ( ) site administrator
- (X) Network Coordinator\_\_\_\_\_ [other]**

is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student **(X)** becomes excessive ( ) regularly exceed \_\_\_\_\_ megabytes.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

**Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

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Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

**Authorized Use and Training**

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.03 F1 **(X)** annually.

Furthermore, students using the District's e-mail system shall satisfactorily complete training **(X)**, pursuant to Policy 7540.03, regarding the proper use of e-mail **(X)** annually.

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**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**  
**Report 17-52**

**FOR ACTION**

Subject:

**Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency),  
 1st reading**

Statement of Purpose/Issue:

Resolve that the Board of Education adopt as their 1st reading: **Revised Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)**

Facts / Statistics:

This policy has been revised to include the latest revisions to information security required of criminal history record information (CHRI) required by the Federal Bureau of Investigation (FBI) and the Michigan State Policy (MSP). The revisions to this policy pertaining to proper retention of records for personnel and contractors have been reflected in policies 1421, 3121, 4121 and 8142.

These revisions reflect the current state of federal and state regulations and should be adopted to maintain accurate policies.

District Goal Addressed:

Routine Business

Motion :

Seconded

Vote – Ayes

Nays

Motion

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**REVISED POLICY - VOL. 32, NO. 1**

**CRIMINAL JUSTICE INFORMATION SECURITY**

(NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Human Resources Coordinator shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the CSA incident response reporting procedures;

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4. ensuring the CSA ISO is promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

The District shall enter into any **required User Agreement for Release of CHRI ("User Agreement") required**, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.



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D. Personnel Security

All individuals that **have require** access to any criminal justice information shall be subject to the following standards **prior to granting of access:**

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. **Background re-checks should be conducted every five (5) years.**
  - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
  - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
  - c. ~~If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.~~ Support personnel, contractors, vendors and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to

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~~the same clearance standards as other individuals with access, unless they are escorted by authorized personnel at all times when in these locations or areas.~~

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2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination.
3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. **This list shall be made available to Michigan State Police upon request.**
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, ~~and steps taken to assure security of such information and any systems at the District to access such information such as closing the individual's account and/or blocking access to any systems containing such information at the District.~~
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary

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to block further access to such information.

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7. Information Technology Contractors and Vendors<sup>1</sup> – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check, unless they are escorted by authorized personnel at all times when accessing the criminal justice information. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contract or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualifications. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

<sup>1</sup> Non-Information Technology contractors or vendors shall not have access to criminal justice information.

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E. Media Protection

Access to electronic and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access electronic and physical media containing CHRI.

1. Media Storage and Access – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted. Electronic media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of electronic media must conform to the requirements in AG 8321.
2. Media Transport – Electronic and physical media **shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall** be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. ~~It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual~~

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~~at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, electronic media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.~~

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3. Media Disposal/Sanitization - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in digital format.]**
  - a. Electronic Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
  - b. Physical Media - Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of or unauthorized access to the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)



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4. Mobile Devices – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as an offer letter, job posting indicating successful candidate, Board minutes of approved hiring for particular position, etc.

G. Controlled Area

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a controlled area, which shall be a designated office, room, area or lockable storage container. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.

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3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for electronic storage of criminal justice information. (See AG 8321.)

H. Passwords (Standard Authentication)<sup>2</sup>

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321.)

<sup>2</sup> Applicable to districts that maintain CHRI within an electronic system of records, such as an electronic database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

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I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through the Michigan State Police or a program approved by the Michigan State Police. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) **A record shall be kept current of all individuals who have completed the security awareness training.**

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police.

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If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

K. **Audit Retention and Accountability**

The District or the responsible party, such as the RESD, shall generate audit records for the events listed below. retain audit records (position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.

The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.

The following events shall be logged:

1. Successful and unsuccessful system log-on attempts.

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2. Successful and unsuccessful attempts to:
  - a. access permission on a user account, file, directory or other system resource;
  - b. create permission on a user account, file, directory or other system resource;
  - c. write permission on a user account, file, directory or other system resource;
  - d. delete permission on a user account, file, directory or other system resource;
  - e. change permission on a user account, file, directory or other system resource.
3. Successful and unsuccessful attempts to change account passwords.
4. Successful and unsuccessful actions by privileged accounts.
5. Successful and unsuccessful attempts for users to:
  - a. access the audit log file;
  - b. modify the audit log file;
  - c. destroy the audit log file.

The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.

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The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.

Audit Monitoring, Analysis and Reporting - The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.

Time Stamps - The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.

# policy

BOARD OF EDUCATION  
OWOSSO PUBLIC SCHOOLS

OPERATIONS  
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**Protection of Audit Information** - The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

**Audit Record Retention** - The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

Ref: Criminal Justice Information Services - Security Policy (Version 5.2, 2013)  
U.S. Dept. of Justice and Federal Bureau of Investigation  
Noncriminal Justice Agency Compliance Audit Review, Michigan State  
Police, Criminal Justice Information Center, Audit and Training Section  
Conducting Criminal Background Checks, Michigan State Police, Criminal  
Justice Information Center

Adopted 2/25/13  
Revised 3/24/14  
Revised 1/25/16  
**Revised 12/2017**

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**OWOSSO PUBLIC SCHOOLS**  
**Board of Education Meeting**  
**November 27, 2017**

**Report 17-53**

**FOR FUTURE ACTION**

Subject:

Approval of Course listings

Recommendation

Resolve that the Board of Education approve the course listings presented for the Middle School, High School and Lincoln High School for the 2017-18 school year.

Facts/Statistics:

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

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

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

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

Motion

Seconded

Vote – Ayes

Nays

Motion

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

1201	Art Study	Students may only take this class if they are also enrolled in Dual Enrollment-Kendall, or with Art Challenge.	OHS
1202	Art Chall I(a)	Students must have instructor approval to take this course.	OHS
1204	Art II	Students must have taken and passed Art I to select this course. Students must also pay a \$15 non-refundable program fee to select this course.	OHS
Number 1206	Name Art Chall II(a)	Prerequisite Note Students must submit a portfolio and have instructor approval to take this class. Students must pay a \$40 non-refundable program fee in order to select this class.	Active OHS
1210	Art III	Student must have taken and passed both Art I and Art II in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.	OHS
1215	Art IV		OHS
1218	3-D Art	Students must have passed Art I to select this course. There is \$40 non-refundable program fee in order to select this course.	OHS
1219	3-D Advanced Art	Students must have passed 3-D Art with a "B" or better in order to take this class. There is a non-refundable \$40 program fee in order to select this class.	OHS
1220	AP Art	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1227	Bel Canto	All 9th grade girls requesting to enroll in a choir class must choose Bel Canto. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.	OHS
Number 1234	Name A Cappella	Prerequisite Note Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	Active OHS
1235	Madrigals	Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	OHS
1236	Frsh Band	Each student must have experience playing a band instrument. Students are exposed to festival experiences, public concerts, parades and some out-of-school rehearsals. Participation in these activities is part of the expectations of this class and are included in student's grade. Students will also have both written and playing tests.	OHS

1238	Keyboard/Piano	Piano instruction for beginner thru advanced level skills. Piano literature appropriate to ability, scales, exercises, and theory work are studied. Space is limited. This course can fulfill the MMC Visual/Performing/Applied Arts requirement	OHS
1240	Concert Band	Each student must have experience playing a band instrument. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	OHS
Number 1242	Name Symphony Band	Prerequisite Note This course is designed to provide qualifying students with the most advanced challenge to their musical abilities. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	Active OHS
1250	Dance I	Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 1 can be repeated yearly as the course material will change.	OHS
1252	Dance II	Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 2 can be repeated yearly as the course material will change.	OHS
Number 1254	Name Dance III	Prerequisite Note Dance 3 is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is also an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 3 can be repeated as the course material will change.	Active OHS
1255	Dance Ensemble	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required. There is an approximate one time dance fee of about \$80.00. Also, students are required to participate in evening performances and to complete written work throughout the semester.	OHS

1280	Spanish I	<p>Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language.</p> <p>Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. For CLEP purposes, consider taking Foreign Language during 11th/12th grade as it will be current for college.</p>	OHS
Number 1282	Name Spanish II	<p>Prerequisite Note</p> <p>Students must have earned a C in Spanish I to move to Spanish II. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language.</p> <p>Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.</p>	Active OHS
1284	Spanish III	<p>Students must have earned a C in Spanish II to move to Spanish III. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language.</p> <p>Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.</p>	OHS
1286	Spanish IV	<p>Students must have earned a C in Spanish III to move to Spanish IV. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language.</p> <p>Students should plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.</p>	OHS
1293	Jazz Band	<p>Students must have the approval of the band director to register for this class and must also be enrolled in either Freshman, Concert or Symphony Band. Jazz Band requires students to participate in out of school rehearsals and concerts and other events.</p>	OHS
Number 1307	Name Construction Trades I	<p>Prerequisite Note</p> <p>Students must successfully complete both Wood Tech 1 and Wood Tech 2 to enroll in Construction Trades 1.</p>	Active OHS
1309	Construction Trades II	<p>Construction Trades II is a 2-hour course where students will build on the concepts and skills learned in Construction Trades I. Students will develop advanced knowledge, skill level, and procedures of the construction industry.</p> <p>Course work will primarily focus on hands-on projects including structures such as pole barns, garages, and timber framing construction. Meets Visual, Performing and Applied Arts Requirement College Credit Available</p>	OHS
1353	LCC Fire Academy	<p>Students must be in 11th or 12th grade with a minimum GPA of 2.0.</p> <p>They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.</p>	OHS

136	Accounting I	This course will introduce students to a complete accounting cycle for a proprietorship, which will include journalizing transactions, journalizing, posting, petty cash, financial statements, adjusting and closing entries, automated accounting and an accounting simulation based on a real-life proprietorship business. Meets .5 credits of 4th Year Math Requirement when completed in Senior Year College Credit Available	OHS
14	World History	Students who select this course must have an IEPC on record. Students must also select 2nd semester World History SE 1014.	OHS
Number 1401	Name Eng 9 Lit/Comp	Prerequisite Note This is the first high school level English class that covers a broad range of writing and literature skills. Students will review the writing process, write several varieties of essays, learn the fundamentals of literary terms and work with assorted literature. Grammar and vocabulary are also addressed. This course fulfills the MMC 9th Grade English Requirement.	Active OHS
1403	Eng9 Lit/Comp H	For enrollment in English 9 Lit/ Composition Honors students must possess above average reading and writing skills as well as willingness for extra out of class work. Students must also have a recommendation from their 8th grade Language Arts teacher.	OHS
1405	ISHALL/MSU	You must see your counselor to register for this class.	OHS
1424	English 12 Honors	This course requires above average reading and writing skills. There will be extensive work required outside of the classroom.	OHS
1428	American Lit 10 H	Students must possess above average reading and writing skills, as well as, commitment to extra work outside of class time.	OHS
1429	Theory of Thought and Knowledge	Students must have completed World Lit Humanities, or American Literature 10 Honors. Students must also have teacher recommendation to take this course. The class requires above average reading and writing skills.	OHS
1437	Communication Workshop Y	Instructor approval needed to take this course. Once approved, students from grades 11- 12.	OHS
1448	Sci Fiction Fantasy		OHS
Number 1449	Name Mythology	Prerequisite Note This English class is intended for grades 10- 12.	Active OHS
1452	World Lit Humanities	Students should have above average reading and writing skills and higher level thinking skills. Extensive work outside of the classroom is expected. Students should have teacher recommendation to have this class.	OHS

1486	AP Eng Lan/Comp	<p>Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May.</p> <p>Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.</p>	OHS
1495	AP Eng Lit/Comp	<p>Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May.</p> <p>Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.</p>	OHS
151MS	Ancient World History & Design		OHS
1530	Geometry	If you take this course, you must also take Math 530 - Geometry (semester 1)	OHS
Number 1535	Name Geometry Honors	<p><b>Prerequisite Note</b></p> <p>This is a continuation of the 8th grade Honors Algebra 1 math sequence. This class is designed for students who plan to take AP Calculus their senior year. If you take this course, you must also take Math 535 - Geometry Honors(semester 1). Students who have not followed the honors curriculum would require teacher recommendation to take this course.</p>	Active OHS
1550	Algebra Two	If you take this course, you must also take Math 550 - Algebra 2 (semester 1). Students should have previously completed. Students will use a graphing calculator to model data and analyze functions throughout the entire course.	OHS
1551	Algebra Two H	This course is a continuation of the Geometry Honors math sequence. As an honors level course this section utilizes a more advanced text, ACT prep materials and extensive use of graphing calculators to prepare students for Pre- Calculus and the ACT/SAT exams. This class is designed for students who are planning on taking AP Calculus their senior year. Teacher recommendation required for this course. If you take this course, you must also take Math 551 - Algebra 2 Honors (semester 1)	OHS
1552	Algebra Two A	This class is designed for students who need to take Algebra Two over a 2 year period. If you take this course, you must also take Math 552 - Algebra 2A (semester 1)	OHS

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



1709	Biology H-9	Students must possess above average reading and writing skills as well as strong science skills to register for this class. If you take this course, you must also take SCI 706 (first semester Honors Biology).	OHS
Number 1750	Name Chemistry	Prerequisite Note If you take this course, you must also take SCI 750 (first semester Chemistry). Students must have successfully completed Algebra 1 or Algebra 1B to register for the class.	Active OHS
1760	Honors Chemistry	If you take this course, you must also take SCI 760 (first semester Honors Chemistry). Students must have completed Honors Biology, as well as Algebra 1 or Algebra 1B with a grade of B or better to register for this class.	OHS
1780	Adv. Biology	If you take this course, you must also take SCI 780 (first semester Advanced Biology).	OHS
1790	AP Chemistry	Students must have a B or higher in H.Chemistry. This course is a Two Period Block. AP Chemistry is a rigorous course. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
1791	AP Chem Lab	This course must be taken with AP Chemistry. The grade for AP Chemistry Lab is recorded as "CR" for Credit. If you take this course, you must also take SCI 791 (first semester AP Chemistry Lab).	OHS
1795	Meteorology	This is a one semester class offered second semester. Please choose another semester class to complete a full class period for the year.	OHS
Number 1798	Name AP Biology	Prerequisite Note Students must possess strong reading and comprehension skills and have successfully completed Biology and Chemistry. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	Active OHS
1799	Environmental Science	Students need to have earned 2 credits in science before registering for this class. Students are expected to go outside on a regular basis and need to bring weather appropriate footwear and outdoor clothing. If you take this course, you must also take SCI 799 (first semester Environmental Science).	OHS
1800	World History H	For enrollment in World History Honors a student must have completed 833 United States History Honors or 830 United States History. Students must possess above average reading and writing skills as well as commitment to extra out of class work.	OHS
1810	World History	For enrollment in World History a student must have completed 833 United States History Honors or 830 United States History.	OHS

Number	Name	Prerequisite Note	Active
1830	U S Hist	This class will focus on events from the 1880's to the present. The areas of study will include imperialism, WWI, the Roaring 20's, Great Depression, WWII, Cold War, Civil Rights Movement, Vietnam conflict and current events. There will be a focus on geography's effect on historical events. Throughout this course, students can expect to write research papers, analyze primary source documents in addition to regular course work. This course fulfills the MMC requirements for US History and Geography.	OHS
1832	AP US History	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
1833	US History Honors	Students must possess above average reading and writing skills as well as Willingness for extra out of class work. 8th grade teacher recommendation suggested.	OHS
1835	Exploring Psychology	Students must be in at least 11th grade to enroll in this class.	OHS
Number 1842	Name AP Psychology	Prerequisite Note Students must successfully complete Exploring Psychology. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010	Active OHS
1845	Mich History	students must be in at least 10th grade to enroll in this class.	OHS
1847	Civics/Economics	This course will require one written essay and five unit assessments in addition to a comprehensive final assessment. Daily debate and discussion will be expected of all students. Topics of focus will include: Conceptual Foundations of Civic and Political Life, Origins and Foundations of American Government, Structure and Function of American Government, The USA and World Affairs, Citizenship in the USA, Citizenship in Acti	OHS
1850	Soc Interactions and Tolerance	This class is intended for mature 12th grade students. Controversial topics in society are discussed. Students must also understand that they will be required to be in the pool for several weeks during this year long course.	OHS

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

Number	Name	Prerequisite Note	Active
204	Art II	Students must have taken and passed Art I to select this course. Students must also pay a \$20 non-refundable program fee to select this course.	OHS
205MS 205P2MS	Eng Lang Arts 8 Eng Lang Arts 8 Part 2		OMS OMS
206	Art Chall II(a)	This course has a demanding work schedule and is set in a studio art environment. There is a \$40 non-refundable program fee in order to select this class.	OHS
2062	Biology I		OHS
2063	Biology II		OHS
206MS	English 8 MYP		OMS
21	Science	Students who select this course must have an IEPC on record.	OHS
210	Art III	Student must have taken and passed both Art I and Art II in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.	OHS
215	Art IV	Student must have taken and passed both Art II and Art III in order to select this class. Students must also pay a \$20 non-refundable program fee in order to sign up for this class.	OHS
215MS	History 8		OMS
216MS	History 8 MYP		OMS
217MS	History & Design		OMS
218	3-D Art	Students must have passed Art I to select this course. There is \$40 non-refundable program fee in order to select this course.	OHS
219	3-D Advanced Art	Students must have passed 3-D Art with a "B" or better in order to take this class. There is a non-refundable \$40 program fee in order to select this class	OHS
Number 220	Name AP Art	Prerequisite Note Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	Active OHS
225MS	Science 8		OMS
226MS	Science 8 MYP		OMS
227	Bel Canto	All 9th grade girls requesting to enroll in a choir class must choose Bel Canto. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.	OHS
234	A Cappella	Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	OHS
235	Madrigals	Students are selected for this course by vocal audition and invitation only. Attendance at all dress rehearsals and performances is required or the student's grade will be affected.	OHS

235MS Number 236	Math 8 Name Frsh Band	Prerequisite Note Each student must have experience playing a band instrument. Students are exposed to festival experiences, public concerts, parades and some out-of-school rehearsals. Participation in these activities is part of the expectations of this class and are included in student's grade. Students will also have both written and playing tests.	OMS Active OHS
238	Keyboard/Piano	Piano instruction for beginner thru advanced level skills. Piano literature appropriate to ability, scales, exercises, and theory work are studied. Space is limited. This course can fulfill the MMC Visual/Performing/Applied Arts requirement	OHS
240	Concert Band	Each student must have experience playing a band instrument. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	OHS
240MS Number 242	Geometry 8H Name Symphony Band	Prerequisite Note This course is designed to provide qualifying students with the most advanced challenge to their musical abilities. Entrance is by audition, which includes both written and playing tests. Credit for this course is shared with the Marching Band. Public performances and festivals as well as extensive rehearsals including August Band Camp are part of the expectations of this class and are included in student's grade.	OMS Active OHS
244MS 245MS	Algebra 7 MYP Algebra 8 MYP		OMS OMS
250	Dance I	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 1 can be repeated yearly as the course material will change.	OHS
250MS	Tutor 8		OMS
252	Dance II	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 2 can be repeated yearly as the course material will change.	OHS

Number	Name	Prerequisite Note	Active
254	Dance III	Students must audition for Dance III before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester. Dance 3 can be repeated yearly as the course material will change.	OHS
255	Dance Ensemble	Students must audition for Dance Ensemble before registering for this class. Dance is a full year course (you must sign up for both semester 1 and 2). Purchasing of dance attire and shoes will be required (an approximate 1 time dance fee of about \$80.00). Also, students are required to participate in evening performances and to complete written work throughout the semester.	OHS
255MS	Academic Enrichment 8		OHS
25MS	Science 7		OHS
260MS	Math 6 MYP		OHS
265MS	Math 8 MYP		OHS
268	LEAF-FRENCH		OHS
26MS	Science 7 MYP		OHS
28	Biology 9		OHS
Number 280	Name Spanish I	Prerequisite Note Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. For CLEP purposes, consider taking Spanish 1/Spanish II in 11th and 12th grade as it will be current for college.	Active OHS
282	Spanish II	Students must have earned a C in Spanish I to move to Spanish II. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	OHS
284	Spanish III	Students must have earned a C in Spanish II to move to Spanish III. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required. Students are required to select 2nd semester Spanish III 1284.	OHS
Number 286	Name Spanish IV	Prerequisite Note Students must have earned a C in Spanish III to move to Spanish IV. Students must possess good study skills, reading skills, and English skills as well as good work ethic to succeed in foreign Language. Plan on 30 minutes of daily homework. Group projects and speaking in front of the class are expected. A 1" 3 ring binder is required.	Active OHS

293	Jazz Band	Student must have the approval of the band director to register for this class and they must also be enrolled in either Freshman, Concert or Symphony Band. Jazz Band requires students to participate in out of school rehearsals and concerts and other events.	OHS
2Standards	2nd Grade Standards		OBR, OCE, OEM, OMS, OWA
305MS 305P2MS	Eng Lang Arts 6 Eng Lang Arts 6 Part 2		OMS OMS
307	Construction Trades I	Students must successfully complete both Wood Tech 1 and Wood Tech II to register for Construction Trades I.	OHS
309	Construction Trades II	Construction Trades II is a 2-hour course where students will build on the concepts and skills learned in Construction Trades I. Students will develop advanced knowledge, skill level, and procedures of the construction industry. Course work will primarily focus on hands-on projects including structures such as pole barns, garages, and timber framing construction. Meets Visual, Performing and Applied Arts Requirement College Credit Available	OHS
Number	Name	Prerequisite Note	Active
315MS	Global Studies 6		OMS
316MS	Global Studies & Design		OMS
325MS	Science 6		OMS
330MS	Science 6 MYP		OMS
335MS	Math 6		OMS
34MS	Math		OMS
350MS	Tutor 6		OMS
353	LCC Fire Academy	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
355MS	Academic Enrichment 6		OMS
35MS	Math 7		OMS
37	SE Case Load		OHS
3703	Independent Study Microbiology		OHS
401	Eng 9 Lit/Comp	This is the first high school level English class that covers a broad range of writing and literature skills. Students will review the writing process, write several varieties of essays, learn the fundamentals of literary terms and work with assorted literature. Grammar and vocabulary are also addressed. *¢ This course fulfills the MMC 9th Grade English Requirement.	OHS
401MS	Activity Band		OMS
402MS	Concert Band		OMS
403	Eng9 Lit/Comp H	For enrollment in English 9 Lit/ Composition Honors students must possess above average reading and writing skills as well as willingness for extra out of class work. Students must also have a recommendation from their 8th grade Language Arts teacher.	OHS

404MS	Symphony Band		OMS
Number 405	Name ISHALL/MSU	Prerequisite Note Students must see their counselor to register for this class.	Active OHS
405MS	Jazz Band		OMS
406MS	Cadet Band		OMS
408MS	Sweet Harmony 7		OMS
409MS	Treble Serenade 7		OMS
410MS	Art 7		OMS
415MS	Computers 7		OMS
424	English 12 Honors	This course requires above average reading and writing skills. There will be extensive work required outside of the classroom.	OHS
428	American Lit 10 H	Students must possess above average reading and writing skills as well as commitment to extra work outside of class time.	OHS
429	Theory of Thought and Knowledge	Students must have completed World Lit Humanities, or American Literature 10 Honors. Students must also have teacher recommendation to take this course. The class requires above average reading and writing skills.	OHS
437	Communication Workshop Y	Instructor approval required to register for this class. Once approved, this class is intended for grades 11- 12.	OHS
440MS	Physical Education 7		OMS
448	Sci Fiction Fantasy	This class does not meet the 4 year English requirement needed for graduation from Owosso High School. This class counts as an elective class credit not an English credit. This English class is intended for students in grades 10- 12.	OHS
Number 449	Name Mythology	Prerequisite Note This class does NOT meet the 4 year English requirement needed for graduation from Owosso High School. This class counts as an elective class credit not an English credit. This English class is intended for students in grades 10- 12.	Active OHS
451MS	Spanish 7		OMS
452	World Lit Humanities	Students should have above average reading and writing skills and higher level thinking skills. Extensive work outside of the classroom is expected. Students should have teacher recommendation to have this class. Students need to also select 1452 2nd semester World Literature Humanities.	OHS
45MS	Math 7 MYP		OMS
460MS	Woods and Construction 7		OMS
465MS	Industrial Arts & Design 6		OMS
4703	Independent Study Microbiology		OHS
4709	I.S. Biology Forensics		OHS
470MS	Industrial Arts & Design 7		OMS
475MS	Industrial Arts & Design 8		OMS
480MS	Design In Action		OMS
481MS	Peer to Peer		OMS
485MS	Yearbook Design		OMS



Number	Name	Prerequisite Note	Active
486	AP Eng Lan/Comp	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
490MS	Engineering & Design		OHS
495	Ap Eng Lit/Comp	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
495MS	Culinary Arts & Design		OHS
50MS	Tutor 7		OHS
510MS	Art 6		OHS
512MS	Digital Art 6		OHS
513MS	Digital Art 7		OHS
515MS	Performing Arts 6		OHS
52	Geometry	Students who select this course must have an IEPC on record.	OHS
520MS	Computers 6		OHS
53	Ind Study	Must have approval from administration, teacher and counselor.	OHS
Number	Name	Prerequisite Note	Active
530	Geometry	If you take this course, you must also take Math 1530 - Geometry (semester 2)	OHS
530MS	Spanish 6		OHS
535	Geometry Honors	This is a continuation of the 8th grade Honors Algebra 1 math sequence. This class is designed for students who plan to take AP Calculus their senior year. If you take this course, you must also take Math 1535 - Geometry Honors(semester 2).	OHS
540MS	Physical Education 6		OHS
550	Algebra Two	If you take this course, you must also take Math 1550 - Algebra 2 (semester 2). You should have previously completed Geometry. Students will use a graphing calculator to model data and analyze functions throughout the entire course.	OHS
550MS	Gold Choir 6		OHS

551	Algebra Two H	This course is a continuation of the Geometry Honors math sequence. As an honors level course this section utilizes a more advanced text, ACT prep materials and extensive use of graphing calculators to prepare students for Pre- Calculus and the ACT/SAT exams. This class is designed for students who are planning on taking AP Calculus their senior year. Teacher recommendation required for this course. If you take this course, you must also take Math 1551 - Algebra 2 Honors (semester 2).	OHS
552	Algebra Two A	This class is designed for students who need to take Algebra Two over a 2 year period. If you take this course, you must also take Math 1552 - Algebra 2A (semester 2)	OHS
Number 553	Name Algebra Two B	Prerequisite Note This class is designed for students who need to take Algebra Two over a 2 year period (Algebra 2B is the second semester of a traditional Algebra 2 course). If you take this course, you must also take Math 1553 - Algebra Two B (sem 2).	Active OHS
554	Algebra Two A		OHS
55MS	Academic Enrichment 7		OMS
560	Pre-Calculus	Pre Calculus is a challenging and fast paced course that requires knowledge from both Geometry and Algebra 2. Students should have received grades of B or higher in both Geometry and Algebra 2. This course is designed for juniors planning to take Advanced Placement Calculus in the twelfth grade. If you take this course, you must also take Math 1560 - Pre- Calculus (sem 2).	OHS
560MS	Blue Choir 6		OMS
561MS	Treble Singers 6		OMS
570	AP Calculus I	AP Calculus is a challenging and fast paced course. Students should have received grades of B or higher in Pre-Calculus. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
570MS	Blue Choir 7		OMS
572	AP Calculus BC		OHS
575MS	Gold Choir 7		OMS
Number 58	Name Tutorial Assistance	Prerequisite Note	Active OHS
580MS	Blue Choir 8		OMS
585MS	Gold Choir 8		OMS
5MS	Eng Lang Arts 7		OMS
5P2MS	Eng Lang Arts 7 Part 2		OMS
6	Ind Voc Training	Student must have a current IEPC on file to select this course.	OHS
600	Health	Health is a required course for all students to meet the Michigan Merit Curriculum requirements for a high school diploma.	OHS

603MS	Chorale 8		OMS
604MS	Choraliers 8		OMS
606MS	Generations of Sound 8		OMS
60MS	Math 7/8		OMS
610	Str-Trn-Cond	Students must have taken one semester of General Physical Education to be eligible for this course in 9th or 10th grade. Ninth grade students will take General Physical Education first semester and S/T/C second semester. A nominal fee may be required when students participate in activities such as bowling, golf and roller-blading.	OHS
610MS	Art 8		OMS
618	Net/Team Sports	Students must have taken one semester of General Physical Education to be eligible for this course in 9th or 10th grade. Ninth grade students will take General Physical Education first semester and Net/Team second semester. A nominal fee may be required when students participate in activities such as bowling, golf and roller-blading.	OHS
620MS	Computers 8		OMS
625	Boys Adv Athletics	Students must be an OHS athlete or have permission of the instructor to register for this class.	OHS
Number	Name	Prerequisite Note	Active
640MS	Physical Education 8		OMS
643MS	Journalism 8		OMS
646MS	Yearbook 8		OMS
648MS	Spanish 8		OMS
65	Co-Op	Students must be in 11th or 12th grade and on-track for graduation. They must have their own transportation. Approval is necessary. Please see counselor for application and application deadline.	OHS
66	Algebra One	Students who select this course must have an IEPC on record.	OHS
660MS	Woods and Construction 8		OMS
6MS	English 7 MYP		OMS
700MS	APEX		OMS
703	Intro to Bio/Chem IA		OHS
704	Intro Bio/Chem IIA		OHS
705	Biology I		OHS
706	Honors Biology		OHS
707	Biology 9	If you take this course, you must also take SCI 1707 (second semester Biology 9).	OHS
708	Biology 10	If you take this course, you must also take SCI 1708 (second semester Biology 10).	OHS
709	Biology H-9	If you take this course, you must also take SCI 1709 (second semester Honors Biology). Students must possess above average reading and writing skills as well as strong science skills.	OHS
720MS	WK Science 7/8		OMS
725MS	WK Social Studies 7/8		OMS
730MS	WK English 7/8		OMS
735MS	WK Reading 7/8		OMS
740	Prin Of Tech I		OLHS

750	Chemistry	If you take this course, you must also take SCI 1750 (second semester Chemistry).	OHS
750MS	WK AE 6/7/8		OHS
Number	Name	Prerequisite Note	Active
755MS	WK English 6/7/8		OHS
755P2MS	WK English 6/7/8 Part 2		OHS
760	Honors Chemistry	If you take this course, you must also take SCI 1760 (second semester Honors Chemistry). Students must have completed Honors Biology, as well as Algebra 1 or Algebra 1B with a grade of B or better to register for this class.	OHS
765MS	WK Math 7/8		OHS
766MS	WK Math 6/7/8		OHS
770MS	WK Math 6/7		OHS
775MS	WK Math 6		OHS
778MS	WK Math 8		OHS
780	Adv. Biology	If you take this course, you must also take SCI 1780 (second semester Advanced Biology).	OHS
780MS	WK Science 6		OHS
781MS	WK Science 6/7		OHS
782MS	WK Science 8		OHS
785MS	WK Social Studies 6		OHS
786MS	WK Social Studies 6/7		OHS
788MS	WK Social Studies 8		OHS
790	AP Chemistry	Students must have a B or higher in H.Chemistry. This course is a Two Period Block with AP Chem Lab required to be selected as well. AP Chemistry is a rigorous course. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
Number	Name	Prerequisite Note	Active
791	AP Chem Lab	This course must be taken with AP Chemistry. The grade for AP Chemistry Lab is recorded as "CR" for Credit. If you take this course, you must also take SCI 1791 (second semester AP Chemistry Lab).	OHS
795	Astronomy	This is a one semester class offered first semester. Please choose another semester class to complete a full class period for the year.	OHS
7957	Reading the Media 1		OLHS
7958	Reading the Media 2		OLHS
7959	Reading the Media 3		OLHS
7960	Documentary Reading 2		OLHS
7961	Documentary Reading 3		OLHS
7962	Self-contained English 1		OLHS
7963	Self-contained English 2		OLHS
7964	Self-contained English 3		OLHS
7965	Online Journalism 2		OLHS
7966	Online Journalism 3		OLHS
7968	Compass - World Lit 2		OLHS
7970	Secrets of Success 1		OLHS
7971	Secrets of Success 2		OLHS
7973	Writer's Workshop 1		OLHS

7974	Writer's Workshop 2		OLHS
7976	American Literature 2		OLHS
7977	American Literature 3		OLHS
7978	Worlds of Wordcraft 3		OLHS
Number	Name	Prerequisite Note	Active
798	AP Biology	Students must possess strong reading and comprehension skills and have successfully completed Biology and Chemistry. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the Guidance office by June 1 2010.	OHS
7981	Justice Literature		OLHS
7982	Worlds of Wordcraft		OLHS
7983	Worlds of Wordcraft 2		OLHS
7984	Artful Writing II		OLHS
7985	Artful Writing		OLHS
7986	Yearbook 1		OLHS
7987	Yearbook 2		OLHS
7988	Yearbook 3		OLHS
7989	Human Rights Inquiry 1		OLHS
799	Environmental Science	Students need to have earned 2 credits in science before registering for this class. Students are expected to go outside on a regular basis and need to bring weather appropriate footwear and outdoor clothing. If you take this course, you must also take SCI 1799 (second semester Environmental Science).	OHS
7990	Human Rights Inquiry 2		OLHS
7991	Human Rights Inquiry 3		OLHS
7992	Human Rights Literature 1		OLHS
7993	Human Rights Literature 2		OLHS
7994	Human Rights Literature 3		OLHS
7995	Mythology 2		OLHS
7996	Mythology 3		OLHS
Number	Name	Prerequisite Note	Active
7997	Online Journalism		OLHS
7998	Real World Writing		OLHS
7999	Documentary Reading		OLHS
800	World History H	For enrollment in World History Honors a student must have completed 833 United States History Honors or 830 United States History. Students must possess above average reading and writing skills as well as willingness for extra out of class work. Student MUST also select 2nd semester World History Honors 1800.	OHS
8000	Adv Film and Literature		OLHS
8001	Adv Film and Literature		OLHS
8002	Adv Film and Literature		OLHS
8003	Senior English Project		OLHS
8004	Senior English Project		OLHS
8005	Senior English Project		OLHS

8006	Composition		OLHS
8007	Composition		OLHS
8008	Composition		OLHS
8009	Extreme Reading		OLHS
8010	Extreme Reading		OLHS
8011	Extreme Reading		OLHS
8012	Survey of Literature		OLHS
8013	Survey of Literature		OLHS
8014	Survey of Literature		OLHS
8015	Drama Literature		OLHS
8016	Drama Literature		OLHS
8017	Drama Literature		OLHS
8018	Writing for Life		OLHS
8019	Writing for Life		OLHS
8020	Writing for Life		OLHS
8021	Film and Literature		OLHS
8022	Mythology		OLHS
8023	African Literature		OLHS
8024	Asian World Literature		OLHS
8025	Adventure Literature		OLHS
8026	Crime and Literature		OLHS
Number	Name	Prerequisite Note	Active
8027	Critical Thought & Writing		OLHS
8028	Literature of the Americas		OLHS
8029	American Lit		OLHS
8030	Leadership 1		OLHS
8031	Leadership 2		OLHS
8032	Leadership 3		OLHS
8033	Journalism Writing 1		OLHS
8034	Creative Writing		OLHS
8035	Intro to Acting		OLHS
8036	Journalism Writing 2		OLHS
8037	Non Fiction Reading		OLHS
8038	Journalism Writing 3		OLHS
8039	Art & Writing		OLHS
8040	World Literature 1		OLHS
8041	War Literature		OLHS
8042	World Literature 2		OLHS
8043	World Literature 3		OLHS
8044	Food Literature		OLHS
8045	Media Literature		OLHS
8046	Intro to Literature Sem 1		OLHS
8047	Intro to Literature Sem 2		OLHS
8048	Creative Writing 2		OLHS
8049	Food Literature 2		OLHS
8050	Reel History		OLHS
8051	Reel History		OLHS
8052	Reel History		OLHS
8053	World History		OLHS
8054	World History		OLHS
8055	World History		OLHS
8056	Economics		OLHS
8057	Economics		OLHS
8058	Economics		OLHS
8059	Practical Law		OLHS
8060	Practical Law		OLHS
8061	Practical Law		OLHS

8062	African Am History		OLHS
8063	African Am History 2		OLHS
Number	Name	Prerequisite Note	Active
8064	African Am History 3		OLHS
8065	US History		OLHS
8066	US History		OLHS
8067	US History		OLHS
8068	Mich History		OLHS
8069	Mich History		OLHS
8070	Mich History		OLHS
8071	History of Rock-n-Roll		OLHS
8072	Psychology		OLHS
8073	Crime History		OLHS
8074	Native American History		OLHS
8075	American History		OLHS
8076	American History		OLHS
8077	American History		OLHS
8078	Human Rights History		OLHS
8079	Human Rights History		OLHS
8080	Human Rights History		OLHS
8081	Study of Human Rights 1		OLHS
8082	Study of Human Rights 2		OLHS
8083	Study of Human Rights 3		OLHS
8084	Social Justice		OLHS
8085	Re-Use		OLHS
8087	Evolution of Women		OLHS
8090	Current Events		OLHS
810	World History	For enrollment in World History a student must have completed 833 United States History Honors or 830 United States History.	OHS
8100	Physics I		OLHS
8101	Physics I		OLHS
8102	Physics I		OLHS
8103	Biology I		OHS, OLHS
8104	Biology I		OHS, OLHS
8105	Biology I		OHS, OLHS
Number	Name	Prerequisite Note	Active
8106	Biology II		OHS, OLHS
8107	Biology II		OHS, OLHS
8108	Biology II		OHS, OLHS
8109	Genetics		OLHS
8110	Genetics		OLHS
8111	Genetics		OLHS
8112	Environmental Science		OLHS
8113	Environmental Science		OLHS
8114	Environmental Science		OLHS
8115	Conceptual Physics		OLHS
8116	Conceptual Physics		OLHS
8117	Conceptual Physics		OLHS
8118	Food Science		OLHS

8119	Human Bio Kinesiology		OHS, OLHS
8120	Chemistry 1		OLHS
8121	Chemistry 2		OLHS
8122	Chemistry 3		OLHS
8123	Environmental Science II		OLHS
8126	Forensic Science		OLHS
8127	Biology 3		OHS, OLHS
8130	Anatomy		OLHS
8133	Ag/Chemistry		OLHS
8134	Space Science		OLHS
8135	Chem Comp		OLHS
8136	Physical Science		OLHS
8139	Compass - Marine Biology		OHS, OLHS
8142	Compass - Paleontology		OLHS
8145	Earth Science		OLHS
8148	Compass - Earth Science		OLHS
8150	Stage Craft & Theater Design		OLHS
8151	Intro to Theater		OLHS
8152	Visual Art		OLHS
8153	Speech 1		OLHS
Number	Name	Prerequisite Note	Active
8154	Speech 2		OLHS
8155	Speech 3		OLHS
8156	Acting II		OLHS
8200	Geometry		OLHS
8201	Geometry		OLHS
8202	Geometry		OLHS
8203	Algebra One		OLHS
8204	Algebra One		OLHS
8205	Algebra One		OLHS
8206	Algebra Two		OLHS
8207	Algebra Two		OLHS
8208	Algebra Two		OLHS
8209	Math Connections A		OLHS
8210	APEX - Math		OLHS
8213	Culinary Math		OLHS
8214	APEX Fundamental Math S1		OLHS
8215	APEX Fundamental Math S2		OLHS
8216	Senior Math		OLHS
8217	Personal Finance		OLHS
8218	Compass Math Skills		OLHS
8221	Math Skills		OLHS
8224	Compass - Statistics		OLHS
8226	Compass - Algebra 2 1		OLHS
8227	Compass - Algebra 2 2		OLHS
8229	Compass - Math Skills		OLHS
8230	Self-contained Math 1		OLHS
8231	Self-contained Math 2		OLHS
8232	Self-contained Math 3		OLHS
8250	Early American Lit		OLHS



8251	Early American Lit		OLHS
8252	Early American Lit		OLHS
8253	Modern American Lit		OLHS
8256	Contemporary American Lit		OLHS
Number 830	Name U S Hist	Prerequisite Note This class will focus on events from the 1880's to the present. The areas of study will include imperialism, WWI, the Roaring 20's, Great Depression, WWII, Cold War, Civil Rights Movement, Vietnam conflict and current events. There will be a focus on geography's effect on historical events. Throughout this course, students can expect to write research papers, analyze primary source documents in addition to regular course work. This course fulfills the MMC requirements for US History and Geography.	Active OHS
8300	Government		OLHS
8301	Compass - Civics		OLHS
832	AP US History	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
8325	Computer Lab		OLHS
8326	Internet Web Page Design		OLHS
8327	Internet Web Page Design		OLHS
8328	Internet Web Page Design		OLHS
8329	Realistic Web & Software		OLHS
Number 833	Name US History Honors	Prerequisite Note Students must possess above average reading and writing skills as well as Willingness for extra out of class work. 8th grade teacher recommendation suggested. Students must also select 2nd semester US History Honors 1833.	Active OHS
8330	Compass - Computer Online Experience		OLHS
835	Exploring Psychology	Students must be in at least 11th grade to enroll in this course.	OHS
8350	Physical Education		OLHS
8400	Geography		OLHS
8401	Geography		OLHS
8402	Geography		OLHS

842	AP Psychology	Successful completion of Exploring Psychology. Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
8425	Health		OLHS
8426	APEX Health		OLHS
8427	Health		OLHS
8428	Health		OLHS
8429	APEX Health		OLHS
8430	APEX Health		OLHS
Number	Name	Prerequisite Note	Active
845	Mich History	Students must be in at least 10th grade to enroll in this class. Unless you are taking Health or an online course for one semester you will need to select 1st and 2nd semester Michigan History as it is a full year course.	OHS
8450	APEX		OLHS
8451	APEX		OLHS
8452	APEX		OLHS
8453	Baker Web Design		OLHS
8454	Baker Web Design		OLHS
8455	Baker Web Design		OLHS
8456	Baker Cosmetology I		OLHS
8457	Baker Cosmetology I		OLHS
8458	Baker Cosmetology I		OLHS
8459	Baker Auto I		OLHS
8460	Baker Auto I		OLHS
8461	Baker Auto I		OLHS
8462	Basic Reading Rewards		OLHS
8463	Reading Rewards Secondary		OLHS
8464	Reading Rewards Plus Science		OLHS
8465	Baker Health Occupations		OLHS
8466	Baker Health Occupations		OLHS
8467	Baker Health Occupations		OLHS
8468	Reading Rewards Plus Social Studies		OLHS
8469	Reading Rewards Plus Writing		OLHS
847	Civics/Economics	ALL JUNIORS MUST SELECT THIS COURSE AND 2nd SEMESTER CIVICS/ECONOMICS COURSE.	OHS
8470	Interventions in Math		OLHS
8471	Rewards Study Skills		OLHS
8472	Work Study		OLHS
8473	Indiv. Voc. Training		OLHS
8474	Abnormal Psychology		OLHS

Number	Name	Prerequisite Note	Active
8475	Child Psychology		OLHS
8476	Reading for Information		OLHS
8477	Real Money		OLHS
8478	Music Exploration		OLHS
8479	College and Career Prep Sem 1		OLHS
8480	College and Career Prep Sem 2		OLHS
8481	Baker Auto II		OLHS
8482	Baker Auto II		OLHS
8483	Baker Auto II		OLHS
8484	Compass		OLHS
8487	Tutorial Assistance		OLHS
8488	Sociology		OLHS
8489	Art History		OLHS
8490	Medical		OLHS
8491	Marine Biology		OHS, OLHS
8492	Study Skills		OLHS
8493	Study Skills		OLHS
8494	Study Skills		OLHS
8495	Independant Study		OLHS
8498	Developmental Psychology		OLHS
850	Soc Interactions and Tolerance	This class is intended for mature 12th grade students. Controversial topics in society are discussed. Students must also understand that they will be required to be in the pool for several weeks during this year long course.	OHS
8501	Compass - Medical Elective		OLHS
8504	Compass - Art History		OLHS
8507	Baker Computer Networking		OLHS
8508	Baker Computer Networking		OLHS
8509	Baker Computer Networking		OLHS
8510	LCC Intro to Psychology		OLHS
8511	LCC Writing 121		OLHS
Number	Name	Prerequisite Note	Active
8514	Ind Voc Training		OLHS
8516	LCC Am Political Systems		OLHS
860MS	Woods and Construction 7/8		OMS
870MS	Student Council		OMS
880	Ap Government	Summer work assignments must be completed prior to the start of school. Instructor recommendation required. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS

880MS	Approaches to Learning		OHS
881	AP World History	Summer work assignments must be completed prior to the start of school. It is expected that all students will take the AP exam in May. Failure to pay the AP exam fee will result in the AP course designation being removed from the transcript and the grades(s) earned will not be weighted. The AP declaration and fee for the Advanced Placement exam shall be made and PAID IN FULL to the SSC by June 1, 2010.	OHS
8990	LCC Criminal Justice	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
Number 8991	Name LCC Criminal Justice	Prerequisite Note Students are required to have a minimum GPA of 2.0 as well as counselor and principal approval and their own transportation to register for this course.	Active OHS
90	IB Coord		OHS
9032	NHS Member 10		OHS
9033	NHS Member 11		OHS
9034	NHS Member 12		OHS
9121	Intro Bio/Chem I		OHS
9122	Intro Bio/Chem I		OHS
9123	Intro Bio/Chem II		OHS
9124	Intro Bio/Chem II		OHS
93	Office Asst - Stu Serv	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.	OHS
96	Office Assistant- Athletics	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.	OHS
97	Office Assistant-Main	Student must have permission to register for this class and have successfully completed both BMA 1 and BMA 2.	OHS
9703	Intro Bio/Chem I		OHS
99	Home	Students who select this course must have an IEPC on record.	OHS
995	Dual Enrollment	Students must be in 11th or 12th grade to register for this class. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
9969	Career & Life Management		OHS
9985	Intro Bio/Chem I		OHS
9989AHS	Intro Bio/Chem II		OHS
9997	Biology I		OHS
9998	Biology II		OHS
Number B355	Name Baker Auto I	Prerequisite Note Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	Active OHS

B357	Baker Auto II	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
C355	Baker Auto I	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
C357	Baker Auto II	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
CLMS	Case Load MS		OHS
GLAD	GLAD		OHS
HS0001CA	Intro to Biology/Chemistry		OHS
HS0001CB	Intro to Biology/Chemistry		OHS
HS0001FA	Civics/Economics		OHS
HS0001FB	Civics/Economics		OHS
HS0001JA	Art		OLHS
HS0100AA	AP Eng Lan/Comp		OHS
HS0100AB	AP Eng Lan/Comp		OHS
HS0100BA	American Lit 10 H		OHS
HS0100BB	American Lit 10 H		OHS
HS0100CA	Intro to Biology/Chemistry		OHS
HS0100CB	Intro to Biology/Chemistry		OHS
Number	Name	Prerequisite Note	Active
HS0100DA	AP MicroEconomics		OHS
HS0100DB	AP MicroEconomics		OHS
HS0100EA	AP US History		OHS
HS0100EB	AP US History		OHS
HS0100FA	Economics		OHS
HS0100FB	Civics		OHS
HS0100GA	Statistics		OHS
HS0100GB	Statistics		OHS
HS0100HA	Intro to Business		OHS, OLHS
HS0100HB	Introduction to Entrepreneurship		OHS
HS0100IA	Boys Adv Athletics		OHS
HS0100IB	Boys Adv Athletics		OHS
HS0100JA	Woods II		OHS
HS0100JB	Woods II		OHS
HS0100NB	Health		OHS
HS0100QA	Careers in Education		OHS
HS0100QB	Careers in Education		OHS
HS0100SA	Spanish I		OHS
HS0100SB	Spanish I		OHS
HS0101AA	AP Eng Lit/Comp		OHS
HS0101AB	AP Eng Lit/Comp		OHS
HS0101CA	Biology Honors		OHS
HS0101CB	Biology Honors		OHS

HS0101DA	Sociology & Jurisprudence		OHS
HS0101DB	Sociology & Jurisprudence		OHS
HS0101EA	U S Hist		OHS
HS0101EB	U S Hist		OHS
HS0101FA	AP Government		OHS
HS0101FB	AP Government		OHS
HS0101IA	Dance Ensemble		OHS
HS0101IB	Dance Ensemble		OHS
HS0101JA	Men's Choir	This class is an option for boys in grades 9 - 12. Attendance at all dress rehearsals and performances is required or the student grade will be affected. Vocabulary quizzes are given every Wednesday.	OHS
Number HS0101JB	Name Men's Choir	Prerequisite Note This class is an option for boys in grades 9 -12. Attendance at all dress rehearsals and performances is required or the student's grade will be affected. Vocabulary quizzes are given every Wednesday.	Active OHS
HS0101QA	Student Teacher		OHS
HS0101QB	Student Teacher		OHS
HS0101SA	Spanish II		OHS
HS0101SB	Spanish II		OHS
HS0102AA	Communication Workshop Y		OHS
HS0102AB	Communication Workshop Y		OHS
HS0102CA	AP Biology Lab		OHS
HS0102CB	AP Biology Lab		OHS
HS0102DA	AP Microeconomics		OHS
HS0102DB	AP Microeconomics		OHS
HS0102EA	US History Honors		OHS
HS0102EB	US History Honors		OHS
HS0102FA	AP Government DE		OHS
HS0102GA	AP Calculus BC		OHS
HS0102GB	AP Calculus BC		OHS
HS0102IA	Dance I		OHS
HS0102IB	Dance I		OHS
HS0102SA	Spanish III		OHS
HS0102SB	Spanish III		OHS
HS0103AA	English 9		OHS
HS0103AB	English 9		OHS
HS0103CA	Honors Physics		OHS
HS0103CB	Honors Physics		OHS
HS0103DA	AP Psychology		OHS
HS0103DB	AP Psychology		OHS
HS0103EA	UNL - AP US History		OHS
HS0103EB	UNL - AP US History		OHS
HS0103FA	AP Comparative Government DE		OHS
HS0103GA	AP Calculus I		OHS
HS0103GB	AP Calculus I		OHS
HS0103IA	Dance II		OHS
HS0103IB	Dance II		OHS
Number HS0103JA	Name Woods I	Prerequisite Note	Active OHS
HS0103JB	Woods I		OHS
HS0103QA	LCC Sports Medicine		OHS
HS0103QB	LCC Sports Medicine		OHS

HS0103SA	Spanish IV		OHS
HS0103SB	Spanish IV		OHS
HS0104AA	English 9 Honors		OHS
HS0104AB	English 9 Honors		OHS
HS0104CA	AP Biology		OHS
HS0104CB	AP Biology		OHS
HS0104DA	AP World History		OHS
HS0104DB	AP World History		OHS
HS0104FA	UNL - AP Comparative Politics		OHS
HS0104FB	UNL - AP Comparative Politics		OHS
HS0104GA	Algebra Two		OHS
HS0104GB	Algebra Two		OHS
HS0104IA	Dance III		OHS
HS0104IB	Dance III		OHS
HS0104SA	LEAF-FRENCH		OHS
HS0104SB	LEAF-FRENCH		OHS
HS0105AA	English 12 Honors		OHS
HS0105AB	English 12 Honors		OHS
HS0105CA	AP Chem Lab		OHS
HS0105CB	AP Chem Lab		OHS
HS0105DA	Exploring Psychology		OHS
HS0105DB	Exploring Psychology		OHS
HS0105GA	Algebra Two A		OHS
HS0105GB	Algebra Two A		OHS
HS0105HA	Entrepreneurship and Innovation		OHS
HS0105HB	Entrepreneurship and Innovation		OHS
HS0105IA	Gen Phys ED		OHS
HS0105IB	Health - DO NOT USE		OHS
HS0105JA	AP Art History	Teacher recommendation is required. This is a college level class and only dedicated and self-motivated students should enroll.	OHS
HS0105JB	AP Art History		OHS
Number	Name	Prerequisite Note	Active
HS0105SA	Spanish 1A		OHS
HS0105SB	Spanish 1A		OHS
HS0106AA	Mythology		OHS
HS0106AB	Mythology		OHS
HS0106CA	AP Chemistry		OHS
HS0106CB	AP Chemistry		OHS
HS0106DA	Mich History		OHS
HS0106DB	Mich History		OHS
HS0106GA	Algebra Two B		OHS
HS0106GB	Algebra Two B		OHS
HS0106HA	Info Graphics I		OHS
HS0106HB	Info Graphics II		OHS
HS0106IA	Net/Team Sports		OHS
HS0106IB	Net/Team Sports		OHS
HS0106JA	Fundamentals of Accounting		OHS
HS0106JB	Fundamentals of Accounting		OHS
HS0106SA	Spanish 1B		OHS
HS0106SB	Spanish 1B		OHS
HS0107AA	Sci Fiction Fantasy		OHS
HS0107AB	Sci Fiction Fantasy		OHS

HS0107CA	Adv. Biology		OHS
HS0107CB	Adv. Biology		OHS
HS0107DA	Soc Interactions and Tolerance		OHS
HS0107DB	Soc Interactions and Tolerance		OHS
HS0107GA	Algebra Two H		OHS
HS0107GB	Algebra Two H		OHS
HS0107HA	Introduction to Entrepreneurship		OHS, OLHS
HS0107IA	Str-Trn-Cond		OHS
HS0107IB	Str-Trn-Cond		OHS
HS0107JA	Bella Voce		OHS
HS0107JB	Bella Voce		OHS
HS0107SA	French 2 DE		OHS
HS0108AA	Theory of Thought and Knowledge		OHS
HS0108AB	Theory of Thought and Knowledge		OHS
HS0108CA	Astronomy		OHS
Number	Name	Prerequisite Note	Active
HS0108DA	World History		OHS
HS0108DB	World History		OHS
HS0108GA	Geometry		OHS
HS0108GB	Geometry		OHS
HS0108IA	Girl's Advanced Athletics		OHS
HS0108IB	Girl's Advanced Athletics		OHS
HS0108JA	3-D Advanced Art		OHS
HS0108JB	3-D Advanced Art		OHS
HS0108SA	German I DE		OHS
HS0109AA	World Lit Humanities		OHS
HS0109AB	World Lit Humanities		OHS
HS0109CA	Biology 10		OHS
HS0109CB	Biology 10		OHS
HS0109DA	World History H		OHS
HS0109DB	World History H		OHS
HS0109GA	Geometry Honors		OHS
HS0109GB	Geometry Honors		OHS
HS0109IA	Boy's Advanced Athletics		OHS
HS0109IB	Boy's Advanced Athletics		OHS
HS0109JA	3-D Art		OHS
HS0109JB	3-D Art		OHS
HS0109SA	Aventa - French I a		OHS
HS0109SB	Aventa - French I a		OHS
HS0110AA	English 10		OHS
HS0110AB	English 10		OHS
HS0110CA	Chemistry		OHS
HS0110CB	Chemistry		OHS
HS0110DA	CMU Psychology 100DE		OHS
HS0110DB	CMU Psychology 100DE		OHS
HS0110GA	Pre-Calculus Honors		OHS
HS0110GB	Pre-Calculus Honors		OHS
HS0110IA	Dance and Society		OHS
HS0110JA	A Cappella		OHS
HS0110JB	A Cappella		OHS
HS0110QA	Culinary Arts I		OHS
HS0110QB	Culinary Arts I		OHS



Number	Name	Prerequisite Note	Active
HS0110SA	Aventa - German 1 Part 2		OHS
HS0110SB	Aventa - German 1 Part 2		OHS
HS0111AA	English 10 Honors		OHS
HS0111AB	English 10 Honors		OHS
HS0111CA	Environmental Science		OHS
HS0111CB	Environmental Science		OHS
HS0111DA	CMU Sociology 100DE		OHS
HS0111DB	CMU Sociology 100DE		OHS
HS0111GA	Algebra One		OHS
HS0111GB	Algebra One		OHS
HS0111IA	Dance Technique		OHS
HS0111JA	AP Art		OHS
HS0111JB	AP Art		OHS
HS0111QA	Introduction to Engineering Design		OHS
HS0111QB	Introduction to Engineering Design		OHS
HS0111SA	Aventa - Spanish II a		OHS
HS0111SB	Aventa - Spanish II a		OHS
HS0112AA	English 11		OHS
HS0112AB	English 11		OHS
HS0112CA	Honors Chemistry		OHS
HS0112CB	Honors Chemistry		OHS
HS0112DA	CMU Economics 201DE		OHS
HS0112DB	CMU Economics 201DE		OHS
HS0112GA	LCC - Precalculus 121		OHS
HS0112GB	LCC - Precalculus 121		OHS
HS0112IA	Dance Movement		OHS
HS0112IB	Dance Movement		OHS
HS0112JA	Art Chall I(a)		OHS
HS0112JB	Art Chall I(a)		OHS
HS0112QA	Culinary Arts II		OHS
HS0112QB	Culinary Arts II		OHS
HS0112SA	Edgenuity - German 1A		OHS
HS0112SB	Edgenuity - German 1A		OHS
HS0113AA	English 11 Honors		OHS
HS0113AB	English 11 Honors		OHS
Number HS0113CA	Name Biomedical Engineering	Prerequisite Note Pass the previous year's science course with an 80% or higher and/or instructor approval. Internet and computer access outside of school.	Active OHS
HS0113CB	Biomedical Engineering		OHS
HS0113DA	CMU Economics 210 DE		OHS
HS0113GA	Bkr - Math 108		OHS
HS0113GB	Bkr - Math 108 College Math: Reas. Appl		OHS
HS0113JA	Art Chall II(a)		OHS
HS0113JB	Art Chall II(a)		OHS
HS0113SA	Aventa - Spanish IVa		OHS
HS0113SB	Aventa - Spanish IVa		OHS
HS0114AA	English 12		OHS
HS0114AB	English 12		OHS
HS0114CA	Conceptual Physics	Students must have passed Biology Honors or Intro to Biology in 9th grade to select this class. A "C" or better in Algebra One is required.	OHS
HS0114CB	Conceptual Physics		OHS

HS0114DA	CMU Sociology 120 DE		OHS
HS0114JA	Art I		OHS
HS0114JB	Art I		OHS
HS0114QA	Financial Literacy		OHS
HS0114QB	Global Finance		OHS
HS0114SA	UNL - French I		OHS
HS0114SB	UNL - French I		OHS
HS0115AA	World Literature		OHS
HS0115AB	World Literature		OHS
HS0115CA	Anatomy & Physiology DE		OHS
HS0115DA	AP European History DE		OHS
HS0115JA	Art II		OHS
HS0115JB	Art II		OHS
HS0115QA	21st Century Families		OHS
HS0115QB	21st Century Families		OHS
HS0115SA	UNL - Latin 1		OHS
HS0115SB	UNL - Latin 1		OHS
Number	Name	Prerequisite Note	Active
HS0116AA	CMU English 101DE		OHS
HS0116CA	Aventa - AP Environmental Science		OHS
HS0116CB	Aventa - AP Environmental Science		OHS
HS0116DA	Baker - General Psychology		OHS
HS0116DB	Baker - General Psychology		OHS
HS0116JA	Art III		OHS
HS0116JB	Art III		OHS
HS0116QA	Principles of Engineering		OHS
HS0116QB	Principles of Engineering		OHS
HS0116SA	Aventa - French IIa		OHS
HS0116SB	Aventa - French IIa		OHS
HS0117AA	Baker - Composition I		OHS
HS0117CA	Aventa - Astronomy		OHS
HS0117DA	LCC - Geography 121		OHS
HS0117DB	LCC - Geography 121		OHS
HS0117JA	Art IV		OHS
HS0117JB	Art IV		OHS
HS0117QA	Baker - Computer Science		OHS
HS0117QB	Baker - Computer Science		OHS
HS0118AA	Baker - Interviewing, Investigating, & R		OHS
HS0118AB	Baker - Interviewing, Investigating, & R		OHS
HS0118CA	BYU - Human Anatomy		OHS
HS0118DA	LCC - History 211		OHS
HS0118DB	LCC - History 211		OHS
HS0118JA	Art Study		OHS
HS0118JB	Art Study		OHS
HS0119AA	Baker - Workplace Communications		OHS
HS0119AB	Baker - Workplace Communications		OHS

HS0119CA	Edison - Anatomy/Physiology		OHS
HS0119CB	Edison - Anatomy/Physiology		OHS
HS0119DA	LCC - Humanities 214		OHS
Number	Name	Prerequisite Note	Active
HS0119DB	LCC - Humanities 214		OHS
HS0119JA	Baker - Health Occupations		OHS
HS0119JB	Baker - Health Occupations		OHS
HS0119QA	Skills for Success		OHS
HS0119QB	Skills for Success		OHS
HS0120AA	LCC - Composition 121		OHS
HS0120AB	LCC - Composition 121		OHS
HS0120CA	Principals of Biomedical Science		OHS
HS0120CB	Principals of Biomedical Science		OHS
HS0120DA	LCC - Micro Econ 201		OHS
HS0120DB	LCC - Micro Econ 201		OHS
HS0120JA	Concert Band		OHS
HS0120JB	Concert Band		OHS
HS0120QA	COMPASS		OHS
HS0120QB	COMPASS		OHS
HS0121AA	Language & Literature 9		OHS
HS0121AB	Language & Literature 9		OHS
HS0121CA	K12 - Physics Honors		OHS
HS0121CB	K12 - Physics Honors		OHS
HS0121DA	LCC - Psychology 200		OHS
HS0121DB	LCC - Psychology 200		OHS
HS0121JA	Frsh Band		OHS
HS0121JB	Frsh Band		OHS
HS0121QA	Skills for Success II		OHS
HS0121QB	Skills for Success II		OHS
HS0122AA	Language & Literature 9 Honors		OHS
HS0122AB	Language & Literature 9 Honors		OHS
HS0122CA	Northwestern - AP Physics		OHS
HS0122CB	Northwestern - AP Physics		OHS
HS0122DA	LCC - Sociology 120		OHS
HS0122DB	LCC - Sociology 120		OHS
HS0122JA	Guitar		OHS
HS0122JB	Guitar		OHS
Number	Name	Prerequisite Note	Active
HS0122QA	Co-Op 2nd Yr		OHS
HS0122QB	Co-Op 2nd Yr		OHS
HS0122SA	Aventa - Mandarin Chinese 1a		OHS
HS0122SB	Aventa - Mandarin Chinese 1a		OHS
HS0123AA	Language & Literature 10		OHS
HS0123AB	Language & Literature 10		OHS
HS0123CA	LCC - BIO 120		OHS

HS0123CB	LCC - BIO 120		OHS
HS0123DA	World History through Film		OHS
HS0123DB	World History through Film		OHS
HS0123JA	Jazz Band		OHS
HS0123JB	Jazz Band		OHS
HS0123QA	IVT After School		OHS
HS0123QB	IVT After School		OHS
HS0123SA	Edison - German 1B		BPO, Graduated Students, OBB, OBR, OCE, OEM, OHS, OLHS, OMS, ORBB, OWA
HS0123SB	Edison - German 1B		BPO, Graduated Students, OBB, OBR, OCE, OEM, OHS, OLHS, OMS, ORBB, OWA
HS0124AA	Language & Literature 10 Honors		OHS
HS0124AB	Language & Literature 10 Honors		OHS
HS0124CA	Human Body Systems		OHS
HS0124CB	Human Body Systems		OHS
HS0124DA	LCC - SOCL 120		OHS
Number	Name	Prerequisite Note	Active
HS0124DB	LCC - SOCL 120		OHS
HS0124JA	Keyboard/Piano		OHS
HS0124JB	Keyboard/Piano		OHS
HS0124QA	AP Art History	Teacher recommendation is required. This is a college level class and only dedicated and self- motivated students should enroll.	OHS
HS0124QB	AP Art History		OHS
HS0125AA	Language & Literature 11		OHS
HS0125AB	Language & Literature 11		OHS
HS0125CA	Ag-Sci: Zoology/Animal Sci		OHS
HS0125CB	Ag-Sci: Zoology/Animal Sci		OHS
HS0125DA	LCC - PHIL 151		OHS
HS0125DB	LCC - PHIL 151		OHS
HS0125JA	Madrigals		OHS
HS0125JB	Madrigals		OHS
HS0125QA	Baker - Auto I		OHS
HS0125QB	Baker - Auto I		OHS
HS0126AA	Language & Literature 11 Honors		OHS

HS0126AB	Language & Literature 11 Honors		OHS
HS0126JA	Symphony Band		OHS
HS0126JB	Symphony Band		OHS
HS0126QA	Baker - Auto II		OHS
HS0126QB	Baker - Auto II		OHS
HS0127AA	Language & Literature 12		OHS
HS0127AB	Language & Literature 12		OHS
HS0127CA	Space and Earth Science		OHS
HS0127CB	Space and Earth Science		OHS
HS0127JA	K12 - 3D Art I Modeling		OHS
HS0127QA	Baker - Health Science		OHS
HS0127QB	Baker - Health Science		OHS
HS0128AA	Language & Literature 12 Honors		OHS
Number	Name	Prerequisite Note	Active
HS0128AB	Language & Literature 12 Honors		OHS
HS0128JA	Digital Electronics		OHS
HS0128JB	Digital Electronics		OHS
HS0128QA	Bel Canto		OHS
HS0128QB	Bel Canto		OHS
HS0129CA	LCC - CHEM 125		OHS
HS0129JA	Aventa - Intro. Marketing I		OHS
HS0129JB	Aventa - Intro. Marketing I		OHS
HS0129QA	Home Improvement		OHS
HS0129QB	Home Improvement		OHS
HS0130JA	UNL - Music Theory		OHS
HS0130JB	UNL - Music Theory		OHS
HS0130QA	Construction Trades		OHS
HS0130QB	Construction Trades		OHS
HS0131JA	Agri-Science		OHS
HS0131JB	Agri-Science		OHS
HS0131QA	Co-Op		OHS
HS0131QB	Co-Op		OHS
HS0132QA	Dual Enrollment		OHS
HS0132QB	Dual Enrollment		OHS
HS0133QA	IB Coord		OHS
HS0133QB	IB Coord		OHS
HS0134QA	Ind Study		OHS
HS0134QB	Ind Study		OHS
HS0135QA	Ind Voc Training		OHS
HS0135QB	Ind Voc Training		OHS
HS0136HA	Aventa		OHS
HS0136HB	Aventa - C++ Programming		OHS
HS0136QA	LCC Criminal Justice		OHS
HS0136QB	LCC Criminal Justice		OHS
HS0136SA	Latin II A - Edgenuity		OHS
HS0137AA	BKR - ENG 1010 Comp. I		OHS
HS0137AB	BKR - ENG 1010		OHS
HS0137GA	BKR - MTH 1050 Quan Reas		OHS
HS0137GB	BKR - MTH 1050 Quan Reas		OHS
Number	Name	Prerequisite Note	Active
HS0137QA	LCC Fire Academy		OHS
HS0137QB	LCC Fire Academy		OHS

HS0137SA	Aventa - Spanish III A		OHS
HS0138HA	HS0138HA		OHS
HS0138QA	Office Assistant- Athletics		OHS
HS0138QB	Office Assistant- Athletics		OHS
HS0138SA	EdOptions - French I A		OHS
HS0139QA	Office Assistant-Main		OHS
HS0139QB	Office Assistant-Main		OHS
HS0140QA	Office Asst - Stu Serv		OHS
HS0140QB	Office Asst - Stu Serv		OHS
HS0141QA	Tutorial Assistance		OHS
HS0141QB	Tutorial Assistance		OHS
HS0142QA	Home		OHS
HS0143QA	Approaches to Learning I		OHS
HS0143QB	Approaches to Learning I		OHS
HS0144QA	Approaches to Learning II		OHS
HS0144QB	Approaches to Learning II		OHS
HS0145QA	Civil Engineer and Architecture		OHS
HS0145QB	Civil Engineer and Architecture		OHS
HS0146QA	Baker - Computer Networking		OHS, OLHS
HS0146QB	Baker - Computer Networking		OHS
HS0147QA	Baker - Computer Programming		OHS
HS0147QB	Baker - Computer Programming		OHS
HS0148QA	Cosmetology I		OHS
HS0148QB	Cosmetology I		OHS
HS0149QA	Cosmetology II		OHS
HS0149QB	Cosmetology II		OHS
HS0150QA	Cosmetology Summer		OHS
HS0150QB	Cosmetology Summer		OHS
HS0151QA	Criminal Justice		OHS
HS0151QB	Criminal Justice		OHS
Number	Name	Prerequisite Note	Active
HS0154QA	Insurance and Risk Management I		OHS
HS0154QB	Insurance and Risk Management I		OHS
HS0155QA	LCC Allied Health I		OHS
HS0155QB	LCC Allied Health I		OHS
HS0156QA	LCC Business Mgmt Entrep.		OHS
HS0156QB	LCC Business Mgmt Entrep.		OHS
HS0157QA	LCC Construction Tech I		OHS
HS0157QB	LCC Construction Tech I		OHS
HS0158QA	LCC Teacher Prep		OHS
HS0158QB	LCC Teacher Prep		OHS
HS0160QA	Nail Technology		OHS
HS0161QA	Child Care Services		OHS
HS0161QB	Child Care Services		OHS
HS0162QA	Home Improvement		OHS
HS0162QB	Home Improvement		OHS
HS0163QA	Construction Trades		OHS
HS0163QB	Construction Trades		OHS

HS0164QA	Engineering Design and Development		OHS
HS0164QB	Engineering Design and Development		OHS
HS0165QA	Wood Technology Challenge		OHS
HS0165QB	Wood Technology Challenge		OHS
HS0166QA	Wood Technology Lab		OHS
HS0166QB	Wood Technology Lab		OHS
HS0167QA	Insurance and Risk Management II		OHS
HS0167QB	Insurance and Risk Management II		OHS
HS0168QA	Advanced Accounting		OHS
HS0168QB	Advanced Accounting		OHS
HS0169QA	Baker - CNC Operator		OHS
HS0169QB	Baker - CNC Operator		OHS
HS0170QA	Baker - Criminal Justice		OHS
HS0170QB	Baker - Criminal Justice		OHS
Number	Name	Prerequisite Note	Active
HS0171QA	LCC Early Childhood Education		OHS
HS0171QB	LCC Early Childhood Education		OHS
HS0172QA	LCC - Digital Media Arts		OHS
HS0172QB	LCC - Digital Media Arts		OHS
HS0173QA	Approaches to Learning III		OHS
HS0173QB	Approaches to Learning III		OHS
HS0174QA	Approaches to Learning IV		OHS
HS0174QB	Approaches to Learning IV		OHS
HS0175QA	CMU Geography 105DE		OHS
HS0176QA	Agriculture, Food and Natural Science		OHS
HS0176QB	Agriculture, Food and Natural Science		OHS
HS0177QA	Office Aide - Accounting		OHS
HS0177QB	Office Aide - Accounting		OHS
HS0178QA	Office Aide - Business		OHS
HS0178QB	Office Aide - Business		OHS
HS0179QA	Baker - Criminal Justice 2nd Yr.		OHS
HS0179QB	Baker - Criminal Justice 2nd Yr.		OHS
HS0180QA	CMU Business Law 202 DE		OHS
HS0181QA	CMU English 101 DE		OHS
HS0182QA	K12 - C++ Programming		OHS
HS0183QA	LCC - Speech 120		OHS
HS0183QB	LCC - Speech 120		OHS
HS0184QB	Baker - Oral Communication		OHS
HS0185QB	Baker Psychology 211		OHS
HS0186QB	Edison - Java		OHS
HS0187QB	Edison - HTML		OHS
HS0188QA	Computer Software Engineering		OHS

Number	Name	Prerequisite Note	Active
HS0188QB	Computer Software Engineering		OHS
HS0189QA	Sous Chef		OHS
HS0189QB	Sous Chef		OHS
HS0190QA	Peer Mentor		OHS
HS0190QB	Peer Mentor		OHS
HS0191QA	LCC - Math 120		OHS
HS0191QB	LCC - Math 120		OHS
HS0192QA	LCC - WRIT 121		OHS
HS0192QB	LCC - WRIT 121		OHS
HS0193QA	LCC - GEOG 221		OHS
HS0193QB	LCC - GEOG 221		OHS
HS0194QA	LCC - HUM 213		OHS
HS0194QB	LCC - HUM 213 World Civiliz. to 1600		OHS
HS0195QA	LCC - Arts 102		OHS
HS0195QB	LCC - Arts 102		OHS
HS0196QA	LCC - ECON 120		OHS
HS0196QB	LCC - ECON 120		OHS
HS0197QA	LCC - ENGL 122		OHS
HS0197QB	LCC - ENGL 122		OHS
HS0198QA	LCC - HIST 212		OHS
HS0198QB	LCC - HIST 212		OHS
HS0199QA	LCC - PFHW 123		OHS
HS0199QB	LCC - PFHW 123 Human Nutrition		OHS
HS0200QA	Mott CC - SOCL 120		OHS
HS0200QB	Mott CC - SOCL 120		OHS
HS0201QA	EdOptions - Cosmetology		OHS
HS0201QB	EdOptions - Cosmetology		OHS
HS0202QA	K12 - Digital Arts I		OHS
HS0202QB	K12 - Digital Arts I		OHS
HS0203QA	K12 - Digital Arts II		OHS
HS0204QA	Bkr - HSC 151 Intro. Elec. Hlth Rec.		OHS
HS0205QA	Aventa - Anthropology		OHS
HS0205QB	Aventa - Anthropology		OHS
HS0206QA	Aventa - AP Macroeconomics		OHS
HS0206QB	Aventa - AP Macroeconomics		OHS
Number	Name	Prerequisite Note	Active
HS0206SA	AP Spanish Lang. & Culture-AVENTA		OHS
HS0207QA	Aventa - AP Microeconomics		OHS
HS0207QB	Aventa - AP Microeconomics		OHS
HS0207SB	AP Spanish Lang. & Culture_AVENTA		OHS
HS0208QA	Aventa - Intro. Medical Terminology		OHS
HS0208QB	Aventa - Intro. Medical Terminology		OHS
HS0209QA	Aventa - Psychology		OHS
HS0209QB	Aventa - Psychology		OHS



HS0210QA	EdOptions - Careers in Criminal Justice		OHS
HS0210QB	EdOptions - Careers in Criminal Justice		OHS
HS0211QA	EdOptions - Child Dev. & Parent.		OHS
HS0211QB	EdOptions - Child Dev. & Parent.		OHS
HS0212QA	EdOptions - Forensic Science I		OHS
HS0212QB	EdOptions - Forensic Science I		OHS
HS0213QA	Bkr - INF 112 Word Processing		OHS
HS0213QB	Bkr - INF 112 Word Processing		OHS
HS0214CA	Aventa - AP Biology A		OHS
HS0214QA	Bkr - INF 141A Microsoft PowerPt. Staff		OHS
HS0214QB	Bkr - INF 141A Microsoft PowerPt. Staff		OHS
HS0215CA	Anatomy & Physiology - MVHS		OHS
HS0215QA	EduOptions - Intro to Criminal Justice		OHS
HS0215QB	EduOptions - Intro to Criminal Justice		OHS
HS0216QA	K12 - Fashion & Interior Design		OHS
HS0216QB	K12 - Fashion & Interior Design		OHS
HS0217QA	Epidemiology	Prerequisite Note	OHS
Number HS0218QA	AP Computer Science Principles		Active OHS
HS0218QB	AP Computer Science Principles		OHS
HS0219QA	Culinary Science 1A		OHS
HS0220QA	Theory of Thought and Knowledge		OHS
HS0220QB	Theory of Thought and Knowledge		OHS
HS0221QA	Bkr - CRJ 106 - Intro to Corrections		OHS
HS0221QB	Bkr - CRJ 106 - Intro to Corrections		BPO, Graduated Students, OBB, OBR, OCE, OEM, OHS, OLHS, OMS, ORBB, OWA
HS0222QA	LCC - MUS 180		OHS
HS0222QB	LCC - MUS 180		OHS
HS0223QA	Bkr - PSY 111		OHS

HS0223QB	Bkr - PSY 111		OHS
HS0224QA	BKR - MTH 111 Intro to Algebra		OHS
HS0224QB	BKR - MTH 111 Intro to Algebra		OHS
HS0225QA	BKR - SCI 101C Human Anat & Physio II		OHS
HS0225QB	BKR - SCI 101C Human Anat & Physio I		OHS
HS0226QA	Bkr - SCI 101L		OHS
HS0226QB	Bkr - SCI 101L		OHS
HS0227QA	BKR - MKT 111B Princ of Marketing		OHS
HS0227QB	BKR - MKT 111B Princ of Marketing		OHS
HS0228QA	BKR - CRJ 211 Interper Comm & Confl Mgmt		OHS
HS0228QB	BKR - CRJ 211 Interper Comm & Confl Mgmt		OHS
HS0229QA	BKR - SPK 201 Oral Communications		OHS
HS0229QB	BKR - SPK 201 Oral Communications		OHS
Number	Name	Prerequisite Note	Active
HS0230QA	BKR - SPN 101 Spanish I		OHS
HS0230QB	BKR - SPN 101 Spanish I		OHS
HS0231QA	BKR - PSY 101 General Psychology		OHS
HS0231QB	BKR - PSY 101 General Psychology		OHS
HS0232QA	LCC Math 130 Finite Math w/ College Alg.		OHS
HS0232QB	LCC Math 130 Finite Math w/ College Alg.		OHS
HS0233QA	LCC - WRIT 122		OHS
HS0233QB	LCC - WRIT 122		OHS
HS0234QA	LCC - MKT 200 Princ of Marketing		OHS
HS0234QB	LCC - MKT 200 Princ of Marketing		OHS
HS0235QA	LCC - MATH 121 Precalculus I		OHS
HS0235QB	LCC - MATH 121 Precalculus I		OHS
HS0239QA	COMPASS Elective		OHS
HS0239QB	COMPASS Elective		OHS
HS0240GA	AP Calculus AB - UNL		OHS
HS0240GB	AP Calculus AB - UNL		OHS
HS0241HA	C++ Programming - Aventa		OHS
HS0241HB	C++ Programming - AVENTA		OHS
HS0242HA	Engineering Design I/CAD-AVENTA		OHS
HS0246QA	LCC - BUSN 118		OHS
HS0246QB	LCC - BUSN 118		OHS

HS0252QA	Edmentum - Social Issues		OHS
HS0252QB	Edmentum - Social Issues		OHS
HS0253QA	LLS - Graphic Design LI		OHS
HS0253QB	LLS - Graphic Design LI		OHS
Number HS0254QA	Name Baker - Health Science II	Prerequisite Note	Active BPO, Graduated Students, OBB, OBR, OCE, OEM, OHS, OLHS, OMS, ORBB, OWA
HS0254QB	Baker - Health Science II		BPO, Graduated Students, OBB, OBR, OCE, OEM, OHS, OLHS, OMS, ORBB, OWA
HS0256QA	BKR - AST 106 Intro Auto Service		OHS
HS0256QB	BKR - AST 106 Intro Auto Service		OHS
HS0257QA	BKR - AST 111A Intro Auto Electrical		OHS
HS0257QB	BKR - AST 112B Electrical/Electron Sys I		OHS
HS0258QA	BKR - AST 112B Electrical/Electron Sys I		OHS
HS0258QB	BKR - AST 111A Intro Auto Electrical		OHS
HS0259QA	BKR - AST 231A Auto Suspension/Steering		OHS
HS0259QB	BKR - AST 221A Auto Brakes		OHS
HS0260AA	English Lang. Arts 12A Honors- Edgenuity		OHS
HS0260QA	BKR - AST231A Auto Suspension/Steering		OHS
HS0260QB	BKR - AST 221A Auto Brakes		OHS
HS0261QA	BKR - CS 101 Prin Computer Science		OHS
HS0261QB	BKR - CS 111 Intro to Programming		OHS
HS0262QA	BKR - CS 217A C++ Programming		OHS
Number HS0262QB	Name BKR - CS 218A Obj Orien Program C++	Prerequisite Note	Active OHS
HS0263QA	BKR - NET 101 Netwking Essentials I		OHS

HS0263QB	BKR - NET 102 Netwking Essentials II		OHS
HS0264QA	BKR - HSC 221 Nutrition		OHS
HS0264QB	BKR - HSC 221 Nutrition		OHS
HS0265AA	UNL - AP English Lit. & Comp. 1		OHS
HS0265DA	Social Problems 1- EdOptions		OHS
HS0265QA	BKR - CIS 106B Com Oper Sys/Maintenan I		OHS
HS0265QB	BKR-CIS 107B Com Oper Sys/Maintenanc II		OHS
HS0266QA	LCC - GEOG 221		OHS
HS0268QA	BKR - WELD 1010		OHS
HS0268QB	BKR - WELD 1010		OHS
HS0269QA	LCC - BIO 121		OHS
HS0269QB	LCC - BIO 121		OHS
HS0270QB	LCC - ASTR 201		OHS
HS0272QA	BKR - Early Childhood Ed		OHS
HS0272QB	LCC - SPCH 110		OHS
HS0273QA	IB MYP Personal Project		OHS
HS0273QB	BKR - Early Child Ed		OHS
HS0274QA	IB MYP Personal Project		OHS
HS0274QB	LCC - HUM 214		OHS
HS0275CA	AP Environmental Sci. - MIVS		OHS
HS0275SA	American Sign Lang. 1A - MIVU		OHS
HS0275SB	American Sign Lang. 1A - MIVU		OHS
HS0276DA	AP Human Geography A - Edgenuity		OHS
HS0278QA	LCC - POLS 120		OHS
HS0280QA	LCC - ECON 201		OHS
HS0282QA	LCC - MATH 119		OHS
HS0290QA	Assessment Planning		OHS
HS0290QB	Assessment Planning		OHS
Number	Name	Prerequisite Note	Active
HS0291QA	Special Ed. Coord.		OHS
HS0291QB	Special Ed. Coord.		OHS
HS0292AA	BKR - ENGLISH 1010		OHS
HS0292CA	Aventa - Physics, Honors A		OHS
HS0292QA	Instructor Planning		OHS
HS0292QB	Instructor Planning		OHS
HS0293CA	LCC - CHEM 125		OHS
HS0293JA	Odysseyware-Music Theory		OHS
HS0293QA	BKR - CRJ 2410		OHS
HS0293SA	Spanish 2 - Part 1 -- Lincoln LS		OHS
HS0294CA	Fundamentals of Ecology - Lincoln LS		OHS
HS0294GA	UNL - AP Calculus AB - 1		OHS
HS0294JA	Medical Terminology - MVS		OHS

HS0294QA	BKR - CRJ 2510		OHS
HS0295QA	BKR - CRJ 1510		OHS
HS0296QA	EdisonLearning - Life Skills		OHS
HS0297DA	Edgenuity - Psychology		OHS
HS0297QA	Edmentum-Nutrition & Wellness		OHS
HS0298AA	BKR - ENGL 1010		OHS
HS0298QA	BKR - WELD 1010-U1		OHS
HS0299AA	UNL - AP English Lit. & Comp. 1		OHS
HS0299QA	CES: Sports Medicine - Lincoln LS		OHS
HS0299QB	EdOptions - Fashion & Interior Design		OHS
HS0300CA	Life Science		OHS
HS0300CB	Life Science		OHS
HS0300QA	Cosmet.: Cutting Edge Styles-EdisonLearn		OHS
HS0301CA	Life Science - Honors		OHS
HS0301CB	Life Science - Honors		OHS
HS0301QA	UNL-Digital & Film Photography		OHS
HS0305QA	Check IN Check OUT		OHS
HS298AA	LCC - ENGL 1010		OHS
Number	Name	Prerequisite Note	Active
HS3000AA	English 9		OLHS
HS3000AB	English 9		OHS
HS3000DA	Civics		OHS
HS3000DB	Civics		OHS
HS3000GA	Algebra 1		OHS
HS3000GB	Algebra 1		OHS
HS3000QA	Art History		OLHS
HS3001AB	English 10		OHS
HS3001CB	Biology 10		OHS
HS3001DB	Economics		OHS
HS3001GB	Algebra 2		OHS
HS3001QA	Health		OHS, OLHS
HS3002AB	English 11		OHS
HS3002CB	Chemistry		OHS
HS3002QA	Media Studies		OLHS
HS3003AA	English 12		OHS
HS3003AB	English 12		OHS
HS3003GA	Algebra 2B		OHS
HS3003GB	Algebra 2B		OHS
HS3004DA	US History		OHS
HS3004DB	US History		OHS
HS3004GB	Geometry		OHS
HS3005DA	World History		OHS
HS3005DB	World History		OHS
HS4000QA	BKR-AST1110 Engine Oper. & Service		OHS
HS4001QA	BKR - AST 1410 Electrical Systems		OHS
HS4002QB	BKR - AST 2410 Electr. Oper. & Sys Testi		OHS

HS4003QA	BKR - AST 1210 Steering & Suspension		OHS
HS4004QA	BKR - AST 1310 Brakes & Braking Sys		OHS
HS4005QA	BKR - NET 1010 Networking Essentials		OHS
HS4006QA	BKR - ITS 2110 Intr to Network Security		OHS
HS4007QA	BKR - CIS 1110 Comp Oper Sys & Maint		OHS
Number HS4009QA	Name BKR - CS 1110 Intro to Programming	Prerequisite Note	Active OHS
HS4010QB	BKR - CS 2150 C++ Programming		OHS
HS4011QA	BKR - CRJ 1010 Intro Criminal Justice		OHS
HS4012QA	BKR - CRJ 1410 Criminology		OHS
HS4013QA	BKR - AST 1110L Engine Oper. & Ser Lab		OHS
HS4013QB	BKR - CRJ 2110 Interper Comm & Conflict		OHS
HS4014QA	BKR - CRJ 1060 Intro to Corrections		OHS
HS4015QA	BKR - CRJ 1210 Correctional Facilities		OHS
HS4016QB	BKR - CRJ 2310 Princ. of Policing I		OHS
HS4017QA	BKR - HSC 1010 Intro to Health Profess.		OHS
HS4018QB	BKR - HSC 1210 Human Anatomy & Physi I		OHS
HS4019QB	BKR - HSC 1211 Human Anat & Physi I LAB		OHS
HS4020AA	LCC - ENGL 121 Composition I		OHS
HS4020QA	LCC - PHIL 151 Intr Logic & Crit. Think		OHS
HS4021AA	LCC - ENGL 121 Composition I		OHS
HS4021CA	LCC - BIOL 121 Biol. Fdn. of Physiology		OHS
HS4021DA	LCC - HIST 211 US History to 1877		OHS
HS4022AA	BKR - ENGL 1010 Composition I		OHS
HS4022CA	LCC - CHEM 125 Basic Chemistry		OHS
HS4022DA	LCC - POLS 120 American Political Syst		OHS
HS4022QA	LCC - COMM 110 Oral Comm in Wrkplace		OHS
HS4023CA	Anatomy & Physiology - MVHS		OHS
HS4023DA	LCC - PSYC 200 Intro to Psychology		OHS

Number	Name	Prerequisite Note	Active
HS4024DA	LCC - SOCL 120 Intro to Sociology		OHS
HS4027QA	BKR - PSY 1110 General Psychology		OHS
HS4028QA	BKR - HSC 1210 Human Anatomy & Phys II		OHS
HS4029QA	BKR - HSC 1211 Human Anat & Phys 2 Lab		OHS
HS5000AA	English		OHS
HS5000AB	English		OHS
HS5000CA	Science		OHS
HS5000CB	Science		OHS
HS5000DA	Social Studies		OHS
HS5000DB	Social Studies		OHS
HS5000GA	Math		OHS
HS5000GB	Math		OHS
HS5000QA	Elective		OHS
HS5000QB	Elective		OHS
HS5001AA	English 2		OHS
HS5001AB	English 2		OHS
HS5001CA	Science 2		OHS
HS5001CB	Science 2		OHS
HS5001DA	Social Studies 2		OHS
HS5001DB	Social Studies 2		OHS
HS5001GA	Math 2		OHS
HS5001GB	Math 2		OHS
HS5001QA	Elective 2		OHS
HS5001QB	Elective 2		OHS
HS5002AA	English 3		OHS
HS5002AB	English 3		OHS
HS5002CA	Science 3		OHS
HS5002CB	Science 3		OHS
HS5002DA	Social Studies 3		OHS
HS5002DB	Social Studies 3		OHS
HS5002GA	Math 3		OHS
HS5002GB	Math 3		OHS
HS5002QA	Elective 3		OHS
HS5002QB	Elective 3		OHS
HS5003AA	English 4		OHS
HS5003AB	English 4		OHS
Number	Name	Prerequisite Note	Active
HS5003CA	Science 4		OHS
HS5003CB	Science 4		OHS
HS5003DA	Social Studies 4		OHS
HS5003DB	Social Studies 4		OHS
HS5003GA	Math 4		OHS
HS5003GB	Math 4		OHS
HS5003QA	Elective 4		OHS
HS5003QB	Elective 4		OHS
HS5004AA	English 5		OHS
HS5004AB	English 5		OHS
HS5004CA	Science 5		OHS
HS5004CB	Science 5		OHS
HS5004DA	Social Studies 5		OHS
HS5004DB	Social Studies 5		OHS
HS5004GA	Math 5		OHS
HS5004GB	Math 5		OHS

HS5004QA	Elective 5		OHS
HS5004QB	Elective 5		OHS
HS5005AA	English 6		OHS
HS5005AB	English 6		OHS
HS5005CA	Science 6		OHS
HS5005CB	Science 6		OHS
HS5005DA	Social Studies 6		OHS
HS5005DB	Social Studies 6		OHS
HS5005GA	Math 6		OHS
HS5005GB	Math 6		OHS
HS5005QA	Elective 6		OHS
HS5005QB	Elective 6		OHS
HS6000AA	English 1		OHS
HS6000AB	English 1		OHS
HS6000CA	Science 1		OHS
HS6000CB	Science 1		OHS
HS6000DA	Social Studies 1		OHS
HS6000DB	Social Studies 1		OHS
HS6000GA	Math 1		OHS
HS6000GB	Math 1		OHS
HS6000QA	Elective 1		OHS
HS6000QB	Elective 1		OHS
HS6001AA	English 2		OHS
HS6001AB	English 2		OHS
Number	Name	Prerequisite Note	Active
HS6001CA	Science 2		OHS
HS6001CB	Science 2		OHS
HS6001DA	Social Studies 2		OHS
HS6001DB	Social Studies 2		OHS
HS6001GA	Math 2		OHS
HS6001GB	Math 2		OHS
HS6001QA	Elective 2		OHS
HS6001QB	Elective 2		OHS
HS6002AA	English 3		OHS
HS6002AB	English 3		OHS
HS6002CA	Science 3		OHS
HS6002CB	Science 3		OHS
HS6002DA	Social Studies 3		OHS
HS6002DB	Social Studies 3		OHS
HS6002GA	Math 3		OHS
HS6002GB	Math 3		OHS
HS6002QA	Elective 3		OHS
HS6002QB	Elective 3		OHS
HS6003AA	English 4		OHS
HS6003AB	English 4		OHS
HS6003CA	Science 4		OHS
HS6003CB	Science 4		OHS
HS6003DA	Social Studies 4		OHS
HS6003DB	Social Studies 4		OHS
HS6003GA	Math 4		OHS
HS6003GB	Math 4		OHS
HS6003QA	Elective 4		OHS
HS6003QB	Elective 4		OHS
HS6004AA	English 5		OHS
HS6004AB	English 5		OHS
HS6004CA	Science 5		OHS
HS6004CB	Science 5		OHS
HS6004DA	Social Studies 5		OHS
HS6004DB	Social Studies 5		OHS



HS6004GA	Math 5		OHS
HS6004GB	Math 5		OHS
HS6004QA	Elective 5		OHS
HS6004QB	Elective 5		OHS
HS6005AA	English 6		OHS
HS6005AB	English 6		OHS
Number	Name	Prerequisite Note	Active
HS6005CA	Science 6		OHS
HS6005CB	Science 6		OHS
HS6005DA	Social Studies 6		OHS
HS6005DB	Social Studies 6		OHS
HS6005GA	Math 6		OHS
HS6005GB	Math 6		OHS
HS6005QA	Elective 6		OHS
HS6005QB	Elective 6		OHS
HS8000AA	English		OHS, OLHS
HS8000AB	English		OHS
HS8000CA	Science		OHS
HS8000CB	Science		OHS
HS8000DA	Social Studies		OHS
HS8000DB	Social Studies		OHS
HS8000GA	Math		OHS
HS8000GB	Math		OHS
HS8000IA	Physical Education		OHS
HS8000IB	Physical Education		OHS
HS8000QA	Job Study		OHS
HS8000QB	Job Study		OHS
HS8001AA	Language & Lit 9		OHS
HS8001AB	Language & Lit 9		OHS
HS8001CA	Science 9		OHS
HS8001CB	Science 9		OHS
HS8001DA	Social Studies 9		OHS
HS8001DB	Social Studies 9		OHS
HS8001GA	Math 9		OHS
HS8001GB	Math 9		OHS
HS8002AA	Language & Lit 10		OHS
HS8002AB	Language & Lit 10		OHS
HS8002CA	Science 10		OHS
HS8002CB	Science 10		OHS
HS8002DA	Social Studies 10		OHS
HS8002DB	Social Studies 10		OHS
HS8002GA	Math 10		OHS
HS8002GB	Math 10		OHS
HS8003AA	Language & Lit 11		OHS
HS8003AB	Language & Lit 11		OHS
HS8003CA	Science 11		OHS
Number	Name	Prerequisite Note	Active
HS8003CB	Science 11		OHS
HS8003DA	Social Studies 11		OHS
HS8003DB	Social Studies 11		OHS
HS8003GA	Math 11		OHS
HS8003GB	Math 11		OHS
HS8004AA	Language & Lit 12		OHS
HS8004AB	Language & Lit 12		OHS
HS8004CA	Science 12		OHS
HS8004CB	Science 12		OHS
HS8004DA	Social Studies 12		OHS

HS8004DB	Social Studies 12		OHS
HS8004GA	Math 12		OHS
HS8004GB	Math 12		OHS
HS9000CA	Science		OHS
HS9000CB	Science		OHS
HS9000DA	World History		OHS
HS9000DB	World History		OHS
HS9000GA	Consumer Math		OHS
HS9000GB	Consumer Math		OHS
HS9000IA	Physical Education		OHS
HS9000IB	Physical Education		OHS
HS9000QA	Job Study		OHS
HS9000QB	Job Study		OHS
HS9001CA	Bio/Chem 9		OHS
HS9001CB	Bio/Chem 9		OHS
HS9001GA	Consumer Math 2		OHS
HS9001GB	Consumer Math 2		OHS
HS9002CA	Bio 10		OHS
HS9002CB	Bio 10		OHS
HS9003CA	Chemistry 11		OHS
HS9003CB	Chemistry 11		OHS
HS9100AA	English 12		OHS
HS9100AB	English 12		OHS
HS9100BA	American Lit. 10		OHS
HS9100BB	American Lit. 10		OHS
HS9100DA	U.S. History		OHS
HS9100DB	U.S. History		OHS
HS9100GA	Algebra One		OHS
HS9100GB	Algebra One		OHS
HS9100JA	Life Skills		OHS
Number	Name	Prerequisite Note	Active
HS9100JB	Life Skills		OHS
HS9101AA	World Lit.		OHS
HS9101AB	World Lit.		OHS
HS9101DA	Social Skills		OHS
HS9101DB	Social Skills		OHS
HS9101GA	Math		OHS
HS9101GB	Math		OHS
HS9101QA	Work Study		OHS
HS9101QB	Work Study		OHS
HS9102AA	English		OHS
HS9102AB	English		OHS
HS9102QA	Study Skills		OHS
HS9102QB	Study Skills		OHS
HS9103AA	Reading		OHS
HS9103AB	Reading		OHS
HS9103GA	Algebra Two A		OHS
HS9103GB	Algebra Two A		OHS
HS9103QA	SLC-E		OHS
HS9103QB	SLC-E		OHS
HS9104AA	Language & Lit. 9		OHS
HS9104AB	Language & Lit. 9		OHS
HS9104GA	Geometry		OHS
HS9104GB	Geometry		OHS
HS9105AA	Language & Lit. 10		OHS
HS9105AB	Language & Lit. 10		OHS
HS9105QA	Learning through Film		OHS
HS9105QB	Learning through Film		OHS

HS9106AA	Language & Lit. 11		OHS
HS9106AB	Language & Lit. 11		OHS
HS9106QA	Careers & Life Management		OHS
HS9106QB	Careers & Life Management		OHS
HS9107AA	Language & Lit. 12		OHS
HS9107AB	Language & Lit. 12		OHS
HS9107HA	Intro to Technology & Application		OHS
HS9107HB	Intro to Technology & Application		OHS
HS9999	See My Counselor		OHS
L100	OL-English 9 S1		OLHS
Number L1000A	Name American Lit 1	Prerequisite Note	Active OLHS
L1000B	American Lit 2		OLHS
L1001	English Elective		OLHS
L1002	Media Studies		OLHS
L1003	World Lit 1		OLHS
L1004	Documentary Reading 4		OLHS
L1005A	English 9		OLHS
L1005B	English 9		OLHS
L1005C	English 9		OLHS
L1006	Reading Docs 5		OLHS
L1007	World Mythology		OLHS
L101	OL-English 9 S2		OLHS
L102	OL-English 10 S1		OLHS
L103	OL-English 10 S2		OLHS
L104	OL-English 11 S1		OLHS
L105	OL-English 11 S2		OLHS
L106	OL-English 12 S1		OLHS
L107	OL-English 12 S2		OLHS
L200	Algebra 1(1)		OLHS
L2000A	Biology 1		OLHS
L2000B	Biology 2		OLHS
L2001A	Chemistry 1		OLHS
L2001B	Chemistry 2		OLHS
L2002	Earth/Space Science		OLHS
L2003A	Physical Science 1		OLHS
L2003B	Physical Science 2		OLHS
L2004	Investigations in Science		OLHS
L201	OL-Algebra 1(2)		OLHS
L202	OL-Geometry 1		OLHS
L203	OL-Geometry 2		OLHS
L204	OL-Algebra 2(1)		OLHS
L205	OL-Algebra 2(2)		OLHS
L206	OL-Senior Math		OLHS
L207	OL-Personal Finance		OLHS
L210	Algebra 2(1)		OLHS
L211	Algebra 2(2)		OLHS
L220	OL-Financial Math		OLHS
L225	OL-Math Models		OLHS
Number L300	Name OL-US History A	Prerequisite Note	Active OLHS
L3000A	American History 1		OLHS
L3000B	American History 2		OLHS
L3001	Economics		OLHS

L3002A	World History 1		OLHS
L3002B	World History 2		OLHS
L3003	Civics		OLHS
L3004	Civil Rights		OLHS
L301	OL-US History B		OLHS
L302	OL-World History 1		OLHS
L303	OL-World History 2		OLHS
L305	OL-Government/Civics		OLHS
L306	OL-Economics		OLHS
L400	OL-Biology S1		OLHS
L4000A	Algebra 1(1)		OLHS
L4000B	Algebra 1(2)		OLHS
L4001A	Geometry 1		OLHS
L4001B	Geometry 2		OLHS
L4002	Math Elective		OLHS
L4003	Renewable Energy		OLHS
L4004	Personal Finance		OLHS
L401	OL-Biology S2		OLHS
L410	OL-Chemistry S1		OLHS
L411	OL-Chemistry S2		OLHS
L412	OL-Earth/Space Science		OLHS
L413	OL-Environmental Science		OLHS
L422	OL-Earth/Space Science 2		OLHS
L500	OL-Physical Educ		OLHS
L5000	Health		OLHS
L5001	Personal Fitness		OLHS
L5002	Healthy Living		OLHS
L5003	Health Science		OLHS
L505	OL-Health		OLHS
L600	OL-Intro to IT		OLHS
L610	OL-Digital Arts		OLHS
L700	OL-Psychology		OLHS
L7000A	Middlebury - Spanish 1		OLHS
L7000B	Middlebury - Spanish 2		OLHS
Number	Name	Prerequisite Note	Active
L7001A	Middlebury - French 1		OLHS
L7001B	Middlebury - French 2		OLHS
L701	OL-Intro to Health Science		OLHS
L705	OL-Sociology		OLHS
L710	OL-Contemporary Health		OLHS
L715	OL-Intro to Entrepreneurship I		OLHS
L720	OL-Medical Terminology 1		OLHS
L721	OL-Medical Terminology 2		OLHS
L725	OL-Art History		OLHS
L730	OL-Healthy Living		OLHS
L735	OL-Intro to Communication/Speech		OLHS
L740	OL-Career Exploration		OLHS
L800	OL-Spanish 1		OLHS
L8000	Psychology		OLHS
L8001	Sociology		OLHS
L8002	Compass - Personal Finance		OLHS
L801	OL-Spanish 2		OLHS

L802	OL-Spanish 3		OLHS
L803	OL-Spanish 4		OLHS
L805	OL-French 1		OLHS
L806	OL-French 2		OLHS
L810	OL-French 1		OLHS
M755	Baker Health Career	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
M756	Baker Health Occupation	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS
Number N755	Name Baker Health Career	Prerequisite Note Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	Active OHS
N756	Baker Health Occupation	Students must be in 11th or 12th grade with a minimum GPA of 2.0. They must have their own transportation. Principal and counselor approval is necessary. Please see counselor for application and application deadline.	OHS



**OWOSSO PUBLIC SCHOOLS**  
**Board of Education**  
**November 27, 2017**

**Report 17-54**

**FOR INFORMATION**

Subject:  
Personnel Update

**Accepted Positions**

**Resignations**

Lauri Dahl, Student Facilitator at Bryant Elementary has submitted her letter of resignation effective November 2, 2017.