



2024-25  
Student Handbook

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**Board of Education**

Doug DeWitte, Jeff Kartes, Jeff Lohman, Craig Scott, Tammy Stolberg,  
George Tindall and Brandon Vandonkelaar

### DAILY TIME SCHEDULE

<b>7:40 AM</b>	<b>Warning Bell</b>
<b>7:45 – 8:40 AM</b>	<b>First Period</b>
<b>8:45 – 9:40 AM</b>	<b>Second Period</b>
<b>9:45 – 10:40 AM</b>	<b>Third Period</b>
<b>10:45-11:15</b>	<b>Seminar</b>
<b>11:15 – 11:45 AM</b>	<b>Lunch A</b>
<b>11:20 – 12:15 PM</b>	<b>Fourth Period B</b>
<b>11:50 – 12:45 PM</b>	<b>Fourth Period A</b>
<b>12:15 – 12:45 PM</b>	<b>Lunch B</b>
<b>12:50 – 1:45 PM</b>	<b>Fifth Period</b>
<b>1:50 – 2:45 PM</b>	<b>Sixth Period</b>

### LATE START TIME SCHEDULE

<b>8:40 AM</b>	<b>Warning Bell</b>
<b>8:45 – 9:35 AM</b>	<b>First Period</b>
<b>9:40 – 10:30 AM</b>	<b>Second Period</b>
<b>10:35 – 11:25 AM</b>	<b>Third Period</b>
<b>11:25 – 11:55 PM</b>	<b>Lunch A</b>
<b>11:30 – 12:20 PM</b>	<b>Fourth Period B</b>
<b>12:00 – 12:50 PM</b>	<b>Fourth Period A</b>
<b>12:20 – 12:50 PM</b>	<b>Lunch B</b>
<b>12:55 – 1:45 PM</b>	<b>Fifth Period</b>
<b>1:50 – 2:45 PM</b>	<b>Sixth Period</b>

### SCHOOL SONG

Soar on Oakridge High  
And win for the white and blue  
Come on and fight for victory  
With the colors ever true  
Fight! Fight! Fight!  
Swoop down Eagles  
And fight with honor right  
We will cheer you on to victory  
With all our might  
Repeat  
Fight! Fight! Fight! Fight! Fight!  
Victory for O.H.S.

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**DISTRICT MISSION STATEMENT**

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Provide students a diverse, personalized, and innovative education balanced with quality enrichment experiences in a respectful, responsible, safe, and healthy environment in partnership with the community.

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**DISTRICT VISION STATEMENT**

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Empowering the whole child to achieve college and workplace success while embracing family and community values.

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**STATEMENT OF INTENT**

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Our student handbook is not intended to be all-inclusive. The handbook establishes a foundation necessary for a safe and orderly learning environment for your son or daughter. In the event that something occurs that is not covered in the handbook, the building administrator reserves the right to act in a discretionary manner to investigate the alleged action and administer the appropriate consequence.

This handbook applies to the students in the Fusion Program and the High School.

## **I. STUDENT INFORMATION**

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### **ACADEMIC INTEGRITY**

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#### **Cheating/ Plagiarism**

Students should conduct themselves with academic integrity within the school community. School is a place of high integrity, and stealing, cheating, and plagiarism are unacceptable. In keeping with the philosophy of the school, any breach of integrity may result in serious consequences, which may include failure of the assignment, test, or exam. The indiscretion may result in the removal from The National Honor Society and loss of all academic honors. As a result of the serious nature of violations of this type, infractions will be communicated to appropriate staff, when necessary, to carry out the appropriate disciplinary consequence.

- First offense in a semester—a zero for the assignment, phone call home, notification of administrator/counselor, and a letter placed in the student file.
- Second offense in a semester—failure for the semester course in which the two incidents occurred, phone call home, conference with parent, notification of administrator/counselor, and a letter placed in the student file.

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### **POSSESSION OF WEAPONS/FIREARMS**

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Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral. Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis. This is the board's assurance that the district is in compliance with both PL 103-382 and MCL - 380.1311.

A student acting in an aggressive or belligerent manner with any object will be administratively judged to be in possession of a weapon and disciplinary action will be taken. A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the student code of conduct.

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### **SUBSTANCE ABUSE**

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The following substance abuse policies shall be in force for situations occurring in our buildings, on school grounds, or at any school related function, home or away, or in any other situation where school authorities have general supervisory jurisdiction. The policy covers four situations:



**CASE I**

*Where school officials have proof that a student has unlawfully distributed, sold or purchased any drug, alcohol, marijuana or other substance, any pill (prescriptive or non-prescriptive), regardless of quantity, the Administration will recommend expulsion of the student to the Oakridge Board of Education. Parents and legal authorities will be notified.*

**CASE II**

*Where school officials have found a student in possession of any drug, alcohol, marijuana, or other controlled substance, any prescriptive pill, in a quantity suggesting more than personal use, the Administration will recommend expulsion of the student to the Oakridge Board of Education. In the case of a non-prescriptive pill or capsule, the Administration may recommend expulsion of the student to the Oakridge Board of Education. Parents and legal authorities will be notified.*

**CASE III**

*In the case of plain possession where quantity suggests personal use, i.e., one container of alcohol, one marijuana cigarette, seeds, scraps, paraphernalia, one pill or capsule, or other controlled, prescriptive or non-prescriptive substances, the Administration will suspend the student for ten (10) school days. Parents and legal authorities will be notified.*

**CASE IV**

*Where school officials have reasonable cause to believe that a student is "under the influence" of a controlled substance, narcotic, marijuana, pills or alcohol, the Administration will suspend the student for ten (10) school days. Parents and legal authorities will be notified.*

**CASE V**

*Any student drinking or in possession of alcoholic beverages before or during school or at school sponsored events will be suspended from school for ten (10) days. This policy shall be in force for situations occurring in our buildings, on school grounds, or at any other situation where school authorities have general supervisory jurisdiction.*

**PROCEDURES:**

- 1. In Cases I and II the student will be immediately suspended from school into the custody of the parent or legal guardian. The principal involved will insure the student "due process".*
- 2. In Case IV if school officials have reason to believe a student is "under the influence" the administrator will contact the parents and/or act in the best interest of the student.*

3. *Students who attend the Oakridge Public Schools must register any type of pill (prescriptive or non-prescriptive) or any type of drug with the office of the building the student attends. There will be no exceptions made to this rule.*
4. *A second violation of any of the above cases may result in a recommendation of expulsion. The above mentioned drugs or pills are examples only and should not be considered all-inclusive.*

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**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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It is the policy of the District to provide a safe and nurturing educational environment for all of its students. The District takes bullying very seriously and believes in providing confidential follow up support and services to the victim(s) and the bully(ies) of bullying or aggressive behavior.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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 to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the student handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide notification of same (to the extent consistent with student confidentiality requirements) to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

## **Reporting**

No later than May 30, of the current school year, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

## **Procedure**

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

### **Annual Reports**

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

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

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

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be

tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training**

Opportunity for training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying shall be provided periodically.

Educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying will be periodically arranged or provided. Classroom teachers may address the foregoing issues within the classroom curriculum.

### **Definitions**

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

### **Bullying**

Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet,

telephone or cell phone, personal digital assistant (PDA), or wireless hand held device), by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation. Bullying, without regard to its subject matter or motivating animus, is intended to or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. 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.

Bullying may involve teasing; threats; intimidation; stalking; cyberstalking; cyberbullying; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

### **Harassment**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon

one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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### **STUDENT HAZING**

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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 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.

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### **SEXUAL HARASSMENT**

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Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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### **CLOSED CAMPUS**

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When students arrive in the morning they will remain on school property until the end of the day. Tenth, eleventh and twelfth grade students may leave campus during lunch. All student handbook rules and expectations will apply while students are off campus during lunch.

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### **PERSONAL PROPERTY**

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All personal property is the responsibility of the student. At no time, shall the district be responsible for preventing theft, loss or damage.

Laser pointers are not allowed at school during the regular school day or at any school sponsored extra-curricular activity.

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### **WIRELESS COMMUNICATION DEVICES (WCD)**

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Cell phones and other electronic communication devices are prohibited from classrooms, locker rooms, hallways, restrooms and the media center during the school day. All electronic communication devices are to be kept in student lockers from 7:43 – 2:43 and left “off” or on “silent” mode. High School students may check phones during class change at their locker and may use their phone during their lunch while in the cafeteria only.

If a student is found using or in possession of an electronic communication device outside of the designated times and areas, the following consequences will result:

First offense = Detention

Second offense = Detention

Third offense = Saturday School

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities, and at school-related functions will be subject to disciplinary action. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions, if students have WCDs in their possession, to make sure the devices are not left unattended or unsecured.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the

messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, she/he will fail the exam and may be suspended.

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### **THE CLASSROOM**

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1. Report on time and in an orderly manner.
2. Bring all necessary materials to class with you.
3. Give the class work undivided attention. Make your best effort!
4. Have assignments prepared to the best of your ability.
5. Make contribution when called upon.
6. Maintain a friendly and courteous attitude; listen and respect others.
7. Refrain from unnecessary noises, clowning, giggling, or loud laughing.
8. Never copy or help others to cheat. Loss of credit may result.

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### **YOUR LOCKER**

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1. Lockers will be assigned at the beginning of the year. There is to be only one student per locker. If there is found to be more than one person sharing a locker and a policy violation has occurred, all students using the locker will be held equally responsible for the policy violation.
2. Keep your locker neat and orderly at all times. The principal will occasionally check it. The lockers are owned by Oakridge Public Schools and will be searched from time to time. Please do not expect that you have complete privacy in your assigned lockers. However, the student's privacy rights will be respected regarding any item that is not against school policy.
3. Keep your locker locked at all times and put your combination in a safe place.
4. Students may not change lockers without permission from the office.
5. No student will be allowed to go to his/her hall locker while classes are in session unless they receive permission from an instructor.
6. Do not give anyone your locker combination.

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### **THE CORRIDORS**

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1. Keep to the right and move along in an orderly manner.
2. Refrain from running, shoving, loud talking, or any unnecessary noise.
3. Any type of sexual or physical harassment will not be tolerated.
4. Help keep the building and floor clean.
5. Posters must be pre-approved by the office before being posted.

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### **SCHOOL SPONSORED TRIPS**

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At any time, a parent may deny participation by sending a note to the teacher denying their son or daughter's participation. All students riding to any school sponsored trip must also ride home on the bus. The only exception will be written permission from the parent in advance. As a general rule, busses will not be permitted for class parties or similar events. A telephone call to the office, as well as a written note by the parent or guardian must be received in the office by the close of the business day prior to the date of the school sponsored trip.

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### **TRANSPORTATION**

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Oakridge Public Schools provides bus transportation as a service to the students of our community in grades K – 12 and is to be considered a privilege. In order to provide transportation services to your student, please complete the online transportation information form found on the district's website. This information is used to prepare routes for the upcoming school year and having accurate addresses for pick up and drop off locations is pertinent. We ask that this form be completed prior to the end of the school year. If you move or need to have your student picked up or dropped off from a daycare we ask that you complete a new online transportation form throughout the school year, as needed. Note, all changes are subject to the approval of the Transportation office. Please be advised, changes may take up to 7 business days to complete. If your student will not need bus transportation, please indicate such on the transportation form.

Students must ride the bus they are assigned and must board and depart from the bus at the assigned bus stop. We are unable to allow children to ride a bus other than their assigned bus to visit a friend or go to a meeting. Parents must provide transportation for these extra-curricular activities.

The school bus and school vehicles are an extension of the school itself. All rules, policies, procedures, etc. that apply in school will also apply to the bus. Transportation is a privilege. Students must follow the bus expectations. Failure to do so will result in disciplinary action up to and including bus suspension and/or loss of bus riding privilege.

The bus loading and unloading area at your student(s) building has designated times for buses only. If you have questions regarding parent drop off/pick up areas please see your building secretary.

#### **Notification of a Same-Day Change in Bus Transportation**

Occasionally, parents may have an unplanned change to the drop-off location of their child to another parent/guardian/family member. On this occasion, parents

must notify the school office by 1:45pm daily. For safety reasons, the district will only change the drop-off location to a registered parent contact on file.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus may be done. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Director of Transportation/Designee or Building Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can only be viewed in accordance with Federal law.

### **Important Information Regarding Electronic Devices:**

- No disruptive/inappropriate use of smart/cell phones or other electronic devices.
- No picture taking or recording on the bus.
- Headphones or earbuds should not be used while loading and unloading the bus, especially if the student crosses the street at the bus stop. While on the bus, students should have one ear piece out of their ear at all times to be able to hear the driver in the event of an emergency.
- No personal speakers may be used on the bus at any time.

### **Bus Conduct**

Transportation is a privilege. In the event of behavior concerns, district staff will contact you by phone or send a behavior slip home with your child. Repeated concerns or those of serious nature may result in loss of bus privileges. In that case, you will be notified by the Director of Transportation or building staff. *At any time, the driver may assign seats or direct students in any reasonable manner to maintain safety.*

Your student's safety is our main priority. Please be sure they understand these simple measures to help ensure the safest bus experience possible.

### **Waiting for the Bus.....**

Be on time at the designated bus stop 5 to 7 minutes prior to scheduled time (Please remember, **drivers will not wait** for students who are not at their designated stop on time.)

Stay off the road at all times while walking to/from the bus stop and while waiting for the school bus  
Ride assigned bus only  
Line up single file at least 10 feet off the roadway  
Do not approach the bus until it's completely stopped  
If you are a crosser, cross in FRONT of the bus after signal from the driver  
Go directly to a seat and be seated  
Be respectful of others and their property.  
It is the responsibility of the parent or legal guardian to see that a child gets safely to and from the bus stop and while at the bus stop.

**While on the Bus.....**

Be seated quickly, slide over for others, remain seated and face forward at all times  
(The safest way for your child to ride the bus is to "sit down, sit back and put their hands in their lap".)  
Keep head, hands, arms, legs and objects to oneself and inside the school vehicle at all times  
Keep the aisle clear and keep the bus clean  
All bags, backpacks, band instruments, etc. must be held on students lap  
Be respectful of others and their property  
No eating or drinking  
Keep the bus free of dangerous materials (alcohol, drugs, weapons, lighters and other hazardous materials);  
Use appropriate language and topics  
Not harassing (physically, verbally or sexually) others  
Not spit, bite, hit or pull hair

**After Riding the Bus.....**

Only exit the bus at assigned bus stop  
Stay seated until the bus comes to a complete stop and the door opens  
Exit in an orderly manner  
Hold the handrail while using the steps  
Do not remain near the bus after exiting  
If you are a crosser, cross in FRONT of the bus after signal from the driver  
Be respectful of others and their property

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**SCHOOL CLOSING**

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Whenever school officials decide to cancel school due to weather or other emergencies, it will be released immediately to the following radio and television stations: WMUS (106.9 FM), WLCS (98.3 FM), WSHZ (107.9 FM), WZZM-TV-13 ([www.wzzm13.com](http://www.wzzm13.com)), WOOD-TV-8 ([www.woodtv.com](http://www.woodtv.com)), and/or WWMT-TV-3 ([www.wwmt.com](http://www.wwmt.com)).

Parents of students are requested not to call school concerning a closing. Once a decision to call off school is made, phones are needed to make emergency calls. Parents are requested to instruct their children about emergency procedures in the event school is cancelled and should make arrangements for morning cancellations, delays, or early dismissal.

In the event that Oakridge is closed or observing a two hour delay, students who attend the Muskegon Area Career Tech Center will follow the schedule of both the Career Tech Center and Oakridge. If Oakridge is open and the Career Tech Center is closed, students must attend classes at Oakridge. If Oakridge is closed and the Career Tech Center is open, students are expected to attend classes at the Career Tech Center. Failure to attend either building when open will result in the student being marked absent.

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### **DANCE POLICY**

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#### Student Responsibilities:

1. Dancing that would be deemed inappropriate by the school administration and/or chaperones will not be tolerated. It is important to remember that the dances are high school sanctioned events and are not held at a public club. As all inappropriate examples would be very difficult to include and/or describe, we would ask that if you have been warned once to please respect the decision made by the administrator or chaperone and to discontinue the inappropriate dancing. If a second warning becomes necessary, you will be asked to leave the dance without compensation and will be suspended from further dances throughout the course of the year.
2. All dances, excluding the winter formal and senior prom, will be held directly following the game until 11:00 PM. Parents are responsible for picking up their students within 15 minutes after the dance ends. No refunds will be given for any reason.
3. Students must show a valid ID and be identifiable as a student of Oakridge High School. Students must take care of all student fines in order to attend the dance or activity night. Any student who is suspended will not be allowed to attend the dance.
4. Dances are open only to registered students of Oakridge High School. Only upperclassmen are allowed to attend Prom. Tenth grade students may attend Prom only as an approved guest of an upperclassmen. Visitors must be pre-approved by the building principal. **All visitors must complete a guest approval form.** Visitors must be on the guest list and check in with the attendee at the visitors sign in table. Visitor forms are available in the office or on the school's webpage. Special circumstances may be considered by the building principal.
5. Students attending dances and activity nights must remain in the building.

Once a student enters the dance, they must stay. If a student leaves the dance without permission, they must leave school property and may not return to the dance. Loitering in the parking lot is not tolerated and may result in police being called.

6. Proper dress is expected at all dances. Attire with lettering or drawings which depict sexually suggestive expressions/actions, profanity, drugs, alcohol, tobacco, gang activity, or which degrade the integrity of the individual or others is prohibited. It is expected that students will follow the OHS STUDENT DRESS CODE.

7. A clean up committee will be established including members of the student group who are hosting the dance or activity night. It is the responsibility of this committee to return the cafeteria or school property to its original condition.

8. Please do not bring valuables to the dances. There will not be storage or access to student lockers. If you do so, the school will not be responsible for lost or stolen items.

9. Most importantly, please remember to conduct yourselves as ladies and gentlemen and to be respectful of one another. Always work to demonstrate "Eagle Pride" at all activities.

Administrative Responsibilities:

1. A committee of adults, who serve as chaperones to the dance or activity night, including at least 2 teachers or school personnel, will be responsible for admission of those attending. They shall refuse admission to those that are not allowed to attend.

2. Prior to hosting a dance or activity night, the group and their advisor must meet with the building principal to have the policy and procedures reviewed. It will be the advisors responsibility to meet with the chaperones to explain these guidelines.

3. All decisions on admission or student removal will be final and held to the responsibility of the building principal or designated dance or activity night committee chairperson.

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**STUDENT DRESS CODE**

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A district's dress code is a key component to maintain a respectful, responsible, and safe learning environment where all students feel like they belong. We believe that an appropriate student dress code adds to the learning experience that prepares students for their future, equipped with the knowledge and life skills to lead healthy and productive lives, and achieve personal and career success.

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with



the educational program of the schools. Oakridge High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for enforcing the dress code in a nondiscriminatory and uniform manner. The following dress code is necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. They impose only necessary restrictions on the exercise of the student's taste and individuality:

**1. Basic Principle:** Clothes must be worn in such a way that all personal areas are covered and meet district standards of modesty.

**2. Students May/Must Wear:**

- Students must wear footwear and clothing at all times except when changing in a locker room.
- Students must wear clothing that has fabric in the front, back and on the sides (under the arms).
- Students must wear clothing that covers undergarments (straps excluded).
- Students may wear hats/headwear IF it is not interfering with the educational environment. Hoods will not be allowed.
- Students must wear clothing that is suitable for all scheduled classroom activities including physical education, science labs, manufacturing classes and other activities where unique hazards exist.

**3. Students Cannot Wear Clothing/Footwear that:**

- Is materially or substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
- Is obscene, sexually explicit, indecent, or lewd
- Promotes the use of or advertises illegal substances
- Incites violence
- Contains gang symbolism
- Contains "fighting words"
- Constitutes a true threat of violence
- Slogans or pictures that have a negative or offensive double meaning.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group.
- Causes excessive wear or damage to school property.
- Students cannot wear bulky winter-type coats in the classroom.
- Students cannot wear flags or capes

**4. Dress Code Enforcement:** To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of dress code violations as outlined in sections 1, 2, and 3 above. Students in violation will be provided with the following three (3) options to be dressed to code during the school day.
  - o Students may choose to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
  - o Students may choose to wear clothing temporarily provided by the school, if available, for the remainder of the day. A fine equal to the value of the clothing will be put on the student's account. The fine will be removed when the student returns the clothing to the office in the same condition it was provided to the student.
  - o Students may choose to contact a parent to bring alternative clothing for them to wear for the remainder of the day. If, after parent contact, alternative clothing cannot be obtained, the student will remain in the office for the remainder of the school day.

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**NOTICE OF SURVEILLANCE**

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Please be advised that the school routinely uses video surveillance/electronic monitoring equipment to observe, monitor, and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions. This is done to promote security and protect the health, welfare, and safety of students, staff, and visitors to our school.

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**FALSE ACTIVATION/TAMPERING/THEFT/VANDALISM OF SAFETY & SECURITY DEVICES**

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Students and school visitors shall **not** engage in the false activation, tampering, theft or vandalism of any safety or security devices; e.g., fire extinguishers, fire alarms, AED's, safety gates, vape detectors. Students violating this policy face suspension, expulsion, and possible police referral.

Any direct or indirect involvement in the false activation, tampering, theft or vandalism of any safety or security devices may result in suspension and/or possible expulsion. The student(s) or school visitor(s) must make full restitution including labor and up-to-date replacement costs for their actions.

Students or school visitor(s) involved in horseplay or inappropriate behavior, who unintentionally vandalizes any safety or security device(s) must make full restitution for damages including labor and up-to-date replacement costs.

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### **THE GYMNASIUM**

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1. Wear gym shoes or remove dress shoes when playing in the gym.
2. Keep pop and food out of the gym.
3. Students should not touch light switches or instrument panels.

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### **ATHLETIC EVENTS**

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The MHSAA and the West Michigan Conference have developed guidelines for our school and our spectators to follow while in attendance at our athletic events. Students must follow these guidelines set forth for acceptable/unacceptable behavior or they will be asked to leave the event. In addition, students and spectators may also lose the privilege of attending events at Oakridge High School for the duration of the school year as determined by the athletic director or the building principal. If this should happen, the student or spectator forfeits the right to any refund of admission price. A complete list of the sportsmanship guidelines can be obtained by contacting the athletic office at the high school.

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### **THE LIBRARY / MEDIA CENTER**

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1. The media center is open for student usage from 7:30 AM – 3:30 PM daily.
2. No food, drink, or wireless communication device that is visible or turned on will be allowed in the media center.
3. Return books and magazines on time.
4. Maintain a quiet atmosphere conducive to study at all times.
5. Avoid disfiguring library materials, books, and magazines.

The media center offers its students a wide variety of materials in both electronic and print format to support the curriculum and the varied interests and ages of the grade 7 through 12 population that our media center serves. Parents are welcomed to work with media center staff to help their child make age appropriate selections.

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### **THE CAFETERIA**

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1. Students who eat hot lunch are to go to the cafeteria immediately after being released from their class.
2. The cafeteria, besides a lunchroom, is also a place where good human relations are developed. Here, each student is expected to practice the

general rules of good manners, which one should find at home. Some simple rules of courteous behavior are:

- a) Keep proper place in line and be prepared to pay for meals using "Meal Magic". Students are to have their required I.D. on person and scan to purchase a lunch. Replacement I.D.'s are available for \$5.00.
- b) Be orderly, observe good table manners, and treat those serving with respect and courtesy.
- c) Leave table, chair, floor, and the surrounding areas clean and orderly. Items left behind in this manner in a repeated fashion may result in the issuance of a detention.
- d) Replace chairs and place trash in the proper containers.
- e) Any food item or beverage must be consumed in the cafeteria. The only exception to this is bottled water.
- f) During lunch, students are not allowed in the academic hallways of the building. This is to avoid major disruptions in the hallways while classes are in session.

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#### **ASSEMBLY PROGRAMS**

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1. Enter orderly, take a seat promptly, and be respectful.
2. Give entire attention to the speaker or performers; listen courteously whether the program seems interesting or not.
3. Refrain from talking, whispering, or eating during the program.
4. Applaud heartily at appropriate times only.
5. Avoid whistling, stomping, and yelling except at the request of cheerleaders at pep rallies.

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#### **THE OFFICE**

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1. A school secretary is on duty from 7:00 A.M. until 3:30 P.M, Monday through Friday.
2. All supplies and equipment borrowed from the office must be signed out and in again when returned. Any equipment not returned to the office will be paid for by the student. Office materials are not to be taken out of the building.
3. Articles found in the school should be turned into the "lost and found" which is in the main office.
4. The telephone in the office is not for student use, except for illness, emergency, or other approved reasons.
5. Work permits are obtained from the office.
6. Announcements are read daily. An announcement will not be included unless it is signed by a sponsor. Students at morning Career Tech Center classes should pick up a copy of the announcements at the office.
7. Posters to be displayed in the building must be approved by the principal before they are posted.

8. Students are not allowed behind the office counter without permission.

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#### **DISCIPLINARY ACTION**

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1. Any student sent to the office must report there immediately and inform one of the secretaries why they are at the office. Failure to do so will result in a suspension.
2. A student will be suspended for flagrant violations of the rules for a period not to exceed ten (10) days. The number of days will depend on the offense and cooperation of the student and his parents.
3. A student will be detained after school if it is deemed necessary by the principal.
4. After a student has been suspended, a parent conference with the principal may be requested before the student is reinstated back to school.

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#### **PHYSICAL EDUCATION**

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1. Physical education is a required class at Oakridge High School.
2. All students are to participate every day unless they have a doctor's excuse.
3. A student may be excused one day from physical education with a written excuse from the parent; all days thereafter will be UNEXCUSED without a doctor's excuse.
4. All students participating in physical education are to be properly dressed at all times. Each student will receive a lock at the beginning of the school year. These must be returned at the end of the year or the student will be responsible for the cost of a new lock.

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#### **MOTOR VEHICLE REGULATIONS**

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1. School authorities will authorize the driving of motor vehicles by students to and from school when necessary. It is a privilege given to students to drive a vehicle to school. The administration reserves the right to revoke the privilege at any time.
2. Students who drive to school must register their motor vehicle in the high school office by make and license number. All students must fill out a driver form in the office and purchase a parking sticker annually for \$5.00 on the first day that the vehicle is driven to school. The principal must approve all school driving permits.
3. The school may, without notification, immobilize with a wheel lock, tow away, or have towed or immobilize any motor vehicles parked on school property that is not registered in the high school office, or which is not parked in recognized student parking spaces. Wheel lock release and/or towing will be at the owner's expense.
4. In accepting a driving permit, the student recognizes the right of the school to enter and search his/her vehicle when a reasonable suspicion of illegal activities or substances is present.

5. Students with parking privileges are required to keep the parking lot clean and free of debris. Permits will be revoked without warning by the administration if a student is littering the parking lot.
6. Students are not to sit in vehicles during the school day for any reason. Those caught in cars during the school day will be subject to suspension.
7. Students who drive their motor vehicles in a reckless manner will have the privilege of driving to school revoked. A speed limit of 10 miles per hour should be maintained on all school driveways. Any reckless use of a motor vehicle will result in the loss of the privilege and referral to the local authorities.
8. Students must park in the West student parking lot. Students are not allowed to park in the visitor's parking lot. Students who park in non-student parking areas may have their vehicle towed at the owner's expense.
9. Unlicensed vehicles (trail bikes, snowmobiles, etc.) are not allowed on school property at any time.
10. Any student whose vehicle serves as a shelter for students violating the discipline policy will immediately have his/her parking permit revoked and will be subject to further discipline as determined by the principal.
11. Students are expected to keep noise levels of car stereos at low volume while in the parking lot.
12. Students are not to move their vehicles during the school day unless they receive permission from the principal.
13. The first violation will result in a warning. The second violation will result in the loss of driving privileges for one week and the issuance of a detention. A third violation will result in the loss of driving privileges on school property for the remainder of the school year and the issuance of a Saturday school. Additional violations will result in suspension from school.
14. The school reserves the right to tow vehicles blocking loading areas, entrances, or for vehicles parked anywhere other than the spaces designated for student parking, including grass areas. Violators may also be referred to local authorities.
15. Law enforcement authorities will be notified when necessary by the administration. Remember that driving is a privilege, not a right. It is for everyone's protection that we have these driving rules and regulations. Everyone's cooperation is needed to make the school a safe area.
16. Law 257.676b Impede Traffic Sec 676b. (1) A person, without authority, shall not block, obstruct, impede, or otherwise interfere with the normal flow of vehicular or pedestrian traffic upon a public street or highway in this state, by means of a barricade, object, or device, or with his or her person.

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### **CLASS ORGANIZATION**

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Each class is newly organized at the beginning of each school year. The election of officers for classes is held each spring for the ensuing year. Each class should elect a president, vice - president, treasurer and secretary. To be eligible for a class office a student must be passing all subjects at the present time and shall have passed all classes the previous semester, not including summer school, and maintain a 2.0 grade average. Check with the principal, counselor, or class advisor to see if you are eligible for office.

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### **LOST AND FOUND**

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Items of clothing, school materials, and other personal belongings found in the school or on the grounds will be placed in the lost and found, located in the office. Many items go unclaimed each year because students fail to check with the office. All items not claimed at the end of each semester will be discarded or donated to charity.

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### **IN CLASS MEETINGS**

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1. Abide by parliamentary procedure and respect the opinions of those who disagree with you.
2. Listen attentively to all sides of a question while it is being discussed.
3. When voting, consider the best interest of the class or organization and the school above personal interest.
4. As a presiding officer, treat everyone as fairly as possible, keeping in mind the best interest of the class. Keep order and keep the business of the meeting progressing.

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### **TEXTBOOKS**

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Textbooks and library materials are loaned to students by the school. Before a second book is issued, students will be required to pay for any lost books. Damaged books may have fines assessed. Textbooks are to be kept clean and handled carefully. Please be sure your name is written in the books issued to you in case they are misplaced.

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### **PICTURES**

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School pictures are usually taken during "kick start" registration. Parents will be able to select from several picture packages. Parents are not required to purchase pictures but each child's picture is taken for the purpose of school records. Order forms will be distributed to parents in summer enrollment packets.

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## **STUDENT FUNDRAISING**

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Fundraising activities by school organizations must be approved in advance by the building principal. Approval forms can be obtained from the high school office. Fundraisers may not begin without prior authorization and approval. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

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## **FEES, CHARGES, AND FINES; WAIVER OF STUDENT FEES**

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The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

## **II. STUDENT MANAGEMENT**

A student who has reached the age of majority, under the Age of Majority Act, has the option to assume full rights of an adult and may sign his/her own report card, excuse slips, permission slips, and have free access to his/her school records. Prior to assuming his/her full rights, the student and parent must sign board of education form 5780 F1 and have it on file in the high school office. The administration reserves the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.



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## **ATTENDANCE**

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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 his/her 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.

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## **TRUANCY**

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Any time a child has missed five or more days of school in a semester for any reason which is interfering with their learning is considered truant. Parents play an influential role in the education of their children and are key to regular school attendance. Given the significance of attendance to the success of students a student that is truant can result in:

1. Assignment to an alternative placement with loss of participation in school activities and events;
2. A hearing before a judge in a court of law;
3. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

See Operation Graduation Attendance and Truancy Guidelines for operational protocols (<https://www.muskegonisd.org/adminservices/truancy/>)

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## **EXCUSED AND UNEXCUSED ABSENCE**

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Absences will be excused if the parent or legal guardian calls the school on the day of the illness or on the day that the student returns to school. A note from the parent or legal guardian brought to school by the student on the day the student returns to school indicating the reason for the absence. If an excuse is not received by either of these ways within 48 hours after an absence, the absence will be considered unexcused.

1. Absences will be excused for the following reasons: Personal illness or illness in the family, death in the family or of relatives or close friends, or doctor or dental appointments (must bring slip from the doctor or dentist's office). The doctor's note must be received by the high school office within 48 hours of the student's return to school. Unforeseen circumstances which cannot be avoided can be excused through the principal's office.

2. 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. Students must fill out an intended absence form before they leave for vacations. It should be noted that days missed for hunting or family vacations will be counted toward the 10 day absence allowance.
3. Skipping school or any class period will result in a Saturday school assignment.
4. **Ten day absence allowance for course credit:**
  - A. Students are allowed up to 10 absences (excused/unexcused) per semester without impact to course credit. Students will not be allowed to make-up absences by attending Saturday school in order to meet this 10 day absence allowance. The following absence types will not count toward this 10 day absence allowance: school related, court mandated, extended medical, and suspensions.
  - B. Extenuating circumstances causing a student to exceed the 10 day absence allowance may be considered during the appeals process outlined below.
  - C. Any student's absence from a serious or extended illness or injury prescribed in writing by a physician does not count toward the District's allowance for excused absences. Routine appointments such as, but not limited to, dentist, orthodontist, chiropractor, optometrist, podiatrist, pediatrician, allergist, audiologist, gynecologist, dermatologist, psychiatrist, etc. are excused absences but do count toward the District's allowance for excused absences.
  - D. If a student exceeds the 10 day allowance, they must take the course final exam and demonstrate course proficiency as outlined below.
  - E. If a student receives a 60%-76% on the course final exam, the student will receive a grade of E. The student will receive credit as they have demonstrated proficiency; however, the grade will be impacted as the student will receive a grade point average of 0.00 for the course. If a student scores below a 60% on the course final exam, the student will receive a grade of F. The student will not receive credit and the grade point average will remain 0.00 for the course. If a student scores 77% or above on the course final exam, the student receives the calculated grade for the course that they have earned.
  - F. Any student who is required to take an exam but does not attend, will have the absence count toward the 10 day absence allowance.
  - G. Appeal procedure:  
Recognizing that unique circumstances may arise causing a student to exceed the 10 day absence allowance and lose course credit, the District has established the following due process procedure to afford any student an opportunity to appeal their loss of credit:

- 1) Parent contacts the assistant principal within 5 school days of the end of the semester requesting to appeal their child's loss of credit.
- 2) Assistant principal schedules a meeting with the parent and student to occur within 5 school days of parent contact.
- 3) Parent/student must provide written documentation at this meeting demonstrating the circumstances of the absences that caused the student to exceed the 10 days absence allowance.
- 4) The assistant principal will take into consideration the following:
  - a. Appeals procedure followed.
  - b. History and patterns of attendance for student.
  - c. Absences attributed to a medical condition causing extended absences prescribed in writing by a doctor.
  - d. Types of absences that occurred within 10 day absence allowance.
  - e. Disciplinary record of student.
- 5) The assistant principal will issue a decision on the appeal within 5 school days of the appeal committee meeting.
5. For excused absences/ suspensions, students will be given credit for make-up work which is turned in within the following time schedule: 1 day absence - 2 days to turn in work, 2 days absence - 4 days to turn in work, 3 days absence - 6 days to turn in work, 4 days absence - 8 days to turn in work, 5 days absence -10 days to turn in work. In addition, teachers will supply makeup work for excused absences. It is the student's obligation to find out what the make-up assignments are on the first day that he or she returns to class.
6. Any student leaving the building, for any reason, including illness, should first receive permission from the office before leaving. He or she should then sign out in the office, signing in again if returning the same day. A student who does not sign out in the office, but is excused by a parent or guardian will be issued a detention. Those students who sign out must have parents call or the absence will be unexcused. Students are not allowed to leave the building between classes. It will be considered a skip if a student leaves the building without permission. This skip will result in a Saturday school.
7. The high school principal will have sole discretion to determine the appropriate consequences of any unusual lack of attendance on the part of the student body. Any senior class having a significant number of students (e.g., 5 or more) participating in an unauthorized skip day may lose the privilege of having the school sponsored Cedar Point Trip. Any student participation in a senior skip day will result in a Saturday school. An excused absence from a parent will not be accepted in this instance. Underclassmen participating in an unauthorized skip day may be suspended up to 10 days.

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### **SUSPENSION FROM SCHOOL**

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

1. 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 his/her return from school. Assignments may be obtained from the main office 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.

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### **TARDINESS**

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In order for classes to begin on time and use the full period of instruction, all students are to be in their scheduled classes on time. A tardy is when the student is not present in the room when the bell rings to start class.

1. If a student is late for class less than twenty (20) minutes, the teacher will record the student as tardy. If a student is twenty (20) or more minutes late for a class, the teacher will record the student as absent.
2. Students missing any part of the day must report to the office to sign-in before attending class and will have a pass from the office.
3. Students start with a clean tardy slate at the beginning of each semester.

Tardy Discipline Policy:

1. Starting with the 3<sup>rd</sup> tardy in a class (per semester), students will receive a detention. Students will not be given a detention until the 4<sup>th</sup> tardy in their first hour class of the school day. Excessive tardiness will be considered persistent disobedience resulting in further disciplinary action.
2. For every second tardy to class that a student receives, the two tardies will be converted to one unexcused absence toward a student's truancy. For instance, a student receiving four tardies to any class will have two days of unexcused absences counted toward his or her truancy limitation.
3. A student's tardy will only be excused with an excuse from a doctor, dentist, or court order.

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### **EMERGENCY CONTACT SHEETS**

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All students must have an emergency contact form completed, signed by a parent or guardian, and filed in the office. Please inform the counseling office if there is a change in telephone number or address at any time during the school year. Failure to notify of a change may not allow the school to contact a parent/guardian when necessary. If you do not have a phone, please supply us

with the phone number of someone who could be reached in case of an emergency or student illness.

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### **ILLNESS IN SCHOOL**

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Students who become ill should report to the office. Spending a class period in the restroom because of illness, without notifying the office will be considered an UNEXCUSED absence.

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### **MEDICATIONS**

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School personnel are not permitted to dispense medication of any kind without proper authorization forms signed by the prescribing physician and parent. These forms along with a complete explanation of the policy are available in the school office. Medication for temporary illnesses should be given at home (example: those to be given every 6-8 hrs). The following basic requirements must be met for both prescription, as well as non-prescription medication:

1. Signed authorization form (by doctor) on file.
2. Medication must be brought to school by an adult in the original container.
3. The prescription label (we must have the most up-dated bottle) must contain the child's name, drug identity, instructions, doctor's name, and prescription date.
4. Any changes in the medication (times, dosages, etc.) must be verified with instructions from the doctor.
5. 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 prior written approval of his/her parent/guardian to the Principal or other chief administrator of the student's school.

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### **TRANSFERRING OUT OF THE DISTRICT**

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If a student plans to transfer from Oakridge Public Schools, the parent must notify the counseling office. 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.

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### **VISITORS**

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Arrangements for a visitor coming to school must be made at least one day in advance of the visiting day. All students must have a slip signed by the principal before they are allowed to enter a class. Only two students will be allowed to visit on any one day. All visitors must report to the office upon arrival at school.

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### **EMERGENCY PREPAREDNESS DRILLS**

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Students should read carefully the emergency preparedness drill instructions for every room in which he or she has a class. Students should follow the proper instructions as provided to quickly assemble order and to maintain student safety. Students are expected to follow the appropriate directives during each of the fire, tornado, and lock down drills.

### **III. GUIDANCE AND COUNSELING**

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#### **GUIDANCE PROCEDURES**

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Students who wish to see the counselor must sign up for an appointment on a form in the counselor's office. Students may also be referred by teachers or parents. If there is an emergency, the counselor will attempt to handle it immediately.

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#### **STUDENT WORK EXPECTATIONS**

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Any student who fails 50% or more of his subjects for the first semester due to indifference, lack of reasonable effort, or poor attendance will be enrolled on a trial basis for the 4th marking period. If such a student is still failing 50% or more of his classes at the end of the fourth marking period, he may be suspended for the remainder of the year.

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#### **GRADES/CREDITS**

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The grading of a student's classroom performance remains the responsibility of the classroom instructor. Student grades will be determined with the following formula: marking period 1: 40%, marking period 2: 40%, final exam 20%. At OHS, a student earns a required high school graduation credit by meeting the following 3 part policy in a course a student has taken:

1. Pass the course for which credit is offered, as outlined above.
2. Meet the attendance policy as outlined on pages 29 and 30.
3. Demonstrate proficiency on the course content expectations by one of the following:
  - Earn a 77% or higher on the final exam (or)
  - Average 60% on assessments developed for the course to measure a student's understanding of the high school content expectations

<b>Grade Scale</b>	
<b>A</b>	<b>100%-93%</b>
<b>A-</b>	<b>92% - 90%</b>
<b>B+</b>	<b>87% - 89%</b>
<b>B</b>	<b>86% - 83%</b>
<b>B-</b>	<b>82% - 80%</b>
<b>C+</b>	<b>77% - 79%</b>
<b>C</b>	<b>76% - 73%</b>
<b>C-</b>	<b>72% - 70%</b>
<b>D+</b>	<b>69% - 67%</b>
<b>D</b>	<b>66% - 63%</b>
<b>D -</b>	<b>62% - 60%</b>

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### **TESTING OUT**

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Recent legislation (PA335, Section [1279B](#)) requires school districts to provide the opportunity to “test-out” of high school courses. The law uses the term “any course” which is subject to limitations. (See definitions below.)

The following summary and definitions answer most of the questions we have encountered:

The legislation requires no less than a grade of C+ for credit. (At Oakridge High School we will require 77%).

- Students will be asked to demonstrate mastery through assessment of the course by taking the final exam.
- Credit earned is based on a “pass” grade and will not affect the student’s grade point average (GPA). Credit earned does count toward graduation. Successful completion of a “test-out” course closes the option of obtaining credit in a lower course at a later date.
- “Test-out Request” forms are provided in the Counseling Office during the **application time period (between April 1st and May 15th)**. **The test-out will be taken during the final exam week. A previously taken final exam may be considered.**
- Test-Out forms must be returned to the Counseling Office by May 15. The test-out will take place during exam week at the end of each school year. Tests are taken outside of class time.
- A student is only eligible for the test-out option if he/she is not currently in or has not been previously enrolled in the course.
- *A student may only attempt the test-out exam for a specific course one time.*
- A student is indicating they believe they are already capable of demonstrating proficiency on the content standards of a course if they request to “test-out” of the course. Study material will not be provided

prior to the "test-out" unless the test directly references prior reading (i.e. a test on a novel). Such materials will be provided within 5 school days after submitting the "test-out request" form. Students must return materials at time of test. Materials are evaluated for damage as in regular classes and subject to fines on the student's account.

- Definitions:
  - a. **"Students enrolled in high school"** refers to a student who is formally registered for the next semester. This includes eighth graders and students from private school settings who are enrolled to begin classes at Oakridge High School the following semester.
  - b. **"Course"** refers to any semester of curricular offerings available to students at Oakridge High School.

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### **PERSONAL CURRICULUM**

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The personal curriculum (PC) is a documented process, requested by the parent, legal guardian, or emancipated student that modifies certain graduation requirements of the Michigan Merit Curriculum. If granted, a student must complete the requirements of the PC in order to be awarded a high school diploma. For further information, contact the guidance office for a PC information sheet.

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### **NOTICE OF FAMILY PLANNING & REPRODUCTIVE HEALTH**

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Parents/guardians have a right to: 1) be notified in advance of courses that contain the subjects of family planning or reproductive health. Oakridge uses the Course Guide as our means for notification. 2) review the materials in the course in advance of them being used in class, and 3) excuse their student from instruction on the subjects of family planning and reproductive health



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## **SEMESTER EXAMS**

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The following guidelines will be in effect for all courses.

- All teachers will give a final exam to all students during the scheduled exam period. The final exam will reflect course content taught during the semester and/or year.
- Activity based courses may include skill testing as part of the final exam, however, a written component will be included as part of the final exam.
- The final exam is weighted 20% of the student's final semester grade.
- All students will attend all final exams. Any unexcused absence from the exam period will yield a failing grade on the exam.
- Students will receive an excused absence for an exam only if the parent/guardian notifies the office before 8:30 am on the day of the exam. Please do not schedule doctor or dental appointments during exam times as these appointments will not be excused except in an emergency. Excused absences are only given for "severe illness" or death in the family.
- All teachers will keep all students in their exam area or room for the duration of the class period.
- All teachers must file a copy of each final exam and documentation of skill testing.
- All teachers will enter final exam grades in the exam column found in PowerSchool.

### ATTENDANCE INCENTIVE – SECOND SEMESTER SENIORS ONLY

Seniors with an 83% or higher, and five (5) or fewer absences for the second semester will not be required to take the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Medical absences and suspension days will be counted in the total when determining exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The assistant principal will make the determination on any student in question.

### Junior Exam Exemption

Juniors who have passed a core content area class AND proven proficiency in the subject area on the state test (SAT or M-Step) will be exempt from the second-semester exam. It is the student's responsibility to notify the counseling office with state provided test scores and their teacher of the respective class. Students with verified scores and grades will be added to the exemption spreadsheet in the counseling office.

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### **REPORT CARDS**

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Report cards will be issued four times during the school year. They will be mailed home at the end of each marking period. The report card need not be returned. It will be the responsibility of each student to see that the card gets home to the parent. The final report card will be mailed home at the end of the year.

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### **TESTING / ASSESSMENT PROGRAM**

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The Michigan Merit Examination (MME) assesses students in grade 11 and eligible students in grade 12 based on Michigan high school standards. It is administered each Spring, and consists of three components: 1) SAT college entrance examination, 2) ACT WorkKeys® job skills assessments in reading, mathematics, and "locating information," and 3) Michigan-developed assessments in science, and social studies. **To be eligible for a high school diploma from Oakridge High School, students must complete all three components of the MME and have a valid assessment score in all required areas of the assessment.**

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### **HONOR ROLL**

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An honor roll will be compiled and published after each semester. Students must be enrolled in three classes to qualify for the honor roll. Students can be recognized by one of two honor rolls outlined below:

- Top Honors: 3.501 – 4.000 average on a 4 point scale, No D's, E's, F's, or I's
- Honors: 3.000 – 3.500 average on a 4 point scale

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### **SENIOR CLASS RANK / TOP 10**

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Final senior class ranking will be determined based on calculation using the factors outlined in the guidelines below. The total points from the calculation will then be used to compare graduates and to compile the list of top ten students for the graduating class. The top graduate from this calculation will be considered the class valedictorian and the second highest graduate will be considered the class salutatorian. Specific guidelines on the calculation used to determine the senior class top ten can be obtained by contacting the counseling office.

Grade Point Average (60%) and SAT Composite Score (40%)

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### **CLASS SCHEDULES**

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Students will begin determining their class schedules for the following year in the spring. This will be the student pre-registration. Students must enroll in a minimum of six courses each year. Any student enrolled in less than four classes at any time due to discipline problems, lack of effort, or refusal to remain in a class will be suspended for the remainder of the year.

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### **DROPPING A CLASS**

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Students may drop or add courses for the following reasons: to correct deficiencies, to correct an error in placement, to correct obvious errors in scheduling, to assure credits for graduation, and teacher recommendation. The deadline to request a schedule change from your counselor is the last day of the semester prior to the semester of the schedule you are requesting to change. The principal must approve all changes after the first **two** school days in a semester. Requests for a change of teacher will not be honored.

Once signed up for an AP class, a Performing Arts course (band or choir), or the Career Tech Center, you are committed to complete the full year.

**Note: All students are to be "full time" students enrolled in and attending a minimum of six classes per semester. Exceptions must be approved by the building principal. Students who lose credit in any class during any semester must remain in their scheduled class.**

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### **NATIONAL HONOR SOCIETY**

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**Section one:** Oakridge High School Chapter By-Laws

Preamble: The National Honor Society emphasizes leadership, character, and service. Its primary goal is to serve the school and the larger community through a variety of volunteer services.

Membership

1. This process is consistent with the rules and regulations of the National Honor Society. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.
2. Candidates must be a Junior or Senior at Oakridge High School.
3. Candidates must have a cumulative GPA of at least a 3.3 on the 4.0 scale to be invited to apply for membership.
4. Candidates must return completed application form by the proscribed deadline.

5. Candidates will be evaluated by all staff in the categories of leadership, character and service.
6. The final selection of members will be made by the Faculty Council. The Council will base their decision on staff evaluations and Council discussion.

**Section Two: Service Hours**

1. All members must complete service hours to maintain their membership. Specific requirements are as follows:
2. Number of required hours:

**First Semester**

First year members: 10

Second year members: 15

**Second Semester:** all members are required to accumulate 15

3. Hour Criteria: Service is not counted when done for family members. Concessions for any school organization do not count as service hours.
4. No one activity can count for more than half the total hours. At least three different activities overall must make up the total number of hours.

**Section Three:** Guidelines for Probation and Dismissal from National Honor Society

1. Academic Deficiency: below the 3.3 grade point requirement
2. First time: probation
3. Second time: dismissal
4. Non-participation
5. Failure to complete service hours: Student will be placed on probation and required to make up missing hours in the following semester. Failure to complete the missing hours will result in dismissal.
6. Failure to attend regular meetings: Three unexcused absences from meetings will be cause for dismissal.
7. Failure to maintain the standards of scholarship, leadership, service and character: In accordance with Article 10, Section 2, of the 1987 National Honor Society Handbook, a member does not necessarily have to receive a warning in the cases of "flagrant violation" of school rules or civil law. Examples of "flagrant violation" of school rules or civil law (but not limited to) would include the following:
  2. Cheating incidents, including plagiarism
  3. Suspension from school for fighting
  4. Physical or verbal abuse of staff
  5. Possession of drugs or alcohol on school grounds or at a school sponsored event
  6. Destruction or defacing school property
  7. Conviction of a misdemeanor or felony
8. Any violation of items 2-3 above may result in probation, removal as an officer, or dismissal.

If you are currently on probation and incur a second infraction during that probationary period, it is grounds for dismissal.

**Section Four:** Appeal Procedure:

1. Any student choosing to appeal his/her dismissal would pursue the following process:
2. Make a written request to the NHS Faculty Council Advisor to appear before the council.
3. Make further appeal to the Building Principal or his/her designee

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**GRADE PLACEMENT**

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- 9th - any student who has been promoted or assigned to 9<sup>th</sup> grade
- 10th – any student who has earned 5 credits minimum
- 11th – any student who has earned 10 credits minimum
- 12th – any student who has earned 16 credits minimum

Summer school and credit recovery options may be available for make-up credit. Students may contact the counseling center for further information.

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**CLUBS AND ORGANIZATIONS**

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Clubs and organizations can be organized as the need arises. All clubs and organizations will only be established if they are related to the school program in a positive manner as determined by the principal. All clubs and organizations must have a faculty advisor responsible for oversight of the organization. The student council will determine dance dates and other major events, while all other things must be cleared through the principal. If an event is not approved by the principal and placed on the school calendar, it will not be held.

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**HOMELESS STUDENTS**

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Students who meet the federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless according to board of education policy. If you have concerns about homeless student status or whether or not you qualify as a homeless student under this policy, please visit our counseling office to learn more about the services provided by our school district.

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**DUAL ENROLLMENT**

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On April 1, 1996, Public Act 160 created the Post-Secondary Enrollment Options Act, which allows school districts to assist students in paying for tuition and fees for course work at higher institutions of learning in Michigan if the following conditions are met:

<b>Assessment</b>	<b>Content Area</b>	<b>Minimum Qualifying Score</b>
PSAT 10	Critical Reading	460
PSAT 10	Mathematics	510
PSAT/NMSQT	Critical Reading	460
PSAT/NMSQT	Mathematics	510
SAT	Critical Reading	480
SAT	Mathematics	530

As cited from the Michigan Department of Education Pupil Accounting Manual: A post-secondary enrolled student in grades 9-12, must have qualified for a state endorsement in four subject areas of the MME (reading, writing, mathematics, and science). The student must also have taken the social studies test. In addition, students may also qualify by taking the PSAT, PLAN, or ACT. If they earn qualifying scores in all subject areas on any one of these tests, they would be eligible for dual enrollment. However, students in grades 9-12 who have not earned an endorsement in all four qualifying subject areas may enroll in a college course(s) in areas for which they have received an endorsement. These students may also enroll in the areas of computer science, foreign language, or fine arts, as permitted by the school district. The post-secondary course(s) must be academic courses, and may not be in the subject matter of hobby craft, physical education, theology, divinity, or religious education. The post-secondary course must also be a course not offered by the local school district, or if offered, is not available to the student due to a scheduling conflict (as determined by the local district). Questions regarding classification of courses as academic or activity are left to the discretion of the district and should take into account the interests and ambitions of the student.

"A student may enroll in more than one post-secondary course, but must also be concurrently enrolled in at least one high school course. A school district may require an eligible student to provide, on a form supplied by the school district,

reasonable verification that the eligible student is regularly attending a post-secondary course.”

Your Dual Enrollment Class must **NOT** conflict with your scheduled high school class or class(es). Keep this in mind in regards to “travel” time. If a “time conflict” occurs, your high school class(es) take precedence and you will not be allowed to “dual enroll”.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the student’s foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution. Students should be aware that there could be some costs involved in taking a dual enrollment class due to rising tuition and fees at the colleges. An estimate will be provided at the time of registration for the dual enrollment class.

To apply for dual enrollment, a student must fill out an application, have been admitted to the post-secondary institution offering the dual enrollment class, and complete the proper dual enrollment form supplied by the high school prior to the beginning of class. In order for the district to pay for the course(s), the student must:

- Earn a passing grade for the dual enrolled class
- Not withdraw from the dual enrolled class

In the event the student withdraws from the course, fails the course, or exhibits excessive absences, dual enrollment students and their parents assume the responsibility to either repay the District or the Post-Secondary School the dual enrollment tuition fee.

**Any changes in dual enrollment courses must be approved by the counselor and building principal prior to the beginning of the college semester. Without this approval, the student assumes the financial responsibility for the course(s).**

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### **ADVANCED PLACEMENT COURSES**

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Students planning to take advanced placement courses should fully understand the academic requirements and expectations involved in order to be successful. To this end, all students will be required to have a signed Oakridge High School Advanced Placement Course Enrollment Contract on file by March 31<sup>st</sup> for the following school year in which the course(s) will be taken.

Any student who wishes to take an Advanced Placement exam will be responsible for testing fees.

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## **GRADUATION REQUIREMENTS**

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22 credits required for graduation, including completion of Michigan Merit Curriculum required credits

**English Language Arts** 4 credits, each aligned with the Michigan ELA content expectations

**Mathematics** 4 credits, to include: Algebra I, Geometry, Algebra II, Math-related credit in final year

**Science** 3 credits, to include: Biology or Great Lakes Biology, Chemistry or Physics, **1 additional Science credit**

**Social Studies** 3 credits, to include: Modern World History, American History, Government and Economics

**Physical Education & Health** 1 credit, to include Physical Education & Health Visual, Performing,

**Applied Arts** 1 credit, could include: Art, Choir, Band, Woodshop, Web Design or appropriate transfer credit.

**World Language** Class of 2018 and beyond: 2 credits of a single foreign language.

**Online Experience** Integrated in to each of the required core content area credits.

**Elective Classes** Class of 2018 and beyond: 4 electives are required

\*Personal curriculum modifications available in eligible areas.

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## **EARLY COLLEGE MUSKEGON COUNTY**

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Early College Muskegon County (ECMC) is a program that allows selected students to extend high school by one year in order to earn both their high school diploma and up to 62 college credits from Muskegon Community College (MCC) at no cost to the student. Applications to the program are completed at the start of the 2<sup>nd</sup> semester in the sophomore year. Students are selected based upon their apparent college readiness, as defined by course grades and attendance coupled with standardized test scores. More information on ECMC can be obtained on the school website: <http://oakridgeschools.org/high-school/our-school/counseling-center/>



## **IV. STUDENT CODE OF CONDUCT**

The Oakridge Public School District conducts an educational program for the benefit of the pupils living in the school district. It is desirable to have all pupils remain in school until they have graduated from school. Every resource available to the school district and the parent should be used to achieve this purpose. Administrators and teachers, however, have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. The principal is authorized by statute to suspend students from school for cause. The teacher has the authority to suspend students from a class for cause.

Positive Behavioral Interventions and Supports (**PBIS**) is an evidence-based three-tiered framework to improve student behavioral and academic outcomes. PBIS helps to create schools where all students can feel safe, supported and successful. Every student engages in learning our EAGLE PRIDE expectations; Responsible, Respectful, Safe behaviors, in and around our school campus. Students are often recognized for their EAGLE PRIDE behaviors. Below you will find the EAGLE PRIDE expectations for each of our designated areas. Students are supported to achieve their personal best through an array of interventions as deemed appropriate by a multidisciplinary school based team, including but not limited to: social skill groups, individual counseling, mentoring programs and student specific behavior support plans.

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### **PROCEDURAL RULES AND REGULATIONS**

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The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Oakridge School System.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parents or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he or his parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his parent or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his parent or guardian allege prejudice or unfairness.

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## **OUT OF SCHOOL SUSPENSIONS OR EXPULSION**

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The Oakridge Board of Education has established procedures whereby pupils can be denied the privilege of attending a school in the district for violating the rules and regulations listed below, either on school property or at school sponsored off campus events. The list is not intended to be fully inclusive for all possible incidents:

1. **Arson (Expulsion)** - (Starting a fire) a student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).
2. **Assault (1 day - Expulsion)** - Intentionally causing or attempting to cause physical harm through force or violence to another student, school employee, visitor or contractor.
3. **Demonstrations (1 - 3 days)** - The act of conducting a demonstration, which interferes with the operation of the school or classroom, is inappropriate and prohibited.
4. **Disruptive (1 day)** - The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel.
5. **Extortion (1 - 5 days)** - The act of obtaining money or property by blackmail, violence or threat of violence or forcing coercion (someone to do something against his will by force or threat of force).
6. **Fighting (5 days)** - The act of quarreling involving bodily contact in or on school property, or going to or from school, including any other activity under school sponsorship (i.e. dance, athletic events, etc). The act of video taping a fight will also lead to a 3-5 day suspension.
7. **Forgery (1 day)** - The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.
8. **Gross Misbehavior (1 - 5 days)** -The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, to staff members, or to other pupils. (Including school sponsored off-campus events.)
9. **Harassment (1 - 10 days)** - Complete harassment policy found on page 14.
10. **Health Conditions** - The conditions under which any pupil is suspected of having a communicable disease or other health conditions that could prove hazardous or offensive to others in the school system. A doctor note may be required for re-admission.
11. **Obscenity (1 day)** - The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, non-verbal or written form or in pictures or

- caricatures in or on any school property.
12. **Physical Affection (First offense = detention, second offense = 1 day suspension)** - Any student showing physical affection on school property, before, during or after school hours may be suspended. A parental contact will be required before the students are allowed to return to school.
  13. **Threatening Weapons (1 - 5 days)** - Threatening to use any weapon or using an instrument capable of inflicting injury.
  14. **Possession of Weapons/Firearms (Expulsion)** - -The act of bringing a "dangerous weapon" on to school property will result in the student's expulsion.
  15. **Publications (1 - 3 days)** - Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. Also, the distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political organization is prohibited. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places designated by the school authorities.
  16. **Refusal to Identify Self (1 day)** - The act whereby a student must, upon request identify themselves to the proper school authorities in the school building, on school grounds or at a school sponsored function.
  17. **Stealing (1 - 3 days)** -The act of dishonestly acquiring the property of another or others.
  18. **Substance Abuse (10 day - Expulsion)** - The following substance abuse policies can be found on pages 5 and 6.
  19. **Tobacco (1 - 3 days)** - Any student smoking or chewing tobacco (including e-cigarettes) on school property, including drug-free boundaries, or at school-sponsored activities may be suspended. Any student in a group where a lit cigarette is present will be considered guilty of smoking. The violation of this policy could result in a three-day suspension and a \$50.00 fine.
  20. **Truancy (Saturday School)** -The act of unauthorized absence from school or classes for any period of time. Chronic tardiness can be considered truancy. (Referral to juvenile authorities.)
  21. **Trespassing (1 - 3 days)** - The act of violating the school trespass rule or the refusal to leave the classroom or school when ordered.
  22. **Vandalism (1 day - Expulsion)** - The act of willful or ignorant destruction of school property or property belonging to others. Restitution required. Expulsion in extreme cases.
  23. **Verbal Assault (1 day - Expulsion)** - Intentional threat to offer or do great bodily harm to another student, staff, visitor, or contractor, by force, under circumstances which create well founded fear of actual harm, coupled

with the apparent ability to carry out the act.

***Discipline will follow a continuum of responses to disruptive behavior. Repeat violations may increase the restorative intervention and consequence.***

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#### **SUSPENSION OUTLINE**

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1. A student is suspended from a class or classes but not from the building. Technically speaking, this is not a suspension but a debarment. This action by a teacher is subject to review by the principal, which will include consultation with the teacher.
2. A student is suspended from the building for the remainder of the school day.
3. A student is suspended from attendance at or participation in a school district sponsored activity.
4. A student is suspended from the building pending a conference with the parents or guardian.

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#### **SUSPENSIONS FOR 10 OR FEWER DAYS**

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- 1 The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him or her.
- 2 The student will have the right to present to the school administration any relevant information that will support their defense.
- 3 If the student is suspended by the school administrator, the administrator will:
  - a) Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary for the student's return.
  - b) The parents or guardian and the student may meet with the principal to plan the satisfactory return of the student to the school setting.
- 4 If the parents or guardian are dissatisfied with this action they may appeal to the superintendent or his designate to review the decision.

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable.

#### **SUSPENSIONS GREATER THAN 10 DAYS**

Under Michigan law, a suspension of greater than 10 school days, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days but less than 60 days, the Principal must submit such a recommendation to the Superintendent for determination and explain why the suspension is warranted despite the presumption. The Superintendent shall consider the following factors:

- The student's age;
- The student's disciplinary history;

- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent's rationale must be based on the above factors. Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process.

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### **EXPULSION PROCEDURES**

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The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the parent or guardian.
2. Parent or guardian shall be present at the hearing.
3. Legal counsel may represent the student, parent, or guardian.
4. The student shall be allowed to observe all evidence offered against them. In addition, they shall be allowed to question any witness.
5. The student shall be given an opportunity to give his or her version of the facts and their implications. They should be allowed to offer the testimony of other witnesses and other evidence.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
10. The student and his parent or guardian shall be made aware of their appropriate appellate authority.
11. A student expelled from Oakridge may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
12. Any section of this document, or portion thereof, found by adjudication to be contrary to law of constitutional rights shall be stricken without effect to the remainder.

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### **POLICE INVOLVEMENT**

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School officials have the option to notify the police authorities, and in cases of major violations, may press charges. If police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.

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### **THREAT ASSESSMENT**

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The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. Board Policy 8400 - School Safety Information - Threat Assessment, is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence. Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy. Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

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## **SEARCH AND SEIZURE**

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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.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

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 the presence of drugs in locker areas and other places in the school 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 either a warrant or parental permission has been obtained prior to the search.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the board.

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 an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection: however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. M.C.L.A. 380.1306; U.S. Constitution, 4<sup>th</sup> Amendment  
Board Policy 5771

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### **SOLICITATIONS**

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Solicitations (Cf. 9185) 8770; LEGAL REF: MCL, 380.1300

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds. Solicitations from organizations outside the school are forbidden. All special sales projects by students are subject to the approval of the board. This policy shall include sale of advertising, magazines, and merchandise. Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the building principal. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor.

#### Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.



Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved: June 19, 1995

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**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT**

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To access and use District Information and Technology Resources (as defined in Bylaw 0100) (collectively, "IT Resources"), including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District IT Resources is a privilege, not a right. The Board of Education's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using District IT Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District IT Resources.

## **Parent/Guardian**

As the parent/guardian of this student, I have read Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety, and discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its members, officers, employees, or administrators) responsible for content my child may come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child the standards (i.e., family values) I want them to follow when using the Internet, including how they should go about selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of the Policy and Guidelines.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

## **Student**

I have read and agree to abide by Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines may result in disciplinary action and/or referral to law enforcement. As a user of District IT Resources, I agree to communicate over the Internet and through the IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

### **Consequences**

The following consequences shall be applied whenever a student breaks their agreement under the Acceptable Use Policy. The student shall lose privileges on all district computers and the network, for the period of time indicated below:

- First offense: One to 10 school days. Parent notification required.
- Second offense: Three to six weeks. The student is required to write a technology behavior plan for themselves before computer privileges are restored. This plan will be signed by the student, his/her parents, and a building administrator. This plan will be copied to appropriate teachers, administrators and technology representatives.
- Third offense: Permanently, with opportunity for review and reinstatement after 180 school days and opportunity for re-review once per year.

## **VII. RIGHTS & RESPONSIBILITIES**

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### **FAMILY EDUCATION RIGHTS & PRIVACY ACT**

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Annually, Oakridge Public Schools is required to issue this Notification of Rights under FERPA. The Family Educational Rights and Privacy Acts (FERPA) provides that a local educational agency (LEA) that receives US Department of Education (Department) funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records within 45 days of a request;
- Seek to amend education records believed to be inaccurate; and
- Consent to the disclosure of personally identifiable information (PII) from education records except as specified by law.

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student"). Oakridge Board Policy 8330 - Student Records and Oakridge Administrative Guideline 8330 - Student Records, accessible via our website at [www.oakridgeschools.org/schoolboard](http://www.oakridgeschools.org/schoolboard), includes the following information:

1. A parent's right to inspect and review students' education records
2. A parent's right to seek to amend those records.
3. A parent's right to consent to the disclosure of Personally Identifiable Information from those records (unless an exception applies).
4. A parent's right to file a complaint with the Department regarding an alleged FERPA violation.
5. A procedure for exercising the right to inspect and review education records.
6. A procedure for requesting amendment of those records.
7. The district's criteria for determining who constitutes a "school official."
8. The district's criteria for determining what constitutes a "legitimate educational interest"
9. Notification that Oakridge Public Schools routinely releases students' education records to other schools in which the student seeks or intends to enroll.

The Student Privacy Policy Office (SPPO) in the Department, the office that administers FERPA, has issued guidance documents about FERPA for parents and for eligible students. These documents, a more detailed Notification of Rights under FERPA, and protocols to exercise parent rights are available on our website at [www.oakridgeschools.org/annual-notice](http://www.oakridgeschools.org/annual-notice).

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**PROTECTION OF PUPIL RIGHTS AMENDMENT**

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Annually, Oakridge Public Schools is required to issue this Notification of Rights Under PPRA. PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Board Policy 2416 - Student Privacy and Parental Access to Information provides guidance specific to Oakridge Public Schools on this topic. Administrative Guideline 2416 - Procedures for Inspection of Materials Used in Conjunction with Any Survey, Analysis, or Evaluation provides guidance on the procedure parents must complete in order to inspect such materials. Links to these Board policies and a more detailed about PPRA is available at [www.oakridgeschools.org/annual-notice](http://www.oakridgeschools.org/annual-notice).

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**EQUAL EDUCATIONAL OPPORTUNITY**

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It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Greg Bodrie	Mandi Barber
Director of Special Education	Human Resource Specialist
231.865.4012	231.788.7107
275 South Wolf Lake Road	275 South Wolf Lake Road
gbodrie@fruitportschools.net	mbarber@oakridgeschools.org

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.

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**RIGHTS AND RESPONSIBILITIES**

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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 teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed from a classroom 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 or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time in the educational program. We expect good behavior and respect for others in the lunchroom, on the bus, on the field of play, and in the classroom as well as in the building as a whole. It is our desire to work with parents on positive discipline. If, for some reason, this is not possible, the student should seek help from the building principal.

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#### **AMERICANS WITH DISABILITIES ACT AND SECTION 504**

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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. 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 Greg Bodrie, Director of Special Education at 231.865.4012 or 275 South Wolf Lake Road or [gbodrie@fruitportschools.net](mailto:gbodrie@fruitportschools.net) to inquire about evaluation procedures and programs.

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#### **LIMITED ENGLISH PROFICIENCY**

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Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 extra-curricular program offered by the District. Parents should contact Kris Silva, at 231-788-7404 or [ksilva@oakridgeschools.org](mailto:ksilva@oakridgeschools.org) to inquire about evaluation procedures and programs offered by the District.

## VIII. ATHLETIC HANDBOOK

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### SPORTSMANSHIP PHILOSOPHY

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The Oakridge School District recognizes that participation in extracurricular activities is a privilege. Participants conduct, in and out of school, shall not reflect negatively on our school or create a disruptive influence on the discipline, good order, moral or educational environment in the school. Student athletes are to be good sports and positive role models on or off the playing field. The following are core beliefs of Oakridge athletics:

1. Participation is for those who potentially have the skills, attitudes, and willingness to work hard to improve their respective sports.
2. Success is not measured by the win/loss record.
3. The coaching staff, athletes, administration, parents, and fans should always act in a manner that would enhance the positive image of the school and community.
4. Athletes should be encouraged to participate in more than one sport throughout the year.
5. Playing time in scheduled contests has to be earned. Work ethic, ability, academic standing, and behavior are vital factors.
6. The needs of the team must come before the needs of the individual.
7. Athletic participation is intended to benefit all athletes by teaching fundamentals, strategies, and behavior that will enable our teams and athletes to be successful.

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### ATHLETIC RULES AND REGULATIONS

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The rules and regulations found in this athletic handbook, Oakridge student handbook and all rules of the Michigan High School Athletic Association apply to all athletic competitions for all boys and girls at Oakridge High School and Oakridge Middle School. **All contents within this athletic handbook, with the exception of the noted Middle School differences, apply to both high school and middle school student athletes.** The following applies to the Oakridge athletic policy:

- Middle school violations will not carry over to the high school.
- All suspensions are to start with the next regularly scheduled contest following the violation.
- A suspension not fulfilled during a particular season will carry over to the next sport the athlete tries out for. The suspension will continue beginning with the first regularly scheduled contest in that sport.
- A student is considered an athlete once they try out for a sport. They are an athlete the entire calendar year.
- While serving an athletic suspension, practices are mandatory unless

excused by the coach.

- When a percent of the season involves a decimal, that decimal will be carried to the nearest whole number. If the decimal is 0.5, that decimal will be carried to the next highest whole number.
- If a team drops below the required number of athletes it takes to compete in that sport, new members may be added to the team.

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### **TRAINING RULES**

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1. Alcohol, tobacco ,and drugs (including misuse of prescription drugs or over the counter drug/ chemical: Any athlete who is found in possession of using, distributing, selling, or enabling others to use such drugs.

A. First offense: 50% of the season. If the offense comes after 50% of the season has been completed, the suspension may carry over into the athlete's next sport season. The suspension could also include part or the entire state tournament. A percentage of the season will be determined by game dates, not number of games. Fractions will be rounded off to the nearest whole number.

B. Second offense: Suspension from athletics for a calendar year from the date of the offense.

C. Third offense: Permanent suspension from interscholastic athletics for the remainder of the athlete's high school career.

2. An athlete who brings undue disgrace to the school may be subject to discipline and/or suspension. Athletes, who are present at a party or event involving minors, where alcohol, tobacco, or drugs are present, will be considered to have violated this policy and will be subject to discipline and/or suspension. In addition, upon receipt of a juvenile petition from local authorities, students will be placed on discipline and/or suspension for violation of this policy.

3. Self-disclosure policy: If an athlete reports his or her violation of training rules to his or her coach or the athletic director within 24 hours of the violation, the athlete will serve a suspension of only 25% of the season. This opportunity applies only to first offense violations. Penalties for second offense violations remain the same.

4. Student athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, online chat rooms, Facebook, YouTube, MySpace). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social network sites; however, student – athletes should be reminded that they serve as representatives of Oakridge High School. Any individual that is identified on a social networking site which depicts illegal or inappropriate behavior will be considered a violation of the athletic training rules and will be subject to athletic discipline and/or



suspension.

5. **Cleanliness and Appearance:** As the appearance of athletes representing a school can bring credit or discredit to the school all Oakridge athletes are encouraged to maintain personal cleanliness and to take pride in personal grooming and wearing apparel.

6. Coaches reserve the right to discipline and/or suspend athletes for inappropriate actions or behaviors that the coach feels are necessary to maintain proper team order and unity.

7. Athletic training rules are in effect the entire calendar year.

8. An athlete cannot serve a suspension for a training rules violation in a new sport. The athlete can only serve the suspension in a sport they have been continuously (annually) competing in. For example, a fall sport athlete who violates a training rule in the winter months cannot go out for a spring sport to satisfy his or her suspension.

9. There is a statute of limitations of six months on all training rules violations. If school officials discover a training rules violation more than six months after the date of the incident, it will no longer be considered a violation.

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#### **SUSPENSIONS OF ATHLETES FROM SCHOOL THROUGH THE PRINCIPAL'S OFFICE**

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1. Athletes are not allowed to practice during their suspension.
2. If an athlete is suspended for the entire day of an athletic contest the athlete will not be allowed to participate in the contest.
3. If the suspension ends before the school day ends, the athlete will be allowed to participate in or attend the contest.
4. Any practice missed for skipping school will be an unexcused absence.

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#### **PRACTICE SESSIONS**

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1. **First Practice Day:** The first official practice day for each sport shall be determined by the coach of that sport and the athletic director.
2. **First Day:** An athlete must come out on the first day of organized practice for that sport. If an athlete is allowed to participate after the first day of practice, he must make up all regular practice days missed before participating in a regularly scheduled game or contest. Exceptions to this rule are students who transfer into this district after the beginning of practice sessions. All other exceptions must be cleared through the athletic director.
3. **Attendance:** An athlete must attend school all day in order to practice or participate in a game. An athlete that misses school with illness will not be allowed to dress for practice or a game unless they return to school with a doctor, dentist, or court slip. Other unavoidable excuses should be cleared through the principal or athletic director. If an athlete has "0" hour, and

he/she is more than 20 minutes late to school, they will be excused one time for that sport season if: a) They have less than three tardies in the six week marking period in that class and b) The excuse for being late checks out with a parent or guardian.

4. **Grace Period:** An athlete has until the first game to decide whether or not he/she wishes to stay out for that sport. If an athlete quits a sport during the grace period he/she must practice two full weeks before he/she will be allowed to participate in another regular contest in a sport being held during the same season.
5. **Quitting a Sport:** Any athlete quitting a sport following the grace period shall not be allowed to participate in that sport for the remainder of that season or participate in any other sport that is being played during that season. In addition, the athlete will miss 25% of his/her next sport season.

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### **ATHLETIC PRACTICE ATTENDANCE POLICY**

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1. All athletes will attend every practice.
2. If an athlete is in school and cannot attend a practice after school, he/she must report to his coach to get excused from practice before the practice begins.
3. If the athlete is not excused by his/her coach or misses practice without informing his coach even though he/she has a good reason for missing practice he will be disciplined as follows:
  - a. First offense: Will be given extra conditioning by the coach e.g., run laps, push-ups, etc. There will also be a playing time consequence for the next game. The athlete must meet with the athletic director for clarification of consequences before a second offense.
  - b. Second offense: The athlete will be dismissed from the squad and miss 25% of his/her next sport season. If an athlete is dismissed from a team for disciplinary reasons he/she will forfeit their right to a letter for that sport.
4. Detentions are not excused absences. It is not considered an unexcused absence if the athlete reports to practice by 4:00 pm. The coach will still apply the consequences outlined in D-3a above.
5. Two unexcused absences will result in the penalties outlined in D-3 above.
6. Any athlete who has been assigned a Saturday school, but does not attend the Saturday school, which results in the student athlete being suspended from school on the following Monday, will be subject to the penalties outlined in section D-3 above.
7. If it is judged that an athlete is purposely violating rules to get kicked off the team, the athlete will miss 25% of his/her next sport season.
8. If an athlete misses more than 20 minutes of school, they will not be allowed to practice or participate in a game on that day. Only doctor, dentist, and court excuses will be accepted. An athlete still must attend

school part of the day, even if they have a doctor, dentist, or court excuse. Exceptions may be appealed to the athletic director and principal (For example, appointments a considerable distance from the high school may be considered).

9. An athlete will no longer be eligible for athletics for the rest of the school year when he or she reaches the point where the athlete is being suspended from school because of excessive Saturday schools (All Saturday schools for the entire school year have been assigned). The first day of suspension will mark the end of that athlete's athletic school year.

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### **DISMISSAL FOR MISCONDUCT**

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If an athlete is dismissed from a team for what the coach feels is a serious violation, he/she must appear before the Athletic Board of Appeals before reinstatement to any athletic team.

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### **ATHLETIC APPEALS PROCESS**

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1. If an athlete is suspended or dismissed from an athletic team he/she is entitled to a hearing before the athletic board of appeals if he/she desires. The following procedure will be followed:
  - a. Athlete must give written notice to the athletic director within three (3) days of the problem, that he/she desires a hearing before the appeals board.
  - b. Written notice of the meeting and charges against the athlete shall be supplied to the student and his/her parent or guardian.
  - c. Parent, guardian, and council may be present at the hearing.
  - d. The student shall be given an opportunity to give his/her version of the facts and their implications. They should be allowed to offer testimony of other witnesses and other evidence.
  - e. The student shall be allowed to observe all evidence offered against them and be allowed to question any witnesses.
  - f. The hearing shall be conducted by the athletic appeals board who shall make its determination solely upon the evidence presented at the hearing.
  - g. If the decision of the athletic appeals board is not satisfactory, the decision can be appealed to the Oakridge Board of Education.

2. Athletic Appeals Board:

Composed of the athletic director, principal, and the head varsity coaches in each of the following sports: football, basketball (boys and girls), track (boys and girls), cross country, baseball, soccer (boys and girls), volleyball, softball, and cheerleading (if it involves a cheerleader).

Duties:

- (1) Discuss and rule on disciplinary problems as they relate to high

school athletics.

- (2) A majority vote of the appeals board would constitute a decision.
- (3) If a coach is a member of the appeals board he/she will not be allowed to vote if they are directly involved in the problem.

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### **ATHLETIC PHYSICALS**

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Each athlete, male or female, must have a physical once a school year before practicing or participating in sports. It is the responsibility of the student-athlete and/or the parent/guardian to have the physical completed by the first practice date. Only physicals completed after April 15 will be accepted. This is in accordance with MHSAA guidelines.

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### **ELIGIBILITY HIGH SCHOOL**

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1. (MHSAA) Previous academic record – No student shall compete in any athletic contest that does not have, to his or her credit, in the official records of the school, to be represented at least 66 percent of full load potential for a full-time student for the semester/trimester during which he or she shall have been enrolled in grades 9 to 12 . For example:
  - Passing 3 of 4 classes
  - Passing 4 of 5 classes
  - Passing 4 of 6 classes
  - Passing 5 of 7 classes
  - Passing 6 of 8 classes
2. Eligibility shall be determined each two weeks on a cumulative basis for the marking period. An athlete will be eligible if he/she isn't failing in more than one subject. This includes transfer students as well (trimester or semester).
3. A student athlete failing two or more classes is automatically ineligible for two weeks.
4. If an athlete is declared academically ineligible two times during a sport season, he/she will be dropped from the squad.
5. No more than one credit may be made up in summer school to counts towards eligibility for athletics.

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### **BUS TRANSPORTATION**

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The Athletic Department will not accept the responsibility when students are driving to/from games. No coach has the authority to allow the students to drive to/from athletic events, but in special circumstances, the Athletic Director can authorize students to drive to/from events as long as no school transportation (bussing, van, etc.) is provided. Athletes must ride to the contest and back home on the transportation provided. If parents want to take an athlete home, the coach must give the parent permission to do so. Written permission must be granted ahead of time by the parent or guardian by completing the Athletic

Transportation Permission Form which is available in the Athletic Director's Office.

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### **EQUIPMENT**

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All athletes are responsible for all equipment issued to them. All lost, stolen or damaged items will be paid for by the athlete. All awards will be withheld until equipment is turned in or paid for. Athletes will also not be allowed to try out for their next sport.

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### **INJURY AND INSURANCE**

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1. Only injuries incurred while participating in Oakridge athletics will be covered.
2. Insurance claims: The school carries athletic insurance that is designed to pay any bills the parent's insurance does not cover. In order to file a claim:
  - a. Pick up a form in the office, fill out the form completely, and return it to the athletic director.
  - b. It is the responsibility of the parents and the students to make insurance claims. The school is not responsible for paying of medical bills. The insurance is offered as a service, but no claims bill will be paid unless proper procedures are followed. All claims should be filed in a reasonable time.

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### **HIGH SCHOOL ATHLETIC AWARDS**

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1. One athletic award will be given at the conclusion of each season. (Letter, numeral, pin or certificate)
2. Varsity Award: An 8" chenille letter may be earned by participating in a varsity sport. An athlete may receive one chenille varsity letter. If he or she receives another varsity award they will be given pins for that sport.
3. Junior Varsity Award: A 6" chenille letter may be earned by participating in a junior varsity sport. An athlete may receive only one chenille J.V. letter.
4. Numerals: Athletes who go out for a sport for the first time and who remain with the squad the entire season may receive two numerals for their year of graduation.
5. Senior athletes will be awarded a Senior Athletic Plaque.
6. Earning Awards: An athlete may earn a varsity or JV letter when he/she is on that specific roster for 25% of the regular season.
  - a. No award will be given a player who drops from the squad or is dismissed for disciplinary reasons.
  - b. In case of injury the coach and athletic director should determine the award to be received.
7. Special Awards: Special recognition for athletic achievement may be given at the end of the season. Selection of the award will be left up to the coach.

8. The Senior Athlete Award:
  - a. The High School Athletic Council will nominate and select the outstanding male and female athletes. Coaches will vote for only one male and one female candidate according to the following requirements: (1) must be a senior, (2) High Scholastic Achievement, (3) Leadership, (4) Citizenship, and (5) Number of sports participated in during the high school career.
9. The Henry Warren Athlete of the Year Award:
  - a. The High School Athletic Council will nominate and select the athlete.
    - (1) Each coach can vote for three athletes.
    - (2) Voting: 1st choice = 5 points; 2nd choice = 3 points; 3rd choice = 1 point. The athlete with the most points will win the award.
  - b. Requirements: (1) All high school athletes are eligible, (2) Show superior athletic ability and performance in one or more sports, (3) Emphasis will be on the total number of sports participated in during the year, (4) Adherence to the Athletic Code, and (5) The winner cannot receive the Senior Athlete Award.

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#### **PAY TO PARTICIPATE**

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Oakridge Public Schools requires all athletes to pay \$50 to compete in their first sport, and \$25 for each additional sports season they participate in. Oakridge expects the athlete, not the parents, to be responsible for participation fees. The participation fee(s) must be paid prior to participating in an event. Students experiencing barriers to pay the participation fee may request accommodations from the athletic director.

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#### **OHS ATHLETE DECLARATION FOR DUAL SPORTS PARTICIPATION**

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- Athletes interested in participating in two sports during the same season shall adhere to the following stipulations: The athlete must complete a Declaration Form identifying which sport is primary and secondary for participation purposes. Generally this means which sport will take priority in practice and competitions when conflicts arise.
- Approval may be denied or rescinded because of academic concerns at any time during the season. In such cases, the athlete will participate only in the primary sport.
- The head coaches of each sport must mutually agree to the participation of the athlete in two sports. Approval is also required from administration and parents/guardians.

Any penalties issued as a result of a violation of the athletic code of conduct will apply to BOTH sports.

Once a primary sport is declared, the decision cannot be changed without the completion of a new Declaration Form (all signatures required). If coaches do not agree with the changes, the original form remains in effect.

Practice requirements and game/meet expectations for both sports shall be established prior to the start of the sport seasons.

### **THE FOLLOWING RULES APPLY TO CHEERLEADERS ONLY**

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#### **TRAINING RULES**

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1. Cleanliness and Appearance: As the appearance of cheerleaders representing a school can bring credit or discredit to the school, all Oakridge cheerleaders are encouraged to maintain personal cleanliness and to take pride in personal grooming and wearing apparel.
  - a. Neatness and cleanliness is a necessity at all times.
  - b. Hair should be clean and not be unruly. Hair must be pulled back and out of the eyes for all games.
  - c. Uniforms should be cleaned and pressed.
  - d. Shoes and socks should be clean.
  - e. No part of one's cheerleading uniform should be worn outside of cheerleading activities.
  - f. No personal pins or jewelry are to be worn on uniforms. Full uniforms are to be worn to school all day during the day of a game, just as they are to be worn at the games – no exceptions.
  - g. The body liner is considered part of the full uniform.
  - h. Full uniforms are to be worn during the entire game. Junior varsity and varsity cheerleaders must be in full uniform for both JV and varsity games at all basketball games.
  - i. Personal jewelry is not allowed.
  - j. Violation of the above dress code will result in not cheering until the offense is corrected, or possible athletic department suspension.

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#### **GAME ATTENDANCE**

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1. Game attendance is expected. An unexcused absence will result in expulsion from the squad.

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#### **CONDUCT**

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1. Cheerleaders must conduct themselves properly at all times. A cheerleader must display good sportsmanship and lead in school spirit.
2. Cheerleaders are expected to promote school spirit where possible. This would include: in school, on spectator buses, and before, during, and after games.
3. Cheerleaders are expected to actively support other cheerleading groups.

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### **PRACTICE ATTENDANCE POLICY**

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1. First Offense: The cheerleader will not be allowed to cheer in the next game during football season.
2. All cheerleaders will practice during their suspension unless properly excused.

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### **EQUIPMENT**

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1. All cheerleaders are responsible for all equipment issued to them. All lost, stolen, or damaged items will be paid for by the cheerleader. Shoes, socks, and lollies are provided by the cheerleaders.

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### **MOUNTS**

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1. Mounts are permitted to the level of two high only if supervised by certified cheerleading personnel.

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### **TRYOUTS**

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1. Football cheerleading tryouts will be held in the spring for the fall football season.
2. Before a candidate tries out, they must fill out an application which informs them of their responsibilities and has a parent permission statement. Both the student and parent must sign this application. This must be turned in before a student may try out.
3. A candidate must attend all pre-tryout clinics to be eligible to try out.
4. A candidate must be found to be physically fit to maintain the position should the candidate be placed on the squad.
5. The varsity football squad consists of: ten 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.
6. The varsity basketball squad consists of: ten 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.
7. The junior varsity football squad consists of ten 9<sup>th</sup> and 10<sup>th</sup> grade students.
8. The junior varsity basketball squad consists of ten 9<sup>th</sup> and 10<sup>th</sup> grade students.
9. Tryouts will include Teacher Character Evaluations that will make up 25% of their final score. We will strive for 100% teacher participation.
10. If a squad drops below eight members for any reason, new members may be added to any number up to the original number.
11. Tryout procedure is left up to the discretion of the coach.
12. General qualifications needed to become a cheerleader include: a) spirit projection, b) appearance, neatness, and grooming, c) good voice control, d) creativity, e) coordination – jump, f) poise, g) teacher evaluations of student citizenship, cooperation, classroom conduct, punctuality, and attentiveness may be solicited.



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### **Game Conduct**

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1. When at games, cheerleaders should not use cheers of derogatory nature. Foul language is not acceptable. Cheerleaders should discourage students from organizing mass cheers directed at opposing players who have fouled, left the game, or are preparing for a free throw.