

ONTONAGON AREA JR/SR HIGH SCHOOL
STUDENT CODE OF CONDUCT-SCHOOL HANDBOOK
2019-2020

701 Parker Avenue
Ontonagon, MI 49953
906.813.0614
www.oasd.k12.mi.us



James Bobula, Superintendent/K-12 Principal
Tim Nelson, Dean of Students
Jon Uotila, Dean of Students
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Richard Franti, Athletic Director

Updated: July 2018

Ontonagon Area School, JR. /SR. EMERGENCY /ACKNOWLEDGEMENT FORM 2018-2019

Student's Name _____
Last First

Student's Address: _____

Birth Date: _____ Grade: _____
Home Phone: _____ Cell Phone: _____

List any medications student is taking: _____
List any allergies student may have: _____

Mother: _____
Name Home Phone Cell Phone Work Phone
Address _____

Father: _____
Name Home Phone Cell Phone Work Phone
Address _____

Guardian: _____
Name Address Home Phone Cell Phone Work Phone

PARENT E-MAIL ADDRESS: _____
For PowerSchool Communication (attendance notices, school closings, delays, special events)

List one neighbor or nearby relative who will assume temporary care of your child if you cannot be reached.

Name: _____

Address: _____ Phone: _____

Student and Parent must complete this form and return it to the school office before a computer password is given.

Note: Articles, policies and procedures may be adjusted as the year progresses based upon the school districts needs and extenuating circumstances. For more information call: 906.813.0614

VIRTUAL LEARNING

I am giving consent for my child to enroll in Virtual Learning Options if necessary and I understand the reasons for denial as stated in the 2018-2019 handbook.

VIDEO/PHOTO PERMISSION

I am giving consent for a photo/image and/or selected student work that includes this student with first and last name to be shared with media outlets including the O.A.S. district internet website, newspapers, and local television/radio stations.

HANDBOOK AGREEMENT

*I have read and I understand the information listed in the 2018-2019 Ontonagon Area Junior-Senior High School Student Code of Conduct – Handbook, which can be viewed online at: www.oasd.k12.mi.us
A hard copy is available upon request from the K-12 office.*

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

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STATEMENT OF PHILOSOPHY

The primary objective of Ontonagon Area Schools is to provide the means for assisting each of its students in becoming responsible individuals who are able to assume their roles as contributing members of society.

The school environment is a miniature community requiring the establishment of rules and regulations for the protection of the rights of all of its members. An important aspect of the growth process is to gain a respect and appreciation for the rules and regulations of conduct in the school community. Violations of these rules and regulations that are harmful to the rights and privileges of others cannot be condoned or tolerated.

The immediate objective of this Code of Conduct is to maintain a school climate of effective learning conditions. The ultimate objective is to establish school discipline, which enhances student growth, abilities, attitudes and habits essential to acceptable and self-controlled behavior.

PRINCIPAL'S STATEMENT

Dear Parent/Legal Guardian and Student:

Included in this school handbook is a copy of the 2018-2019 Ontonagon Area Jr. /Sr. High School Code of Conduct. The information in this handbook will assist in determining areas of operation of our school.

We strongly encourage you to go over the material in the handbook together so each of you understand the information presented as the handbook has been approved by the Ontonagon Area School District's Board of Education.

Each student is required to sign out when leaving his/her classroom during class time. Passes are required when students are in the hall during class time.

Teachers, when they assign homework, will expect students to record the nature of the assignment and teachers may ask you to show them that this has been done. This should mean that all students will be aware of exactly what each teacher expects and when it is due. All students should also be aware of their standing in each course at any time during the year.

Everyone should be successful in school. In order for students to be successful, they must attend regularly, are prepared, ready to learn in the classroom, and complete their homework. At the Ontonagon Area Jr./Sr. High School we believe that forethought and organization can overcome problems.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any extracurricular event sponsored by the school must be reported immediately to the person in charge and to the school office. An accident form must be filled out in the office as soon as possible.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year when students have articles, which are hazardous to the safety of others or interfere in some way with school procedure.

Items, which are judged to be out of place in the school setting and may cause interference with the student's education and environment will be confiscated and returned only at the parent's request. Any exceptions to this rule must be approved by the principal. The Ontonagon Area School District will not be held responsible for confiscated items. Please read additional rules for Wireless Communication Devices (cell phones).

ATHLETIC POLICY

Overview

Ontonagon Area High School sponsors interscholastic athletics in football, girls' and boys' basketball, volleyball, girls' and boys' track, and girls' and boys' golf. The football team is a member of the Bridge Alliance Football Conference, the volleyball team is a member of the Mountain Lakes Conference, and the remaining teams are members of the Copper Country Conference. It is our goal at all levels, junior high, junior varsity, and varsity, to field the most competitive teams possible within our conferences.

Participation in our interscholastic athletics programs is a privilege, not a right. Students wishing to participate do so with the understanding that, in addition to the athletic policies outlined below; there will be rules to follow within each sport. Students should also understand that participation in interscholastic athletics does not guarantee any amount of playing time during a season at any level of competition. Coaches will explain their practice and playing time policies and their team rules at the beginning of each season.

The Athletic Director of the Ontonagon Area Junior-Senior High School is the individual responsible for enforcing athletic policies and establishing procedures, subject to the approval of the Superintendent and the Ontonagon Area Board of Education.

Any problems or athletic situations not presented in the athletic policy shall be brought to the attention of the Athletic Director. The Athletic Director shall have the authority to act on these matters and recommend any needed changes.

Ontonagon Area Junior-Senior High School is a member of the Michigan High School Athletic Association, Inc. If any part of this policy is in conflict with the MHSAA handbook, the rule stated in the handbook has precedence over this policy. Ontonagon Area Junior-Senior High School will abide by all rules as stated in the MHSAA handbook.

Insurance

Ontonagon Area Junior-Senior High School does NOT carry regular health insurance for injuries sustained while a student is participating in athletics. Health care insurance is the responsibility of the parent/guardian or of the adult student personally. Ontonagon Area Junior-Senior High School strongly urges the athlete to be covered by an adequate health insurance policy.

By fully completing the MHSAA physical card, the athlete's parent or guardian grants consent for school personnel to make decisions regarding medical care for the athlete in the event that the parent or guardian cannot be contacted. This advance consent includes emergency care and or hospital care as may be deemed necessary under the then-existing circumstances, and acknowledges that the parent or guardian will assume the expenses of such care.

Academic Eligibility

The student athlete may not have failed any semester hours of course work taken the previous semester. Student athletes who have failed any semester hours at the end of a semester will be ineligible for the entire next semester. Student athletes also must not be failing any semester hour class during the current semester. Every Wednesday, starting the Wednesday of the second week in the semester, an eligibility check will be made to ascertain the eligibility of all student athletes. Students who are failing any semester hour class during this weekly check of grades will be ineligible for the coming week. Eligibility requirements reset when a student begins 9th grade. The eligibility check will be the responsibility of the Athletic Director.

The Ontonagon Area School District athletic policy begins on July 1 of any year a student is enrolled in the Ontonagon Area School District and continues unbroken until graduation or enrollment is dropped. The policy applies for all interscholastic athletes and cheerleaders of the Ontonagon Area Junior-Senior High School.

Use of Illegal Substances

Student athletes shall not use, possess, sell, or distribute to others: alcoholic beverages, tobacco, or controlled substances. Penalties for violating this policy are as follows:

1. Tobacco (including chewing tobacco)
First offense: 10% of season
Second offense: remainder of season
Third offense: one calendar year
2. Alcohol
First offense: 10% of season
Second offense: one calendar year
3. Controlled substances (including performance-enhancing substances as listed in the NCAA Banned Drug List):
First offense: remainder of season
Second offense: one calendar year

The Principal, Athletic Director, Dean of Students or the athlete's coach may impose these penalties. Violations remain current and are subject to a second offense penalty for one calendar year.

Criminal Activity

Any athlete charged on any felony or any misdemeanor will receive the following penalties:

1. Misdemeanor:
First offense: 10% of season
Second offense: one calendar year
2. Felony:
First offense: one calendar year

Lack of conviction or court remediation action shall remove above actions/penalties. Violations remain current and are subject to a second offense penalty for one calendar year.

Reporting of Violations

The Athletic Director or Principal shall investigate any report of an alleged violation, providing the report:

- Is verbally relayed by an employee of the District
- Is witnessed by and addressed in writing by a parent or other community member
- Is relayed by law enforcement.

Parents or guardians of athletes agree to inform the appropriate school authorities regarding any violations by their own children.

School Discipline

Any student suspended (including in-school suspension) or expelled from school will not be able to participate in practice, games, or team related events during the days of his/her suspension or expulsion.

Any student transferring into the Ontonagon Junior-Senior High School while being disciplined for athletic reasons at his/her former school will have the circumstances reviewed by the hearing committee (described below). The hearing committee will have the option of continuing the disciplinary measures in effect at the student athlete's former school.

Appeals Process

The appeals process for decisions made concerning this policy will have three steps. The athlete may be represented by counsel at any or all steps.

1. Within three school days of the decision, the athlete or his/her parents or guardians may request a hearing. The hearing committee will be the principal, athletic director, and coach. The purpose of the hearing will be to discuss the charges and review the circumstances of the alleged violation. After the hearing, the committee will decide to either enforce the penalty or reinstate the athlete.
2. If the athlete and/or his/her parents are not satisfied with the hearing committee's decision, the matter may be appealed to the Superintendent. This appeal must be requested in writing within five school days of the hearing committee's decision.
3. If not satisfied with the Superintendent's decision, the matter may be appealed to the Board of Education. This appeal must be filed in writing within ten school days of the Superintendent's decision. The decision of the Board of Education will be final.

Medical Conditions

Medical conditions, including pregnancy, that arise after the student is medically cleared to participate by an athletic physical, must be reported to the coach. The coach shall require a doctor's authorization before that athlete will be permitted to continue participation in that sport. Unless the condition is called to the attention of the coach or of an administrator, or by exercise of reasonable observation should have been known by the coach, all responsibility for reporting such condition shall rest with the student athlete and/or the parents or guardians. The coach will, however, be required to make reasonable inquiry if a medical condition is suspected, but that inquiry shall not extend beyond an inquiry to the student and/or the student's parents or guardians.

Physical Card and Agenda Book Signature Page

No student shall participate in inter-scholastic athletic competition, or practice therefore, unless and until the student has returned the first page of his or her agenda book to the high school office, properly signed, indicating that the student and his or her parents have read and understand the policies outlined above, and has returned a properly completed and signed physical card for the current school year.

ATHLETIC PARTICIPATION FEE

In 2011, the Ontonagon Area School Board adopted a "pay to participate" policy.

- A. All active students in one (1) of our interscholastic athletic teams will be subject to the participation fee policy.
- B. Players will be required to pay a fee that has been determined by the School Board.
- C. No student shall be listed on an active roster for game or transportation purposes unless the participation fee is paid.
- D. There will be no refunds of this participation fee if a student quits, is injured or unable to play, or is removed from the team.

CONCUSSION AWARENESS

Parents and athletes must sign a concussion awareness (public act 342 & 343 of 2012) form before the athlete may participate in any sport. This requirement has been adopted by the O.A.S.B.O.E. July 2013. Parents can learn more at: www.cdc.gov/concussion

MANAGING HEAT & HUMIDTY

It is required that the MHSAA member schools adopt a policy to minimize the risk of heat-related illness in interscholastic athletic programs; the following policy has been adopted by the O.A.S.B.O.E. July 2013.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat index Calculator and Chart to determine the Heat index. If a digital sling psychrometer is being used, the calculation is automatic.

3. **If the Heat Index is below 95 degrees:**

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

If the Heat Index is 95 degrees to 99 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

- Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 99 degrees to 104 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible.
- Allow for changes to dry t-shirts and shorts.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in the day.

Contact sports and activities with additional equipment:

- Helmets and other possible equipment removed if not involved in contact or necessary for safety.
- If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 104 degrees:

All Sports

- Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

ATTENDANCE

Students in grades 6-12 who are officially enrolled at the Ontonagon Area School District shall be in attendance each and every day unless they are absent with a parent/guardian excuse. Each student has a personal responsibility to account for every day he/she is absent.

While keeping records of student attendance is a school function, the primary responsibility for insuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes, which will be helpful to the present and future endeavors of the student.

Attendance Policy... General Procedures:

Students and parents/guardians are responsible for being familiar with all attendance regulations. When a student is absent the parent or guardian is required to make contact with the school. This may be done one of three ways:

1. Call the school (813.0614) ext. 1 to report a student's absence on the day he/she is missing.
2. You may email the excuse (on the day of absence) to: betsyg@oasd.k12.mi.us.
3. Send a note back to school with the student the day he/she returns.

Students may be absent up to six (6) days per class in a semester. Examples of absences that do not count toward this total include:

1. Doctor's written excuse.
2. Church related.
3. Family emergency, (approved by attendance director/principal).
4. Field trips sponsored by the school.
5. Pre-arranged family vacations.
6. Educational opportunities, (pre-arranged).
7. School suspensions.

All other absences will count toward the semester total. When a student is home sick and brings in a note, this is excused but will count towards the 6 day per-semester rule.

Class work missed during an absence must be made up according to the teacher's requirements. As a general rule, make-up work must be completed in the number of school days equivalent to the number of days missed.

Students that are age 18 or older, but remain dependents will still need to have parental/guardian contact.

Absences that count toward the semester total are a violation of the school's behavior and discipline policy and will be treated accordingly.

Parents will be notified by letter when a student's "counted" absences reaches (3) and the Liaison Officer will visit the student and or parents. A letter will be sent at (5) requesting a meeting between the parents, attendance director, liaison and the principal/superintendent to resolve attendance issues. The County Truancy Officer will be contacted if there is no resolution.

A senior that surpasses 6 days per class will not be allowed to participate in commencement ceremonies. Opportunities to make up time are available. Seniors will not be permitted to make up time after commencement.

TARDINESS

All tardiness except those caused by late buses or by a conference with a teacher, counselor or administrator shall be chargeable.

NO STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT PARENT OR GUARDIAN PERMISSION AND/OR APPROVAL OF THE PRINCIPAL. Whenever a student leaves the building during the normal course of the school day she/he must first sign out in the Attendance Director's office. Failure to sign out when leaving the building will be considered skipping. (See additional rules regarding "Closed Campus").

No student shall be charged with an absence if she/he is unable to attend school because of bus transportation being suspended due to adverse weather conditions or other bus problems beyond control, however, class work must still be made up.

A student may participate in an extracurricular activity, (meeting, practice, or competition) after school or during evening, only if the student has been in school during that day. An exception will be made if there is an approved pre-arranged absence with the Attendance Director or if the student is ill in the morning and well enough to attend all of his/her classes after lunch.

When unusual circumstances exist concerning absences or tardiness not covered by the policies, parents are expected to contact the school. Also, the administration reserves the right to use discretion in all situations regarding attendance.

Parents are discouraged from having their children excused from school for vacations or trips, however, a policy (pre-arranged absences) exists for this purpose and the form can be obtained from the Attendance Director's office. This pre-arranged absence form must be completed two (2) days prior to when the student will be absent.

BEHAVIOR AND DISCIPLINE

Ontonagon Area Jr. /Sr. High School's Board of Education believes that every student in the school shall have an equal opportunity to learn. We feel self-discipline to be most effective. Students need to assume responsibility for their behavior. When student behavior is not acceptable, necessary action will be taken. Discipline may result in parental conference, detention, lunch-period detention, in-school suspension, out-of-school suspension or expulsion depending on the situation.

ANY STUDENT SUSPENDED OR EXPELLED SHALL NOT ATTEND ANY SCHOOL ACTIVITIES OR FUNCTIONS. VIOLATORS WILL BE CHARGED WITH TRESPASSING!

The following type of conduct shall make the student liable to discipline, suspension or expulsion. The infractions of the school discipline policy are based on a point system according to the nature of the offense and the consequences thereof. Any offense resulting in suspension, either in or out of school, will also be accompanied by parental notification. All possible variations of student misconduct are not listed and modifications may be made, if necessary, at the discretion of the administration. Students may be disciplined for misconduct on school grounds, at school activities, and on school buses. Attempts toward completion of any act of misconduct will constitute a

violation and may be punishable to the same extent as if the attempted act had been completed. In all instances, interpretation of the seriousness of a situation and of extenuating circumstances is left to the administration.

A student may be suspended or expelled for any offense of “gross misconduct” and/or “persistent disobedience” as provided in Section 1311 of the Revised School Code. Further, conduct, which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct, is also prohibited even though not specifically set forth herein. Violating any school rule or performing any act which is disruptive or detrimental to the health or welfare of other individuals or damaging to school property is prohibited. The degree of severity of the misconduct and disciplinary history of a student will determine whether any offense (whether listed in this section or not) warrants suspension or expulsion from school. Conduct interfering with the educational process or infringing on the rights of others, whether specifically listed or not, will not be tolerated or condoned. Whenever a potential violation of the law occurs, the proper authorities may be contacted by the administration.

DISCIPLINARY PROCEDURES

All disciplinary action will be handled by the Dean of Students or the Superintendent/Principal.

The purpose of the disciplinary policy of Ontonagon Area School has two goals. They are:

- A. To help promote self-discipline in the individuals
- B. To promote and maintain an atmosphere conducive to learning and education

The policies apply to all Jr. Sr. High School students regardless of age. The policies also apply to all school-sponsored activities which include daily bussing, field trips, assemblies, etc.

The method used to implement the disciplinary code will be based on a point system. The levels of dispositions are as follows:

- A. At three (3) points the parents will be notified by mail
- B. At six (6) points a parent will be contacted by phone or mail
- C. At nine (9) points a student will be suspended until school personnel, student and/or parents can work out the problems at hand. Police, courts and/or other referral services may be involved. (All teachers of students accumulating nine points will be involved in the conference)
- D. At twelve (12) points a student will be suspended from school up to 10 days
Parents and/or student and school personnel will work out the problems at hand
Police, courts and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension
- E. At fifteen (15) points the students will be suspended and an expulsion hearing may be held by the Board of Education

- F. Students who attend Ontonagon High School and do not accumulate additional points for one month without points will result in their point total being reduced by two points
- G. Students will lose six points over the summer; however, any points assessed during the final two weeks of school will be held over to the following school year on the individual's point record
- H. Students referred for discipline for (a) possession of weapons, (b) sale of drugs, (c) Arson, or (d) unprovoked assault will be immediately suspended and expulsion proceedings before the Board of Education will be initiated

POINT ASSESSMENT

- 15 Sale or distribution of drugs
- 15 Possession or distribution of OTC, (over the counter medication)
- 15 Arson (defined as deliberately setting a fire)
- 15 Unprovoked assaulting of a teacher, student, school employee, or any other person on school property
- 15 Unauthorized sale, possession or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, or an object which can cause bodily harm or which may be used as a weapon which could inflict bodily harm)
- 15 Bomb threats and willful destruction or defacement of school property
- 15 Breaking and entering

- 9 False fire alarms
- 9 Gross disrespect/verbal assault
- 9 Damage of school property \$100.00 or over, restitution will be made
- 9 Use of, under the influence of, or possession of alcohol or illegal drugs or look alike on school property: A substance abuse assessment will be required as a condition to return to school.
- 9 Fighting or provoking a fight
- 9 Swearing or using abusive language directed at teacher
- 9 Use of, distribution of or possession with intent to use tobacco
- 9 Unauthorized photographs being taken on campus

- 6 Damage less than \$100.00; restitution will be made

- 6 Extortion or physical threats
- 6 Possession of firecrackers and all other types of incendiary devices
- 6 Possession of property not belonging to the student
- 6 Use of racially degrading expressions

- 5 Theft

- 3 Cheating
- 3 Violation of Closed Campus
- 3 Falsifying Information
- 3 Being in an unassigned area without permission

- 2 Lack of Cooperation
- 2 Inappropriate School Behavior
- 2 Electronic Device Violation
- 2 Lack of Respect
- 2 Disorderly Conduct-Any behavior that infringes on the rights and/or safety of others (snowballs, unauthorized demonstrations, careless driving, etc. in or on school property or at any school event.
- 2 Obscene and/or lewd behavior and/or language, obvious suggestive sexual gestures exhibited in view of students or staff members (anything not decent); profane language-the act of swearing or cursing on school property during the day or at any school event
- 2 Insubordination (refusal to comply with reasonable request of school authorities or gross disrespect to school personnel)
- 2 Vandalism of school property

POINT ASSESSMENT (CONTINUED)

- 1 Loitering in any area for other than intended purposed (lavatory, parking lot, etc.)
- 1 Misuses of permits-being in an unauthorized area or being in a hall without a valid pass
- 1 Personal display of affection beyond hand-holding
- 1 Unexcused Absence
- 1 Sleeping in Class

Tardies will be assessed monthly on a cumulative basis

- 1 7 unexcused tardies or 4 in one period
- 2 8-9 unexcused tardies
- 3 10+ unexcused tardies

This discipline code may later be amended to include any other violations not specified.

The school administration or Dean of Students has discretion to make exceptions in extreme circumstances. Students may volunteer to work off points outside of their regular class schedule. Approval must be given by administration or Dean of Students. A maximum of 3 points can be worked off monthly. For every one hour of volunteer work, 1 point will be deducted.

RESPONSIBLE THINKING CLASSROOM, (IF AVAILABLE)

1. A student that is removed from a classroom may have to spend the rest of the period in the RTC room.
2. A student having to serve an in-school suspension will serve it in the RTC room.

Further violations of detention will necessitate a conference with the student, parent, legal guardian, teacher, and building principal. Expulsion may result.

BUS REGULATIONS

1. Pupils must obey bus drivers promptly as the bus driver is in full charge of the bus whenever a student is on the bus. (On trips students also must follow the directions of the chaperones.)
2. A bus schedule will be developed whereby the bus leaves at a designated time. Snow days may vary the schedule.
3. Students are to stay off the roadway at all times except when leaving the bus to cross to the opposite side of the road. Students are required to cross only in front of the bus.
4. Students must keep their hands and heads inside the bus at all times and are not allowed to move around or change seats while the bus is in motion.
5. Students will be suspended from riding the school bus if they disrupt the safe procedures for riding the bus.
6. Students must have a written note from home before being allowed to ride on a bus, which is not considered their primary bus.

The bus driver shall inform the building principal of any violations of the above regulations. The building principal will take action in accordance with the Behavior and Discipline Policy

CAFETERIA CONDUCT

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line or failure to properly dispose of lunch trays or litter will result in disciplinary action.

CIVIL RIGHTS STATEMENT

In compliance with Title VI of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the Ontonagon Area School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status be excluded from participation in, be denied benefits of, or subjected to, discrimination during any program, activity, service or employment. For information contact James Bobula (Principal/Civil Rights Coordinator) at (906) 813.0614 or Ontonagon Area Junior/Senior High School, 701 Parker Avenue, Ontonagon, MI 49953.

CIVIL RIGHTS PUBLIC NOTIFICATION

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973 AGE DISCRIMINATION ACT OF 1975 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990.

Section I

Any person believing that the Ontonagon Area Schools 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 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

James Bobula, Civil Rights Coordinator
Phone: (906) 813.0614
Ontonagon Area Jr. /Sr. High School
701 Parker Avenue
Ontonagon, MI 49953

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) days of this meeting.

.....

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

CLOSED CAMPUS

Ontonagon Area School is a closed campus. Students are not allowed to leave campus without approval.

If a student doesn't feel well enough to attend classes, she/he is to report to the office. Arrangements will be made for the student to see the Attendance Director to go home. Under no circumstances should a student go home without prior approval from the office.

Whenever a dependent student leaves the building during the normal course of the School day she/he must first sign out with the Attendance Director or Principal. ***No student will be allowed to leave the building without parent or guardian permission.*** Failure to sign out when leaving the building may result in truancy with disciplinary action. Exceptions to this rule must be approved by the principal. 18 and older dependents need parental permission)

COMPUTER NETWORK AND INTERNET

Each user will be required to read and understand the policies and procedures required by the Ontonagon Area School district pertaining to the use of electronic resources.

All users of electronic resources in the Ontonagon Area School District will be held responsible for their actions and activity. Unacceptable use of these resources will result in the suspension or revoking of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using electronic resources for any illegal activity, including violation of copyright or other contracts, harassment or plagiarism.
2. Using the electronic resources of the Ontonagon Area School district for financial gain or commercial gain.
3. Degrading or disrupting equipment of system performance.
4. Vandalizing data of another user.
5. Files saved on any district computer must be directly related to classroom assignments.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the original author's consent.
10. Posting anonymous messages or messages of a derogatory nature.
11. The knowing or inadvertent spread of computer viruses.
12. Profane, obscene or abusive language or graphics.

13. Use of email other than school provided.
14. Participation in chat rooms
15. Other direct electronic communication (e.g. instant messaging).
16. Disclosure of personal information is prohibited.
17. The school district reserves the right to delete any material deemed inappropriate or not related to classroom assignments.

DANCES

1. Ontonagon Area School student dances will be for Ontonagon Area School students and their previously approved guests ONLY. Middle School – 6th, 7th & 8th grades / High School – 9, 10, 11 & 12th grades.
2. An Ontonagon High School student may sign up ONE (1) approved guest on a list IN THE PRINCIPAL'S OFFICE during the week prior to the dance. Guests WILL NOT be able to sign up at the entrance to the dance.
3. The doors at the dance will be open for the first (30) thirty minutes only of the scheduled dance. At formal dances (prom/homecoming) doors will be open one (1) hour only.
4. Once a student leaves the building from the dance, the student CANNOT re-enter under any circumstances.
5. A school dance is considered a school event and all school rules of conduct apply.
6. There must be a minimum of two (2) chaperones, including at least one faculty member.
7. Advertising for Ontonagon Area High School dances shall be limited to the school building only.
8. Dances will be finished by 12:00 midnight. Sponsoring clubs and organizations must consider this when contracting bands. Exceptions must be approved in the office.
9. Prom requirements:

Students will not be able to attend prom if they receive a suspension within six weeks of this dance.

DIRECTORY INFORMATION & FERPA (Family Educational Rights and Privacy Act)

Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as directory information. The Board designates as student "directory information": a student's name; 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; awards received; honor rolls and scholarships. This information applies to any other educational institution that is connected with our school district. "Court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official" to the policy's list of circumstances in which non-consensual disclosure will be allowed.

The No Child Left Behind Act of 2001 (NCLB) and the National Defense Authorization Act for Fiscal Year 2002 both require high schools to provide military recruiters with access to directory-type information on secondary school students. Upon request, and after notifying parents, schools must release to military recruiters the name, address, and telephone numbers of high school juniors and seniors. (The disclosed information is used only for armed services recruiting and to inform high school students of scholarship opportunities.)

Throughout the school year students are involved in school related activities. While participating in these activities photographs may be taken and are sometimes submitted along with the student's names to the local media.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" or to have photographs submitted to the media upon written notification to the district within twenty (20) school days after receipt of the district's public notice.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Whenever parental consent is required for the

inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district or college in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Ontonagon Area School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Whenever parental consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

Individuals whose primary language is not English or possesses a disability that would impede their understanding of FERPA and/or the release of "directory information" should contact the Ontonagon Area School District's Civil Rights Coordinator for instruction.

DRESS CODE

Appropriate dress is required at the Ontonagon Area Junior/Senior High School. All apparel should be neat and clean. Dress that presents a health or safety problem, causes a disturbance or distraction, or does not provide body coverage is not permitted.

1. Heads are to remain uncovered when students are in the building. Hats, scarves, bandannas, hoods or other apparel are not permitted and are not to be brought to class. Such items are subject to confiscation and OAJSHS will not be held accountable for safe return.
2. Coats are not to be worn or carried to class unless permission is given by the instructor.
3. Any apparel deemed necessary by the staff for safety must be worn. Examples include but are not limited to safety goggles, safety head covers and aprons.
4. Students may not wear clothing that promotes drug, alcohol and tobacco or sexual innuendo. Items that are vulgar, obscene, or ethnically offensive are prohibited.
5. Pants (skirts & shorts) and tops (shirts & blouses) must overlap at all times. Pants and tops must provide adequate covering. Shoes must be worn in gym, all shop classes and science lab.
6. Sleeveless shirts must be at least 1 inch wide at the shoulder. A shirt must be worn to cover any clothing with spaghetti straps and exposed bra straps. Halter-tops are not permitted.
7. Shorts and skirts are permitted but must extend to bottom of the thigh.
8. Pants, skirts, shorts must stay up around the waist/hip area. They may not hang and show undergarments or be of the style that allows skin to be exposed at the waistline.
9. Shoes must be worn at all times.
10. Chains attached to shirts, pants, wallets, etc. are not to be worn while on school property and/or at school activities/events. Students choosing to have such items can expect the items to be confiscated and kept in the school office throughout the day.

Students not wearing appropriate clothing will be excluded from classes until a parent or legal guardian can be contacted. Time lost due to dress code violations is unexcused.

DUE PROCESS RIGHTS

To better ensure that appropriate due process is provided to a student, the board establishes the following guidelines:

- A. Students subject to suspension: A student and his/her parent/legal guardian must be given notice of suspension and the reasons therefore, and the opportunity to respond to the charges against him/her.
- B. Students subject to expulsion: A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The hearing may be private, but the Board must act publicly.

FINES & DUES

Students failing to pay fines or dues to the Ontonagon Area Schools or have unresolved discipline issues are subject to loss of commencement ceremonies.



ONTONAGON AREA HIGH SCHOOL



GRADUATION REQUIREMENTS

Language Arts

Twenty-two credits are required to graduate from Ontonagon Area High School. Students must pass enough elective courses beyond the requirements listed above to earn a total of twenty-two credits. In addition to the credit requirement, students must also sit for and take the State's mandatory high school assessment tests in their junior year to be eligible for

English 9
English 10
English 11
English 12

Social Studies

American History
Government (sem)
Economics (sem)
World History

Science

Physical Science
Biology I
Physics or Chemistry

Math

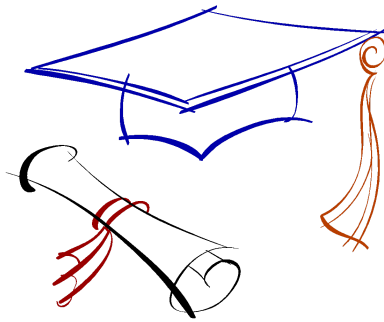
Algebra I
Geometry
Algebra II
Math Elective

Health (sem)

Phy. Ed. (sem)

Art

Visual, Performing, or
Applied Arts



Community Involvement

Sr. Project (This may be waived at the principal or counselor's discretion)

FIELD TRIPS

All students must have a written permission slip signed by a parent/guardian to attend any school sponsored field trips.

GUIDANCE

The counselor may be used for academic as well as personal matters. Please feel free to stop by to visit or contact Ms. Lancioni at (906) 813.0614 ext. 120.

HALL INFORMATION

Students in the hall during class time must have a hall pass or they will receive detention time. Only one (1) student is to be excused from a classroom at a time using the hall pass. This should be done on a limited basis.

HALLWAY POLICY

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the School clean by picking up paper from the floors. Students are requested not to be sitting on the hallway floors at any time. No chairs are allowed in the hallway.

HOMEWORK POLICY

It is the expectation of the district for all students to successfully complete their assigned homework. Failure to accomplish this could result in a Saturday morning opportunity to make-up any homework assignments. This would be done through the principal with the recommendation of a teacher and with the consent of the parent.

HONORS

In order for any student to achieve honor roll designation during a nine-week period, the following criteria must be met:

1. NO OUTSTANDING "INCOMPLETE" GRADE OR GRADES OF "D" OR LOWER.
2. A grade point average of 3.00 or better is necessary.
3. 4.00 cards will be noted.
4. To be considered for the honor roll, a high school student must be enrolled in six periods of classes.

Selection to the National Honor Society, Northern Lights Chapter, is based on four criteria: scholarship, leadership, service and character. Scholarship must be maintained. Determination of eligibility and continued membership shall be made by a committee whose decision shall be final.

JUNIOR HIGH CREDIT POLICY

Each student needs to earn 16 core credits (listed below) in a two year period (grade 7 & 8).

English	4 semesters
Math	4 semesters
Science	4 semesters
Social Studies	<u>4 semesters</u>
	16 semesters

LAB PROCEDURES

Students shall adhere to lab safety policies outlined by their instructors. All students are required to wear safety glasses in all lab courses.

LIBRARY

Students must accept responsibility for all materials borrowed from the library, and pay for any lost or damaged books or materials.

LOCKERS

Students will be assigned a locker on the first day of school. Your locker is to be kept clean. Do not write on lockers. Any material posted in lockers must be appropriate and easily removed. Lockers may be checked randomly throughout the year. The school will not be responsible for lost or stolen articles. Magazine articles and or pictures shall not be posted or hung on the exterior of locker without permission.

LOITERING

Students are not permitted on school grounds unless they are attending a school function.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. The office maintains a place where students can search on their own for missing items that may have been turned in at the office. We encourage students/parents to check often. Periodically these items that have not been retrieved are considered abandoned and will be given to charity or disposed of.

MEDICATION FOR STUDENTS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the district shall require a signed "PARENT OR LEGAL GUARDIAN REQUEST FOR ADMINISTRATION OF MEDICATION" form. This form will be available in the office.

Only medication in its original container, labeled with the date, if a prescription, the student's name and exact dosage, will be administered.

The school personnel will not transfer meds from one household to another. (Parents who share custody of children should make arrangements outside of school for this transfer).

Staff members are to administer prescription medication only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.

- A. All prescription medication shall be kept in a locked storage case in the school office.
- B. The Board of Education shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

COMMUNICABLE DISEASES

Students with *communicable diseases* such as Pink Eye shall not be permitted back in school until he or she is symptom free.

PARENT CONNECT

Parents have the ability to view their child's school information over the internet. A link is available on the O.A.S.D. website @ www.oasd.k12.mi.us. Once connected, you have the ability to view your child's progress in school, such as attendance, grades, discipline and much more. We encourage the use of this tool for tracking progress, but if you do not have access to a computer, you may contact us for progress reports.

Parent Connect ID and Passwords will be given to parents at their request at the beginning of each school year. Upon request, the ID and PW may be mailed, e-mailed or handed to the student or parent.

Due to privacy regulations minor students will not be given IDs and passwords unless the office received WRITTEN consent from a parent or guardian.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled at specific times during the school year. During this scheduled time, parents are urged to come to the school to confer with teachers. A conference can be scheduled at any other time during the year that a student or parent would like to visit with a teacher (during the teacher's preparation time).

PARKING LOT POLICY

High School students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, and without student consent.

1. The school will not be responsible for vehicles which are stolen or damaged.
2. Student's vehicles must be parked on the blacktop in the student parking lot only. The vehicle must be parked in accordance with the designated yellow lines.
3. Vehicles must be driven at a slow speed, approximately five (5) miles per hour, and must not spin nor slide during the snow and ice season.
4. Students must park their vehicle immediately upon entering the parking lot.
5. Students are not permitted to sit in their vehicle while the car is parked in the parking lot.
6. Students are not permitted to go to their vehicle nor be in the parking lot between classes, to do so means the student has left the building without permission.
7. Loitering in the parking lot is not permitted at any time.
8. First offense with the car will mean a thirty (30) day loss of driving privileges on School property. Second offense with the car will mean a loss of driving privileges for the remainder of the School year.
9. Snowmobiles, Mopeds, 4-wheelers, etc. are not permitted on school grounds.
10. Pedal bikes should be parked in front of the school.
11. Students may only park in the student parking lot.

PERSONAL PROPERTY

The owner assumes the responsibility for all personal property brought on school campus. Any personal property damaged or stolen while on school property or at a school sponsored activity, unless the school is directly responsible for its damage or loss becomes the financial responsibility of its owner.

POST SECONDARY ENROLLMENT OPTIONS (DUAL ENROLLMENT)

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met: Students are in grade 11 or 12.

Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

1. Students must be enrolled in both the school district and postsecondary institution during the local school district’s regular academic year and must be enrolled in at least one high school class.
2. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student’s control.
3. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
4. School districts are required to pay the lesser of:
 - a. The actual charge for tuition, mandatory course fees, materials fees and registration fees; or
 - b. That state portion of the students’ foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.
5. In reference to the Ontonagon Area School District Policy #2271, if a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment. In the event reimbursement is not made in a reasonable period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for collection.

If you believe you are eligible for dual enrollment, qualify for tuition and fee support and wish to participate, contact Ms. Lancioni, (counselor) 906.813.0614.

VIRTUAL LEARNING OPTIONS 5-0-D

Online learning, computer-based learning, courseware, self-schedule virtual learning, blended virtual learning.

- Must be enrolled by Count Day
- Grades K-12
- Students can take more than 2 courses
- Selected from the statewide catalog
- In-district classes do not need to be included in the statewide catalog, just board approved
- Student must be a resident of Michigan
- Pupil must have parental consent
- Provide all off-site with computer and internet

Reasons for Denial

- Student is K-5
- Course previously taken
- Course does not generate credit
- Course does not help student meet grad requirements
- Course prerequisites have not been met or the student is not proficient
- Student failed a virtual course in same subject area within two years
- Course is of insufficient rigor
- Course exceeds the cost allowed (unless student pays the difference)
- Course not requested during normal enrollment window
- Course capacity has been reached
- District does not support the enrollment of more than 2 courses
- Appeals-District must provide a rationale for denial and instructions on how to appeal. The ISD has 5 days to respond to the appeal.

REPORT CARDS

Report cards are issued during the week following the end of each nine-week session. Letter grades are used to designate a pupil's progress. The following grading system is used at Ontonagon Area Junior/Senior High.

GRADING SCALE

A+	(4.00)
A	(4.00)
A-	(3.67)
B+	(3.33)
B	(3.00)
B-	(2.67)
C+	(2.33)
C	(2.00)
C-	(1.67)
D+	(1.33)
D	(1.00)
D-	(0.67)
E	(0.00)

All incomplete grades must be made up within three weeks after the end of the marking period or the grade reverts to an "E". Any changes in this policy must be made prior to the incomplete with the approval of the principal and the teacher.

SATURDAY SCHOOL (If available)

Students who have violated any section of the Code of Conduct or Attendance Policy may be assigned to Saturday School by the Principal. Saturday School will be in session from 9:00 a.m. to 12:00 noon. A student must have a signed Saturday School slip from the principal and the parent/guardian before they will be allowed to attend Saturday School.

A student failing to bring a signed slip or missing any portion of his/her assigned time in Saturday School will be automatically suspended from school on Monday if they were required to attend for discipline/attendance reasons.

A student and/or parent may request to attend or send their child to a Saturday School session to allow the opportunity to make-up homework assignments not being done on a regular basis.

Saturday School is monitored by a certified teacher.

SCHEDULING, ASSIGNMENTS AND DROPPING CLASSES

Schedules are provided to each student at the beginning of the School year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take pre-requisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Changes of schedules should be complete during the first ten (10) days of each semester. A student is not permitted to drop any subject or make a class change without permission of the Guidance Office and parent/guardian written approval.

A Drop-Add form must be utilized for any schedule changes.

Drop/Add procedure after the first four weeks:

When a student requests to drop from a class after the four-week deadline the following procedure will be followed:

1. Students must bring in a note from the parent requesting the change.
2. Students must write a statement justifying the change.
3. The teacher, counselor and principal will take all the factors into consideration and recommend one of four options:
 - ❖ Drop with an E for the semester
 - ❖ Withdraw with Pass credit – not calculated in GPA for the semester
 - ❖ Withdraw with Fail credit – not calculated in GPA for the semester
 - ❖ Drop with no credit for the semester

Schedule Changes/Academic Failures/ Core Curriculum/Requirements for graduation:

A counselor or administrator reserves the right to change or alter a schedule as deemed necessary to insure graduation of the student.

A student will not make a general schedule change when it concerns lunch hours, last hour study hall or a teacher change for the same subject.

A student may make a schedule change if they are dropping a class and adding a different one or in the event the schedule benefits everyone concerned. Every required change must be approved by a counselor, teacher, parent, and administrator. However, keep in mind there are always extenuating circumstances that will promote change.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student’s person is conducted it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted

by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SENIORS

RANKING OF TOP SENIORS FOR CEREMONIAL PURPOSES

For the purposes of the graduation ceremony, students earning a 3.5 g.p.a. or higher will be considered to be graduating with honors. Honored graduates of the class will be determined by figuring a cumulative grade point average using all semesters, grades 9 through 11 and the **first semester** grades in lieu of second semester of the senior year. Students must complete two (2) school years or four (4) semesters aligned with the Michigan Merit Curriculum requirements.

Final determination regarding the honored graduates will be made by the Administration, the Guidance Counselor or the Administrative Board of Education Committee. Final class ranking will be done after second semester grades have been issued, and may not be the same as those announced during graduation activities.

SENIOR PRIVILEGES

A senior must be in "good standing" (i.e.; grades, attendance, behavior, etc. as determined by the Guidance Counselor, Administration or the Dean of Students) to obtain certain privileges.

STUDENT MEETINGS

Students may call or hold meetings in the building only if adult sponsors are present and it is an approved organization. All such meetings must be approved by the Principal in writing by submitting the proper request form by the Friday before the meeting is requested.

TEACHER QUALIFICATIONS

The Ontonagon Area School District received federal funds for Title I programs that are part of the No Child Left Behind, Act of 2001.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- The type of college degree major of the teacher and the field of discipline for the graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the Jr. /Sr. High Principal.

TELEPHONE AND OFFICE SERVICES

The office telephones are for school use and may be used by students only in cases of emergency with the permission of the office staff or principal.

TESTING OUT

Students will be notified during the first two weeks of each semester about the testing out policy.

TEXTBOOKS AND MATERIALS

Each student is issued, at no charge, the necessary textbooks and some class materials for each of his/her classes. It is the **student's** responsibility to properly care for his own books and materials. The student will be held responsible if his books are damaged, lost or stolen. Students will be charged for any projects created by the student, which are in addition to the basic course requirement.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must sign in at the office. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval from the principal and secure a pass prior to the day of the guest's visit. Visitors are expected to leave promptly when their business is concluded. Former students or graduates are considered visitors.

WIRELESS COMMUNICATION DEVICES

During school hours, after, or while at any extracurricular school activities any offensive use or unauthorized use will lead to confiscation of the wireless communication device (WCD). Such WCD may be returned by the attending personnel at their discretion at the end of the event. Should they decide not to return such item for any reason; it will be turned into the office for further actions. At the discretion of the attending personnel, the (3) three step action listed below may be triggered.

1. **FIRST OFFENSE** – confiscation of WCD turned into office with parent or guardian required for return of item during regular office hours.
2. **SECOND OFFENSE** – confiscation of WCD, turned into office and held until the end of the marking period or semester which ever is longer. Parent or guardian must pick item up during regular office hours.
3. **THIRD OFFENSE** – confiscation of WCD turned into the office and held until year end. Parent or guardian must pick item up from office during regular office hours.

FAILURE TO SURRENDER ONE'S WCD

Failure to surrender one's WCD is considered insubordinate and consequences will be handled according to the discipline policy.

If WCD is used or has evidence of use to cause others harm or intrusion into privacy of others, further action and refusal to return item may result in suspension or expulsion.

Teachers and other attending staff are empowered by this policy and the primary district policy to confiscate any WCD that is being improperly used or possessed on campus or at school functions.