

***Onsted High School  
Student Handbook  
2023-2024***



***Inspire-Challenge-Prepare  
Every Person  
Every Day***

***Mr. Comden – Principal  
Mr. Hiram – Assistant Principal/A.D.***



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*Welcome to the Onsted High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

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### **MISSION STATEMENT**

The mission of Onsted Community Schools is to engage the community in providing a quality educational environment, which promotes successful lifelong learning for our students, staff, and community. In the accomplishment of this mission our actions will reflect these values: Integrity, Responsibility, Loyalty, Respect, Dedication, and Pride.

### **INTRODUCTION**

The Onsted Community School System is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES**

The Code of Student Conduct applies before, during, and after school:

- When a student is at school...“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff;
- When a student is using school telecommunications networks, accounts, or other district services.

## **APPLICATION TO HANDICAPPED STUDENTS**

This student handbook shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

### **Academic Integrity Policy**

Onsted Community Schools encourage academic success of all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. We will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

### **DEFINITION OF ACADEMIC DISHONESTY**

**Academic dishonesty** is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz/assignment, or using or providing unauthorized materials during an exam/test/quiz/assignment, and other acts, such as the theft or falsification of records and files.

### **FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):**

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz
- Using any kind of "cheat notes" during an exam, test, or quiz
- Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Providing or selling exam, test, quiz, or assignment information to other students
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper, or using an AI tool.
- Copying or closely paraphrasing sentences, phrases, or passages from an uncited source while completing any kind of assignment
- Using the views, opinions, or insights of others without proper acknowledgment

- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

### **TEACHER'S PROFESSIONAL JUDGMENT**

A teacher's professional judgment guides the implementation of the OCS Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the OCS Academic Integrity Policy.

### **CONSEQUENCES FOR VIOLATIONS**

The District considers violations of the OCS Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. If it is determined that Academic Dishonesty has occurred, the consequences apply on a schoolwide basis, i.e. a violation in one class follows a student to a different class within the school, and the number of offenses does not reset each school year.

**First Offense** - Disciplinary actions will include:

- The student will receive an "E" grade/"0" credit on the assignment, essay, exam, test, or quiz, in addition, the student will not have the option to make up that grade/credit.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- A warning and a signed student/parental statement that acknowledges the violation/consequence, and indicates an understanding of further consequences for any subsequent offenses.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and a counselor, and document the incident/follow-up action in Infinite Campus.

### **Second Offense**

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be barred from participation in NHS, student council, class officers or having a leadership role in a club for a period of one year from date of the violation unless stated in that club or organization's policies and/or constitution.
- The student may be suspended from school.

### Third/Continuing Offenses

Consequences listed in the First Offense and **ONE OR MORE** of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus..
- The student will be dropped from the class with a grade of "E." (even if the it's first time cheating in that particular class, but is the third time total)
- The student may be long-term suspended from school

Note: For any violation, including the first, the consequences can range from administrative intervention to expulsion.

## **ATTENDANCE**

### **ATTENDANCE PHILOSOPHY**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day that school is in session.

### **ATTENDANCE POLICY**

Students are allowed nine (9) absences per class each semester. ***After nine unexcused absences the student can and may be referred to a truancy specialist and, if a Flex student, will lose Flex Schedule privileges for the remainder of the semester.***

An excused absence is defined as any absence where a note is on file from a health professional, school related, legal/court or funeral. An unexcused absence is defined as any absence in which there is no note as described above. A school related absence is defined as any absence that is an administrative directive for an educational purpose. All students must carry a full course load and attend all classes. Onsted High School does not allow students to attend school part-time.

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.



Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

### **Goal**

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance.

### **Absences**

All absences must be communicated to the high school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates
6. College Visits (Juniors and Seniors only and no more than two visits per year)

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence unless special arrangements have been made with the teacher.

All counted absences will be handled in the following manner per semester:

Step 1: After five counted absences a letter will be mailed home to notify the parent, or a phone call will be made to the parent.

Step 2: After nine absences, the school administrator will determine if an Attendance Improvement Meeting with the students and parent is appropriate. The reason for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absence, offer academic support, alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions will include, but are not limited to mental health screening, problem solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow up.

Step 3: The LISD truancy officers will follow up with the family and ensure that they are following the attendance agreement. If the agreement is not being met, a formal referral will be sent to the Lenawee County Prosecutor's office.

## Parents

It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1 Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.

2 Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.

3 Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.

4 Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. ***Parents can easily track attendance using Infinite Campus***

5 Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

## ATTENDANCE NOTIFICATION

Student attendance is available for students and parents/guardians using Home *Infinite Campus* and should be monitored regularly. In addition, parents/guardians and students will be notified of attendance status throughout the semester using progress reports and report cards.

## MAKE-UP WORK FOR ABSENCES

Students who are absent will be expected to make up all the work. Students will be given one school day for each day they are absent to turn in all assigned work. (Students are encouraged to contact teachers to receive assignments prior to their return to school.) Students or parents should contact the office to request make-up work during an extended absence of 2 or more days. Students will no longer be allowed to make up work from each subsequent unexcused absence after the ninth absence of the semester in a class or classes. ***(Department makeup work policies may have additional requirements from this general policy, so a complete***

***understanding of specific class expectations is important*** \*\*If a student is in attendance at school but is confirmed skipping a class then they are not allowed to make-up the work they missed while skipping.

### **MAKE-UP WORK FOR SUSPENSIONS**

Students who have been suspended must have all of their work completed and turned in on ***the day they return from their suspension in order to receive full credit***. Students or parents should contact the office to request make-up work before the start of the suspension.

## ***DISCIPLINE***

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction.

There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal.

### **VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, the school board will act to impose any mandatory sanctions.

A teacher may issue suspensions for up to one day. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsion.

### **SHORT-TERM SUSPENSION**

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Act of God days do not count toward suspension days.

### **LONG-TERM SUSPENSION**

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

### **EXPULSION**

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law

### **EXPULSION PROCEDURES**

1. The student shall be under suspension pending the recommendation of the Superintendent to the Board and pending the Board's decision.
2. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements, which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent's or guardian at least five (5) school days before the date of the hearing.
4. The hearing procedure shall follow what is set forth in the section under suspension.

### **GRIEVANCE PROCEDURE FOR STUDENT AND PARENTS**

The Board of Education of the Onsted Community Schools declares that neither disruption, vandalism nor disobedience of lawful authority can be permitted under any circumstance by students who fall under the Board of Education's jurisdiction.

Contempt for lawful procedure and for the rights of others is directly contrary to the philosophy of this school district.

To guarantee the full rights of citizenship as delineated in the Constitution and its amendments and to provide an orderly method of resolving grievance, the following policy is hereby established and adopted.

Whenever any student alleges that he/she is aggrieved by reason of application as to his/her or any administrative rule, regulation, or order, or of any order of any teacher, or other administrative officer in this school system; or whenever any student feels that there are deficiencies in existence in the school system which require remedial action, he/she shall proceed in the manner hereinafter set forth:

1. A grievance shall be reduced to writing and shall set forth with particularity the specific nature of the grievance or the matter allegedly requiring remedial action.
2. The respect in which it is alleged the student has been adversely affected.
3. The relief desired by the student.
4. The reason why the student feels he/she is entitled to the relief sought.
5. Whether or not, in the opinion of the student, other students are similarly affected adversely, and if so, what group or groups of students.

One copy of the grievance shall be delivered to the school Principal. If the grievance is against a teacher, a copy of said grievance should also be served upon the teacher at the same time as service is made upon the school Principal. If the grievance is against the school Principal, then a copy of it shall be forwarded to the Superintendent. There shall be no publicity released in connection with the filing of a grievance until such time as there shall have been an opportunity for a full and fair hearing as hereinafter set forth.

Within five (5) days after receipt of the written grievance, the Principal shall arrange for a hearing at which there shall be present the aggrieved student, the aggrieved student's parent/guardian (if necessary), and the teacher, if a teacher is involved. Where the grievance purports to be filed on behalf of a group of students, they may designate a spokesperson for the group.

Within five (5) days after the hearing, the Principal shall in writing, make a determination and recommendation and shall forward copies thereof to the Superintendent of schools, the aggrieved student, and where applicable, to the teacher.

If the aggrieved student is dissatisfied with the determination and recommendations of the Principal, he shall, within three (3) days of receipt of said report, set forth in writing, the reasons for disagreement and shall furnish copies of said to the Principal and to the Superintendent.

### **LEVEL I VIOLATIONS**

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

#### **1. Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

#### **2. Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

#### **3. Inappropriate Public Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

#### **4. Inappropriate Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

Student dress should follow the following minimum guidelines:

- No clothing is to be worn with reference to drugs, alcohol, profanity or sexual connotations.
- Clothing that exposes a bare midriff, bare back, or cleavage is prohibited. This includes but is not limited to low cut and plunging v-neck tops, spaghetti straps, halter tops, and strapless tops.
- Hats, hoods, bandannas, and other head coverings are prohibited.
- Sunglasses are prohibited.
- Undergarments are to be worn and unnoticeable at all times.
- Footwear is to be worn at all times.
- Dresses, skirts, and shorts must be at least finger-tip length.
- Leggings, tights, dance, yoga pants, and tight fitting pants are allowed. Students are strongly encouraged to wear appropriate length top that reaches finger-tip length.
- Boys are required to wear shirts with sleeves.
- Clothing that is deemed gang related will not be allowed.
- 

In addition to the above minimum guidelines, any student who wears clothing that could be considered controversial must have approval from the administration. Any student who violates the Dress Code will be required to change to appropriate attire or wear a piece of clothing provided by the school before being allowed back in class.

- First violation will result in a conversation with the administration and student will be asked to change attire or cover up.
- Second violation will result in a discipline write-up and students will be asked to change their attire.
- Third violation will result in student being assigned 1 day ISS.
- Every violation thereafter will result in a one day out-of-school suspension for insubordination.

**5. Insubordination/Unruly Conduct/Failure to Comply**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

**6. Leaving School without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, on campus without permission from authorized school personnel.

**7. Negligent or Improper Operation of a Motor Vehicle**

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

**8. Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, MP3 players, or other personal and/or electronic communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

**9. Profanity and/or Obscenity towards Students**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

**10. Sexual Harassment (Level I)**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that causes embarrassment, discomfort, or a reluctance to participate in school activities.

**11. Smoking/Vaping**

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of a school district, including all activities or events supervised by the school district. **E-cigarettes and vaping products are strictly prohibited.**

**12. Tardiness**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

**13. Technology Abuse**

A student will not violate the district's "Technology Use Guidelines."

**14. Trespassing**

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

**15. Truancy/Skipping/Excessive Tardies**

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

**SCHOOL RESPONSES TO LEVEL I VIOLATIONS**

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;

- Before and/or after-school detention;
- Denial of participation in class and/or school activities;
- lunch detention
- In-school suspension;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

***\*\*Possession of vaping paraphernalia will also result in the school liaison officer issuing a Minor in Possession Ticket \$150, each offense.***

## **LEVEL II VIOLATIONS**

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

### **1. Bullying/Harassment/Intimidation**

“Bullying, harassment or intimidation” means any gesture or written, verbal, via social media, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

### **2. Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

### **3. Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

### **4. False Identification**

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

### **5. Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

### **6. Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

### **7. Fraud**



A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

**8. Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

**9. Gang Activity**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activity includes:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

**10. Hazing**

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

**11. Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

**12. Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

**13. Profanity and/or Obscenity Toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

**14. Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

**15. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

## 16. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

### **SCHOOL RESPONSES TO LEVEL II VIOLATIONS**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

**NOTE:** Fighting poses an immediate threat to student safety.

In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

**\*\*Loss of phone privileges if violation involves social media**

### **LEVEL III VIOLATIONS**

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III violation.

#### 1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, drug paraphernalia, or alcohol; this includes wax vaping pens. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

#### 2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

#### 3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

**4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

**5. Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

**6. Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

**7. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

**8. Physical Assault**

A student will not physically assault another person. If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]). "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

**9. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

**10. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

**11. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

## 12. Verbal Assault against an Employee

Verbal assault is defined as any intentional threat or offer to do bodily injury to another by force, under circumstances, which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. **If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).**

## 13. Weapons: Dangerous Instruments/Threats to use Dangerous weapons against other students

A student will not possess any type of knife including pocket knives. A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

## 14. Weapons: Dangerous Weapons

A student will not possess any type of knife including pocket knives A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. **In addition, a student will not make threats of using dangerous weapons against other students or school personnel.** The legal definition of a “dangerous weapon” is ‘a firearm, dagger, dirk, stiletto, and knife with a **blade over three inches in length**, pocketknife opened by a mechanical device, iron bar, or brass knuckles.’ (MCL 380.1313)

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C § 921). State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a). “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

#### **15. Weapons: Use of Legitimate Tools as Weapons**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

#### **SCHOOL RESPONSES TO LEVEL III VIOLATIONS**

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion; [NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual’s parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

#### **SUSPENSION OF A STUDENT BY A TEACHER**

A teacher may remove a student from the their class, subject, or, activity if the teacher has good reason to believe that the student engaged in any of the following types of conduct in the class, subject or activity:

- Throwing objects that can cause bodily injury or property damage;
- Fighting;
- Directing profanity, vulgar language or obscene gestures toward the teacher or other students;
- Violating safety rules as communicated in the student handbook or classroom rules;

- Failing to comply with directives given by the teacher;
- Expressing racial or ethnic slurs toward the teacher or another student;
- Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence;
- Possessing/using a laser pointer;
- Violating district dress code standards;
- Excessive tardiness;
- Destroying/defacing school property;
- Violating computer use policies, rules or agreements.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher removes the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal, or the principal's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and school principal. The student will also receive zero credit on any tests or assignments missed as a result of the suspension during that class period.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or the parent or guardian so requests. (MCL 380.1309).

**FAILURE TO FOLLOW PRESCRIBED INTERVENTION STRATEGY:  
SEPARATE VIOLATION**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

**STAFF AUTHORITY**

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

**SCHOOL ACTIVITIES**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

**MAINTAINING CLASS PROGRESS**

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

## ***DUE PROCESS PROCEDURES***

**Definition of Suspension-** “to exclude a student from school for disciplinary reasons for a period of fewer than 60 days”.

**Definition of Expulsion-** “to exclude a student from school for disciplinary reasons for a period of 60 or more days”.

### **MANDATORY FACTORS-Section 1310d**

Before suspending or expelling a student, the following must be considered by the school:

1. Student’s Age
2. Disciplinary History
3. Disability
4. Seriousness of Behavior
5. Whether Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address Behavior

School officials must consider these factors BEFORE suspending or expelling for these offenses:

1. Physical Assault on Student
2. Gross Misdemeanor or Persistent Disobedience
3. Weapons, CSC, Arson
4. Assault on Staff, Bomb Threat

The 7 Factors must be “considered” before suspending or expelling a student in grade 6 or above for the following offenses:

1. Physical Assault at School Against Employee, Volunteer, or Contractor
2. Verbal Assault at School Against Employee, Volunteer, or Contractor
3. Bomb Threat or Similar Threat

The 7 Factors must be “considered” before expelling a student for possessing a dangerous weapon (except Firearm) in weapon free school zone.

The 7 factors must also be “considered” before expelling a student for criminal sexual conduct or arson.

The 7 factors are NOT required when expelling a student “for possessing a firearm in a weapon free school zone”.

## **RESTORATIVE PRACTICES**

The school “shall consider using restorative practices as an alternative or in addition to suspension or expulsion. If the school suspends or expels a student, the school “shall consider using restorative practices in addition to suspension or expulsion”. Examples of Restorative Practices include: Apology, Community Service, Restoration, Counseling, and Restitution

### **SHORT-TERM SUSPENSION**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student’s school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

### **LONG-TERM SUSPENSION OR EXPULSION**

If recommended by the principal or assistant principal, the school’s board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing. The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others. At the request of the student or the student’s parents, the board of education may meet in a closed session to “consider the dismissal, suspension, or disciplining of a student.” (MCL 15.268[b]). An attorney or other adult may represent the student and parent/guardian at the hearing. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

### **APPEAL TO BOARD OF EDUCATION FOR RECONSIDERATION**

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee’s decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.



**SUSPENSION AND EXPULSION OF STUDENTS RECEIVING OR OTHERWISE  
ELIGIBLE FOR SPECIAL EDUCATION**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student’s record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

**INTERVIEWS OF STUDENTS BY POLICE OR OTHER PUBLIC AGENCIES**

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident;(3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

**NOTIFICATION TO LAW ENFORCEMENT AGENCIES**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

- |                            |                                      |
|----------------------------|--------------------------------------|
| Armed Student or Hostage   | Robbery or Extortion                 |
| Suspected Armed Student    | Unauthorized Removal of Student      |
| Weapons on School Property | Threat of Suicide                    |
| Death or Homicide          | Suicide Attempt                      |
| Drive-by Shooting          | Larceny (Theft)                      |
| Physical Assault (Fights)  | Intruders (Trespassing)              |
| Bomb Threat                | Illegal Drug Use or Overdose         |
| Explosion                  | Drug Possession or Drug Sale         |
| Arson                      | Vandalism or Destruction of Property |
| Sexual Assault             | Minor in Possession of Alcohol       |
| Criminal Sexual Conduct    | Bus Incident or Bus Accident         |

***GENERAL SCHOOL POLICIES***

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Purpose**

The Onsted Community School District (the "District") encourages and strongly promotes the appropriate use of voice, video, and data technologies to support and enhance learning for all members of its community. To ensure that the available technologies are effectively utilized, the District developed this policy, which provides the guidelines for technology use, defines the responsibilities of the user and the District, and educates users in the appropriate use of technology. All technology users are expected to abide by this policy.

### **Overview**

The technology available to the Onsted community consists of computers, AlphaSmart and e-Mates, keyboards, printers, automated library facilities, digitizing equipment, Internet access, voice and video system, PDA's, TV Media, cell phones, and other technologies. The technologies listed are representative and are not intended to be all inclusive.

The District provides these technologies to support classroom instruction, personal growth and productivity, and communication with the community. All users are expected to exercise good judgment with respect to their use of technology. This includes proper treatment of equipment, appropriate network etiquette, acceptable use of Internet resources, and respect for the privacy and rights of other users. Access is a privilege, not a right. Access entails responsibility.

### **School Responsibilities**

The District will strive to educate its community in the appropriate use of computer, Internet, and other technology resources, and will do its best to provide error-free, dependable access. Each user will be instructed in the proper use of school technology, and in technology policies, laws, and ethics. As technology constantly changes, the operational procedures and expectations for users may also change frequently. The District administration and faculty will inform students of such changes in a timely manner.

In general, Internet use will occur in supervised settings. As a preventative measure, the District uses a proxy server that filters Internet content for inappropriate material. However, while every effort will be made to promote the proper use of the Internet, it is impossible for the District to restrict access to all controversial materials. The District is not responsible or liable for materials acquired on the network.

Users who violate this policy will be subject to consequences. The District administrators and faculty will evaluate each situation separately. Users will be provided an opportunity to present their input and discuss the situation and circumstances. The District will inform parents of any consequences imposed.

### **Family Responsibilities**

Outside of school, families bear the responsibility for setting and conveying the standards that their children should follow, just as they do with other information sources such as television and radio. The District has information available to assist parents and others in understanding the issues and concerns regarding the Internet and its use. The District strongly encourages parents to discuss the privileges and responsibilities and the spirit of this Acceptable Use Policy with their child, and to be involved with Internet use at home.

School administration and faculty are available to discuss any concerns that you or your child may have.

### **User Privileges**

- Users may use all District technology and software for which they have received training for school-related purposes and for recreation when appropriate. Commercial or other unauthorized use of District technology is prohibited. Users agree to follow operational procedures as defined by District faculty and staff.
- Users may have a network account and access to the services that it provides (E-mail, disk storage, etc.) for school activities such as educational research, communication, and production.
- Users may access information from outside resources via the Internet that facilitates learning, personal growth, and educational information exchange.
- Internet use must occur in a supervised environment unless permission is given for independent use.
- Users may download and transfer data files over the network provided that such activity does not violate copyright or other laws, no fees are incurred, and the files are scanned for viruses.
- Users may electronically publish their work provided that it is consistent with District policies and guidelines.

### **User Responsibilities**

- Users shall properly use and care for the technology for which they have been trained, and refrain from using any technology for which they have not been trained. Users should ensure that food and drink is kept away from all technology equipment.
- Users shall conserve limited resources, including but not limited to paper other supplies, network storage space, and computer resources.
- Users are responsible for maintaining the privacy of passwords and accounts.
- Users shall not attempt to learn another user's password, access account, or impersonate another user on the network.
- Users shall respect the property of others by not accessing, modifying, or deleting data files that do not belong to them without permission from the owner or a teacher.
- Each user is responsible for all material in his/her network account and agrees to keep all pornographic material, excessive violence (exceeding what is on Network TV in prime time), inappropriate files or e-mail, and files dangerous to the integrity of the District's systems (such as a virus) from entering the school via the Internet or other sources. Users should not attempt to bypass the district's filtering system, but instead request an override for legitimate educational purposes.
- Users are expected to demonstrate proper etiquette with respect to electronic communications. Users shall not send harassing, discriminatory, obscene, or threatening E-mail, nor send E-mail under a forged name.
- Users are responsible for adhering to copyright and other laws in the use of technologies. Personal software shall not be installed on District computers without permission from a technology coordinator. Students may not use district computers for file sharing.

- Users shall notify a teacher or technology coordinator of any hardware, software, or security problems on the District network.
- Users are not permitted to use school technology to visit non-educational chat sites on the Internet at any time. Students will not be permitted to use school technology for non educational games at any time. Users may not store game applications in network accounts or download them, or copy them to school computers. The district's professional education staff will determine what technology content is educational based upon the district's curriculum content standards and benchmarks.
- Users shall act in a manner consistent with the District Student Code of Conduct.

**Technology misuse includes, but is not limited to the following:**

- Intentionally accessing or attempting to access files, data, or information without authorization.
- Impersonating another on the network.
- Activity which is detrimental to the stability and security of the network and workstations, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
- The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to copyrighted material; harassing, abusive, threatening, or obscene material; excessive violence, material protected as a trade secret; defamatory statements; material which would constitute an invasion of personal privacy; or any material which would reasonably be considered to be discriminatory on the basis of sex, race, national origin or religion.
- Unapproved use of programs or communications during the school day such as but not limited to non educational games and chat rooms.
- Unapproved downloading and/or copying programs and files to a network account or the hard drive such as but not limited to non-educational games. File sharing is not permitted.
- Illegally interfering with the use of technology by others.
- Intentionally wasting technology resources such as disk space, printer ink, or paper.

**Disciplinary Action:**

- Users violating any provisions of this policy may face disciplinary action. The specific action taken will be based on the nature, severity, and frequency of the offense. In addition, the District may refer violations to the appropriate law enforcement authorities. Possible disciplinary actions include:
  - Users may be restricted from using District technology and/or software for a length of time ranging from one day to one year.
  - Users may lose the privilege of having a network account and/or Internet access.
  - Users may be required to pay for any unauthorized expenses or damages.
  - Users may be required to attend training sessions or perform research related to their inappropriate use of technology before being allowed to resume using District technology.
- Users may face additional disciplinary action consistent with the District Student Code of Conduct.

### **Disclaimer**

The District will do its best to provide error-free, dependable computer access and resources to its user community. However, the District makes no warranties of any kind, whether expressed or implied, for the services it is providing. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, equipment failures, or service interruptions. Use of any information obtained via the Internet is at your own risk. The District cannot guarantee the accuracy or quality of information obtained through its services. The District will not be liable for any use of its technology that results in illegal or harmful activities.

Furthermore, users should not expect that e-mail and files stored in network accounts or on District computers will always be private. While the District intends to respect user privacy, it reserves the right to monitor all network activity and data files, including E-mail, to maintain system integrity, to ensure optimal performance, and to investigate alleged policy violations.

### **CELL PHONE AND ELECTRONIC DEVICE POLICY**

Onsted High School recognizes the popularity of cell phone use among teens and respects it as a means of communication for a busy family. Onsted High School will therefore permit cell phone and other electronic devices to be used before and after school, between classes, during a student's lunch period.

**Along with privileges comes responsibility.** Students must have/use all electronic devices in accordance with a teacher's classroom syllabus.

Lack of responsibility by a student will result in the following discipline:

- First violation will result in the device being confiscated and turned into the office where it will be noted in the student's discipline file as a violation of the Electronic Device Policy. The device will be returned to the student at the end of the day.
- Second violation will result in the student losing all privileges related to electronic devices for twelve weeks during school hours. The device will be returned only to a parent or guardian.
- Every violation thereafter will result in a three day out-of-school suspension for insubordination and the loss of cell phone/electronic devices for the rest of the school year.

High School students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions.

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. \*\*All cell phones will be turned in at the start of each class period and stored in cell phone holders for the duration of the class period.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

***Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.*** Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **MEDICATIONS AT SCHOOL**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
  - [ ] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - [ ] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- ( ) may self-administer the medication.
- ( ) may keep the medication in their possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.



### **LOCKERS ARE SCHOOL PROPERTY**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee

### **LEGITIMATE USE OF SCHOOL LOCKERS**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Writing in or on lockers is prohibited. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be held responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **STUDENT SEARCHES, LOCKER, VEHICLES, BACKPACK CONTENTS**

Random searches of school lockers, student vehicles, or backpacks on school property and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

***\*Students may also be subject to search by two same gender staff members if a student is suspected of vaping as a result of vape detection signal, or suspicious activity.***

### **SEIZURE**

When conducting searches of student, locker, vehicle, or backpacks, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons,

flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker, vehicle, or backpack and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker, vehicle, backpack, or the student

**CANINE SNIFFS**

The use of trained narcotics dogs to sniff objects, as opposed to students, is not considered a search and thus requires no level of suspicion. Periodically, school personnel may use trained narcotics dogs to sniff objects that are not affixed to individual students such as lockers, desks, student vehicles parked in school parking lots, or any articles of personal property that they have discarded or abandoned. References: *The Revised School Code*, 380.1306, 2000 PA 87 (Locker Searches) *New Jersey v. T.L.O.*, 469 U.S. 325 (1985) U.S. Constitution, Amendment IV

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**Educational Material for Parents and Students**

**UNDERSTANDING CONCUSSIONS**

**Some Common Symptoms**

<b>1 Headache</b>	<b>Balance Problems</b>	<b>Sensitive to Noise</b>	<b>Grogginess</b>
<b>1.0.0.0.1 Pressure in the Head</b>	<b>Double Vision</b>	<b>Sluggishness</b>	<b>Poor</b>
<b>Concentration</b>			
<b>1.0.0.0.2 Nausea/Vomiting</b>	<b>Blurry Vision</b>	<b>Haziness</b>	<b>Memory</b>
<b>Problems</b>			
<b>1.0.0.0.3 Dizziness</b>	<b>Sensitive to Light</b>	<b>Fogginess</b>	<b>Confusion</b>
<b>“Feeling Down”</b>	<b>Not “Feeling Right”</b>	<b>Feeling Irritable</b>	<b>Slow Reaction</b>
<b>Sleep Problems</b>			

### 1.0.0.1 WHAT IS A CONCUSSION?

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### 1.0.0.2 IF YOU SUSPECT A CONCUSSION

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

### SIGNS OBSERVED BY PARENTS

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

### CONCUSSION DANGER SIGNS

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

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

### **How to respond to a report of a concussion**

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

**Remember:** Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

### **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm for fire drills consists of both audio and auditory signals.

Tornado drills will be conducted prior to and/or during the tornado season using the procedures provided by the State. The notification system for a tornado drill is different from the notifications for fires and lockdown drills and consists of specific verbal commands over the public address system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The notification system for a school lockdown is different from the alarm system for fires and tornadoes and consists of specific verbal commands over the public address system.

### **POLICY ON BULLYING & CYBERBULLYING**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. ***Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.***

### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **POLICY ON SEXUAL HARASSMENT**

It is the policy of this school district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be knowingly subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. Violation of this policy will result in disciplinary action within the confines of appropriate policies, contracts, rules or other sources of law and procedure.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, board policy and procedures governing sexual harassment within the administrators building and/or programs and sphere of control and influence.

### **DEFINITION**

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal communication or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, service, advancement, or of a student's participation and/or advancement in school programs or activities; (b) submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; (c) such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching

- Sexual jokes, posters, pictures, magazines, cartoons, screen-savers, games, media; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, promotions, pay or performance of public duties.

### **ADMINISTRATIVE PROCEDURES - GRIEVANCE PROCEDURES**

It is the policy of the Onsted Community School District that any person alleging sexual harassment by board members, staff members, or students, may use the procedures detailed in the appropriate collective bargaining agreement, faculty or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district title IX coordinator, or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not negatively reflect upon the individual's status, nor will it negatively affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Any board member, employee, or student who believes that she/he has been subjected to sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance office; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
2. Request that the complaint be put in writing, if possible, and assist the complainants if requested.
2. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them, if necessary.
3. Interview the accused and document the interview. Re-emphasize the Board of Education's policy regarding insults, intimidation and harassment without making judgments at this stage.
3. Interview all witnesses identified by the parties and document the interviews.
5. Review the personnel files or student records of the accused for any history of similar behaviors.
6. Make a determination on the merits of the complaint in written report to the parties and the Superintendent.

**If the investigation shows that the complaint is without merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.

5. The Board of Education's policy on sexual harassment, insult and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education's Office of Civil Rights, or the Michigan Department of Civil Rights.

**If the investigation shows that the complaint has merit, the following action will be taken:**

The grievance officer will confer with the Superintendent and the Board of Education to determine what action is necessary to resolve the complaint and prevent recurrence.

1. The parties will be advised of the results of the investigation and the actions to be taken. Appropriate disciplinary measures will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender, and the judgment of the Superintendent and Board of Education.
2. All actions will be documented and placed in the personnel or student record files.
3. The Board of Education's policy on sexual harassment, insults and intimidation and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
4. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission, United States Department of Education Office of Civil Rights, or the Michigan Department of Civil Rights.

All complaints, interviews and investigation activities will be treated with the strictest confidentiality and utmost discretion. Only those members of the Board of Education, employees, or students whose participation in the investigation of a complaint were essential to its resolution will be informed of it. Furthermore, all such individuals will be asked to maintain confidentiality about the matter, unless in the course of exercising their statutory rights.

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or family may choose to purchase their own supplies if they desire to have a greater quantity of supplies, or desire to help conserve the limited resources of others. The teacher or administrator may recommend useful supplies for these purposes.

Fees may be waived or reduced where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for damage, not to make a profit. Financial obligations must be paid prior to a student participating in his/her graduation ceremony.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.



## **BUS TRANSPORTATION GUIDELINES**

### **OUTSIDE TRIPS**

Any student who rides a school bus to a school function will be required to return on the bus unless cleared through the principal's office. If the student fails to make arrangements about transportation, the student will be denied riding the bus to any more school functions for the remainder of the school year.

### **SCHOOL BUSES - STUDENT RULES AND REGULATIONS**

- Pupils must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.
- Pupils should be on time at the designated bus stop.
- Pupils should cross in front of a bus when crossing a highway, not in back of a bus.
- Pupils should stay off the roadway at all times while waiting for the bus.
- Pupils should wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- There should be NO moving around or changing seats on the bus, except as arranged by the bus driver.
- Pupils should keep their hands and heads inside of the bus at all times.
- There should be no loud talking, but conversation in normal tones is permissible.
- Pupils should not cause trouble by teasing, pulling hair, scuffling or using unfit language, etc.
- Throwing articles of any kind in or out of a bus will not be tolerated.
- Any pupil disfiguring or mutilating a bus will be required to pay for the damage, and will be denied further use of buses.
- Pupils should help to keep buses clean, sanitary and orderly.
- There will be no smoking/vaping on the bus at any time.
- Follow the bus driver's directions the first time.
- No eating or drinking on the bus.
- Remain in seats at all times.
- Keep hands and feet to yourself.

**The bus is an extension of the classroom and all school rules apply on the bus. Riding the bus is a privilege. Failure to comply with the rules may result in the student being refused bus privileges for a period of time or permanently.**

### **DRIVING ON SCHOOL PROPERTY**

The main office will issue parking permits to all students free of charge. Permits must be displayed on student's cars when parking on school property. Lost permits will be replaced at a cost of \$5.00 to the student. DRIVING TO SCHOOL IS A PRIVILEGE. ANY INAPPROPRIATE DRIVING MAY RESULT IN LOSS OF DRIVING PRIVILEGES.

### **CAMPUS RULES**

- All entry will be in front of the high school to the south.
- No student will enter through the old high school / elementary.
- No student in stage area at any time unless there is a program.
- All students will remain on campus during their lunch times.
- Students will not loiter in the parking lot at any time.
- No students will be allowed on the gym floor without basketball shoes. Street shoes, even if they are tennis type, will NOT be allowed. Stocking feet on the gym floor will be ok.
- No students on balcony without supervision.
- No students will be allowed in the fitness room without school supervision.
- All students, regardless of age, will follow school rules.
- Once on the grounds, you will not be permitted to leave without administration approval.
- Students at lunch will be in the cafeteria.
- All parking will be in the south parking lot.
- No writing on lockers. Damage will result in possible suspension for violator.
- Leaving grounds without permission will lead to suspension.
- Do not jam lockers with book bags.
- If you have classes away from your locker and cannot get back to your locker without being tardy – take your books with you.
- No exiting to the Elementary School unless you have a class there.
- No visiting Middle School during lunch hour.
- Students should enter and exit from the High School parking lot entrance off Onsted Highway.

### **LIBRARY RULES**

- The Media Center is open from 7:30 a.m. to 3:00 p.m. Monday through Friday.
- When using the computers, students are responsible for following the school Technology Code of Conduct. This means no games, chat rooms, “instant messaging” or adding programs to computers. Computers are first and foremost for classroom and academic use.
- During academic hours, students need a pass from the teacher for whom they are doing the work. Students are to stay the entire class period unless the teacher writes ‘return’ on the pass.
- Before school and after school, students do not need a pass. During lunch periods, students need to get prior permission from the lunchroom supervisor.
- We welcome students who would like a place to study, read, or meet quietly with friends.
- A limited number of computers will be available for students to check their e-mail before and after school. E-mail and other “non-class related” computer use may be limited.
- The Commons Area is available for students who would like to meet in larger groups or who would like to eat or drink while they are visiting.

### **MISCELLANEOUS RULES AND INFORMATION**

- Senior skip day is **not authorized**
- Senior breakfast is **not authorized.**
- All student injuries must be reported to the school office.

- Students should not be on the gym floor without gym shoes.
- Students leaving school must obtain permission and sign out in the main office.
- Students arriving late will be expected to sign in at the main office.
- Any student leaving the building after paying admission to any event will not be allowed to return unless granted permission before leaving by an administration person or the person in charge.
- Any student refusing to use the Breathalyzer, either during school hours or at extracurricular activities, will receive a minimum three (3) day suspension.
- Back packs, book bags and duffle bags are not allowed in classrooms and/or the gymnasium.
- No middle school students will be permitted to attend high school dances.
- High school students are not allowed to attend middle school dances.
- Any student disrupting an athletic event (before, during, or after) may be subject to consequences from, but not limited to, the Student Handbook, Athletic Handbook, NHS, and/or the police.

## **GUIDANCE INFORMATION**

### **Daily Schedules**

<b>7 Period Day Schedule M-F</b>			<b><u>Success Time (Wednesday)</u></b> <b><u>*When Used</u></b>		
1st Period	8:00 - 8:52		1st Period	8:00 - 8:47	
2nd Period	8:56 - 9:48		2nd Period	8:51 - 9:38	
3rd Period	9:52 - 10:44		3rd Period	9:42 - 10:29	
4th Period	10:48 - 11:40	B Class	Success Time	10:33 - 11:03	
	11:39 - 12:10	B Lunch	4th Period	11:07 - 11:54	B Class
	10:44 - 11:14	A Lunch		11:54 - 12:24	B Lunch
	11:18 - 12:10	A Class		11:03 - 11:33	A Lunch
				11:37 - 12:24	A Class
5th Period	12:14 - 1:06		5th Period	12:28 - 1:16	
6th Period	1:10 - 2:02		6th Period	1:20 - 2:08	
7th Period	2:06 - 3:00		7th Period	2:12 - 3:00	
AM Tech leaves at 8:56			AM Tech leaves at 8:52		
PM Tech leaves at 12:10			PM Tech leaves at 12:10		

**All other daily schedules are available on-line on the high school webpage.**

### **EARLY GRADUATION POLICY**

Students requesting early graduation must meet the following minimum standards:

- Attained a minimum SAT score of 1360.
- Have a minimum of 16 High School credits from the college prep list.
- Have met all core requirements.
- Have a minimum GPA average of 3.66 after seven semesters.
- Have a minimum of 24 credits upon the completion of the seventh semester.

### **EARLY GRADUATION PROCEDURE**

1. Student requesting early graduation must write a letter of petition to the high school principal and counselor.
2. Student needs to obtain letters of support from at least two faculty members to be turned in to the counseling office.
3. Principal and counselor will verify that all criteria for early graduation are fulfilled.
4. Board of Education will be petitioned to waive the 8th semester. Students who have completed 7 semesters and then are granted early graduation will retain their class rankings (see Graduation Honors) and be permitted to participate in their class graduation ceremony.

### **FOREIGN EXCHANGE/INTERNATIONAL STUDENTS**

- An administrator/counselor will review requests and accept or deny admission.
- All paperwork must be available two (2) weeks before school starts.
- The student must be age appropriate and must not have graduated from their home school.
- The student must have proficient English skills.

**Students must be sponsored by an organization approved by the CSIET. (Council and Standards on International Educational Travel)**

### **ONSTED HIGH SCHOOL CREDIT POLICY**

***By the end of each school year a student will need the following credits to advance to the next grade:***

**Freshman-** will need to have **5 credits** to be considered a sophomore

**Sophomore-** will need to have **11 credits** to be considered a junior

**Junior-** will need to have **17 credits** to be considered a senior

**Senior-** will need **26 credits** to graduate

### **GRADUATION REQUIREMENTS**

- 4.0 credits of English
  - 4.0 credits of Mathematics (must take a Math class each year)
  - 3.5 credits of Social Studies
  - 3.0 credits of Science
  - 2.0 credits of World Language (Class of 2016 & beyond)
  - 1.0 credit of PE and Health
  - 1.0 credit of Visual or Performing Arts
  - 0.5 credit of Computer Education
  - 7.0 credits of electives
- 26.0 total credits** needed to graduate

**All students must take the SAT/Michigan Merit Exam (MME) and receive a score to fulfill graduation requirements.**

### **GRADING POLICY**

To receive credit, a student must receive a passing grade each semester. Advanced Placement classes are weighted on a five-point (5.0) scale.

### **GRADUATION HONORS**

The Valedictorian, Salutatorian, and 'Top Ten' will be determined at the completion of the first semester. Grades earned during the final semester of the senior year will be excluded when computing the individual GPA for class rank and graduation honors.

To be eligible for the Valedictorian, Salutatorian or Top Ten Honors, a student must attend Onsted High School for at least four semester report card periods. The valedictorian will be the graduating senior(s) who has attained the highest weighted GPA. The salutatorian will be the graduating senior(s) who has attained the second highest weighted GPA.

Ranking is computed using grades earned in all subjects from the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years with the exception of pass-fail courses, courses which did not receive a letter grade of A through F, and personal enrichment courses which do not earn credit.

Onsted Branch Model Middle College students are afforded all the privileges of their 4th year graduating class (graduation ceremony, yearbook placement, etc).

LISD Middle College students are not granted the Graduation Ceremony privileges of traditional or Branch Model Onsted students.

### **HONOR ROLL**

Students who receive a 3.0 grade point average for a semester will receive Honor Roll recognition. Students who are granted an extension to complete a course and receive an incomplete 'I' may be excluded from the Honor Roll.

### **PASS/FAIL**

- Students may take one elective class per semester as pass/fail.
- A pass/fail choice must be declared to the Counselor by the end of the 1<sup>st</sup> two weeks of the semester.
- No letter grade will be given to replace a pass/fail declaration.

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a post secondary (dual) enrollment program providing he/she meets the requirements established by law and by the District. Any interested student should contact the high school guidance office to obtain necessary information. In addition, students must exhaust all in school AP offerings before taking a dual enrollment course at post secondary school.

### **TECH CENTER GUIDELINES**

All material will be handled through the Counseling Department with Ms. Pennington

- Tech Center students will be required to follow the Tech Center schedule.
- Onsted High School will provide transportation every day that Tech Center is in session.
- All Tech Center students will be required to ride the bus to and from Tech Center.

- No students will be allowed to drive to Tech Center unless there are extenuating circumstances and they have received approval from the administration in advance. Approval will only be granted in extreme situations.

### **TESTING OUT OF HIGH SCHOOL CLASSES**

In order to be considered for “testing out”, the student must:

- Notify the Counseling Office of his/her intent to test out of a particular class prior to May 1<sup>st</sup> for the following school year.
- Must take a comprehensive examination (developed by teachers of the course) prior to May 15<sup>th</sup> for the following school year.
- Score a minimum of 78% on the comprehensive exam in order to be placed on an accelerated program.
- Take a higher-level course in the curricular progression when he/she successfully tests out of a course.
- Students cannot test out of a class in which they are currently enrolled.

Academic credit will be granted toward graduation requirements for exempted courses meeting all the criteria listed. A grade for the credit will not be given.

### **PERSONAL CURRICULUM**

Onsted Community Schools shall not limit or discourage the number of students with a personal curriculum on any basis other than the best interests of each individual student.

A parent or legal guardian of a student who has completed 9th grade may request a personal curriculum for the student that modifies certain Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard.

The English language arts credit requirements and the Science credit requirements are not subject to modification as part of a personal curriculum.

### **EXTRACURRICULAR ACTIVITIES**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as athletics, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **ATHLETIC ELIGIBILITY**

A student who fails to pass the equivalent of 20 credit hours at the end of any semester period shall be ineligible for 90 days unless the deficiencies are made up pursuant to the MHSAA Handbook Section 7 (C) which states, “Deficiencies may be made up in a **subsequent** semester, summer session, night school by correspondence, online, or by tutoring. Deficiencies may not be made up by averaging credits from a previous academic term; a student must have 20 credit hours of work on a school transcript for the previous academic term. Credits for made up deficiencies, applied to establish satisfactory previous academic

term record, may be placed on the transcript in any order but can only be applied once to the most recently completed academic term for athletic eligibility purposes.”

## **CLUBS AND STUDENT ORGANIZATIONS**

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization under the sponsorship of the National Association of Secondary School Principals. It is a society that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service.

Membership in the National Honor Society is both an honor and a responsibility. It is granted only to those students selected by the faculty council consisting of five teachers.

The membership is open to qualified juniors and seniors. Membership criteria: Scholarship, character, leadership and service. Academic requirement based upon the student’s cumulative grade point average. The minimum GPA allowable is 3.5.

Members must maintain the standards upon which they were selected.

### **ONSTED ACADEMIC CLUB**

The organization known as the Onsted Academic Club was officially established on December 11, 1984. The purpose of this club is to give recognition to the academically talented students at Onsted High School. The OAC philosophy is: “Knowledge is the light that guides us down the path of life”.

A council under the supervision of a high school teacher advisor will govern the Onsted Academic Club. One teacher advisor and two student representatives from each grade will complete the council. Student representatives are chosen from the Onsted Academic Club.

Council must meet the 3.5 grade point average requirement set for club membership. A member of the Board of Education will be asked to participate if interested.

To qualify for club membership and an award, a student must have a 3.5 or higher G.P.A. each semester of the previous high school year. All course work will be calculated into the GPA. A student must carry at least eight (8) semester courses for the year from the OAC recommended class listing. AP (Advanced Placement) Classes taken on-line also qualify as approved courses. For first-time seniors, the 3.5 or higher GPA must be attained in the first semester only of that year to qualify for an award. Transfer students will receive awards if the class work transferred has counselor approval.

A Tech Center or dual enrollment student may also qualify for membership provided they are taking four (4) OAC recommended courses for the year and carry a 3.5 GPA at Onsted and at the Tech Center or college. Final determination of acceptance will be the decision of the guidance counselor and OAC advisors’ review.

### **THE AWARD SYSTEM**

**First qualifying year:** The student would earn a six inch, three dimensional chenille letter and a certificate of recognition after meeting the requirements for one (1) year.

**Second qualifying year:** The student would earn a lamp of learning pin with the OAC initials and a certificate of recognition after meeting requirements for two (2) years.

**Third qualifying year:** The student would earn an OAC lamp of learning medallion and a certificate of recognition after meeting requirements for three (3) years.

**Fourth qualifying year:** A student who has qualified for each of the three (3) yearly awards and meeting requirements for the first semester of their senior year will receive a personally engraved plaque for special recognition.

**OAC RECOMMENDED CLASS LISTING**

Any course not listed here will be considered by the council through a letter of application available in the Guidance Office. All applications for consideration must be turned into the counselor.

**Application Due Date:**

Seniors: Return by the 1<sup>st</sup> Friday in February

Underclassmen: Return by the 1<sup>st</sup> Friday in May

***OAC RECOMMENDED CLASS LIST***

<b>BUSINESS/COMPUTERS</b>	<b>WORLD LANGUAGES</b>	<b>SOCIAL STUDIES</b>
*Accounting & Finance	French I, II,	American Government
*Advanced Accounting/Finance	Spanish I, II, III, IV, V	American History
Adv Desktop Publishing		
Adv Web Design/Multimedia	<b>MATHEMATICS</b>	Current Events
Desktop Publishing	Algebra I & II	Economics
Web Design/Multimedia	Geometry	Psychology
	Trigonometry and Pre-Calculus	*Sociology
	AP Calculus	World History
<b>ENGLISH</b>	<b>SCIENCE</b>	<b>ART</b>
American Literature	Anatomy & Physiology	Advanced Design
Advanced Placement Lang and Comp	Biology	Commercial Art
College Composition	Chemistry	Drawing & Painting I & II
Creative Writing	Physics	*Modern Art History
<b>English Explorations</b>		
	<b>PHYSICAL EDUCATION</b>	<b>OTHER</b>
	General Physical Education	Engineering
Theatrical Arts		All A.P. Classes
World Literature		All Honors Classes



## 2023-24 CLASS OFFICERS AND STUDENT COUNCIL REPRESENTATIVES

Class Officers \_\_\_\_\_ Representatives

Seniors \_\_\_\_\_ Seniors

Juniors \_\_\_\_\_ Juniors

Sophomores \_\_\_\_\_ Sophomores

Freshmen \_\_\_\_\_ Freshmen

### **DIRECTORY INFORMATION**

The Onsted Community School District has established the following information about each student as “directory information”.

**Name and address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received, honor roll, scholarships, and telephone numbers only for inclusion in school or PTO directories.**

The district will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the High School Guidance Office in writing by September 15<sup>th</sup> of the current school year that he/she will not permit distribution of any or all of the directory information.

### **SCHOOL OF CHOICE**

Onsted Community Schools is participating in Schools of Choice for the **2022-2023** school year. A non-resident pupil who resides within the Lenawee Intermediate School District may apply for enrollment. If more applications are received than space available, a lottery will be conducted. For more information, contact the Board of Education at (517) 467- 2174.

### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Onsted Community Schools that no person shall, on the basis of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any person believing that the Onsted Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil

Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1973, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Karen Springer, Human Resources  
Tim Comden, High School Principal  
Onsted Community Schools  
10109 Slee Rd  
Onsted, MI 49265

**CIVIL RIGHTS COMPLIANCE OFFICERS**

The Onsted Community Schools Civil Rights Compliance Officers are:  
Karen Springer, Human Resources 467-2173

Tim Comden, HS Principal 467-2171

**STUDENT HANDBOOK SIGNATURE PAGE**

**Student Name** \_\_\_\_\_

I have discussed the policies of the Onsted High School Handbook with my parent/guardian. I understand my rights, responsibilities, and consequences of any violations.  
I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Students (pgs 32-34) provided by the Onsted Community Schools.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date**

As the parent or guardian of this student, I have read the Technology Code of Conduct and the policies of the Onsted High School Handbook and have discussed it with my child. I understand the rights, responsibilities and consequences of any violations.  
I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents (pgs 32-34) provided by the Onsted Community Schools.

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

\_\_\_\_\_  
**Date**

**This form must be returned to the student's 1<sup>st</sup> hour teacher  
by the end of the first week of school.**