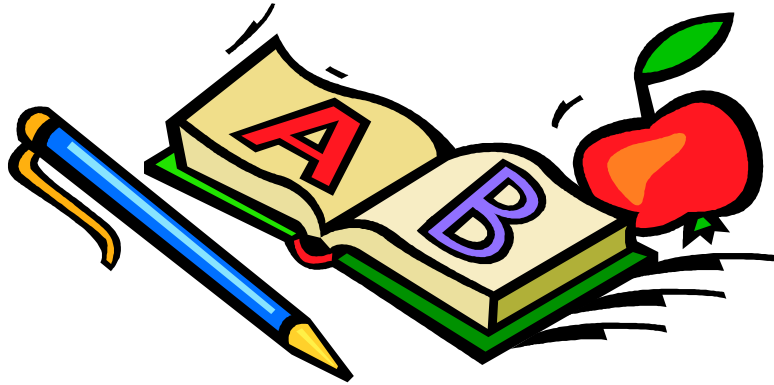


# Ontonagon Elementary School

Handbook for:  
**Parents and Students**  
**2022~2023**



**In compliance with Title IX of the Civil Right 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 Disabilities Act of 1990, and the Elliot-Larson 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 martial status be excluded from participation, denied benefits, or subjected to discrimination during any program, activity, service, employments, or process leading to employment. For information call Lisa Johnson (Superintendent) at: 813.0614 or write to: Ontonagon Area School, 701 Parker Avenue, Ontonagon, Michigan 49953.**

Updated: July 2022

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# Ontonagon Area Elementary School Student/Parent Handbook

## Mission Statement

**The mission of the Ontonagon Area School District in concert with the community is to educate all students to reach their highest potential and be productive members of society.**

Dear Parents/Guardians and Students:

The Ontonagon Area Elementary School Handbook is provided to you so that you will be informed of the guidelines and policies of the Elementary School. Please take the time to read the handbook which is available to you on the school website at [www.oasd.k12.mi.us](http://www.oasd.k12.mi.us) or you can obtain a copy of the handbook from the K-12 office. Forms are handed out to students on the first day of school and need to be returned to their teacher. The forms are as follows:

1. Parent-Student-Teacher Compact (KD and new students only)
2. Emergency Contact Form/Early Release-Transportation Release
3. COVID-19 Daily Screening

### 1.0 DIRECTORY INFORMATION / 2022-2023

#### 1.1 Location

701 Parker Avenue      Ontonagon, Michigan 49953

#### 1.2 Administration

Superintendent: Lisa Johnson

Elementary (K-5) Principal: Mrs. Liz Leach

Business Services Manager: Linda Karttunen

Business Services Assistant: Rebecca Pantti

Telephone: 906.813.0614    Fax: 906.813.0615

### 2.0 DAILY TIME SCHEDULES

#### 2.1 Monday through Friday

Kindergarten through Fifth Grade: 8:30 A.M. – 3:11 P.M.

#### 2.2 Arrival Time

Students should not arrive at school before 8:00 A.M. Parents are asked to cooperate and not send or drop their children off at school until that time.

Crossing guards, playground and breakfast supervisors are **not** on duty until that time.

Students are not permitted to enter the school until 8:00 A.M.

### **3.0 NEW STUDENT REGISTRATION**

#### **3.1 New Students**

Students new to the district should register at the office as soon as possible following their arrival into the community. Parents must provide the school with a birth certificate, an immunization record, a proof of residency, and the name and address of the last school attended. They will be asked to fill out an Enrollment form and a Request for Records form, (if transferring from another school).

#### **3.2 Kindergarten Registration**

There will be a Kindergarten Registration Roundup in the spring.

The date of the Roundup will be advertised using the public media.

Parents/guardians of children who will be five (5) years old on or before September 1 of the current year are asked to come to the school with their child's official birth certificate immunization record and proof of residency to fill out the registration forms. Parents/students unable to come to school on the day of the roundup are asked to pick up a registration packet to complete.

### **4.0 ATTENDANCE**

Students in grades Kindergarten – 5<sup>th</sup> who are enrolled at the Ontonagon Area School District shall be in attendance each scheduled school day unless they are “absent” and have an excuse from their parent/guardian. Each student has a personal responsibility to account for every day he/she is absent.

Through the efforts of parents/guardians and the school, it is hoped that each student will develop respectable attendance habits and attitudes, which will be helpful now and in the future of the student's endeavors.

**Students and parents/guardians are responsible for being familiar with the Attendance Policy/General Procedures.**

#### **4.1 Attendance Policy/General Procedures**

When a student is absent, the parent or guardian is **required** to make contact with the school. This may be done one of two ways:

1. Call the school to report a student's absence on the day/s he/she will not be in attendance. 906.813.0614 ext. 1
2. Send a note stating the day/s with the reason for his/her absence.

➤ **Students may be absent up to six (6) days per class in a semester. Examples of excused 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 semester rule.

➤ Class work missed during a student's absence may be required to be made up. At the parent/guardian's request, school personnel may collect a student's missed work to be picked up.

***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 to resolve attendance issues. The County Truancy Officer will be contacted if there is no resolution.***

#### **4.2 Permission to Leave School Grounds**

Students are not to leave school grounds during the school day unless specific written permission is given by the parent/guardian.

### **5.0 STUDENT HEALTH**

#### **5.1 Immunization and Communicable Diseases Reporting**

Parents are responsible for the health of their child. The school has an obligation to all children to maintain immunization records for students and to report cases of communicable diseases to the local Health Department.

Students must be sent home from school when a contagious condition is present and may not return to school until corrective action is complete.

#### **5.2 Required Immunizations**

Students entering a Michigan Public School must have had the following immunizations:

Four DTP – Diphtheria, Tetanus, Pertussis

Four POLIO – 4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required.

Two MMR - Measles, Mumps, Rubella

Three HEPATITIS B

Two VARICELLA Vaccine OR reliable history of CHICKEN POX

Failure to acquire these immunizations by September 30<sup>th</sup> will result in a child being excluded from attending the Ontonagon Area Elementary School unless a written plan is on file in the office documenting the dates when all required inoculations are scheduled. Immunizations may be obtained from your family physician or the local health department.

#### **Waivers**

Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccinations and the risk of disease, from a county health department before obtaining the certified nonmedical waiver form through the local health department.

#### **5.3 Information for parents on Communicable Diseases**

The Health Department advises the following guidelines be used to determine when your child should return to school:

1. CHICKENPOX: Seven (7) days after rash appears.
2. GERMAN MEASLES: Four (4) days after rash appears.
3. IMPETIGO: Three to four (3-4) days or until lesions are dry.
  - a. Must have medication from a doctor.
4. MUMPS: While swelling lasts, about nine (9) days
5. PINK EYE: Must be symptom free.
6. RED MEASLES: Seven (7) days after rash appears.
7. SCARLET FEVER: Seven (7) days after rash appears.
  - a. Contacts of scarlet fever on medication must stay out of
  - b. school twenty-four (24) hours after receiving medication.
8. STREP THROAT: Four (4) days with medication from a physician
9. HAND FOOT AND MOUTH: Must be symptom free with no fever and no mouth sores.

#### **5.4 Head Lice**

Parents are responsible to notify the school if their children get pediculosis, (head lice). Children must be treated and may not return to school until their hair is nit free.

## 5.5 Administration of Medication

Before any prescribed medications or treatment may be administered to a student during school hours; the child's parent must complete a **Medication Control Form** and must authorize any self-medication by a student. Medication Control Forms are available in the office.

Nonprescription drugs must be in their original container and labeled by a parent with the child's name, (physician's name and phone contact), and the time and dosage to be given. (This includes Tylenol, Advil, etc.)

**All** medications will only be administered in their original container labeled with the date, the student's name, and the exact dosage.

Students are **not** to keep or carry in their possession any medication, (prescription or non-prescription), at school.

**Medications must be brought to school and picked up from the school by the parent, guardian or adult designee. Students are not to bring medications to school.**

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).**

*If school is delayed due to bad weather or some other reason, students receiving prescribed medications at school will be given medication on the originally prescribed schedule unless a parent notifies the school otherwise.*

## 5.6 COVID-19 (CORONAVIRUS)

Parents or guardians are encouraged to monitor for symptoms of COVID-19, including fever, cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. The presence of any unexplained symptoms should prompt the parent or guardian to keep the student home from school and to follow up with their health care provider.

Parents must notify the school prior to coming if they need to communicate with their child face to face during the school day.

If parents need to drop items off to students (i.e. lunch, uniform), they may ring the buzzer, identify themselves and their purpose and then leave items in a bag on the table in the entryway. Office personnel will pick the items up and deliver them to the student.

Only one parent or guardian per child will be allowed to enter the building except under extenuating circumstances as determined by school officials.

Parents or guardians will be notified to pick up their child if he/she has become ill with COVID-19 related symptoms. Students who become ill with symptoms at school will wait in a designated safe area monitored by school staff until the parent or guardian has arrived.

Symptomatic students sent home from school must be kept home until they have completely recovered according to MI Safer School Guidance for K-12 Schools, MDHHS. Isolate at home for 0-5 days, (day 0 is onset of symptoms or positive test result), and return on day six (6) if symptoms have improved and there is no fever for 24 hours (without the aid of an antipyretic) and to wear a well-fitting mask on days 6-10.

## **6.0 STUDENT SERVICES**

### **6.1 Student Records**

Records for each child are kept in a CA-60. These records contain data regarding student attendance, health information, academic performance and other pertinent information concerning the student throughout his/her school years. Written authorization from the parent/guardian is required before any non-school-related person or institution might have access to a student's records.

### **6.2 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.

### **6.3 Testing Programs**

Michigan Student Test of Educational Progress (M-STEP)

Third through fifth grade students receive the Language Arts and Mathematics M-STEP. In addition, the fifth grade students receive the Science M-STEP.

Michigan Literacy Progress Profile (MLPP)

The MLPP is used to determine and document the growth of primary students in the areas of literacy development for the purpose of improving the learning opportunities of all students.

### **6.4 School Supplies**

Supplies necessary (such as textbooks and workbooks) for a student to complete the required schoolwork are issued free of charge.

Students will be responsible for replacement of damaged or lost school property.

### **6.5 Student Transportation**

Transportation is provided for eligible students. The Board of Education, in its desire to operate a safe, economical, and efficient system, has developed policies regarding the transportation of students to and from school and on field trips. The cooperation of students, parents and school personnel are essential for a smooth operation.

A copy of the School Bus Rules is included in this handbook. Problems or questions concerning the transportation of students can be addressed to the Principal at 906.813.0614 or the Transportation Director at 906.884.2912.

## 6.6 Breakfast - Lunch Program

Breakfast is available free of charge to all students.

Free and/or reduced price lunches are available to qualified students based on Federal Government Income Guidelines. Application forms are sent home with students on their first day of school. Eligible families are encouraged to apply even if their child(ren) do not always eat hot lunch.

Menus are printed in the Ontonagon Herald, posted in the classrooms on a monthly basis, and are posted on the O.A.S. website. Students may pick up a monthly menu for home from the office.

Lunch accounts are set up for each student. Parents are asked to keep enough money in the account to cover their child (ren)'s lunch.

Milk/Juice accounts are also set up for each student. Parents are asked to deposit enough money for nine (9) week quarters or for each semester.

## 6.7 Report Cards - Parent-Teacher Conference

Report cards are issued after each nine-week marking period.

Kindergarten Reports and Specials grades are given at the end of each semester.

A Parent-Teacher Conference is scheduled after the first marking period. Conference notes are sent home with the students. Parents who may have concerns about their child's education program are encouraged to make an appointment with the teacher at any time during the school year.

## 6.8 Parent Connect

Parents have the ability to view their child's attendance in grades K-5, and attendance and progress in grades 4 and 5 online. You can view this information on the internet at <http://powerschool.oasd.k12.mi.us/public>

Once you have accessed this site, you will need an ID and Password to continue. ID's and PW will be given to parents at their request at the beginning of each school year. Upon request, the ID and PW will be mailed, e-mailed or handed to the student.

## 6.9 Telephones

School telephones are for school business only and may be used by students only in cases of an emergency or illness.

## 7.0 SPECIAL SERVICES

A variety of special services are available to students who encounter difficulties in school or at home that interferes with the student's progress in school. Classroom teachers and/or parents may make a referral for such services. The Ontonagon Area School District or the Gogebic-Ontonagon Intermediate School District or Copper Country Community Mental Health provide these services on campus.

- Special Education

- LD Services

- Speech/Language Therapy

- Occupational Therapy

- Physical Therapy

- Cognitively Impaired Classroom

- Evaluation Services: For eligibility to any of above services

- Student Assistant Team: Collaboration between school personnel and parent/guardian for early intervention when learning problems are suspected

- At Risk Services

- Title 1 Support: For identified students in core academic subjects

- School Success Worker: (If services are available) for student/family support

- Counseling is available upon referral

Questions regarding these services may be directed to the principal or classroom teacher.



## 8.0 DISCIPLINE

The success of Ontonagon Elementary School's educational programs and activities is contingent upon appropriate student behavior. Students are expected to display appropriate conduct at all times. Misconduct is defined in the Student Handbook as:

1. Conduct that interferes with the provision of the district's academic and non-academic programs, policies and activities.
2. Conduct that interferes with the maintenance of a stable learning environment.
3. Conduct that demonstrates a lack of respect for individual differences; whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics or other factors.
4. Conduct that presents a risk to the property of the district, its employees or students.
5. Conduct that presents a risk to the health, safety or welfare of district employees or students.
6. Conduct that is contrary to law.

The Ontonagon Elementary staff will provide the necessary intervention strategies for maintaining a safe and orderly learning environment. The student discipline philosophy is that each student must take the responsibility for his/her conduct. We help students develop skills necessary for making appropriate choices concerning future conduct.

### 8.1 General School Wide Rules

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. Respect the rights of others. (No stealing, littering, or damaging).
4. Respect the learning environment.
5. Follow appropriate social rules.

Necessary action will be taken when student behavior is not acceptable. Discipline may result in detention, in-school suspension out-of-school suspension, parental conference or expulsion depending on the situation.

NO STUDENT ON SCHOOL SUSPENSION OR EXPULSION WILL BE PERMITTED TO ATTEND ANY SCHOOL ACTIVITIES, FUNCTIONS, OR ANY NON-SCHOOL ACTIVITIES HELD ON THE SCHOOL PREMISES. VIOLATORS WILL BE CHARGED WITH TRESPASSING.

### 8.2 Teacher Initiated Suspension Guidelines (SNAP suspensions)

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. [Public Act 103 of 1999 (SB 183), Section 1309 of Revised School Code].

The teacher shall immediately send the student to the principal and specify the reason for the suspension. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. The conference may be accomplished through a telephone conversation. If feasible, the counselor shall attend the conference. The principal may also attend upon request of the teacher or parent. The student shall not return to the class or activity that school day without the consent of both the teacher and the principal.

### 8.3 Two Types of Discipline are Possible:

#### Informal and Formal

#### Informal Disciplinary Intervention:

Informal discipline takes place to ensure that we have a safe and orderly school system. Our goal is for each student to develop a personal accountability for his/her own behavior. Our discipline procedure is as follows:

Step 1: Verbal reprimand

Step 2: Discipline referral to the office.

- A. After three discipline referrals**, a letter will be sent home to the parents/guardians and the student will serve one detention, (if available) as determined by the principal. The student will fill out an action plan to be signed by the parents, student, and principal.

**B. After six discipline referrals**, parents will be notified in writing and by phone. Student will serve a detention, (if available) as determined by the principal, and a conference with the parent, classroom teacher, student and principal will take place.

**C. After nine discipline referrals**, parents will be notified by phone and in writing of the events. A Saturday School (if available) detention, may be served. A conference with the student, parent, classroom teacher, principal and counselor will take place to develop a behavior plan.

Parents/Guardians will be responsible for the transportation of the student to and from Saturday School.

These steps have been set so every student and parent is aware of exactly where they fit into the disciplinary intervention plan. These steps may be modified, (at the principal's discretion), depending on the nature of the infraction. A student will continue through this cycle until the end of each semester. The student will then start with a clean record unless the principal determines the timing; frequency or severity of the infraction warrants a carryover of the discipline record.

#### **Formal Disciplinary Intervention:**

Formal discipline removes a student from school for up to 72 hours, suspension for up to 10 days, and expulsion from school. Suspension and expulsion may carry over into the next school year. Removal for up to one day may not be appealed. Suspensions for more than one day and expulsions may be appealed.

#### During the Appeals Process

The student shall not be allowed to remain in school. Suspensions of more than one school day but not more than ten school days may be appealed in writing to the principal within two school days of the parent's receipt of the suspension notice (Administrator Guidelines 5610). When a student is suspended, he/she may make up work missed. A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section below.

#### Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **A. Suspension from School**

When a student is being considered for a suspension of 10 days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend.

If a student is suspended he/she and his/her parents will be notified in writing or by telephone within one day of the reason and length of the suspension.

#### **B. Expulsion from School**

A student and his/her parent or guardian must be given notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided with a brief description of the student's rights, the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witness will testify. At the student's request, the hearing may be private, but the Board must act publicly. (Board Policy 5611)

If a student commits a crime while under school jurisdiction, he/she may be subject to school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy.

## **9.0 GENERAL INFORMATION**

### **9.1 Supervision of Students**

Adults directly reporting to the principal supervise all recess and lunch periods. Students are to remain in the assigned areas during these periods.

### **9.2 Bicycle Use, Snowmobile and Off Road Vehicle Ban**

Students with parental permission may ride their bicycles to school. They must park them in the designated areas and they are not to be used during the school day.  
*No snowmobiles or other off road vehicles are allowed on school property.*

### **9.3 Cross Walks**

All students are to cross only at the designated crosswalks.

1. Pebble Beach Drive to entrance of main parking lot of school.
2. South 7<sup>th</sup> St. to Parker Avenue.

“Bikers must walk their bikes across the streets”

*The National Honor Society will provide crossing guard services as permitted or as needed*

### **9.4 School Activities**

Various activities are offered for the students throughout the school year. These include basketball, classroom parties, assemblies, and special programs dealing with health and safety. Notices will be sent home to parents/guardian for programs in which specific parental permission will be required for a child to attend.

### **9.5 School Improvement /Site Based Decision Making Committee**

The purpose of the committee is to review the school program, assist in setting goals, and to evaluate progress towards a better education program for our students.

Parents, teachers, staff members and administrators are to be a part of this team. Contact the principal if you are interested in serving on this committee.

### **9.6 Parent Volunteers**

The Ontonagon Area School District supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psychosocial development of their children.

The principal will act as the key liaison for parent involvement. The principal will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include specified objectives with annual assessment to determine the status of and progress for parent involvement in the Ontonagon Area School District.

Optimally, parent involvement will occur at all grade levels in every school in a broad range of activities reflecting the relative interests and commitment of parent/guardians and other caregivers.

Classroom volunteers are also welcomed. Please contact the principal to see if any classroom volunteer positions are available. Volunteers are asked to provide simple clearance documentation. The office can explain how to obtain this.

### **9.7 Accidents - Emergency Sheets**

Every accident in the school building or on the school grounds must be reported to school personnel. An accident form should be filled out as soon as possible after the accident occurs. Parents will be contacted by telephone on most injuries. Emergency procedures outlined by the parents on the emergency sheet will be followed in the event a parent cannot be reached.

## **9.8 Lockers**

Lockers are assigned to students in the elementary school. Lockers are to be kept clean. No posters or stickers will be allowed in or on the doors. Nothing of value should be kept in the lockers.

**Students may not lock their lockers.** The principal or designee may search any locker for reasonable cause. (Board Policy 5771)

## **9.9 Miscellaneous**

Radios, (including Walkman types), tape recorders, CD players, cards, video games, televisions, cell phones, pagers, roller blades, laser pens, and skateboards are not permitted at school. Items which are judged to be out of place in the school setting will be confiscated, turned in to the office, and returned only at the parent's request. The principal must approve any exceptions to this rule.

## **9.10 Lost and Found**

A lost and found container is located near the office. Periodically, the items that have not been retrieved are considered abandoned and will be given to charity or disposed of.

## **9.11 School Closing/Delay/Early Release**

In the event of inclement weather school may be closed, starting times may be delayed, or students may be dismissed early. WMPL, WUPY and WLUC TV-6 will air these announcements as soon as decisions are made. An automatic call to parents/guardians will be generated through PowerSchool, the Student Information System.

## **9.12 Visitors**

Guests and visitors must register in the school office. Parents are always welcome to visit the school but should contact the teacher to set up a convenient visitation time.

Students are discouraged from bringing a guest student to school. Any exception requires permission prior to the visit from the principal.

Pets are only permitted into the school with prior permission from the classroom teacher and the principal.

## **9.13 Student Dress Code**

Students attending the Ontonagon Area Elementary School are expected to conform to the following dress regulations:

1. Items of dress will be worn that are no shorter than fingertip length when standing with hands to one's sides.
2. Boxer shorts, sleeper lounge pants, cut-offs or frayed hems will not be allowed.
3. Spandex clinging or skintight clothing will not be allowed.
4. Shoes must be worn at all times.
5. Mesh shirts or tank tops may only be worn under or over an acceptable shirt, blouse, or sweater.
6. Shirts must be long enough to cover the stomach area.
7. If pants are too large to remain at the waist area, a belt must be provided.
8. Garments with holes will not be allowed.
9. All clothing should be in good taste. Clothing with obscenities, cigarettes, drug information or sexual connotations will not be allowed.
10. Hats will not be worn indoors except with special permission.

## **9.14 Vandalism/Destruction of School Property**

A clean well maintained atmosphere is conducive to learning. Maintenance costs are a major concern to the district. Normal wear and tear can be budgeted for however, vandalism or damage to school property (willful or un-willful) comes at a tremendous cost. The parents/guardians of students who vandalize or damage school property will be responsible for damages. Depending on the age, severity, and/or frequency of the destruction, the student may be subjected to disciplinary procedures including possible suspension and/or referral to law enforcement.

### **9.15 \*Smart Snacks/Treats**

To align with our school's wellness policy, #8510 Wellness, E, all food and beverages that are provided, other than through sales, on the school campus during the school day, (which may include classroom snacks), shall comply with the current USDA Dietary Guidelines for Americans.

The purpose of this policy is to provide direction for students to be exposed to healthy food choices and to avoid unhealthy foods for classroom snack time and or treats.

The school is a place where students are learning healthy life decisions which begins with healthy eating.

While implementing these guidelines to promote healthy snacks in the classroom, the teacher will guide the students on how to identify and choose smart snacks. If a teacher provides snack items at any time, he/she will follow the guidelines of the 2019-2020 Elementary Handbook.

Smart Snacks must meet the following USDA guidelines:

- Calories: 200 calories or less
- Sodium: 200 mg or less
- Total Fat: 35% of calories or less
- Saturated Fat: Less than 10% of calories
- Trans Fat: 0 g
- Sugar: 35% by weight or less (approximately 10 grams)

While we recognize that celebrating birthdays and holidays are a special time for the students, we highly encourage healthy treats that follow the USDA guidelines.

\*Classroom snacks are a privilege and not a requirement. If the guidelines cannot be followed, it is the teacher's discretion that "snack" time may be discontinued.

## **10.0 DISTRICT POLICIES**

### **10.1 Privacy Act**

In compliance with the Family Educational Rights and Privacy Act of 1974, a parent or guardian of a student under eighteen years of age may have access to the records, files, and data of the school district relating to the student and may challenge any information contained in the files to insure their accuracy and fairness according to the procedure established by the Board of Education.

Parents may request to review a student's file by obtaining permission from the principal and completing the written request form available in the office.

### **10.2 Weapon Free School Zone Policy**

The Ontonagon Area Board of Education recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety by individuals possessing weapons and/or dangerous instruments. Accordingly, the Board of Education of the Ontonagon Area School District shall permanently expel a pupil from school in the district for possession of a weapon in the weapons free school zone in accordance with state law.

A complete copy of this policy can be obtained from the K-12 office of the Ontonagon Area School.

### **10.3 Drug Free Schools**

The Ontonagon Area School District is committed to maintaining a drug-free environment for our students. Students who are found to be in possession of or using illegal drugs will be disciplined according to the rules and regulations of the school.

We also want to help students who may have a drug or alcohol problem. We work closely with the Western Upper Peninsula Substance Abuse Services to provide counseling to students who are having problems with substance abuse.

Parents or students who are having problems with substance abuse can call the Western Upper Peninsula Substance Abuse Service at 906-482-7382. Our school counselors will provide all the assistance they can to students in need of help. If you have any questions about our policies on the use of drugs, please call your child's school for more information.

#### 10.4 Americans with Disabilities – Section 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all other individuals as well.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the school district office.

#### 10.5 Directory Information

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 is on an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships. 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 name 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 this public notice from the District.**

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.

#### 10.6 Computer Network and Internet Policy

Individual Rights and Responsibilities:

1. A user's right to access electronic resources shall not be denied without just cause.
2. All users have ownership rights over their own intellectual works.
3. All users have the right to be informed of policies pertaining to the use of electronic resources.
4. Each user is responsible to the learning community for recognizing that electronic resources are shared and that all users are responsible for refraining from acts that waste resources or prevent others from using them.
5. Each user is responsible for respecting the diversity of opinions and complying with legal restrictions regarding the use of information resources.
6. 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 violations 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. Wastefully using finite resources.
6. Gaining unauthorized access to resources or entities.

7. Invading the privacy of another user.
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 and intentional spread of computer viruses.
12. Profane, obscene, or abusive language or graphics.

### **Consequences**

Failure to comply with these rules or any violation of them will result in the following:

- A. First Offense: The student will write a letter to his/her parent outlining the inappropriate behavior and notifying them of this first offense. A one-month suspension will start once the parent calls the principal acknowledging receipt of the letter.
- B. Second Offense: The parent will be notified that his/her child has lost computer/Internet privileges for the remainder of the school year.
- C. Third Offense: The student will be suspended from further computer access for the remainder of his/her school career.

### **10.7 Due Process Rights**

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

#### **A. Students subject to suspension:**

A student and his/her parent/legal guardian must be given both written as well as verbal notice of his/her suspension and the reason therefore, and the opportunity to respond to the charges against him/her.

#### **B. Students subject to expulsion:**

A student and his/her parent/legal guardian must be given written notice of the intention to expel and the reasons therefore, 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.

### **10.8 Harassment/Bullying/Hazing**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board Members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing education environment for all its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, nationality, origin, religion, height, weight, marital status or disability. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher, Mr. James Bobula/Superintendent/Civil Rights Compliance Officer for Ontonagon Area Schools, or may report it directly to Michigan State Police at East Lansing, Michigan, phone 1-800-815-TIPS. Complaints will be investigated in accordance with AG 5517.

Every student should and every staff member must report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to a discharge for employee, exclusion for parents, guests, volunteer contractors, and removal from any officer position and/or a request to resign for Board Members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble are also prohibited. Retaliation and intentional false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. Submission to such unwelcome conduct or communications is made either an explicit or implicit condition of utilizing or benefiting from the services, activities or program of the School District.
- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** may include but is not limited to:

- A. Verbal harassment or abuse.
- B. Pressure for sexual activity.
- C. Repeated remarks with sexual or demeaning implications.
- D. Unwelcome touching.
- E. Sexual jokes, posters, cartoons, etc.
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law. (M. C. L. A. 722.62 1 et. Seq.)

**Bullying** – Intimidation of others by acts such as:

- A. Threatened or actual physical harm.
- B. Unwelcome physical contact.
- C. Threatening or taunting verbal, written or electronic communications.
- D. Taking or extorting money or property.
- E. Damaging or destroying property.
- F. Blocking or impeding student movement.

**Hazing** – Any type of initiation procedure for any school related activity, this involves conduct such as:

- A. Illegal activity such as drinking or drugs.
- B. Physical punishment or infliction of pain.
- C. Intentional humiliation or embarrassment.
- D. Dangerous activity.
- E. Activity likely to cause mental or psychological stress.
- F. Forced detention or kidnapping.
- G. Undressing or otherwise exposing initiates.



Note: If the school club or organization does not have an official and an approved initiation procedure and if no staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However a proper investigation will, in some circumstances require the disclosure of names and allegations.

Notification

Notice of this policy will be circulated annually to all departments within the District and discussed with students as well as incorporated into the teacher, student/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted in each department. All new employees of the District will be required to review and sign off on this policy and the related complaint procedure.

## SCHOOL BUS RULES

1. Obey bus drivers – bus driver may assign seats.
2. Be on time.
3. Stay off roadway while waiting.
4. Cross in front of bus.
5. Keep your hands and head inside the bus.
6. Remain seated.
7. For your own safety, do not distract the driver through misbehavior.
8. Do not throw anything.
9. Report damage to the bus driver immediately.
10. Keep the bus clean.
11. No profanity.
12. No use of tobacco substances.
13. No WCD, Wireless Communication Devices.

**A WRITTEN NOTE FROM PARENT/GURDIAN IS REQUIRED IF A STUDENT'S DESTINATION IS NOT AT HIS/HER REGULAR PICK-UP POINT.** (i.e. going to a sitter's, friends, etc.) *Requested changes in drop-off locations are subject to denial by the District.*  
Questions, you may call the Transportation Director at 906.884.2912 or 906.813.0614).

## Bus Discipline

**First Offense:** Verbal warning by the bus driver or principal along with one missed recess.

**Second Offense:** Parents will be notified by phone from the bus driver or principal and sent a copy of the bus discipline form.

**Third Offense:** The student will miss one week of bus privileges. Bus privileges will not be reinstated until there is a conference with the bus driver, principal and parent.

**Fourth Offense:** Suspension of bus privileges for the remainder of the semester.

**Fifth Offense:** Suspension of bus privileges for the remainder of the year.

The principal reserves the right to make any necessary changes in discipline procedures based on the severity of the infraction.

## En-route cancellation policy

Effective: 3/13/2009

Should it become necessary to cancel a bus or other trip off campus due to weather, issues on the bus or other issues not known at the time of departure, the following procedure should be followed to insure safety of those on the bus or other means of transportation.

The driver has the right to decide to cancel a trip because of inclement weather or other risk factors.

The coach or chaperone may also decide to cancel a trip because of inclement weather or other risk factors.

If a cancellation is decided upon, the following is the procedure to follow:

A. Notification of parents or media by the coach, chaperone, advisor or other responsible adult is attempted whenever possible, and as soon as the decision to cancel is made.

B. All riders **will** return to campus unless the following is possible:

*The route is such that the driver may pass by an agreeable drop-off location and the parent approves of the drop off. Then this drop off can occur.*

C. Coaches, chaperones, advisors, or other responsible adults should stay with the students until all have been safely accounted for.

As part of the Ontonagon Area Schools' Pest Management Program, pesticides may have to be occasionally applied. You have the right to be informed prior to any pesticide application made the school grounds and buildings. In certain emergencies, they may be applied without prior notice, but you will be provided notice following any such application. **If you need prior notification, please complete the form below and submit to:**

Lisa Johnson-Superintendent  
Ontonagon Area Elementary School  
701 Parker Avenue  
Ontonagon, Michigan 49953

**PESTICIDE PRIOR NOTIFICATION REQUEST**

Parent or Guardian Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Please Check One of the Following:

\_\_\_\_\_ I wish to be notified prior to a scheduled pesticide treatment inside of the building.

\_\_\_\_\_ I wish to be notified prior to a scheduled pesticide treatment outside of the building.

\_\_\_\_\_ Both of the above.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



**ONTONAGON ELEMENTARY SCHOOL**  
**PARENT, TEACHER, STUDENT COMPACT**

**PARENT:** *(please mark the ones you are willing to do)*

We, as the parent(s) will support our children's learning in the following ways:

- Encourage my child attends school regularly and on time.
- Establishing a set time for completing homework each day which includes providing an appropriate space away from conflicting situations.
- Support the school in its efforts to maintain proper school behavior.
- Staying informed about my child's education and communicating with the school promptly.
- Promoting reading with your child.
- Providing the necessary items for class/school (i.e. nutritional needs, weather/activities clothing, personal care needs)
- Volunteer in your child's school and classroom if time or schedule permits.
- Communicate regularly with my child's school and teacher by: Regular communication with the teacher, including conferences, classroom visits, phone calls and email prior to meeting.

**Comments:** \_\_\_\_\_

**STUDENT:**

I, as a student will:

- Attend school regularly and on time and follow all school rules and dress codes.
- I will work hard on my homework every day and ask for assistance when I need it.
- Demonstrate respect for myself, other students, teachers including substitute teachers and other adults.
- Take responsibility for completing all class work and homework assignments and turning them in on time.

**Comments:** \_\_\_\_\_

**TEACHER:**

All Teachers and staff will

- Encourage and support student's learning by using positive actions and works.
- Reminding children to follow the school and classroom rules.
- Maintain and foster high standards of academic achievement and positive behavior.
- Provide parents with frequent reports on their children's progress.
- Provide you with assistance in understanding academic achievement standards and assessments.
- Provide parents reasonable access to staff, opportunities to volunteer, participate, and observe in their child's classroom and in other school wide programs.
- Utilize school website to communicate current school activities and grades.

**Comments:** \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signnature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ONTONAGON AREA ELEMENTARY SCHOOL  
EMERGENCY CONTACT AND ACKNOWLEDGEMENT FORM 2022-2023**

**STUDENT NAME:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**STUDENT MAILING ADDRESS:** \_\_\_\_\_

**STUDENT HOME PHONE:** \_\_\_\_\_

**FATHER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**PLACE OF WORK:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**MOTHER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**PLACE OF WORK:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**GUARDIAN'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

.....  
**EMERGENCY CONTACTS (PLEASE LIST TWO)**

1. **NAME:**

\_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

2. **NAME:**

\_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**FAMILY DOCTOR:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

LIST ALL SPECIAL MEDICAL, ALLERGIES OR PHYSICAL PROBLEMS WE SHOULD BE AWARE OF:

\_\_\_\_\_  
\_\_\_\_\_

**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.

**VIRTUAL LEARNING OPTIONS**

I am giving consent for my child to enroll in Virtual Learning Options and I understand the reasons for denial as stated in the 2022-2023 handbook.

*I have read and I understand the information in the 2022-2023 Ontonagon Elementary Handbook which can be viewed at: [www.oasd.k12.mi.us](http://www.oasd.k12.mi.us). A hard copy is available upon request from the K-12 office.*

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

For PowerSchool Communication (attendance notices, school closings, delays, special events)

## Early Release Days

Please fill out the emergency release plan below, **discuss it** with your child and return it to your child's teacher promptly. It is necessary to have a plan in place and information at hand so your children know where they are to go in this situation, and so that we can help them get to their destination safely.

Please listen to the radio when the weather becomes stormy. The announcement will be aired on the radio as soon as a decision to release is made. Please do **not** call the school to confirm the news. Our office becomes control central and we may get very busy. Non-essential reminders tie up the telephone lines and they may prevent real emergency calls from getting through.

When the office is overwhelmed with messages there is always the worry that a message will not get to a child on time. It is best to be sure your child and his/her teacher knows the plan ahead of time and that you send a note in the morning if bad weather is predicted and you must change your usual plan.

### IN CASE OF AN EMERGENCY (EARLY RELEASE OF SCHOOL), MY CHILD IS TO GO TO:

HOME \_\_\_\_\_

OTHER \_\_\_\_\_ (PLEASE FILL IN INFORMATION BELOW)

NAME \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

(Please circle the method they are to take to get to their safe destination)

**WALK**

**PICKED UP**

**RIDE SCHOOL BUS**

**RIDE ON-TRAN**

---

## Transportation Release

From time to time throughout the school year, it is necessary to transport your child from the elementary school to an assigned destination for a number of different reasons. These reasons include such things as music rehearsals for concerts, emergency evacuation drills, educational presentations and others. This form gives the school district permission to transport your child for those purposes.

This form is not used for any field trips that your child might take with his/her class to destinations off campus or out of town. A permission slip from your child's classroom teacher will be provided at that time for those types of trips.

Please sign in the space provided below and have your child return this form to his/her classroom teacher.

**STUDENT NAME** \_\_\_\_\_ **TEACHER NAME** \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Telephone# \_\_\_\_\_

# COVID-19 SCHOOL HEALTH SCREENING AGREEMENT

## Instructions for Parents and/or Guardians

For the health and safety of our students, the local public health department requires students be screened for symptoms of COVID-19 before entering the school. Due to the time and interruption to education doing this on site prior to school entry this would cause, the health department and the CDC do not recommend these screenings be done by the schools.

We ask that you complete the steps of the student screening below, prior to sending your child to school or any school activities or sports. We ask that you complete the form below indicating your understanding and agreement to perform symptom screenings on your child.

By signing this form, I am committing to screening my child daily for the 2022-2023 school year, unless otherwise directed. I also understand that it is my responsibility to call the Ontonagon Area School as soon as possible to let them know if my child is not going to school for potential COVID-19 symptoms.

Symptom Screen: Students with any of the following symptoms should stay home from school.

- \*Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- \* Sore throat
- \* New uncontrolled cough that causes difficulty breathing, (for students with chronic/allergic/asthmatic cough, a change in their cough from baseline)
- \* Diarrhea, vomiting, or abdominal pain
- \* New onset of severe headache, especially with a fever

I commit to screening my child \_\_\_\_\_ for COVID-19 symptoms and exposure.

Parent(s)/Guardian(s) Name: \_\_\_\_\_ Address:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Symptomatic students sent home from school must be kept home until they have completely recovered according to MI Safer School Guidance for K-12 Schools, MDHHS. Isolate at home for 0-5 days, (day 0 is onset of symptoms or positive test result), and return on day six (6) if symptoms have improved and there is no fever for 24 hours (without the aid of an antipyretic) and to wear a well-fitting mask on days 6-10.



