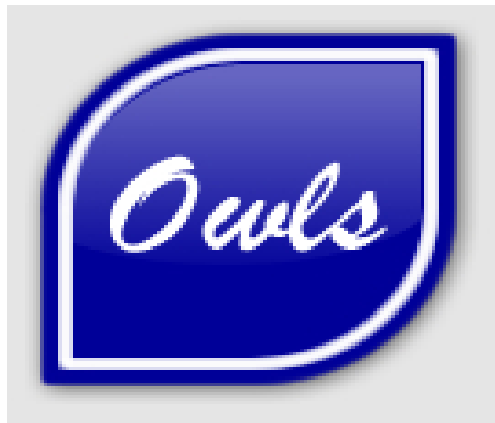


2008-09 Student Handbook



**Richardson/Elementary Middle School
Cedar Lake Elementary School
&
Glennie Elementary School**



REMS Staff & Student Pledge

*Be Respectful
Be Responsible
Be Safe*

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A Welcome from the Administration.....

Dear Students and Parents

Welcome! The staff at Cedar Lake Elementary, Glennie Elementary and Richardson Elementary/Middle Schools looks forward to a productive and exciting school year. This informational handbook is given to each student so they can understand our school's policies and procedures. It outlines what is expected of students, parents, teachers and the school.

Our hope is that your student has a positive learning experience this year. Your involvement is necessary for this to happen. Your help in monitoring your student's assignments and work is invaluable to their success. ***Please contact the teachers and/or the counselor at the first sign of problems.*** By working together we can strive to enable your student to achieve success.

We want you to take the time to thoroughly familiarize yourself with our handbook. By doing so we can work as partners in your child's education. We want you to be involved. There will be many opportunities to interact and participate through classroom activities, as a building volunteer and/or as a member of our School Improvement Teams.

Please take the time to read the School Compact, the Permission to Display in Media and Signature pages that are attached to this handbook. Please sign, date and return the above mentioned pages to the school. On behalf of everyone at Cedar Lake Elementary, Glennie Elementary and Richardson Elementary/Middle Schools, we want you to know that we are proud of our schools and we want you to be too!

Charles Negro, Principal
Richardson Elementary~Middle School

Scott Moore, Assistant Principal
Richardson Elementary~Middle School

Jane Negro, Principal
Cedar Lake and Glennie Elementary Schools

District Mission and Vision Statement

Vision Statement

“Students First”

Mission Statement

The mission of the Oscoda Area School District, through partnership with the home and community, is to deliver comprehensive and challenging learning experiences, preparing all students to become productive, responsible members of society.

REMS Staff & Student Pledge

Be Respectful
Be Responsible
Be Safe

School Mailing/Telephone/Fax Information

Oscoda Area Schools Address: 3550 E. River Road, Oscoda, MI 48750
Telephone: 739-2033 Fax: 739-2325

REMS School Address: 3630 E. River Road, Oscoda, MI 48750
Telephone: 739-9173 Fax: 739-2510

Cedar Lake School Address: 4950 Cedar Lake Road, Oscoda, MI 48750
Telephone: 739-5491 Fax: 739-0670

Glennie School Address: 4932 Bamfield Road, Glennie, MI 48737
Telephone: 735-2261 Fax: 735-2410

Building Administrators

REMS Principal.....	Charlie Negro	739-9173
REMS Assistant Principal.....	Scott Moore	739-9173
Cedar Lake Principal.....	Jane Negro	739-5491
Glennie Principal.....	Jane Negro	735-2261

Central Administration

Superintendent.....	Christine Beardsley	739-2033
Director of Curriculum and Student Support.....	Hallie Snyder	739-2233

Other Numbers

Transportation Office.....	Vera Middleton	739-2024
Food Service Manager.....	Cindy Stahl	739-2401
Athletic Director.....	Jack Lindell	739-8739
Custodial/Maintenance.....	Bobby Otremba	739-2920
School Nurse.....	Beryl Rosenbaum	
	Oscoda High School	739-9121
	Richardson Elementary/Middle School	739-9173
	Cedar Lake Elementary School	739-5491
	Glennie Elementary School	739-2261

Oscoda Area School's Board of Education

President	Neal Sweet
Vice President	Craig Peters
Secretary	Anne Holley
Trustee	Sherry Clouse
Trustee	Elizabeth Hayman
Trustee	Mark Parent
Trustee	Mark Poland

The Board of Education meetings, unless otherwise notified, are held on the second Monday of each month at 7:00 p.m. at the Oscoda High School Board of Education Meeting Room except on October 13, 2008** and May 11, 2009** the meetings will be held at Glennie Elementary School. All parents are encouraged to attend and take an active interest in the schools.

School Board Meeting Dates:

Monday, September 8, 2008

Monday, October 13, 2008 **

Monday, November 10, 2008

Monday, December 8, 2008

Monday, January 12, 2009

Monday, February 9, 2009

Monday, March 9, 2009

Monday, April 13, 2009

Monday, May 11, 2009 **

Monday, June 8, 2009

Monday, June 22, 2009 (Special)

Monday, July 13, 2009 (09-10 Organizational Mtg.)

Oscoda Area Schools' Strategic Planning Goals

Goal 1: Student learning will be supported by maintaining and increasing our level of student enrollment.

Objective 1: Increase local community awareness of the “POSITIVES” at Oscoda Area Schools.

Objective 2: Student enrollment will increase by marketing techniques and public relations as evidenced by an increase in student enrollment numbers.

Goal 2: Student learning will be supported by increased effective communication among school, families and community.

Objective 1: Awareness of program, events and activities of OAS will increase through the use of media, specifically radio and television, as evidenced by participation and surveys.

Objective 2: Increase participation rate of student families and community members in programs, events and activities at OAS by 10% by the end of the 08-09 school year.

Objective 3: The number of community members and parents reporting involvement in school committees, such as School Improvement Teams, Boosters, PRIDE and other school activities will increase by 10% through the 08-09 school year.

Objective 4: Achieve effective communication through coordination of programs, events and activities promoting OAS as evidenced by a specific public relations plan, timeline and its full implementation.

Goal 3: Student achievement will increase across all areas.

Objective 1: Students will demonstrate improved academic success in English/Language Arts by 4% each year for 5 consecutive years.

Objective 2: Students will demonstrate improved academic success in Mathematics by 4% each year for 5 consecutive years.

Curriculum

Students new to Oscoda Area Schools receive curriculum brochures when they enroll. The brochures are available at Central Office.

Scholarship

The obvious purpose of being a student is to learn. The responsibility for your learning, whether it is easy or hard for you, is yours. Your future depends on what you do right now and how well you do it.

Student Code of Conduct

A major component of the educational program at Oscoda Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The Cedar Lake Elementary, Glennie Elementary and Richardson Elementary/Middle Schools will actively work to see that a safe and orderly environment is maintained for all students. Each year the classroom teacher will review the basic rules with the students.

Student Assistance

Any student who decides that they need to talk to someone is reminded that many people are available for you. You may talk to your teacher(s), the counselor, the assistant principal or the principal. Our doors are always open to you. All you need to do is to ASK, and TALK when things are too difficult for you to handle.

Annual Notification

This information fulfills the Oscoda Area Schools' annual notification requirements to parents, guardians and students.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state and local laws and school rules.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively when involved in a common goal regardless of the other's ability, gender, race or ethnic background.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly and productive.
8. Act in a manner that reflects pride in self, family and in the school.
9. Abide above-mentioned behaviors and conduct while attending co-curricular activities.
10. Care for personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.
11. Respect property owned by the school district. 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 his/her 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.
12. Comply with expectations regarding Internet Access. Handbook signatures indicate a level of understanding the district's Acceptable Use Policy.

Being Respectful Means...

1. Showing proper regard for others.
2. Being a person fit to be heard and seen.
3. Having good conduct and manners.
4. Acting in a manner that reflects positively upon yourself and your family; having a good reputation.

Being Responsible Means...

1. Fulfilling obligations.
2. Being dependable.
3. Being trustworthy - truthful
4. Showing self-control.

Students' 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, express, association and to fair treatment as long as they respect those rights of their fellow students and the staff.

Students will be expected to follow the directions from teachers and staff, and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her 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 responsibility of the student to deliver that information. If necessary, the mail 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 his/her educational goals. Parents need to contact the school if they have questions or concerns about their child's education.

Key to Academic Marks (Grades K-2)

- 1 – Independently and consistently exceeds standard requirements; may have minimal errors.
- 2 – Independently and consistently demonstrates standard requirements; has minimal errors.
- 3 – Demonstrates partial understanding of the standard requirements and had several errors or weaknesses.
- P – Teacher has begun instruction in this unit and the student is currently practicing this skill.
- NI – Needs Improvement
- * - Curriculum adjustment; has attained level 3, 2, or 1 with adjustment.

(Grades 3-8)

- A - Excellent (90-100%)
- B – Very Good (80-89%)
- C - Good (70-79%)
- D - Marginal (60-69%)
- E – Failing (59% & Below)
- I - Incomplete (work must be completed to receive grade)
- EB- Employability Skills
- NI- Needs Improvement
- CR - Credit
- NC - No Credit
- *- Curriculum Adjustment; has attained letter grade with adjustment

Employability Skills

Classroom teachers will rate students on their employability skills each reporting period. This rating will accompany the academic grade the student has earned. The conduct of students will generally affect their academic success and ability to achieve. Employability skills include: follows rules, exhibits positive attitude, works independently, accepts responsibility, completes all assignments, follows directions, demonstrates organizational skills, respects others and attendance.

Richardson Elementary School Students:

The comments for the employability skills for elementary students are: Exhibits Behavior (EB), and Needs Improvement (NI).

Richardson Middle School Students:

- 1 - Excellent - shows a high degree of self-control, is very self disciplined, is an asset to class, has an exemplary attitude about school.
- 2 - Satisfactory - shows some degree of self-control, is mostly self-disciplined, contributes to class, has a generally good attitude about school.
- 3 - Unsatisfactory - shows little self-control, has little self-discipline, does not contribute to class, engages in negative peer behavior, has a poor attitude about school.

Student Report Cards

Student report cards are prepared and each student receives a report card at the end of each marking period. Progress reports are also sent home with middle school students on a regular basis. Carefully examine these reports and discuss them with your parents. If you have questions or concerns about a grade in a particular class, see your teacher.

Honor Roll for Grades 3-8

Students will be eligible for the “Honor Roll” three times per year. For a student to be awarded this achievement, they must maintain a “B” average. This will be ascertained by a student achieving a 3.0 grade point average. Please attend our scheduled awards days where we honor our students who have “Perfect Attendance” and/or “Honor Roll.”

Time Frame for Assembly at REMS

8:15 a.m.	Grade 5*
8:55 a.m.	Grade 6*
9:40 a.m.	Grade 3*
10:15 a.m.	Grade 7*
12:45 p.m.	Grade 8*
1:45 p.m.	Grade 4*

*Each assembly would last approximately 20-30-minutes

Discipline Procedures for Rules Violations

Due Process Rights

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

Oscoda Area Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. Discipline concerns must be dealt with at the earliest sign of a problem in order to maintain an atmosphere that allows staff to teach and students the opportunity to learn.

Disobedience is defined as violating school rules. This includes problems in classrooms, hallways (i.e. running, wrestling, food or drinks), and lunchrooms and on school grounds. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the school principal.

Staff members will use the following procedures for violations of any school rule. The consequences of misbehavior are as follows:

Verbal Warning: A discussion with the student and contact with the child's parent or guardian. This step may be eliminated based on the severity of the situation.

Consequences: If the student behavior is serious enough to warrant immediate discipline or other consequence, parent or guardian will be made aware that the unacceptable behavior warrants a disciplinary action. The parent is contacted by the adult involved. The consequences for the behavior will be established (*suspension from school will be established by a Building Level Administrator, unless a student is SNAP suspended). All after school detentions are for one hour, unless other arrangements are made with the Principal.

Parents will be responsible for making transportation arrangements for their child to serve after-school detentions.

Conference: A conference will be scheduled by the teacher if a student's behavior and/or grades become an issue to the student's academic success in the classroom. The conference will include the student, the parent or guardian, the staff member involved and an administrator. Suspension may be given if the unacceptable behavior continues. The conference will focus on creating a plan for the success of the student.

Snap Suspension

Section 1309 of the Michigan Law has been added to the Revised School Code to permit a teacher to suspend a student from any “class, subject or activity” for *up to one day*. The suspension must be attributable to student conduct which is defined by local school district policy as behavior justifying suspension from a class. The teacher must “immediately” report the suspension to the principal, and send the student to the office for “appropriate action” by the principal. The student *shall not* be returned to the teacher’s classroom that day without mutual agreement of the teacher and the principal. “As soon as possible” after the suspension, the teacher *shall* ask the student’s parent/guardian to attend a conference at which an administrator *shall* also be present if the teacher or parent/guardian so requests.

Suspension from School

When a student is being considered for suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal/assistant principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be personally contacted and/or notified in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed within ten (10) days after receipt of the suspension notice, to the Building Administrator.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

Each day of suspension represents one school day. (Weekends, snow days, holidays and vacations do not count.) When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section on page 12.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents as well as a personal contact. The letter will contain:

- * The charge and related evidence;
- * The time and place of the Board meeting;
- * The length of the recommended expulsion;
- * A brief description of the hearing procedure;
- * A statement that the student may bring parents, guardians or counsel;
- * A statement that the student may give testimony, present evidence and provide a defense;
- * A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing may be scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten (10) days after notification of expulsion, the expulsion may be appealed, in writing, to the Board President. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit through the normal educational process ends when a student is expelled.

A student is not to return to school for up to one school year, with timelines established at the time of expulsion, for when the appeal process for possible re-admittance to the Oscoda Area Schools can begin.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Suspension and Expulsion Infractions

Under Oscoda Area School Board policies #5600, #5610, #5610.01 and #5610.02, there are certain student acts that may result in immediate suspension or recommendation for expulsion.

The school district conducts an instructional program for the benefit of the students living in the school district. It is desirable to have all students remain in school until they have graduated from high school. Every resource available to the school district and the parents shall be used to achieve this purpose.

Under certain conditions it may be in the best interest of a student or the other students of a school for a student to be denied the privilege of attending school. Some of the infractions that may result in immediate suspension are given below.

1. **Smoking:** The act of violating the smoking regulation for the students including possession of chewing tobacco, cigarettes, pipes, pipe tobacco, cigar or the use of tobacco in any form.
2. **Obscenity:** The act of using obscene language by students in verbal or written form, pictures or caricatures, gestures in or on any school property.
3. **Stealing:** The act of acquiring the property of another without approval, by theft, coercion or fraud
4. **Forgery:** The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data or school forms and other forms of communication.
5. **Aggressive Behavior:** The act of fighting involving bodily contact to another student in or on school property, including bus stops and any activity under school sponsorship (i.e. dances or athletic events).
6. **Physical Assault:** The act of intentionally causing physical harm to another through force or violence, resulting in serious bodily harm and/or injury.
7. **Insubordination:** The failure to respond to or carry out a reasonable request by a staff member or the act of verbal or physical opposition to a member of the school staff.
8. **Disruptive Behavior:** The act of deliberate or willful conduct detrimental to normal functions of the program activity under school sponsorship, or the act of threats to staff members or to the students.
9. **Vandalism:** The act of willful destruction of school property or the property of others.
10. **Harassment:** Any behavior as outlined and described in the handbook section entitled "Harassment."
11. **Indecency:** The act of offending against commonly recognized standards of propriety or good taste.

12. **Public Display of Affection:** The act of holding hands, hugging, and/or kissing another student while on school property or at any event or activity scheduled by the school, either at a school function, on campus or off-campus during school-sponsored field trips.
13. **Possessing or Using Weapons:** The act of possessing, using or threatening to use any weapons, explosives or instruments capable of inflicting bodily injury.

Weapon Free School Zone. Public Act 50/195 (MCL 380.1311) requires school districts to expel a student who possesses a dangerous weapon in a weapon free zone or who commits arson or criminal sexual conduct in a school building or on school grounds. For students in Grade 5 and below, the earliest date for reinstatement is possible after ninety (90) days. For students in Grade 6 and above, the waiting period is one hundred and eighty (180) school days. The due process rights of students are part of the law.

For the purpose of this public act, examples of dangerous weapons include a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, an iron bar, or brass knuckles. A weapon free school zone is defined as a building or playing field, property used for school purposes to impact instruction to students, property used for school sponsored functions or events, or a vehicle used by the school to transport students, property used for school - sponsored functions or events, or a vehicle used by the school to transport students to and from school property. (Board Policy #5772)

14. **Bullying:** Any mean look, gesture, word or action **repeated over** time that hurts a person's body, feelings, friendship, or property. This includes name calling and general intimidation directed towards another student.
15. **Drugs – Use/Possession** - Possession or use of controlled drugs without prescription or transfer of controlled drugs, alcoholic beverages or other substances, which produce abnormal behaviors.

Breath-Test Instrument: Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed any alcoholic beverage. It is not necessary for the test to determine the blood-alcohol level, since the board has established a zero tolerance for alcohol use.

16. Possession and/or use of controlled substances:

The possession and/or use of alcohol, controlled substances, and mood-altering chemicals or look-a likes etc.:

- A. First Offense: Parents and law enforcement officials will be contacted immediately. The student will be suspended ten (10) school days. The building administrator may reduce the suspension to three (3) days if:

1. The student and family agree to a drug and alcohol assessment

provided at a State approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor. Costs for any services outside the school are not the responsibility of the school. If the student/family does not follow through on recommendation of substance abuse counselor the suspension reverts to ten (10) days.

- B. **Second Offense:** Parents and law enforcement officials will be contacted immediately. Suspension of ten (10) days and a recommendation for expulsion will be made to the Board of Education by the building administrator. The Board of Education may hold a recommendation for expulsion in abeyance if:
1. The student and family agree to a drug and alcohol assessment provided at a State approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follows his/her recommendations. Costs for any services outside the school are not the responsibility of the school.

17. **Sale of Controlled Substances:** The delivery, transfer, and/or sale of alcohol, controlled substances, any mood altering chemical or look-a likes, etc. parents and law enforcement officials will be contacted immediately. The student will be suspended and recommended to the Board of Education for expulsion.

(Drug - Free School and Communities Act): This law requires a school district to adopt and implement a drug prevention program for its students. Oscoda Area Schools' Belief Statement is that the school district conducts an instructional program for the benefit of students attending our school district. Possession or use of controlled substances, alcohol, or mood-altering chemicals is illegal and prohibited on school property and at school related activities. Such behavior interferes with the instructional program, is harmful to students that are directly involved and is not in the best interest of the student as a whole. Accordingly, it is the policy of the board to maintain a drug free workplace and promote a "no use" message regarding drugs and alcohol. (Board Policies # 3122.0/4122.01/5530)

School Board Policy on Drug Free Schools (5530 F2): *In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State stature, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.*

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the local agency and/or school principal or counseling office whenever such help is needed. These programs and services are listed in the back of this handbook

18. **Other:** Other behavior which is either illegal or disruptive to the school environment such as, but

not limited to, arson, gang-related activity, false fire alarms, fire crackers or related objects, bomb threats, gambling, possessing lighters, matches or laser lights, trespassing in unauthorized areas, and intimidation or interference with school authorities. ***Repeated infractions will result in Suspension and/or Expulsion from school.***

This list does not include all suspendable offenses, but gives some examples of them. **The school administration reserves the right to establish fair and reasonable rules and regulations for occurrences requiring action that may arise, which are not covered in this handbook. In all cases, any action taken shall be as consistent as possible with previously established rules, regulations and punishments for similar incidents.**

Suspensions may be out of school or in school at the discretion of the parents and the administration. While suspended, students are required to complete assignments before returning to regular classes. Suspended students may **not** participate in or attend school-sponsored events, including athletic practices and activity meetings, while suspended. In addition, students who are suspended out of school may **not** be on school property during the suspension period.

Teachers can also “snap suspend” a student under any of the above offenses. Each student is entitled to the due process rights. These rights are found elsewhere in this handbook.

Suspended students may not return to school until a parent, student, teacher, principal and/or assistant principal conference is held to discuss/create a plan for student success.

Search & Seizure of Pupils’ Lockers & Locker Contents

Lockers are School Property (Grades 6-8):

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing their own locks on any locker without the advance approval of the public school principal or his/her designee. Students are provided with locks and are encouraged to utilize them at all times. Students are not to give out their combination codes to any other students and should exercise caution when opening their lockers not to expose their codes to other students. OAS is not responsible for the loss of locker contents due to theft. OAS strongly urges students to leave electronic devices (cellular phones, MP 3 players, I-Pods, game systems, etc.) at home.

Legitimate Use of School Lockers:

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

Search of Locker Contents: Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for pupils and personnel.

Accordingly, the board authorizes the school principal or his/her designee to search lockers and contents at any time, without notice, and without parental/guardianship or pupil consent.

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

Seizure: When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property. Law enforcement officials shall be notified immediately of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by the school officials for evidence in disciplinary proceeding and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against board policy. (Board Policy 5771)

Use of Trained Dog: The board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school.

This means of detection shall be used only to determine presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless a warrant or parental permission has been obtained prior to the search.

Dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog may not sniff the person of any individual and shall be well separated from the audience. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

The above inspections shall be unannounced and may be made at the discretion of the superintendent or designee.

Students and parents/guardians shall be informed of this policy at the beginning of each year.

Police Arrest Powers on School District Property:

Effective August 21, 2000 the Code of Criminal Procedure was amended to provide that an officer may make a misdemeanor arrest without a warrant when:

The police officer has reasonable cause to believe a misdemeanor has taken place or is taking place on school property and reasonable cause to believe the person committed or is committing the violation, regardless of whether the violation was committed in the police officer's presence.

Harassment

School Board Policy #5517 prohibits harassment. Conduct constituting harassment may take different forms, including but not limited to the following: ***Gender, Ethnic, Religious, Disability, Height, and Weight Harassment.***

A. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student or staff member.
2. Conducting a "campaign of silence" toward a fellow student staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Non-Verbal

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the District.

C. Physical

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Sexual Harassment

A. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. Non-Verbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District. Removal of clothing such as “pantsing” will be treated as “sexual harassment.”

General Attendance Policy

Michigan General School Laws - Section 1561

Every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages 6 and 16 years, shall be required to send such child, equipped with proper textbooks necessary to pursue his or her school work, to the public school during the school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled; provided, that in School Districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than three quarters in any one year, but the absence of no child shall be permitted for any two consecutive quarters.

It shall be the duty of the attendance officer of the district, whenever notified by the teacher, superintendent, or other person of violations of this act, and the county attendance officer, when notified by the county superintendent of schools, to investigate all cases of non attendance at school, and if the children complained of are not exempt from the provisions of this chapter under the conditions named in section 1561, then he shall immediately proceed as provided hereinafter in this chapter. When a child has been repeatedly absent from school without valid excuse or is failing in school work or gives evidence of behavior problems and after attempts to confer with the parent or other person in parental relationship to such child have failed, the county superintendent of school may request the attendance officer to notify such parent or other person in parental relationship by registered mail to come to the school or to a place designated by him at a time specified to discuss the child's absence or failing work or behavior problems with the proper school authorities.

Attorney General's Statement: Opinion 1561, Issued 12-20-78

"The compulsory attendance law recognized an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instructions, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School Authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district by its agents and employees, may consider attendance in determining a student's grade in a course.

Regular attendance is both required by law and necessary for academic success. Each day in each class, valuable learning is taking place. When students are absent from school, they are missing some portion of their overall education.

Attendance Policy

1. Excused Absences

- A. When you are absent from school, your parents are requested to call the school office to inform them of your absence. .
- B. After each absence you must present a note dated and signed by parent or guardian explaining the absence.
- C. The note must be turned into the office. Excused absences are: illness, death or serious illness in the family, doctor or dental appointments, observance of major religious holidays, and court ordered appearances.
- D. When you forget or lose the written excuse from home, you will be given one day to bring in another excuse from home.
- E. A doctor's slip may be required if you are persistently absent from school.

2. Prearranged Excuses

- A. Prearranged excuses may be issued for the following: observance of a major religious holiday of the family's faith, medical or dental appointments that cannot be scheduled outside school hours, trips to accompany parents or guardian.
- B. The procedure for pre-arranged excuses - A note signed by parent or guardian stating expected duration of and/or reason for the absence must be taken to the office. Teachers will determine how work missed is to be made up.

3. Unexcused Absences

- A. An absence will also be classified as unexcused if the student has no written excuse from the parent, the excuse presented is unacceptable or the absence is due to skipping school. Other examples include, but are not limited to, missing the school bus, oversleeping, babysitting or lack of sleep.
- B. A student whose absence has been classified unexcused is required to study and do any work missed during the absence. Credit will be given for work made up due to unexcused absence.

4. School-Related Absence

Students on school activities approved by the school will not be counted as absent from school. All absences will be judged as either excused or unexcused by the principal or his/her designee.

5. Making-Up School Work

Students will be expected to make up all work missed during all absences. Students' requests for homework/missing work will be given to their teacher(s). The student will have the same number of days to make up work as the number of absent days. When a major test or project is missed, it will be made up with credit at the convenience of the teacher.

6. Tardiness to School

Students arriving late to school after classes have begun will report to the office to sign in. Parent/Guardian must sign the student in or send a note for the tardy to be excused.

7. Tardiness to Class

Due to the close proximity in which students are expected to transition there should be no reason for tardiness to class. If a student wishes to use the restroom or office between classes, they must report to their next teacher and inform him/her of their needs. If a student is repetitively tardy, a teacher may utilize their discretion in assigning "After School Detention." The teacher will contact the parent and arrange the time and date of After School Detention.

8. Attendance Notification Letter

As a reminder to parents and students, an attendance letter will be mailed home once a student has been absent approximately 10 days (excused or unexcused.) Excessive absences do have a negative effect on a students' academic success.

9. Acute Attendance Problems

Any student with **more than 15 days of absence (excused or unexcused)** will be considered truant, and a complaint will be referred to the Intermediate School District Attendance Officer, the Juvenile Division of the Probate Court, for appropriate action as per the guidelines of the State of Michigan.

School Policies and Procedures

Acceptable Use Policy, Internet

Students who use the Internet must sign an Acceptable Use Policy. This Agreement states that the student will use the Internet for Educational purposes only and will not intentionally use it in any unauthorized way. If this occurs, the student may not be allowed to access the Internet and may be subject to disciplinary action. Students that do not have a signed form on file will not be allowed to use school equipment to access the Internet. A copy of the AUP can be found at the back of this handbook.

Students who have lost computer privileges are still required to complete any and all assignments that require the use of technology or their grades will be reflective of their in-complete work.

Arrival Time

Since the staff is busy in the morning preparing for the day's activities, **PLEASE DO NOT drop off students at Cedar Lake School before 7:30 a.m. and at Richardson Elementary/Middle School before 7:45 a.m.**

Birthdays and Special Occasions

Please contact your child's teacher or the school office before having flowers, balloons, or gifts delivered to the school as a surprise on birthdays or other special occasions.

Communication

Periodically, both the office and many of the teachers/teams send messages and newsletters home. These will keep you up to date on school activities, upcoming events and items of interest. If you feel you've missed something, give us a call.

Extra-Curricular Activities

The same rules of the school day are in force. All school rules apply to all extra-curricular activities.

Facilities

Permits or information for the use of the schools may be obtained by calling the offices. When the schools are closed due to weather conditions, all activities will be cancelled.

Field Trips

A well-planned field trip supports and enhances the classroom curriculum. Your child's teacher will notify you well in advance of any upcoming trips outside the school building.

Halls

1. Follow traffic direction.
2. Keep your lockers clean.
3. Do not go to your lockers during class time without a written pass.
4. Hall passes are required during class time.
5. Whistling, shouting, loud talking, running, pushing and tripping are not allowed.
6. Put all trash in containers.
7. The discipline code will be followed if misbehavior occurs.

Leaving Early

If a child is to be picked up early for any reason, please send a note or call early in the day to inform the teacher and office. No child will be released without the proper identification or recognition of the person picking him/her up. Students must be signed out at the office. ***Parents are not to go to the classroom to get your child.***

When students are scheduled to leave school early, the office staff will get students out of class and bring them to the office. FOR THEIR PROTECTION, students leaving school early must report to the office. Students must be signed out in the office. **Students will not be released without the parent receiving a pass from the office first. No student may wait outside to be picked up.**

Lunch & Breakfast Program

The costs for meals in the elementary school are as follows: Free Universal Breakfast, Lunch \$1.75, and Milk .50. Costs for meals in the middle school are: Free Universal Breakfast, Lunch \$1.85, Premium Lunch \$2.35. Application forms for free and reduced price meals are available in the school office. Forms may be completed at any time throughout the school year.

All buildings use an automated system in which students use their student ID card or number to pay for meals. Therefore, prepayment for meals is encouraged and can be made in any amount. Meal charging is to be used in event of emergency only. When the charge limit of five meal charges is exceeded, a peanut butter and jelly sandwich and milk for \$1.00 will be offered instead of a regular school meal.

Contact Cindy Stahl at 739-2401 to request paperwork for special dietary requests.

Breakfast and lunch menus are available in the office of your child's school.

Questions about your lunch balance?

Food service balances and account activity can be viewed at www.lunchdeposit.com. To begin, go to www.lunchdeposit.com. From there, click on the "sign-up" link and follow the steps to set-up your account. To add students, you will need your child's student ID number. There is no charge to view balances or account activity. Money can also be deposited in your child's meal account at this website. However, Lunch Deposit.com does charge a service fee for depositing meal money at their website. Please contact Cindy Stahl at (989) 739-2401 if you have any questions.

Applying for Free or Reduced Meal Benefits

You may complete your free and reduced meal application online at www.lunchapp.com or paper applications are available at all school offices.

Lunch Time Activities & Rules (Richardson Middle School Students)

We would like your lunchtime to be relaxing and enjoyable. The following rules will be helpful for you to note:

- I. We expect students to:
 - a. Be in the lunchroom area within five (5) minutes after dismissal from class.
 - b. Use “school voices” at all times.
 - c. Display appropriate, safe behavior.
 - d. Throw away paper and garbage in the lunchroom trash baskets.
 - e. Return your tray to the proper cafeteria window.
 - f. Push in your chair or return it to its proper place (RES only).
 - g. Get permission from a lunch room monitor to leave your area.
 - h. Remain in the designated areas while enjoying recess.

Noon Time Activities - Designated Areas

In order to make the hallways quiet, orderly and safe students have designated areas to report to after eating lunch.

There is no need to be in the halls at all during lunch unless you have a specific purpose to go to the office.

Outdoors Rules

1. Stay on school property.
2. Stay away from windows, parked cars and the wooded areas.
3. Do not throw anything that may cause harm or injury.
4. Do not go to other school buildings.
5. Respect all school equipment
6. **Absolutely no food or beverages allowed outside in the playground areas.**

National Junior Honor Society (Richardson Middle School Students Only)

Membership in the National Junior Honor Society is both a responsibility and an honor bestowed by the faculty.

Selection for membership is done by the Faculty Council and is based on outstanding scholarship, leadership, citizenship, character and service.

Sixth and seventh grade candidates are selected in the spring. Eighth grade candidates may be evaluated for membership in the fall and spring.

Procedure for Selecting & Maintaining Membership:

Sixth Grade: students may be recommended by their teachers (second semester) as probationary members of the National Junior Honor Society based on the same criteria as the 7th and 8th graders.

As probationary members, 6th graders will participate in all activities, but will not hold elected offices.

Seventh and Eighth Grade students who maintain a 3.25 PGA for *five marking periods*; 1's and 2's in employability skills.

1. No E's or 3's on report cards for five marking periods.
2. Exhibit excellent citizenship, good leadership and service qualities. Since service and leadership are two of the guidelines, it is preferred that seventh graders have at least two activities and eighth graders have at least three.
4. Get one recommendation.
5. Write a paragraph about yourself.
6. Teacher input.
7. Must apply the basic principles (scholarship, leadership, citizenship, character and service) in school, at home and in the community.
8. Must display a positive attitude and a willingness to serve.

Rules will be monitored throughout the year. Students will be placed on probation for each infraction and referred to the Faculty Council. Termination will be recommended and given after the second offense. Probation letters will be sent to students and parents.

Students who are selected for membership in the fall will be inducted at a regular scheduled NJHS meeting. A special ceremony will be held in the spring to recognize fall inductees and those selected for members in the spring.

Passes

Students leaving class for any reason MUST have a pass signed by their teacher. No exceptions! Students should not come into the office between classes or without a pass unless there in an emergency. It is the STUDENT'S RESPONSIBILITY to get a pass. Any student found without a pass will be reprimanded.

Student Council (Richardson Middle School Students)

Student representatives from the sixth, seventh and eighth grades are on the Student Council. In September students may apply to be representatives from each homeroom. Members need to maintain a 2.0 GPA and have good employability skills. Projects include:

- A. Sponsoring dances
- B. School guides
- C. Collecting money for special projects.
- D. Improve overall school programs and activities.

Student Council (Richardson Elementary School Students)

Student representatives from the Third, Fourth and Fifth grades are on the Student Council. Representatives are chosen from each of the grades at the beginning of the school year.

Student Dress Code Policy

Students are asked to use good judgement in choosing school dress. A student's appearance is important in setting the proper atmosphere for learning. Our main concern is that dress should not be of such a nature as to distract from the educational setting.

Students dressed inappropriately will be required to change into more appropriate attire (at the discretion of the administration) before attending class. Clothing will be provided by the school; students will not be permitted to call home. Students who consistently display "improper" dress will be subject to disciplinary action.

1. Coats/backpacks: Coats are not to be worn to class. Teachers may make exceptions to this rule if the temperature in the classroom makes it necessary. Backpacks and book bags are not allowed in middle school classrooms due to safety/health concerns.
2. Hats/head coverings: The wearing of hats/head coverings is not permitted in the school building. This includes visors and bandanas.
3. Mutilated clothing: Clothing which is ripped, not patched and/or has wear holes above the knees is not permitted.
4. Obscene clothing: Any clothing with sexual innuendoes; alcohol, drug, or tobacco products; derogatory comments or caricatures is not permitted.
5. Shirts/tops/pants: **The body of the shirt must extend past the waistline to completely cover the midriff at all times.** Tank tops, sleepwear, midriff tops, tops with low necklines and see-through tops are not permitted. **At no time will students be permitted to wear clothing that reveals underwear or portions of the body considered inappropriate. At no time will students be permitted to wear pants with waistlines below the wearer's waist and/or wear pants that reveal underwear or portions of the body considered inappropriate.**
6. Shorts and skirts: Shorts and skirts must be tip of the finger length at a minimum. Spandex is not permitted during school hours.
7. Chains/spikes: Chain wallets and heavy chain neck/arm wear is not permitted. Spiked chains, spiked bracelets and spiked rings are not permitted.
8. Footwear: Footwear is required at all times. Slippers, roller blades and roller shoes are not permitted.

Unauthorized Items/Activities

Radios, walkmans and electronic games are allowed in school lockers and may be used during lunch time. If a student is caught with one of these items outside of their locker or at any time other than lunch, it will be confiscated. Any personal items brought to school (trading cards, cell phone etc) may be confiscated if they interfere with the educational process. Cell phones are not to be used during the school day. Bicycles and skateboards are not allowed on school property without written permission from the principal and parents. Laser lights or similar devices are prohibited. There will be NO TRADING or SELLING of any item on school premises without the approval of the Building Principal. The administration must approve any fund-raising done at the school.

Visitors

Parents are welcome to visit our school. **Every visitor must sign in at the office and wear a visitor's badge.** We do request, however, that teachers be notified of a visit in advance so that a mutually convenient time may be arranged. Students may bring student guests only with the permission of their teacher(s) and administrators. Sometimes permission is impossible due to a high enrollment or prepared activities that cannot accommodate a student guest.

Board policy #9150 states that “All persons (other than school district employees, regular bonafide students and persons present on school district business) upon entering during the school business day, any building or grounds operated under the authority of Oscoda Area School District, shall immediately report to the building office and identify themselves and state the nature of their business.”

Volunteers

Parents, area professionals, merchants and others provide additional information to our students to broaden their school experiences. Please contact your child's teacher or the office if you are interested in being a school volunteer. Our school could not be as effective without the many parents and others who give so much of their time.

All volunteers must register through the Oscoda Area School Central Office before being able to serve as a volunteer (such as working in classrooms or serving as a chaperone). Please contact that office at 989-739-2033 to begin the process of registering with our district as a volunteer.

Busses and Procedures

The transporting of students to and from school is a serious business. The driver is in charge of the bus and students at all times. **A list of the rules of bus conduct from the transportation department has been issued to all students.** All rules are nothing more than common sense. To insure safety and proper conduct on the bus, drivers have been instructed to issue “Bus Conduct Reports” to those students who demonstrate unacceptable behavior. Copies of these reports are kept on file in the Transportation Office. **Questions regarding all bus misconduct must be directed to the transportation supervisor.** Continued misconduct by the student will be reported to the parents and may result in suspension from the bus. School buses are for the sole purpose of transporting students to and from school or school related events.

NO CHANGES in the delivery destination will be accepted for students served by school bus transportation without notification to the school office before 1:30 p.m. (exceptions will be made for emergency situations).

We are a school district over 400 square miles. The areas and roads we cover vary a great deal, especially in the winter months. We make every effort to get our students safely to school and back home. Transportation personnel begin checking road conditions at 4 a.m. If school closure is recommended, the Superintendent is notified to make the final decision. Sometimes road and weather conditions change. If you feel it would be unsafe to send your child/children to school, you have that option.

The Transportation Department (739-2024) will gladly answer any questions about transportation.

Safety

School Closings

While every effort is made to keep the schools open, occasionally, for safety reasons, their closing is necessary. Should conditions require this; announcements will be made as soon as the decision to close school is made on the following radio and television stations:

TV	Channel 5	WNEM Bay City
TV	Channel 11	WBKB Alpena
Radio	WCLS F.M.	Oscoda - 100.7
Radio	Bay 108 F.M.	Alpena - 108
Radio	Mix 106 F.M.	Tawas - 106
Radio	WSTD F.M.	Sterling - 96.9
Radio	WKJC F.M.	Tawas - 104.7
Radio	WIOS A.M.	Tawas - 1480

When available reports indicate emergency weather conditions are likely to occur at any moment. Once the students are in school, it may be necessary to release them early. We would suggest that preparations for such a possibility be made in advance so that your student doesn't find himself/herself locked out of a house or unsupervised at home.

Fire, Tornado and Lockdown Drills

We are required by law to conduct six fire drills, two lockdowns and two tornado drills each school year. Provisions are made in the law to accommodate for weather totally unsuitable for requiring the students to go outside without adequate dress.

Health & Clinic

Head Lice

Head checks are done periodically to prevent the spread of head lice. The district provides parents and guardians with information regarding head lice and treatment through brochures and newsletters.

Oscoda Schools follows the Michigan Department of Community Health and Michigan Department of Education recommended policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼ inches of the scalp. Nits that are found beyond ¼ inches of the scalp have more than likely hatched or are no longer viable. When a member of the school staff suspects and confirms a child is infested with head lice, the following procedures will be followed:

- **If a child is found to have live lice or an active infestation, their parent will be required to immediately pick up the child up from school. If a parent cannot be reached, the emergency contacts listed will be called and asked to pick up the child.**
- **At the time a child is picked up from school due to head lice, an appointment will be scheduled for the parent to bring the child back for a recheck within the next three days to verify there is no live lice infestation. The parent must bring the child to school for re-checks; they will not be allowed to ride the bus to school for a recheck.**
- **Transportation privileges for the child in question will be suspended until school personnel notify the Transportation Department that the child's transportation privileges have been restored.**

Any questions regarding the health policies or procedures should be directed to our school nurse, Mrs. Rosenbaum at CL, 739-5491; REMS, 739-9173; or OHS 739-9121 or Glennie Elementary School, 735-2261.

Immunizations

Each student must have the immunizations required by law or have an authorized waiver. This is for the safety of all students and in accordance with State law. If the student does not have the necessary shots/waivers, she/he will not be allowed to attend class until the proper medical personnel fulfill the obligation. Any questions about immunizations or waivers should be directed to the school nurse. Michigan School Code requires that all children be protected against diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella and mumps.

Each new student must have completed a basic series of at least five (5) doses of diphtheria, pertussis and tetanus vaccine (DPT) and four (4) doses of trivalent oral polio vaccine and two (2) measles, mumps and rubella (MMR) before admission to school. A third immunization for measles, mumps and rubella should be given if the initial vaccine was given prior to the child's first birthday. Failure to complete these basic immunization requirements, in the absence of a valid exemption (medical or religious) requires a student to be excluded from school attendance. The State of Michigan Health Department is currently recommending the Hepatitis B immunization. This series is required for all school age students beginning with the year 2000.

If your child needs any immunizations, they may be obtained by appointment from the Iosco County Health Department (362-6183) located at 420 West Lake St. Tawas City, Alcona residents may use the Harrisville Health Department (724-6757). A small fee is charged per person for immunizations. Any questions regarding health policies or procedures should be directed to our school nurse, Mrs. Rosenbaum, at 739-5501.

Medication

The dispensing of prescribed medication by school personnel shall be done in accordance with the following procedures:

- All medications must be turned in to the office.
- The school nurse or office personnel, as designated by the building administrator, will administer medications to students.
- Written directions from the physician must be given to the office.
- Parents must give written permission for the medication to be given.
- Over the counter medications, i.e. aspirin, cough syrup, etc., will not be given unless the physician orders them.
- Only the school nurse will accept medication that is injected.

The local physicians have been provided with our "authorization for administration of medication" form.

Extended Illness

When you know your child will be absent for an extended period of time, please notify the school so that work may be prepared for sending home.

Contagious Disease

To avoid exposing or being exposed to various diseases, students are urged to remain at home when they have a fever, sore throat, considerable nasal congestion or a cough. If your child has a contagious disease, please notify the school.

Programs & Services

Special Education Programs

These programs are designed to give extra support to students who are diagnosed through Special Education Testing. To qualify for this program, a child must meet district and state guidelines and have a significant problem in one or more of the learning processes.

School Counselor

The School Counselor will work with individual students, as well as groups, to help the child have a positive and successful experience at school. Parents are welcome to contact the School Counselor with questions or concerns they may have about their children.

School Success

The School Success Program helps students become more successful in school by helping them and their families learn how to resolve problems. Small group and individual activities focus on issues of conflict resolution, building strong self-confidence and learning skills for being more successful. This program is offered in collaboration with the AuSable Valley Community Mental Health.

Grade Promotion and Retention

The sections of the *Revised School Code* that address this issue are contained in the Michigan Compiled Laws under MCL 380.10, 380.11a, 380.1280b, and 380.1282. *Local Board Authority.* Promotion and retention decisions may be difficult. People may disagree about policies and criteria and research may not provide educators with a definitive answer to the question of whether to promote or retain. However, despite the problems inherent in making promotion and retention decisions, it is clear that educators and boards of education have authority to adopt policies that are based on objective criteria. The *Revised School Code*, sections 380.11a and 380.1282, provides a board of education “general powers” to “exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district.” [MCL 380.11a and 380.1282]. Moreover, the courts have confirmed that a school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level. *Parental Right to Request* regarding the rights of a parent on this issue, the law does recognize: Section 380.10: “It is the natural, fundamental right of parents and legal guardians to direct the care, teaching and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive manner.” This authority does not give a parent the ability to determine at what grade level their child shall be placed. While a local school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention policy, the ultimate decision is based on school board policy. *Early Elementary Assessment.* Beginning in the 2000-2001 school year, public schools and public school academies shall administer annually to all students in grades one to five a nationally-recognized norm-referenced test or another assessment, which may include a locally-adopted assessment approved by the superintendent of public instruction [MCL 380.1280b]. For additional information, please contact The Office of Educational Assessment and Accountability at (517) 373-1342. *This information is provided as a service of the Michigan Department of Education and is distributed with the understanding that the Department is not engaged in rendering legal advice. An individual desiring or requiring legal advice should seek the services of an attorney. Final October 20*

Other Information

Equal Education Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

If any person believes that the Oscoda Area School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title IV, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance to the District's Civil Rights Coordinator: Superintendent of Schools, Oscoda Area Schools, 3550 River Road, Oscoda, MI 48750, phone 989-739-2033

Americans with Disabilities Act – Section 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact Central Office at 739-2033.

Student Records

There are two basic kinds of records – directory information and confidential records – kept by schools.

1. Directory information can be given to any person or organization for nonprofit making purpose when requested, unless the parents of the student restrict the information, in writing, to the building principal. **Parental requests to withhold directory information must be renewed annually with the school.** Directory information includes: Student name, address, phone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance and graduation, degrees, awards received, honor rolls, photographs and scholarships.
2. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Student and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be. (Board Policy 8330).

AuSable Township Ordinance #35 Controlling Unauthorized Persons on School Property

This is to officially notify you of this enforceable ordinance, which states in part:

“The Superintendent of Schools or designee, with proper authority, may order or cause the removal from school buildings or school property, of any individual whom that person knows or has reason to believe to be a person who is instigating or may instigate, by any means whatever, a disturbance of any sort on the school property.”

Please be advised that when and where appropriate, the school will call the local law enforcement agency and request them to remove the person involved from the school property.

Family Educational Rights and Privacy Act (FERPA)

Parents and guardians have the right to file complaints with the U.S. Department of Education concerning alleged failures to the agency or institution to comply with requirements of this act. Parents have the right to review and amend student records, consent to disclosure of certain records, and to obtain a copy of the school-board FERPA policy by contacting the Board of Education Office at 3550 River Road, Oscoda, MI 48750. (Board Policy #8330)

Pesticide Control Act, Section 13b

The school district shall notify staff, parents/guardians prior to the application of any pesticides in schools attended by their children. Such notice shall contain information obtained from the person applying the pesticides (his/her statement that pesticides will in fact, be applied, and the approximate location and date of such application).

Community Resources That Can Help

Alcona County Juvenile Court	989-724-5523
Iosco County Juvenile Court	989-362-3991
AuSable Valley CMH	989-362-8636/989-739-1469
Brand Professional Counseling	989-362-4466
Dr. Janet Guerdet	989-362-3962
Dr. Dianne Webb	989-362-2317
Crisis Hotline	800-442-7315
Alcona Hotline	989-356-2161
Parent Helpline	800-942-4357
Rainbow Runaway	800-292-3003
Shelter Inc., Alpena	800-996-6228/989-356-9650
Iosco County Health Department	989-362-6183
Family Independence Agency	989-362-0300
Alcohol/Drug Help Line	800-252-6465
Birchwood Center	800-288-7242
Alpena Catholic Human Services	989-356-6385
Tawas Substance Abuse Info.	989-362-8636

Health Services

Alcona Health Center Harrisville	989-724-5655
Lincoln	989-736-8157
Burns Clinic	616-347-7000
District Health Dept #2	800-504-2650
Healthy Community 2000	989-362-9404
Oscoda Community Health Center	989-739-2550
Oscoda St. Joseph Walk In Clinic	989-739-5135
Poison Control	800-764-7661

Hospitals

Alpena General	989-356-7390
Bay Medical	989-894-3000
Saginaw General	989-771-4000
St. Mary's	989-776-8000
St. Luke's	989-776-6000
Tawas St. Joseph	989-362-3411
West Branch Tolfree Memorial	989-345-3660

OSCODA AREA SCHOOLS STUDENT INTERNET ACCESS AND ACCEPTABLE USE AGREEMENT

Use of the District's technology, including student access to and use of the Internet through Oscoda Area School's Internet provider, is limited to legitimate educational purposes to support and enhance the School District's curriculum in a manner, which is consistent with the School District's mission statement. Access to and use of the Internet, through the OAS Internet provider, is a privilege offered to students for the following purposes:

- To assist in the collaboration and exchange of information;
- To facilitate personal growth in the use of technology;
- To enhance information gathering and communicating skills; and
- To provide resources which will enhance the Student's entire educational experience.

In exchange for the privilege of access to and use of the Computer Network/Internet through OAS Internet provider the student acknowledges that this privilege may be revoked at any time by the District at the sole discretion of the District and that improper use of Internet resources may also give rise to further disciplinary action consistent with District Policies and/or the Student Handbook. The Student agrees to abide by the following terms and conditions:

1. That the following uses of the Internet throughout the OAS Internet provider are strictly prohibited and may subject the student to restriction, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:
 - a. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 - b. Unauthorized transfer, deletion or duplication of a file.
 - c. Unauthorized use of another individual's identification password.
 - d. Unauthorized access to telecommunications files or facilities.
 - e. Interference with the work of another student, faculty member or school official.
 - f. Use of computing facilities to draft, send or knowingly view or receive inappropriate communications including, but not limited to, those communications which are indecent, offensive, obscene, profane, vulgar, threatening, defamatory, an invasion of privacy or otherwise prohibited by law.
 - g. Violation of copyright, trademark, trade secrets or licensing agreement.
 - h. Use of OAS Internet provider for the purchase, sale and/or advertisement or posting of goods or services or for political lobbying.
 - i. Use of the computing facilities for any activity detrimental to the stability and security of the School District's telecommunications equipment, the Internet provider for OAS and/or the Internet. This prohibited activity includes, but is not limited to:

- i. The introduction of a virus, either intentionally or through irresponsible handling of data and telecommunications resources;
 - ii. Malicious destruction of hardware, software, or data;
 - iii. Attempting to learn or use accounts or passwords other than those issued to the student; or
 - iv. Disclosing, for any reason, one's own password or personal information, name, address or phone number of the student or other person.
2. That the student may be responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which the student has not received training.
3. That the student may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.
4. That the OAS Internet provider is a monitored telecommunications network and no stated or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications.
5. That the District and/or Internet resources are intended for exclusive use by the registered users and that the student is responsible for the use of any account/password and/or access privileges.
6. That the District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted.
7. That the District should not be liable for any direct or indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of the system or inability to use the system.
8. That the District reserves the right to monitor information activity, and file server disk space utilized by the Student.
9. That in consideration for the privilege of access to and use of computer network/Internet resources through OAS Internet provider, the student release the District, the Internet provider and their employees, agents, and operators from any and all claims of any nature arising from the student use of, misuse of, or inability to use, the District, Intermediate School District, Internet provider and/or Internet resources.
10. The student agrees to abide by these rules or regulations of system usage and such further rules and regulations as may be further added from time to time by the District. These rules will be available in hard copy from the Central Office.

When the parent signs the school handbook, the parent is also agreeing to the following paragraph.

As the Student's parent or guardian, I have read the Agreement for Internet Access and Use and the accompanying cover letter. I understand that access to the Internet is a privilege provided to students for educational purposes only. I understand that the District has installed blocking software that is designed to limit access to pornographic or abusive material on all computers but it is possible that such material may nevertheless be encountered. I will not seek to hold the District responsible for materials acquired on the Internet. I hereby release the District and its employees, agents, and operators from any and all claims of any nature arising from my child's use of, misuse of, or inability to use District, the Internet provider and/or Internet resources. In addition, I agree to indemnify the District and/or the Internet provider for any damage or liability caused by or arising out of my child's use or misuse of the Internet resources or equipment as provided by the District, and/or the Internet provider.

**Student/School/Family Compact
Cedar Lake/Glennie Elementary Schools
Richardson Elementary/Middle School**

The mission of the Oscoda Area School District, through partnership with the home and community, is to deliver comprehensive and challenging learning experiences, preparing all students to become productive, responsible members of society.

We, the educators, families, and students of Cedar Lake Elementary School, Glennie Elementary School, and the Richardson Elementary/Middle School, will work together to accomplish the mission of OAS.

As a Student, I will continue to:

- Attend school regularly.
- Treat all members of the school community and their property with respect.
- Participate in classroom discussions, activities and assignments,
- Complete and hand in all classroom and homework assignments.
- Do my best work and keep trying even when the work is hard.

Signature _____

Date _____

As a Professional Educator, I will continue to:

- Provide the students with a quality curriculum and research-based instructional practices that will allow them to become effective citizens.
- Provide open communication with parents, students, colleagues and community.
- Support parents as lifelong learners by providing appropriate resources and learning opportunities.
- Provide a safe, positive, well-managed environment where all children are treated fairly with respect and compassion.
- Continue to be lifelong learners knowledgeable of current best practices in the field of education.

Teacher _____

Date _____

As a Parent/Guardian, I/We will continue to:

- Work each day to make my child(ren) my number one priority.
- Create a home environment where my child understands that living in a group requires standards of behavior and cooperation, and that one must accept the consequences of one's actions.
- Show respect by going to the teacher first about issues related to my child(ren).
- Work to send a well-nourished, well-rested, well-loved child to school each day.
- Show interest in my child's education: ask questions, be involved, help with homework, and be aware of what goes on at school, support school activities, and monitor home activities which may interfere with progress in school.
- Set an example for my child by being a lifelong learner myself.

Signature _____

Date _____

Oscoda Area Schools Handbook Signature Page

Our vision is “Students First.”

The mission of the Oscoda Area School District, through partnership with the home and community, is to deliver comprehensive and challenging learning experiences, preparing all students to become productive, responsible members of society.

Student Name _____

I/We _____, _____ _____
(Parent/guardian signature) (Parent/guardian signature) Date

have read and discussed this handbook with our child and understand the policies and practices within and agree to abide by them. We will work together with the school to accomplish our mission.

_____ I/We have accident insurance for our child.

_____ I/We do not have insurance and...

_____ wish to purchase student accident insurance offered by the school through G-M Underwriters Agency Inc. (Oscoda Area Schools has no connection with this insurance company other than provide this as an option for accident insurance coverage to our students.)

_____ do not wish to participate in any insurance plan even though we realize the school is not responsible for injuries that are incurred.

_____ I/We have received and returned the School/Student Emergency Card.

_____ I/we have read the Acceptable Use Policy included in this handbook. My signature above indicates I understand and agree with the conditions of the District Acceptable Use Policy. It is the expectation of our curriculum that ALL students learn how to use appropriate technology.

Oscoda Area Schools Permission to Display in Media

Our vision is "Students First."

The mission of the Oscoda Area School District, through partnership with the home and community, is to deliver comprehensive and challenging learning experiences, preparing all students to become productive, responsible members of society.

Oscoda Area Schools is trying to promote its students by highlighting them in a variety of ways. You have seen students and/or projects on our website www.oscodaschools.org, or in the *Observer*. We want to expand these forms of media to include more things, such as the newspaper, performances such as Christmas concerts/programs and athletics on the cable channel, videos to be used for parent activities or other forms of presentations, and school newspapers or newsletters. It is our policy to have parent permission to display recognizable photographs or identified projects. Please read the following information, sign and return this to school as soon as possible.

By signing this signature page, you grant permission for your child and/or his/her school work products/performances to be photographed, displayed, or videotaped as part of an educational program produced by Oscoda Area Schools.

This permission is only for the 2008-2009 school year.

Student Name _____

I/We _____, _____
(Parent/guardian signature) (Parent/guardian signature) (Date)

have read and discussed the policies and practices within and agree to abide by them. We will work together with the school to accomplish our mission.

_____ I/We have read the Media and/or Internet Permission-to-Display section above and

_____ agree to have my child's photograph, video segment or work displayed.

_____ do not agree to have my child's photograph, video segment or work displayed.

Great students are doing great things at Oscoda Area Schools!

August, 2008

Dear Parent or Guardian,

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and
subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan
qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by
the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Sincerely,

Hallie J. Snyder
Director of Curriculum and Student Support Services