

Ogemaw Heights High School



Student Handbook 2026-2027

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2026-2027 OHHS SCHOOL CALENDAR

DOORS OPEN 7:05 A.M.

SCHOOL STARTS 7:25 A.M.

SCHOOL ENDS 2:19 P.M.

HALF DAY SCHEDULE 7:25 A.M. – 11:24 A.M.

August 25	9 th - 12 th Grade Orientation Day
August 31	First day of School
September 4.....	No School
September 7.....	No School – Labor Day
September 17.....	Announcement, Cap & Gown 9:30 a.m. Class Ring Presentation 9:00 am
September 24.....	Student Picture make-up starting at 7:30 am
September 29	Homecoming Parade / Rose City 6:00 pm
September 30.....	Half Day Early Release 11:24 am
October 2.....	Homecoming Game vs Standish-Sterling 7:00 pm
October 3	Homecoming Dance 7:00 pm
October 15.....	Open House / Conferences 4:00 pm – 7:00 pm
October 22.....	Open House / Conferences 4:00 pm – 7:00 pm
October 30	End of First Quarter
October 30	Half Day Early Release 11:24 am
November 2.....	Teacher P.D: No School
November 5, 6, 7	Fall Musical 7:00 pm
November 11	Veterans Day Presentation
November 25, 26, 27	Thanksgiving: No School
December 17	Theatre Class Holiday Performance 7:00 pm
December 23 – January 1	Christmas Vacation
January 4	Return to School
January 13	1 st , 2 nd , & 4 th hour Exams (Full day of school)
January 14	5 th , 6 th & 7 th hour Exams (Full day of school)
January 14	End of Quarter 2/First Semester
January 15	Teacher Work Day: No School
January 18	First Day of Second Semester
January 27	Half Day Early Release 11:24 am
January 29, 30	Murder Mystery Dinner Theatre

February 5	Senior Information Sheet Due
February 15	Teacher P.D: No School
February 24	Half Day Early Release 11:24 am
February 24	Conferences 4:00 pm – 7:00 pm
February 25	8 th Grade CTE Visitation & Parent Night
March 1	Deadline for Most Scholarships
March 17, 18, 19, 20	Spring Musical 7:00 pm
March 19	End of Third Quarter
March 23	Academic Excellence Sophomores 8:30 am Juniors 9:30 am
March 25	Senior Pictures Due
March 26 – April 2	Spring Break
April 5	Return to School
April 8	SAT Testing
April 13	PSAT & MSTEP Testing
April 13	No School for Seniors
April 15	WIN Testing
April 20 – 24	Senior Class Trip
April 28.....	Half Day Early Release 11:24 am
April 30	Deadline for seniors to pay outstanding fines
April 30	Last Day for seniors to turn in graduation marching partner
May 3 – 14	AP Testing (date varies on test)
TBD.....	Senior Announcements & Cap and Gown Delivery during lunches
May 1	Prom 7:00 p.m.
May 17	Senior Awards and Scholarship Program 6:00 pm
May 18	Senior Walk Through
May 18	Last Day for Seniors
May 27.....	Graduation practice (Dress Rehearsal) 10:00 am
May 27	Graduation: OHHS 7:00 pm
May 31	Memorial Day: No School
June 8	1 st , 2 nd , 4 th & 5 th Hour Exams (Full Day of school)
June 9	6 th & 7 th Hour Exams (Half Day of school)
June 9	Last student day of School (Half Day) (Tentative)
June 9	Last Teacher Day (Tentative)

Dates, times and events are subject to change.

Please contact Ogemaw Heights at 989-343-2020 to verify.

SCHOOL DAY

Classes begin at 7:25 am and end at 2:19 pm.

Students will be allowed to enter the building at 7:05 am. Students are expected to leave promptly at the end of the day unless participating in a school supervised activity.

SCHOOL STAFF

Administration

Trisha Ziegler	Principal
Jason Pilarski	Assistant Principal
Korey Kripli	Director of Athletics
Jennifer Winter	Director of Curriculum
Janis Phillips	Food Service Director
Nicol Timo	Special Education Director

Coordinators

Brian Klein	CTE/Work Based Learning
Adam Miller	Credit Recovery

Counseling

James Smith	A-K
Louise Hofer	L-Z
Julia Sobah	School Social Worker

Administrative Assistants

Dawn Johnson	Administrative Assistant to the Principal
Caitlyn Baird	Administrative Assistant to the Athletic Director
Jodi Mayhew	Administrative Assistant to the Food Service Director
Christine Rice	Administrative Assistant to the Assistant Principal

Paraprofessionals

Dena Alderton	Special Education
Candis Older	Special Education
Ron Boomer	Delegated Instructor- Machine Shop
Brad Schrems	Delegated Instructor- Building Trades
Lerita Reinke	Delegated Instructor – Ag. Science
Pam McQuarrie	Media Center

Maintenance

Scott Kearns	Maintenance
Chris Epifanio	Maintenance
Wayne Zettle	Maintenance

TEACHING STAFF

Ahearne, Daniel	Social Studies	150
Andersen, Mark	Band	Music
Atkins, Sarah	Science / Yearbook	106
Bilodeau, Joshua	Spanish	158
Buck, Ashley	Physical Education/ /Health	Gym/157
Canda, Tara	English	152
Dowell, Ashley	Health Science	HOCC
Downing, Ryan	Choir	Music
Duell, Nicole	Art	Art Room
Goulette, Dominic	Science/Math	235
Hansen, Timothy	Physical Education/ Media	Gym/Pool/103
Hupcik, Helga	Business Education/ Accounting	104
Jackson, Nicole	Math	107
Klein, Brian	Trades/CTE/Work Based Learning	Wood Shop
Miller, Adam	English	252
Morse, Jarod	Science	110
Myas, Marky	Social Studies	156
Nichols, Phil	Science	108
Nowakowski, Kylie	Agriculture/Science	112
Retherford, Nicholas	Special Education	159
Rexford, Anne	Social Studies	153
Roberts, Kellie	English	154
Rodriguez, Isiah	Special Education	161
Rousseau, Emil	Culinary Arts	206/207
TBD	Math	105
Shinault, Hunter	Social Studies	155
Sisco, Kyle	Machine Tool	Machine Shop
Spiess, Cathryn	English	151
Thomas, Toni	English/ Theater	251
Thurston, Alicia	Special Education	159
Van Goethem, Cody	Math	111
Weatherholt, Steve	Special Education	161
Wood, Greg	Math	109

OGEMAW HEIGHTS FALCONS FIGHT SONG

Go you Falcons, go to win this game.
Go you Falcons on and on to fame.
So that the proud, proud name of Ogemaw Heights
Shall ever be the team that's ready to fight.
Go you Falcons, ever brash and bold.
Go you Falcons for the brown and gold.
Because when you reach the Heights
You're at Ogemaw
That's why we fight, fight, fight.

OGEMAW HEIGHTS HIGH SCHOOL ATTENDANCE

Please call 343-2020 (available 24 hours per day) to report your child's absence from school.

SCHOOL CLOSING INFORMATION

WNEM TV 5 (Bay City/Saginaw)	WKJC-FM 104.7/ WIOS-AM Tawas
WJRT TV-12 (Flint)	The Promise FM 90.5 Gaylord
WWUP TV-10/Fox 32 (Cadillac)	106.1 Tawas / 91.3 The Rock
WEYI TV-25 / Fox 66	91.1 Cadillac
WBKB TV-11 Alpena	Facebook

Closings are also placed on the website and school messenger is used. You may also call School (989)343-2020 or the Bus Garage (989)343-2240 for recorded information. This list is continually updated.

CONTINUOUS IMPROVEMENT

If you would like to become a member of a Continuous Improvement team or if you would like information regarding the school improvement process, please contact the building principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent(s) to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions

arise. Should you have any questions that are not addressed in this handbook, contact your principal or assistant principal who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of Ogemaw Heights High School. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026, the language in the most current policy or administrative guideline prevails.

District Mission Statement

WEST BRANCH-ROSE CITY AREA SCHOOLS

THE SCHOOL OF CHOICE FOR EDUCATIONAL EXCELLENCE...

YOUR FUTURE BEGINS HERE!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including sexual orientation or gender identity), race, color, national origin, religion, ancestry, marital or parental status, disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") .(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of a Protected Characteristic as defined above should immediately contact a School District's Compliance Officer listed below:

Sarah Hutter
Director of Finance
(989) 343-2002
960 S. M-33, P.O. Box 308
WestBranch, Michigan 48661
hutters@wbrc.k12.mi.us

Jennifer Winter
Director of Curriculum and Instruction
(989) 343-2033
960 S. M-33, P.O. Box 308
WestBranch, Michigan 48661
winterj@wbrc.k12.mi.us

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

TITLE IX NONDISCRIMINATION STATEMENT/SEXUAL HARASSMENT

The District does not discriminate on the basis of sex in its education programs or activities as required by Title IX of the Education Amendments of 1972 and its implementing regulations. The District prohibits sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, as defined by Title IX. Any student who believes they have experienced sex discrimination or sexual harassment, or any person who has information regarding possible sex discrimination or sexual harassment, is encouraged to promptly report the concern to a Title IX Coordinator.

Reports may be made to the District's Title IX Coordinators:

Sarah Hutter
Director of Finance
(989) 343-2002
960 S. M-33, P.O. Box 308
West Branch, Michigan 48661
hutters@wbrc.k12.mi.us

Jennifer Winter
Director of Curriculum and Instruction
(989) 343-2033
960 S. M-33, P.O. Box 308
West Branch, Michigan 48661
winterj@wbrc.k12.mi.us

Students, parents/guardians, employees, and members of the public may obtain a copy of the District's Title IX Policy and Grievance Procedures (See Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities) by contacting a Title IX Coordinator or visiting the District's website.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;

5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community- based programs that encourage and support families' participation in their children's education, growth, and development.^{1,2}

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor. All students are expected to follow all school rules.

(See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have emergency medical and contact information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8400 – School Safety Information; and associated Administrative Guidelines.)

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If it is a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

SCHOOL DAY

Classes begin at 7:25 am and end at 2:19 pm.

Students will be allowed to enter the building at 7:05 am. Students are expected to leave promptly at the end of the day unless participating in a school supervised activity. Students may not roam the halls or school before the 7:05 am bell or after the 2:19 pm bell.

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

SCHEDULING AND CLASS CHANGES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. The deadline for schedule changes is ten school days from the start of the semester. In order to be considered for a schedule change, a schedule change request form must be completed and submitted to the student's counselor. All schedule requests will be dealt with on a case by case basis and may not be honored.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without approval from the parent or guardian or a person whose signature is on file in the school office. No student will be released to a person other than a custodial parent(s) without explicit permission by the custodial parent(s) or guardian. (See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Ogemaw Heights High School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Ogemaw Heights High School secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 Student Records; and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to West Branch Rose City Schools Central Office.

(See also Board Policy 5320 – Immunization, Board Policy 5111.01 – Homeless Students, Board Policy 5113.03 Children and Youth in Foster Care, and associated Administrative Guidelines

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to submit the completed form to the school will jeopardize a student's educational program.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building secretary before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5331 – Students with Special Health Care Needs; Board Policy 5335 – Care of Students with Special Health Care Needs; Board Policy 5500 – Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.)

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

Nonprescribed (Over-the-Counter) Medications

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal or other chief administrator of the student's school.

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

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

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

(See also Board Policy 5330 – Use of Medications, Board Policy 5500 – Student Conduct, Board Policy 5520 – Disorderly Conduct, Board Policy 5530 – Drug Prevention, and associated Administrative Guidelines.)

CASUAL CONTACT & DIRECT CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

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

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

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

(See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

NOTIFICATION TO PARENTS REGARDING HIV/AIDS EDUCATION

WBRC Board of Education has established a program of instruction in health education which includes HIV/AIDS and other serious communicable disease prevention education.

According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the district Curriculum Director, 960 S. M-33, West Branch, Michigan 48661 to review the materials. This statute allows you to excuse your child from participation in the classes which include AIDS/HIV and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send a written notice to the principal of your child's school as soon as possible.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Nicol Temo at 989-343-2010 to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the coordinator, Sheila Smiley at 989-343-2034 to inquire about evaluation procedures and programs offered by the District.

(See also Board Policy 2225 – Students with Limited English Proficiency (LEP) and associated Administrative Guidelines.)

FERPA FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES

Purpose

The Board of Education of the WBRC Area Schools recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

Annual Notification of Rights

FERPA affords parents and eligible students certain rights with respect to education records. Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.
2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.
3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

4. Right to Complain: A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements.
5. Right to Obtain Copies of this Policy: A parent or eligible student has the right to obtain copies of this policy upon request.

*All educational records are provided directly to any new school in which a student intends to enroll.

Disclosure of Education Records

The district will disclose information from a student's education record only with the written consent of the parent or eligible student, except that disclosure without consent may be made:

1. To school officials who have a legitimate educational interest in the records.
2. To officials of other schools where a student seeks or intends to enroll.
3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. To the United States Attorney General.
5. **To comply with the federal legislation "ESSA", the district is required to release student disciplinary records concerning suspensions and expulsions to any private or public school to which a student is transferring for enrollment purposes.**
6. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of the aid.
7. To state juvenile justice system officials as permitted by state law.
8. To organizations conducting certain studies for or on behalf of the district for the purposes of predictive testing, student aid, and instructional improvements.
9. To accrediting organizations to carry out their functions.
10. To parents who claim the student as a dependent for income tax purposes.
11. To comply with a court order or lawfully-issued subpoena. The district shall make reasonable attempts to notify the parent or eligible student of such disclosure prior to disclosure.
12. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals.
13. For designated directory information.
14. To the parents of a non-eligible student or to a student.
15. As necessary for the district to either prosecute a legal action against the student or parent or to defend itself against a lawsuit initiated by a parent or eligible student.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline.). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- a student's name
- address
- telephone number
- height and weight, if member of an athletic team
- honor rolls

- scholarships
- school photographs or videos of students participating in school activities, events or programs
- grade

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website at wbrc.org.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student’s parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or their parents;
- mental or psychological problems of the student or their family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ATHLETIC REGULATIONS

Students participating in the athletic program are required to adhere to the following regulations.

1. A student-athlete will be governed by the Ogemaw Heights High School Athletic Policy from the first day of involvement in athletics until graduation.
2. Each year a student-athlete must have a physical examination card on file in the athletic office before he/she may practice dated after April 15.

3. A student-athlete will follow the coach's guidelines of acceptable player and team conduct. It is also understood that the rules that apply during the school day are in effect for extracurricular activities.
4. Student-athletes must attend school all day on practice and contest days. Any exceptions require the Athletic Director's approval.
5. Student-athletes may not drive to athletic contests in which they are participating. Athletes may not return from a contest with anyone other than their parent(s) or guardian except by approval of the athletic director and coach.
6. Students may participate in two sports; however, they must follow dual sport guidelines as set by the athletic department.
7. SEE THE ATHLETIC GUIDELINES FOR ADDITIONAL INFORMATION.

CHOICE PROGRAM

West Branch-Rose City schools offer a complete range of educational services. If you feel your child may need some additional help, contact the Special Education Department at 343-2010.

I.E.P.C. RIGHTS

If a student has been referred for Special Education Services by a teacher, administrator, counselor or by him/herself, the following will take place before a student is placed in a Special Education Program.

1. The parents and student will be invited to a screening meeting and if testing is appropriate, a permission form will be signed by the parents.
2. The parent or student (if over 18 years of age) will be requested, in writing, to attend an Individual Educational Planning Committee meeting to develop an educational plan for the student.
3. The committee will meet and make its educational recommendation. The committee will consist of: parents, student, teachers, administrator, school psychologist or any appropriate support staff.
4. If the parents or student (if over 18 years of age) disagree with the recommended placement, they have a right to a hearing to contest a recommended placement.

Student Directory Information Notification

West Branch-Rose City Area Schools has adopted a policy designated to assure parents and students the full implementations, protections and enjoyment of their rights under the Family Education Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of Superintendent, 960 S. M-33, West Branch, MI 48661.

This law requires WBRC to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. WBRC has designated the following as directory information:

Student name and address, telephone number, e-mail address, photographs, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous school attended and other similar information.

This letter informs you of your right to withhold release of students' directory information. A form for this purpose is available through each building office. The objection needs to be reviewed

annually. If you have no objection to the use of student information, you do not need to take any action.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

(See also Board Policy 8330 - Student Records and associated Administrative Guidelines.)

STUDENT FEES, FINES, AND SUPPLIES

Ogemaw Heights High School may charge specific fees for some noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add on fees for loss or damage to school property. The school and staff do not make a profit.

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

(See also Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 5111.01 Homeliness Students; Board Policy 5513 - Care of District Property; and associated Administrative Guidelines.)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may impact the student’s graduation experience.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy – 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fund-raisers.

- A. Crowdfunding activities are governed by Board Policy 6605 and Associated Guidelines.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the school principal.
- D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fund-raising activity.
- F. Students who engage in fund raisers that require them to exert
 - 1. themselves physically beyond their normal pattern of activity, such as
 - 2. "runs for", will be monitored by a staff member in order to prevent a
 - 3. student from over-extending himself/herself to the point of potential
 - 4. harm.
- G. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the director of food services.

The school participates in the National School Lunch Program and makes lunches available to students at no cost. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **No student shall be allowed to leave school premises during the lunch period. No DoorDash, GrubHub, UberEats, or other food delivery services are permitted. In the event of a food delivery, the food will be held in the office refrigerator until the final bell of the school day.**

(See also Board Policy 8500 – Food Services, Board Policy 8510 – Wellness, and associated Administrative Guidelines.)

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement by office staff.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of PA announcements by office staff.

(See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by a Robocall, Facebook post and through local news stations. Please see the School Closing section on page 5 for a larger list.

Parents and students are responsible for knowing about emergency closings and delays.

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and potentially escorted off of the premises. Volunteers must have the appropriate ICHAT form completed, approved, and filed with the school.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

The Principal has the authority to prohibit entry of any person to the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school.

Students may not bring visitors to school without prior written permission from the Principal.

(See also Board Policy 7440 – Facility Security, Board Policy 9150 – School Visitors, and associated Administrative Guidelines.)

USE OF THE LIBRARY OR MEDIA CENTER

The library or media center is available to students throughout the school day. Passes must be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within the appropriate time window indicated at check out.

(See also Board Policy 2521 – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each semester.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Students that need to use a telephone may use the designated student-office telephone with staff permission. Students may use the telephone during the change of classes, lunch time, and before and after school.

USE OF PERSONAL COMMUNICATION DEVICES

5136 - PERSONAL COMMUNICATION DEVICES

Effective with the 2026–2027 school year, Michigan legislation HB 4141 and SB 495 restricts student smartphone and tablet usage during instructional time in public and charter schools. While allowing for exemptions based on medical needs, IEPs, or specific academic instruction, the law requires districts to establish and post individual enforcement policies.

Students may use personal communication devices (PCDs) before and after school, Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. SEE FULL POLICY ON THE DISTRICT WEBSITE AT www.wbrc.k12.mi.us

The Ogemaw Heights High School policy is:

ALL CELL PHONES AND ELECTRONIC ACCESSORIES brought to school must remain powered off and in your locker from 7:25am - 2:19pm.

1ST OFFENSE

- CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY
- THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE SCHOOL DAY

2ND OFFENSE

- CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY
- AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS
- THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE SCHOOL DAY AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY
- STUDENT WILL RECEIVE A DETENTION

3RD OFFENSE

- CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY
- AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS
- AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY
- PARENT/GUARDIAN WILL BE REQUIRED TO COME TO SCHOOL TO PICK UP THE PHONE
- STUDENT WILL RECEIVE A SUSPENSION

4TH OFFENSE

- CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY
- AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS
- AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY
- PARENT/GUARDIAN WILL BE REQUIRED TO COME TO SCHOOL TO PICK UP THE PHONE
- STUDENT WILL RECEIVE A SUSPENSION
- STUDENT WILL BE REQUIRED TO TURN THEIR PHONE INTO THE MAIN OFFICE AT THE BEGINNING OF EACH SCHOOL DAY AND RETRIEVE IT AT THE END OF THE DAY FOR THE REMAINDER OF THE SCHOOL YEAR.
- REFUSAL TO TURN IN CELL PHONE ON A DAILY BASIS WILL BE CONSIDERED A THIRD OFFENSE INSUBORDINATION.

5TH OFFENSE AND BEYOND

- CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY
- AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS
- AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY
- PARENT/GUARDIAN WILL BE REQUIRED TO COME TO SCHOOL TO PICK UP THE PHONE
- STUDENT WILL RECEIVE A MULTI-DAY SUSPENSION
- STUDENT WILL BE REQUIRED TO TURN THEIR PHONE INTO THE MAIN OFFICE AT THE BEGINNING OF EACH SCHOOL DAY AND RETRIEVE IT AT THE END OF THE DAY FOR THE REMAINDER OF THE SCHOOL YEAR.

- REFUSAL TO TURN IN CELL PHONE ON A DAILY BASIS WILL BE CONSIDERED A THIRD OFFENSE INSUBORDINATION.
- STUDENT WILL RECEIVE AN ADDITIONAL WRITE-UP FOR PERSISTENT MISBEHAVIOR. PLEASE SEE THE SCHOOL DISCIPLINE RUBRIC FOR ADDITIONAL DETAILS. A PATTERN OF PERSISTENT MISBEHAVIOR MAY RESULT IN LONG TERM SUSPENSIONS OR EXPULSION

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

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

Students may use school phones to contact parents/guardians in between classes, at lunch and before and after school.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See also Board Policy 9700 – Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities, and associated Administrative Guidelines.)

SECTION II - ACADEMICS

COURSE OFFERINGS

Course descriptions are distributed to students in the form of an Educational Development Plan (EDP) yearly. All students will participate in core content courses, ELA, Math, Science and Social Studies and will have the opportunity to participate in elective courses. Elective courses are not always granted based on preference and will be assigned and filled based on seat availability.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules, the Student Code of Conduct, and Board of Education policies, including the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 – Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 – Search and Seizure, and associated Administrative Guidelines.)

GRADES

Ogemaw Heights High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students

at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

Grading Periods

Students shall receive a progress report at the end of each marking period indicating their grades for each course of study for that portion of the academic term. Students shall receive a report card at the end of each semester for each course of study.

Progress reports will be used to indicate a risk of failure. It is highly recommended that parents and students actively monitor progress and collaborate with the teacher about what actions can be taken to improve the student's performance.

ACADEMICS, PROMOTION, PLACEMENT, AND RETENTION

Board Policy 5410 – Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement, and retention decisions.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and completing the State mandated tests.

GRADUATION REQUIREMENTS

- | | |
|------------------------------------|-----------|
| 4 English | 4 Math |
| 3 Social Studies | 3 Science |
| ½ Physical Education | ½ Health |
| 1 Visual, Performing, Applied Arts | |
| 2 World Language | |
| Online Learning Experience | |

22 credits for graduation - **See course description handbook for additional details.**

The following criteria will be used to determine if a student is on track for graduation.

Sophomore status: 6 credits

Junior status: 12 credits

Senior status: 18 credits

To participate in commencement, seniors must have completed all graduation requirements and all fines and fees must be paid.

ACADEMIC AWARDS

Honor roll is figured at the end of each nine weeks. Students must carry a 3.0 grade point average to be eligible. The Academic Excellence pin and certificate is given to sophomores who have maintained a 3.5 grade point average for three semesters. Sophomores who have maintained a 3.0 – 3.49 for the first 3 semesters will receive an Honor Roll Certificate.

The Academic Excellence emblem and certificate is given to juniors who have maintained a 3.5 grade point average for five semesters and have met the following requirements or are completing these requirements: 3 credits of math (Algebra 1 or above), 3 credits of English, 2 credits of social studies and 2 credits of science. Juniors who have maintained a 3.0 – 3.49 for the first 5 semesters will receive an Honor Roll Certificate.

Awards for seniors at graduation:

Valedictorian	Hood, medal, gold honor cord, certificate, graduation speaker
Salutatorian	Hood, medal, gold honor cord, certificate, graduation speaker
Summa Cum Laude	Hood, gold honor cord, certificate
Magna Cum Laude	Gold honor cord, certificate
Cum Laude	Certificate
National Honor Society	Silver honor cord, certificate

Class ranking will be determined by combining grade point averages (GPA) and Michigan Merit Exam (MME). **Only students participating in diploma track programming are eligible to receive these academic awards.**

DUAL ENROLLMENT

Dual enrollment is available at Ogemaw Heights. Specific details can be obtained from the course description book and/or a high school counselor.

PUBLIC NOTIFICATION CONCERNING CTE OPPORTUNITIES

Each year, the West Branch-Rose City Schools offer career technical education programs at Ogemaw Heights High School and at CATIC at Roscommon. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors and cooperative education coordinators.

The following is a list of programs being offered this year and criteria for admission:

Course	Pre-Requisite
Agriculture Entrepreneurship	Animal Biology, Plant Biology, Ag. Leadership
Agriculture Leadership	Animal Biology, Plant Biology
Automotive Technology (CATIC)	
Building Trades	Introduction to Building Trades
CAD/CAM	
Work Based Learning	
Cosmetology (CATIC)	2 years of science and health education
Health Care Provider	Medical Basics
Machine Tool	General Metals
Public Safety	Must be 17 by January
Welding	
Culinary Arts	

Teacher Cadet	
EMT	
Business	

All CTE programs follow the district's policies of nondiscrimination on the basis of race, religion, color, national origin, sex, age, disability, height, weight, or marital status in its educational programs, services, or activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skill is not a barrier to admission or participation.

Requests for general information about CTE programs and inquiries concerning equal opportunity on the basis of sex or equal opportunity for the handicapped should be directed to:

Sarah Hutter
Director of Finance
960 S. M-33
P.O. Box 308
West Branch, Michigan 48661

Jennifer Winter
Director of Curriculum and Instruction
960 S. M-33
P.O. Box 308
West Branch, Michigan 48661

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) FOR MILEAP UNIVERSAL FAFSA CHALLENGE DISTRICTS

Each student in grade twelve (12) and the parent of each student in grade twelve (12) shall receive a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in Michigan and State scholarships, grants, or other assistance available to students in Michigan.

HOMEWORK

OHHS Homework Guidelines

Homework encompasses a range of activities but in general refers to subject work to be completed outside of class. Teachers will make every effort to provide guided practice and allow time in class for students to begin homework. Actual time required to complete assignments will vary with each student's study habits, academic skills and selected course load. More rigorous courses may necessitate more homework. If you are spending a large amount of time doing homework (approximately two hours per night on a regular basis), please contact your teachers for suggestions for studying more efficiently. Students should be aware that assessment activities that have been scheduled well in advance, a test for example, may require some additional preparation time in addition to regular homework time. Note: Advanced Placement Coursework requires a larger amount of homework. Students taking these courses should expect to spend more time on homework than what is outlined here.

CHEATING POLICY/ ACADEMIC DISHONESTY (PLAGIARISM, CHEATING, A.I., Chat GPT, ETC.)

Students who conspire and act to gain an academic grade advantage over their classmates by cheating through any means, including, plagiarizing documents/school work, the use of A.I., etc. will be subject to the following penalties.

1. The grade or points are forfeited for the entire material in question.

2. The teacher or paraprofessional reports the incident to the office and the student is assigned a detention.

See discipline matrix for multiple violations of cheating/academic dishonesty.

Board Policy 5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and

Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.**
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.**
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.**
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.**
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.**

Staff and Administration have the responsibility for monitoring students’ work for compliance with this policy.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child. Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the Scholastic Assessment Test (SAT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in the second semester of each year. 9th and 10th graders will take the Preliminary Scholastic Assessment Test (PSAT). SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work. PSAT scores are used to determine needed academic support as students advance in grade levels.

The MME is made up of the national SAT and tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

The SAT and PSAT will be administered in a full day session. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled within the following two weeks.

Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which the student is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement. Such credit shall not be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

Students may receive credit toward high school graduation who successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Ogemaw Heights High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

(See also Board Policy 2623 – Student Assessment, Board Policy 5460 Graduation Requirements, and associated Administrative Guidelines.)

College Entrance Testing

High school students can obtain college entrance testing information from their counselors.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Ogemaw Heights High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

(See also Board Policy 2430 – District-Sponsored Clubs and Activities and associated Administrative Guidelines.)

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

(See also Board Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents. Work permit paperwork can be found in the school's main office.

(See also Board Policy 5895 – Student Employment and associated Administrative Guidelines.)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

AUTHORITY TO ESTABLISH AN ATTENDANCE POLICY

The authority of the Board of Education to establish the policies and regulations contained in this Attendance Policy is based on the following excerpt from the State of Michigan General School Laws (generally referred to as the School Code): "380.1561. Compulsory attendance at public school. Sec. 1561. Every parent, guardian or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

Absences

Skyward Absence Codes

Parents are encouraged to report absences to the attendance line and turn in medical notes or documentation to stay current with their child's attendance. You can check SKYWARD to see daily absences and tardies. Skyward codes are as follows:

ATTENDANCE ABSENCE CODES

I : Illness

Z : Personal

V : Vacation Request

Y : Suspension

Q : Skipping

P: Absence due to 3 tardies

M : Medical

C : Court

F : Funeral

S : School / Athletic Related

O: Office

If a student is signed out with more than half the class time remaining, the student will be marked absent for the class. It is the parent's responsibility to call the school to verify their student is absent from school. It is the student's responsibility to check Skyward upon returning to school to confirm that his or her absence has been verified. Students may not leave school during the day without office and parent permission. If a student desires to leave before school is let out, parents must contact the office prior to the student being released from school. Parents may contact the office by calling (989) 343-2020. A message can be left when calling outside of the office hours of 7:00 am – 3:30 pm, Monday – Friday. Pre-planned absences, both excused and unexcused, will be considered and examined for truancy purposes.

Excused and Unexcused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Excused Absence

An absence is excused when documentation is provided. Documentation must be submitted by the end of the marking period/quarter in which the absence occurred.

Excused absences include:

- Medical appointment or sickness with a doctor's note
- Court appearance (with subpoena or court documentation)
- School-sponsored or athletic events
- Funeral (notification required)
- Office visits that require a significant amount of time (Meeting with the Principal, Assistant Principal, Counselors, Social Worker, or School Resource Officer)

2. Unexcused Absence

An absence is unexcused when:

- No contact or note is received from the parent/guardian
- The absence does not fall within the reasons listed above
- A student misses school due to oversleeping, missing the bus, is suspended from the bus, or other avoidable issues
- The student leaves school without prior approval
- A student is 10 or more minutes late to class

Note: Unexcused absences may result in loss of academic privileges and/or disciplinary consequences. Any absences will be taken into account when records are examined for truancy purposes. Please see the section on excessive absences and truancy for more information. Parents must provide an explanation for their child's absence by no later than the day of the absence or by the following day. They are to call (989)-343-2020 Option 2, as soon as possible and explain the reason for the absence. Illnesses without a doctor's note, suspension from school, or a family vacation or trip will be coded into Skyward. Please note that verified absences still count against attendance incentives (e.g., exam exemptions at the high school level, perfect attendance, etc) unless it is excused with appropriate documentation.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the student's teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, they must report to the school office before proceeding to their first assigned location. Tardies can affect class in the following ways:

- Three tardies in a class equal an absence in that class.
- 3rd, 6th, 9th tardy etc.- Recorded as an absence (P) in Skyward.
- A tardy is when a student misses up to 10 minutes at the beginning of a class.

Students who are tardy more than 3 times during a semester shall be disciplined as follows:

- 4th, 8th, 12th tardy etc.- Teachers will notify parents and document in Skyward. Administration will assign detention.
- Habitually tardy students will be scheduled to have a corrective action plan meeting with parents, administration, and the school resource officer.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician. These conditions should be appropriately documented in an IEP or 504 plan.

Excessive Absences

An attendance letter will be sent to parents / guardians when a student accumulates 5, 10, 15, and 20 unexcused absences each school year. School-related absences and absences caused by suspension will not be included in the accumulated absences. The following steps will take place:

Step 1: Attendance letter will be sent to parents/guardians when a student accumulates 5 unexcused absences for a school year. This is used as a communication tool between home and school and will be sent via Skyward

Step 2: When a student accumulates 10 unexcused absences for a school year a required meeting/phone conference will take place with an administrator, the school resource officer, and the student. The purpose of the meeting will be to develop a plan to reduce/eliminate incidence of absenteeism. Parents / guardians will receive an attendance letter via Skyward.

Step 3: At the point when a student accumulates 15 unexcused absences for a school year, a meeting may take place between an administrator, school resource officer, the student, and the parent/guardian. The purpose of the meeting will be to review/develop a plan to reduce/eliminate

incidence of absenteeism. Parents will receive an attendance letter via mail and Skyward. A copy of the letter will be added to the student's record.

Step 4: At the point when a student accumulates 20 unexcused absences for a school year the school may file for truancy/incorrigibility with the Ogemaw County Prosecuting Attorney. Parents will receive an attendance letter via mail and Skyward, as well as a notice of filing if truancy is filed. A copy of the letter will be added to the student's record. An Ogemaw County Sheriff's Deputy or West Branch Police Department Officer may conduct a home visit and / or may deliver the truancy notice in-person.

Truancy and Ogemaw County Truancy Court

Truancy is the repeated absence from school in violation of compulsory attendance requirements. Students who accumulate excessive unexcused absences may be considered truant and subject to school interventions and applicable state attendance laws. When excessive absences take place, whether excused or unexcused, a student's attendance record will be examined and considered by the Ogemaw County Truancy Task Force.

Truancy Court is a diversion program run by the Family Division of the Ogemaw County Probate Court. Attendance is mandated by the State of Michigan. There are numerous causes of absenteeism, and the Truancy Court will attempt to address the causes on a case-by-case basis.

Instead of becoming involved with the formal court process, Truancy Court will be an alternative, which, if successfully completed, will avoid a formal court record. More importantly, Truancy Court will help the child and the families succeed by offering assistance with the underlying cause of the absenteeism. The goal of Truancy Court is not to be punitive, but to provide support to students and families while emphasizing the importance of regular school attendance and educational achievement.

18-YEAR-OLD SIGN OUT POLICY:

- In order for a student who is 18 years of age to be able to leave campus without parent permission, they must have an approved and completed release form in the main office.
- All students must meet with administration to learn the rights associated with signing him/herself out of school.
- Students that are 18 must follow the same guidelines as a parent when it comes to providing doctor slips, etc.
- Students are NOT allowed to sign out for lunch.

Make-up Work and Make-up of Tests

Teachers will have individual guidelines to be followed for making up work in each class. Students are responsible for knowing the guidelines and contacting their teachers to initiate makeup work. When an absence is anticipated, students are to see their teachers in advance regarding any work that will be missed. Students can make up work for any type of absence, including suspensions, as long as each teacher's guidelines are followed.

If a student misses a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the counselor to arrange for taking the test.

(See also Board Policy 5200 – Attendance and associated Administrative Guidelines.)

Exam Exemption Policy

This policy only applies to 2nd semester. All students must take 1st semester exams.

Criteria:

- Class grade of 86.5% or higher
- No Suspensions during 2nd semester
- No more than 8 unexcused absences per hour for the school year

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Students who are on current disciplinary suspension or expulsion may be prohibited from attending school events.

(See also Board Policy 5855 – Student Attendance at School Events and associated Administrative Guidelines.)

CODE OF CONDUCT

A major component of the educational program at Ogemaw Heights High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

The building administration has the right and discretion to deviate from the designated sequence of consequences identified herein and impose any of the set-forth disciplinary measures or any available disciplinary measure without first imposing a less or more severe type of discipline and, in addition, refer a particular incident of misconduct to the appropriate law enforcement agency.

When and Where the Code of Student Conduct Applies

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity.

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

Expected Behaviors

- A. Each student shall be expected to:
- B. abide by national, State, and local laws as well as the rules of the school;
- C. respect the civil rights of others;
- D. act courteously to adults and fellow students;
- E. be prompt to school and attentive in class;
- F. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- G. complete assigned tasks on time and as directed;
- H. help maintain a school environment that is safe, friendly, and productive;
- I. act at all times in a manner that reflects pride in self, family, and in the school.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, and associated Administrative Guidelines.)

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. It is recognized that appropriate student dress and grooming are the responsibility of the parent and the student. The administration respects the right of individual expression relative to one’s appearance, but when one’s appearance begins to adversely affect the educational process, or disrupt the educational environment, it is the staff’s responsibility to intervene. Clothing and accessories, including but not limited to, purses, backpacks, jewelry and electronic device covers, or decals may not display racial or ethnic slurs, historical symbols of oppression (i.e. confederate flag), gang affiliation, vulgar, obscene or sexually suggestive language or images, nor may they promote items or products that which students may not legally purchase or possess (i.e. alcohol, tobacco, nicotine, vapes or illegal drugs). The only flags considered appropriate for display are the Flags of the United States, State of Michigan and Ogemaw Heights.

In addition to the above, the following items listed, but not limited to, are regarded as inappropriate to wear to school.

- A. Tops must cover the midriff completely.

- B. No Hoods
- C. Shorts or skirts are expected to be mid-thigh length.
- D. Clothing that advertises alcohol, marijuana, tobacco, promotes any illegal substances, violence, or includes suggestive, profane or obscene language cannot be worn.
- E. Tops with mesh and lace or large arm holes must have a tank top worn underneath. All tops must have straps.
- F. Pants are expected to be worn at the waist; sagging or low-rise pants are not to be worn.
- G. Jewelry or objects that might cause a safety hazard are not acceptable.
- H. Coats and jackets should be kept in lockers and should not be worn in the hallways or classrooms.
- I. Students should not bring blankets/pillows to school.
- J. Footwear must be worn at all times. Slippers are not permitted.

Any student not attired appropriately, will be required to change before attending class. If the student does not have appropriate clothes to change into, they may call home for clothes or receive school issued attire. Repeat offenses will be regarded as insubordination. See discipline matrix for dress code disciplinary actions.

(See also Board Policy 5511 – Dress and Grooming and associated Administrative Guidelines.)

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

(See also Board Policy 5513 – Care of District Property; Board Policy 6152 – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

LOCKERS

Students will be issued a locker upon enrollment in school. Changes in locker assignments must be with office approval. The lockers are the property of the school and they are subject to periodic inspection by administrators. Nothing is to be put on the outside of the locker door. Students will be fined for any damages or alterations to lockers. Students should keep their locker clean and

free of food and pop cans. Students are responsible for cleaning their locker at the end of the school year. **NO WRITING, DRAWING, STICKERS OR ITEMS WITH STICKERS OR TAPE ARE ALLOWED INSIDE OR OUTSIDE THE LOCKER.** It is highly recommended that articles of personal value not be kept in lockers.

HALLWAY AND CAFETERIA CONDUCT

Conduct during class change should be orderly. Running and horseplay are not permitted. Boisterous, rude acts such as slamming lockers, barging through doors, loud exchanges and shoving others will not be tolerated.

Students will have 30 minutes for lunch. The cafeteria is the only area where students may eat their lunch. Students are allowed to use the library during lunch with a pass from a teacher or librarian. **Students may not be in the parking lot, hallways or near classrooms during lunch time.** Students will keep the entrances and exits to the commons clear during lunch. Students are expected to remove their trays and clean up after eating. Rude behavior such as cutting in front of others and throwing food will result in disciplinary action. Students who throw food or other objects may be suspended.

VISITORS

No visitors are allowed during the school day. For all dances, the student bringing the visitor must have the appropriate form filled out and returned to the office before the designated deadline, signed by an administrator. The visitor must bring identification to the dance.

TELEPHONE USE

Students that need to use a telephone may use the designated student-office telephone with staff permission. Students may use the telephone during the change of classes, lunch time, before and after school.

CLOSED CAMPUS

The campus at Ogemaw Heights High School is closed. A closed campus means that students are not allowed to leave the school grounds without parent permission. Should a situation arise where a student must leave because of illness, funeral, or doctor appointment, it will be necessary that the office receive a phone call giving permission for that student to leave. **If leaving any time before 2:19, students must sign out at the office. Students must check into the office with a member of the secretarial staff if they arrive any time after 7:30 before going to class.**

AUTHORIZED AREAS AND PASSES

Students may only have access to supervised areas of school property. Students are not allowed in the parking area without office permission. Movement in the hallways during class time is restricted to students with a designated pass. Passes are not to be altered in any way and must be shown upon the request of any school employee. Students are encouraged to use the bathroom during passing time, so class time is not disrupted. Students with medical problems requiring frequent use of the bathroom facility must have a 504 on file presenting a doctor's recommendation. Students/Parents should contact their counselor to set up a 504 meeting.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, Board Policy – 5610.02 – In-School Discipline, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension, expulsion or permanent expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Additionally, look-alike items, such as caffeine pouches, that have a negative effect on the school environment is prohibited

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the

student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion or permanent expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to permanent expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to permanent expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for lost or damaged personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion. Please see the school discipline rubric under persistent disobedience or insubordination.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to disciplinary action.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

Students who aid, abet, encourage, facilitate, participate in, or are knowingly present during a violation of school rules may be subject to the same disciplinary consequences as the student who directly commits the violation. Participation in a rule violation is not limited to direct possession of prohibited items or direct involvement in the misconduct. Students are expected to remove themselves from situations involving rule violations and to make responsible decisions regarding their conduct.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Board Policy 5136 - WIRELESS COMMUNICATIONS DEVICES (WCDs)

Students are prohibited from using a wireless communications device ("WCD") on school grounds during instructional time. A WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

For purposes of this policy, school grounds means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds do not include a building used primarily for adult education or college extension courses.

The prohibition on WCD use does not apply to the following:

- A. Medically necessary devices.
- B. District-owned devices, including but not limited to, school-issued tablets and laptops.
- C. Devices designated by the District to be used for instructional purposes.
- D. Devices used for special education programming or devices provided as an accommodation to students as required under Section 504 of Title V of the Rehabilitation Act of 1973, 29 U.S.C. 794, or as part of an individualized education plan under Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165.
- E. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
- F. Emergency situations. Use of a WCD under this exemption must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty. A protocol for when and how pupils are permitted to use wireless communications devices during an emergency is included in the District's Emergency Operations Plan (Policy 8402).

Students who violate this policy by using a WCD on school grounds during instructional time will be subject to discipline in accordance with the Student Code of Conduct.

WCDs, including, but not limited to, those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

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

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

Students are also prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation.

26. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in detention, suspension, or expulsion.

27. Violation of bus rules

Please refer to section V under Bus Conduct or contact the West Branch Rose City School Transportation Garage.

28. Disruption of the educational process

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

Harassment of students is prohibited and will not be tolerated. It is the policy of the District to provide a safe and nurturing educational environment for all of 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 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, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the School Resource Officer at (989)343-2024.

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

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 intentionally false reports may result in disciplinary action.

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, they should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed 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 unwelcomed 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, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

See Board Policy 5517 for more information.

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or

assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- 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.

29b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

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

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

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Bullying is conduct that meets all of the following criteria:

- A. is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- B. is directed at one (1) or more students;

- C. is conveyed through physical, verbal, technological, or emotional means;
- D. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- E. adversely affects the ability of a student to participate in or benefit from the School District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- F. is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways including, but not limited to, notes, emails, social media postings, and graffiti.

See Policy 5517.01 for more information.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. *State law mandates that school officials permanently expel any student found to be in violation of this rule for a minimum of 180 school days. A knife with a blade of three inches or less, including multi-tools with a cutting edge, are not allowed in school.*

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principals' responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include, but not be limited to:

- writing assignments
- change of seating or location
- lunch-time **or** after-school detention
- in-school restriction
- Saturday Detention

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one day's notice. The student or the student's parents are responsible for transportation. Alternatively, there is a late bus in operation during the days in which after-school detention is held.

The Saturday detention session will be held from 10am to 2pm and will be scheduled as needed. Assigned students will attend a continuous four hour period. Each student shall arrive with sufficient educational materials to remain busy during the four hour period. If students have accrued four or more detentions within a one week period, either due to multiple disciplinary issues, excessive tardies, or inaction to serve assigned detention(s), their detentions will be converted into a Saturday detention.

Failure to timely serve detention or Saturday detention may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion. Please see the school discipline rubric for more information about skipping detention.

The following rules shall apply to detention and Saturday detention:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, earbuds, mp3 players, electronic devices/bluetooth, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.
- Cell phones will be collected at the start of detention and redistributed at the end.

Transportation to and from Saturday detention shall be the responsibility of the student or guardian.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than sixty (60) schools days, expulsion for sixty (60) days or more or a permanent expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

For procedures regarding short-term suspension, long-term suspension, expulsion and permanent expulsion please see Board Policies 5610, 5611 or 5605.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

AFTER-SCHOOL ACTIVITIES

Activities or student trips occurring after school and in the evening are managed under the same guidelines set for students during the regular school day.

STUDENT RELATIONSHIPS

Students are expected to maintain appropriate boundaries and conduct while at school and school-sponsored activities. Public displays of affection such as kissing, embracing, hand holding or other excessive physical contact are not permitted.

STUDENT CODE OF TECHNOLOGY USE

Every student attending Ogemaw Heights High School will have to sign a computer use agreement in order to have computer privileges. The computer use agreement has the terms and conditions that each student must meet in order to keep computer privileges. Students have no expectation of privacy in District technology and District technology may be searched and seized at any time. Use of Ogemaw Heights technology equipment and programs shall be for educational purposes consistent with the goals and educational directives of the district. Failure to comply with the following will result in the appropriate disciplinary action. The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any available disciplinary measure (such as loss of technology privileges, detention, suspension, expulsion, legal prosecution, or monetary restitution for repair or replacement of systems or equipment resulting from misuse or abuse, etc.) without first imposing a less or more severe type of discipline and, in addition, refer a particular incident of misconduct to the appropriate law enforcement agency.

Level 1

Disciplinary actions:

1. 1 to 2 day suspension
2. 10 day suspension of Internet use *and/or* WBRC Internal Network Use
 - a. No user shall install or run programs other than those approved by the school
 - b. No posting anonymous messages
 - c. All passwords are to be kept secret
 - d. No wasteful use of resources and supplies
 - e. No adjustments of setting on the computer or software
 - f. No use of equipment for playing games

Level 2

Disciplinary actions:

1. 1 to 10 day suspension
2. Varies from 30 day suspension of Internet use and/or WBRC Internal Network use, up to total loss of Internet and/or WBRC Internal Network privileges for the rest of school year and possibly into the next.
 - a. No modifying or copying files/data of other users without their consent
 - b. No use of the equipment or programs for commercial purposes
 - c. No hacking or attempting to break into the network or any outside networks
 - d. No unauthorized access to resources or sites
 - e. No using another person's account
 - f. No stealing passwords
 - g. No creating, viewing, or printing of inappropriate material
 - h. No software or hardware theft
 - i. Use of email accounts by students is not permitted

Level 3

Disciplinary actions:

1. Expulsion from school
2. Total loss of Internet and/or WBRC Internal Network privileges for the rest of school year, and possibly into next
 - a. No using the network or equipment for any illegal activity, including violation of copyright

Repeated violations of the code of technology use will be regarded as chronic misconduct and will result in loss of computer privileges.

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS- Board Policy 5610

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Factors to be Considered Before Suspending or Expelling a Student

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider the factors.

Restorative Practices

The Board shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

If the Board decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

DUE PROCESS RIGHTS

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy 5611 and 5610 must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

ASSERTIVE DISCIPLINE FOR THE CLASSROOM AND WITHIN THE BUILDING

You are allowed a learning environment that prepares you to be a successful adult/citizen. The staff at Ogemaw Heights will provide you the support to manage your own behavior. They will support and encourage pro-active, positive, skill-building behavior. The procedures followed regarding violations of the provisions contained under this section which occur outside of the classroom setting (hallway, ball fields, bus area, etc.) will be the same as outlined in the explanation of General violations.

The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any other available disciplinary measure without first imposing a less or more severe type of discipline. In addition, administration may refer a particular incident of misconduct to the appropriate law enforcement agency, including any misconduct that may be harmful to school, self, or others not listed above.

High School Discipline Rubric			
VIOLATION/ INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Group 1 (General)	These are behaviors or actions that impede orderly classroom procedures or interfere with the orderly operations of the school. These are disruptive to the normal teaching environment.		
Tardy to Class	3 tardies =1 absence Classroom teacher discusses the issue with the student, notifies home and documents absence in Skyward	4 tardies= Detention Classroom teacher discusses the issue with the student, Administration assigns detention and documents in Skyward	Every 3 tardies = 1 absence Every 4 tardies = Detention Corrective action plan meeting scheduled
Inappropriate Language/Profanity	Warning given, Skyward documentation	Second warning given, Skyward documentation, and detention(s) will be assigned	Skyward documentation, parent contact and ISS/OSS or a combination of both assigned
Dress Code Violation	Warning and corrective measures to fix violation, Skyward documentation	Detention and corrective measures to fix the violation. Skyward documentation, parent notification	Detention(s) or ISS/OSS. Corrective measures to fix the violation, Skyward documentation, parent notification
Disruptive/Disrespectful Behaviors	Discussion & verbal warning of behaviors with student by teacher and Skyward documentation	Discussion of behaviors with student by teacher and administration. Detention(s) will be assigned, parent notification and Skyward documentation	Discussion of behaviors with student by teacher and administration, detention(s) or ISS/OSS, parent notification and Skyward documentation
Cell Phone Violation	-CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY	-CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY -AN ADMINISTRATOR WILL REVIEW THE	3rd Offense -CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER

	-THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE SCHOOL DAY	OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS THE STUDENT MAY RETRIEVE THE PHONE AT THE END OF THE SCHOOL DAY -AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY -STUDENT WILL RECEIVE A DETENTION	OF THE SCHOOL DAY -AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM OF EXPECTATIONS -AN ADMINISTRATOR WILL CONTACT PARENT/GUARDIAN REGARDING CELL PHONE POLICY -PARENT/GUARDIAN WILL BE REQUIRED TO COME TO SCHOOL TO PICK UP THE PHONE -STUDENT WILL RECEIVE A SUSPENSION <u>4th offense</u> -CELL PHONE WILL BE TURNED INTO THE MAIN OFFICE FOR THE REMAINDER OF THE SCHOOL DAY -AN ADMINISTRATOR WILL REVIEW THE OHHS CELL PHONE POLICY WITH THE STUDENT AND REMIND THEM
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			OF EXPECTATION S -AN ADMINISTRAT OR WILL CONTACT PARENT/GUAR DIAN REGARDING CELL PHONE POLICY -PARENT/GUAR DIAN WILL BE REQUIRED TO COME TO SCHOOL TO PICK UP THE PHONE -STUDENT WILL RECEIVE A SUSPENSION -STUDENT WILL BE REQUIRED TO TURN THEIR PHONE INTO THE MAIN OFFICE AT THE BEGINNING OF EACH SCHOOL DAY AND RETRIEVE IT AT THE END OF THE DAY FOR THE REMAINDER OF THE SCHOOL YEAR. -REFUSAL TO TURN IN CELL PHONE ON A DAILY BASIS WILL BE CONSIDERED A THIRD OFFENSE INSUBORDINAT ION.
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Backpacks	Warning given, Skyward documentation	Discussion/Action plan of behavior with student by teacher and/or Administration, Skyward documentation	Discussion of behavior with student by teacher and administration. Detention, parent notification, Skyward documentation
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Persistent disobedience. Upon reaching the level of persistent disobedience, the administrator has the discretion of involving juvenile court through the filing of a petition charging the student with incorrigibility within the school.

High School Discipline Rubric			
VIOLATION/ INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Group 2 (Severe)	These violations will be handled by Administration		
Fighting/Physical Altercations	1-10 days of ISS, OSS or combination of ISS/OSS, parent notification, possible notification of Law Enforcement, and Skyward documentation.		Parent notification, notification of Law Enforcement, documentation in Skyward, possible referral for Expulsion
Academic Dishonesty (Cheating/Plagiarism/A.I.)	Assignment results in a grade of 0%, parent notification, detention. Skyward documentation	Assignment results in a grade of 0%, parent notification, ISS, Skyward documentation.	Assignment results in a grade of 0%, parent notification, OSS, Skyward documentation
Cafeteria Misconduct	All incidents involved in the Cafeteria will be investigated and assigned appropriate consequences		
Disruptive/Disrespectful Behaviors	Discussion & verbal warning of behaviors with student and Skyward documentation	Discussion of behaviors with student. Detention(s), parent notification, Skyward documentation	Discussion of behaviors with student, Detention(s) or ISS/OSS, parent notification and Skyward documentation

Possession of a knife with a blade less than 3 inches long and minor explosives (firecrackers, smoke bomb etc.) or other harmful devices	5 Days of OSS, parent notification, Skyward documentation	7 days of OSS, parent notification, Skyward documentation	10 days of OSS, parent notification, Skyward documentation. Possible referral for expulsion.
Indecent exposure/ Gross Obscenities	5 Days of OSS, parent notification, Skyward documentation	7 days of OSS, parent notification, Skyward documentation	10 days of OSS, parent notification, Skyward documentation. Possible referral for expulsion.
Public display of affection (PDA)	Discussion & verbal warning of behaviors with student and Skyward documentation	Discussion of behaviors with student. Detention(s), parent notification, Skyward documentation	Discussion of behaviors with student, Detention(s) or ISS/OSS, parent notification and Skyward documentation
Use or possession of nicotine/tobacco/vape	5 Days of OSS, parent notification, referral to Law Enforcement (MIP), Skyward documentation	7 Days of OSS, parent notification, referral to Law Enforcement (MIP), Skyward documentation	10 Days of OSS, parent notification, referral to Law Enforcement (MIP), Skyward documentation. Possible referral for expulsion.
Skiping Class	Discussion of infraction, detention, parent notification, Skyward documentation	Discussion of second infraction, ISS, parent notification, Skyward documentation	Discussion of third infraction, OSS, parent notification, Skyward documentation
Insubordination/ Missing Detention/ Persistent Disobedience	Detention(s), parent notification, Skyward documentation	ISS, parent notification, Skyward documentation	OSS, parent notification, Skyward documentation. Possible referral for expulsion.

The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any other available disciplinary measure without first imposing a less or more severe type of discipline. In addition, administration may refer a particular incident of misconduct to the appropriate law enforcement agency, including any misconduct that may be harmful to school, self, or others not listed above.

EXPULSION AND PERMANENT EXPULSION CATEGORY

Procedures outlined herein do not diminish the due process rights under federal and state law of a pupil who has been determined to be eligible for special education programs and services.

Expulsion or permanent expulsion can only be authorized by action of the superintendent. An expulsion or permanent expulsion may result in a report being made to the police and a referral being made to Michigan Department of Human Services. An expulsion can be for a period of time up to and including 180 consecutive school days. The following cases result in expulsion or permanent expulsion (these are in addition to previously identified instances which may result in expulsion or permanent expulsion):

VIOLATION/ INFRACTION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Group 3 (Expulsion or Permanent Expulsion)	These behaviors or actions are the most serious violations of school rules or laws, including those involving violence or which present a threat or serious injury to persons or property. These violations will be handled by Administration		
Harassment/Bullying	West Branch-Rose City Harassment and Bullying Procedures will be followed after investigating the incident in its entirety. Consequences may be, but are not limited to detention(s), ISS, OSS, expulsion, and law enforcement involvement.		
Sexual Harassment	West Branch-Rose City Sexual Harassment Policies will be followed after investigating the incident in its entirety. Consequences may be, but are not limited to detentions, ISS, OSS, expulsion, and law enforcement involvement.		
Vandalism	Parents notified. Payment for Damages. 1-10 days ISS/OSS or combination. Skyward Documentation. Law enforcement notification if needed.	See below for multiple offenses 2nd and 3rd offenses CAN be any or all of the following depending on the situation: Parents notified, law enforcement will be called, expulsion hearing may be required Payment for damages will be redeemed (if applicable), 10+ days of OSS, and/or expulsion. Counseling may be required as well depending on the situation.	
Weapons (Defined as firearm, dagger, dirk, stiletto, knife with blade over 3 inches, pocket knife opened by mechanical blade, iron bar, or brass knuckles, or any item used with the intent to harm.)	Parent notification. Law enforcement notification. Skyward documentation. 10 days OSS and an expulsion hearing may be required according to school board policy.		
Sale, Distribution of Controlled Substances (Vaping, Marijuana, Alcohol, Nicotine, Tobacco, Etc.)	Parent notification, 5-10 days OSS. Skyward Documentation. Law enforcement notification.		

Possession, Use or Being Under the Influence (Marijuana, Alcohol, Etc.)	Parent notification, 5-10 days OSS. Skyward Documentation. Law enforcement notification.	
Threat to Student/School/Staff/Volunteer/ Contractor	Parent notification, Law enforcement notification, Skyward documentation. 10 days OSS and an expulsion hearing may be required.	
Physical Assault against Staff, Volunteer, Contractor	Parent notification, Law enforcement notification, Skyward documentation. 10 days OSS and an expulsion hearing may be required.	
Explosive Device (other than fire cracker or smoke bomb)	Parent notification, Law enforcement notification, Skyward documentation. 10 days OSS and an expulsion hearing may be required.	
Rape	Parent notification. Law enforcement notification, Skyward documentation. 10 days OSS and an expulsion hearing may be required.	
Arson	Parent notification. Law enforcement notification, Skyward documentation. 10 days OSS and an expulsion hearing may be required.	
Possession or Transmitting Explicit Materials	Parent notification, law enforcement notification, 5-10 days of OSS. Skyward documentation.	
Theft	Parent notification. Law enforcement notification. 1-10 days ISS/OSS or combination. Skyward documentation.	

The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any other available disciplinary measure without first imposing a less or more severe type of discipline. In addition, administration may refer a particular incident of misconduct to the appropriate law enforcement agency, including any misconduct that may be harmful to school, self, or others not listed above.

PLEASE NOTE: Restitution will also be sought when school-owned property is damaged.

DISCIPLINARY ACTIONS AND STUDENT MISBEHAVIOR ARE HANDLED ON A CUMULATIVE BASIS FOR THE FULL SCHOOL YEAR FOR ALL LEVELS.

PERMANENT EXPULSION may be avoided in cases involving the possession of a dangerous weapon if any of the following is established in a clear and convincing manner:

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

PARENT NOTIFICATION

When a student is suspended from school, the administrator (or designee) will notify the parent or guardian by telephone. A student will not be sent home during the day unless the parent has first been notified. If a parent is not able to be reached by telephone, an emergency contact person from the student's enrollment card will be called.

NON-CONTROLLED SUBSTANCE POLICY

In addition to the concern about the sale or delivery of controlled and non-controlled substances, is the possession or use of controlled substance look-alikes (caffeine pills, diet pills, etc.). Because of the possible danger to the health and safety of the students, the following policy is in effect:

1. It is against school policy to sell, deliver, possess or use a non-controlled substance which may be able to be represented as a controlled substance.
2. Proof of any one of the following is evidence of the above.
 - a. The substance substantially resembles a controlled substance, in either appearance or shape.
 - b. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, foil, etc.).
 - c. The substance is not labeled as required by the FDA.
 - d. The substance has been represented as a controlled substance.

DRUG – FREE ZONE

Public Act 174 of 1994, effective September 1, 1994, amends the Michigan Public Health Code by extending the 500 foot “drug free zone” surrounding school property to 1,000 feet. Under the amended provision, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the proscribed 1,000-foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply.

“School property” is defined as a “building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Search of a student and the student’s possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student’s refusal to permit such access may be grounds for disciplinary action.

(See also Board Policy 5771 – Search and Seizure and associated Administrative Guidelines.)

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other

insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, profane, indecent and pervasive or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. is threatening to students or staff or intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school policy, rules, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CONCERNS AND SUGGESTIONS

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns arise, the best way to resolve the issue is through communication. Any suggestions or concerns may be directed to the Principal.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Public school districts are not required to furnish transportation for the pupils that reside within the district; as a result, the privilege of riding the bus is one that can be withdrawn. The following rules apply to all students who are riding the school bus.

- 1. FOLLOW THE DRIVER'S DIRECTIONS.**
- 2. STAY IN YOUR SEAT.**
- 3. RESPECT AND TAKE CARE OF THE BUS.**
- 4. KEEP HANDS, FEET & OBJECTS TO YOURSELF.**
- 5. BE KIND TO OTHERS.**

Any student, while a passenger in a district transportation vehicle, who is guilty of an infraction listed under the serious and / or severe degrees of misbehavior in the Discipline Code **MAY** be assessed a consequence as listed in the Discipline Code as well as being denied transportation. In

the event that this occurs, the length of time transportation privileges are withdrawn will be determined by the building principal or assistant principal and the transportation supervisor. It is everyone's responsibility, supervisor, driver, student and parent, to see that every bus ride to and from school is a safe one. The driver's first responsibility is to drive the bus in a safe manner. The bus driver also has the responsibility of controlling the actions of the students while they are on the bus. Violation of the bus rules will result in a verbal warning from the bus driver. In addition, the driver may require a student to use a particular seat on the bus. If the misbehavior continues, the driver will complete a **BUS CONDUCT REPORT** and the following procedures will generally be used:

Ticket #1	Warning
Ticket #2	Called Parent
Ticket #3	One day Bus Suspension, Action Taken by Administrator
Ticket #4	Three Day Bus Suspension
Ticket #5	Five Day Bus Suspension
Ticket #6	Per Administration

SEVERE CLAUSE: The order of consequences may be skipped and immediate suspension given if the severity of the offense is sufficient enough to warrant such action in the opinion of the transportation supervisor.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (five minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The rules and regulations of the school apply to all students and their vehicles in the parking lot. The parking lot speed limit is 15 mph. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

The following is a list of rules and penalties which all drivers must obey:

1. The parking lot is considered off campus. Once a vehicle is parked, the student is not to return to the vehicle until 2:19 p.m. except with permission from the main office.
2. Vehicles will remain in the designated parking area. There is to be no parking in the rear of the building, on the service drive, bus area, and physical education area or on the lawns.
3. Vehicles must be operated in a slow, cautious manner.

Any speeding, unsafe, careless, or negligent operation will be turned over to law enforcement and the driver may be ticketed by the School Resource Officer. In addition, careless actions may result in further school discipline.

When the school provides transportation, students shall not drive to school-sponsored activities.

In the event transportation is not provided, approved student drivers may not transport other students to a school-sponsored activity.

AHERA

The West Branch-Rose City Area School District has implemented an “Asbestos Management Plan,” as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan has been approved by the Michigan Department of Public Health (MDPH). The management plan contains information regarding the locations of asbestos containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with ACM. At least once each year the District will inform you in a similar manner about asbestos activities including: re-inspections, periodic surveillance, response actions, and post-response action activities. The following activities are currently planned for the District:

Re-inspections: A re-inspection of all District buildings is required by law every three years after implementation of the management plan. Our next re-inspection is scheduled for July, 2028.

Periodic Surveillance: Once every six months, ACM must be visually inspected for changes in condition. This has been and will be performed by certified, trained personnel.

Post-Response Actions: Routine custodial maintenance.

Response Actions: These are activities designed to reduce or eliminate the potential for asbestos hazards. In general, the asbestos-containing materials (ACM) present in District buildings include:

Bus Garage – Floor tile.

Ogemaw Heights High School Annex – Floor tile

Ogemaw Heights High School – Floor tile and fire doors.

Surline School – Floor tile

Rose City Schools – Floor tile

Planned response actions include: Maintaining floor tile in all buildings which will pose no threat to public health. This is in accordance with the State approved “Management Plan.” All ACM will be repaired, if damaged, and maintained by District maintenance personnel in accordance with the District Operations and Maintenance program (O & M) as designated by AHERA. If you have any further questions or concerns regarding this process, please contact the District designated person, Scott Kearns, at (989) 343-2240.

Pesticide Control Act

Public Act 131 of 1993, amends the Pesticide Control Act to require school administrators to notify parents/guardians of children attending that school or their right to be informed prior to application of pesticides at that school. A monthly inspection will be done on the first weekend of each month and sprayed if needed. For information on pesticide application, contact the maintenance supervisor.

Annual Water Quality/Consumer Confidence Report

Ogemaw Heights High School is in compliance with the Safe Drinking Water Act, 1976 PA 399, as Amended, has prepared and has available for review the annual water quality report. The report is

available for review by contacting: Scott Kearns, Maintenance Coordinator WBRC Area Schools,
224 Thomas Street, West Branch, MI 48661. (989) 343-2240