



*Owendale-Gagetown Area
Schools*

*Jr./Sr. High School
Student Handbook*

2017-2018

Home of the Bulldogs

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WELCOME

Welcome to Owen-Gage Middle & Senior High School (Grades 6-12). Our desire is to work together with you to help you achieve your potential and plan for a successful life after high school. These guidelines will assist you and were developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions, feel free to ask for assistance from your teachers, guidance coordinator, and/or administrator.

MISSION STATEMENT

The purpose of the Owendale-Gagetown Middle & Senior High community is to graduate citizens who are knowledgeable, confident of their skills, capable in the job market, and aware of the responsibilities they have to themselves and others.

EQUAL OPPORTUNITY

The policies, programs, and practices of the Owendale-Gagetown Area Schools, an equal opportunity employer, do not discriminate on the basis of race, color, religion, age, sex, handicap, national origin, ancestry, or limited English speaking ability. Inquiries or complaints may be directed to the Superintendent's office at (989) 678-4261 or the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

TITLE IX: EDUCATION AMENDMENT OF 1972

The federal government mandates nonsexual discrimination in all phases of the school's operation, including class work, employment practices and assignments, and non-contact sports. The act mandates a grievance procedure to be published and given to each student and employee, and also mandates a coordinator be appointed to investigate any grievances. Owen-Gage Middle & Senior High School complies with this act in all of its practices. The steps of grievance are: principal, coordinator, superintendent.

QUESTIONS/CLARIFICATIONS

If you have questions regarding the policies in this handbook, or need clarification of any statement or section, please contact the school office at 989-678-4141. The office is usually staffed on school days from 7:30 A.M. to 3:30 P.M.

PARENT INVOLVEMENT OPPORTUNITIES

Please see appendix for parent involvement opportunities and policy.

SCHOOL DAY

The school building is generally open at 7:30am. Scheduled classes will begin following the first bell at 7:56am and end at 3:00pm. Scheduled half-days will be dismissed at 11:30am.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration if their student will be missing at least five (5) days of instruction.

SECTION I: GENERAL INFORMATION

STUDENT PROFILE OF ADULT ROLES

Our district is committed to assisting our students in becoming competent individuals through the realization of these adult roles:

- Productive Citizen*
- Respectful of Others*
- Cooperative, Collaborative Worker*
- Responsible Learner*
- Effective Communicator*
- Critical, Creative Thinker*
- Goal Setter*
- Positive Self-Image*

ADMISSION

Admission to Owen-Gage Middle & Senior High School is gained in one of the following ways: Completion of elementary school or written transfer from another school indicating the amount of work covered. In addition, a student must show evidence of residing in the local school district with a parent or legal guardian. (Exception to residency is “Schools of Choice” admissions.) All new enrollees must provide the school with copies of a birth certificate, court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, and proof of immunizations.

SCHEDULING AND ASSIGNMENT

Secondary: Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student’s needs and available class space. Any changes in a student’s schedule should be handled through the Student Coordinator’s office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by a parent/guardian. No student will be released to a person other than a custodial parent or guardian without written consent of the parent/guardian.

TRANSFER/WITHDRAWAL

Students who are transferring to another school, or withdrawing from school, must bring a written and signed request from a parent or guardian.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the District may remove the student or require compliance by a set deadline.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS/CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

For information see appendix in back of handbook.

MEDICATION

Permission forms for medication are available in the school office. Medication will not be distributed to students by school personnel without a completed and signed permission form. A copy of a prescription from the student's physician may also be required. All medication must be kept in the school office, be properly labeled, and must be consumed in the presence of office personnel.

If a student must take medication during the day, it must be kept in the office in a properly labeled prescription container. Dispensing of non-prescription drugs by school personnel will be handled on an individual basis, and only as deemed necessary and appropriate. Whenever possible, a parent/guardian will be contacted prior to dispensing any medicine to a student.

Dispensing of non-prescription drugs by one student to another may constitute a violation of the discipline code. If it is determined that a student has dispensed any type of medication in violation of the disciplinary code, an appropriate disciplinary measure will be taken.

INDIVIDUALS WITH DISABILITIES

The American's 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 the school to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

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 the office at 989-678-4141 to inquire about evaluation procedures and programs offered by the District.

RELEASE OF INFORMATION

Under the Family Rights and Privacy Act of 1974, Owen-Gage Middle & Senior High School will release students' information to colleges, universities, and directory services only at the request of students and/or their parents. Students making application to colleges, universities, and other academic services must provide a release form available in the guidance office before records and transcripts may be sent. Student names and/or pictures with identifying names will be published in area newspapers and the yearbook when students qualify for special recognition and receive awards. During the first three weeks of school, parents may file a request to withhold such information during the balance of the school year.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

EMERGENCY DRILLS

The school is required to conduct periodic drills throughout the school year. When they are held, absolute quiet and attention must be maintained. Students are expected to move quickly, but not run or push, to the proper location as directed by the teacher. In case of fire, each student is expected to know the drill which is posted beside the door in each room. Teachers will have their grade book when exiting. Students must remain with their class until instructed to return to the building.

If a fire alarm sounds during a non-classroom period such as lunch, students should exit at the nearest exit and report to the location outside the building where their advisory period (first hour) class meets.

WEATHER/EMERGENCY CLOSING

Announcements regarding the closing of school will be made over the local TV stations and radio stations-- WLEW 102.1 FM-Bad Axe, 1340 AM-Bad Axe, and WKYO 1360 AM-Caro.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Notify the office if you have a question or concern regarding a possible hazard.

VISITORS

Visitors are not permitted to attend classes, except for special speaking engagements or with permission of the administration. Visitors are to check in at the main office. Visitors may attend dances with an Owen-Gage student, but are subject to all school rules and must sign in at the entrance. The appropriate permission forms for visitors are available in the school office and must be completed and returned at least 24 hours ahead of the scheduled visitation. All visitor passes are subject to the approval of the school administration, whose decision will be final. Absolutely no visitor passes will be issued during exam review and/or scheduled exam days.

USE OF THE LIBRARY

Students who wish to use the library must have teacher or administrative approval. Any student who is not making good use of the library will be asked to leave. Books and materials must be officially checked out before being taken from the library. Missing magazines or books will be replaced by the last person to have checked them out.

TELEPHONE REGULATIONS

Use of the office phone by students is prohibited without the permission of the office staff and/or in case of emergency. Under no circumstances is a school phone to be used for long distance or toll calls without the express permission of the office staff.

LOST AND FOUND

All articles found on school premises are to be turned in to the office. Lost articles should be reported to the office. The school is not responsible for lost or stolen articles.

BREAKFAST AND LUNCH

Breakfast and lunch are available in the cafeteria during the periods that are designated for grades 6-12. Eating of breakfast and lunch is restricted to the cafeteria. Food and beverages are prohibited in the classroom unless previously approved by the administration for special occasions.

WORK PERMITS

Students, ages 14-18, who are employed after school, or during the summer, must by state law obtain a work permit. Forms are available in the school office. Re-application must be made if a job change occurs.

AGE OF MAJORITY

Students who have reached the age of 18 will be required to comply with all school policies.

By continuing to attend school at Owendale- Gagetown Area High School, a student agrees to adhere to these conditions and recognizes that their violation of any school policy will result in an appropriate disciplinary action.

DRIVER'S EDUCATION

The Owendale-Gagetown Area School District does not provide Driver's Education, but may sub-contract with an outside agency for this program.

SECTION II: ACADEMICS

FIELD TRIPS

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

Beginning with 2020-2021 Graduates: GRADE CLASSIFICATION

Students will be classified by grades as follows:

- Freshman: Under 6.5 units of credit
- Sophomore: 6.5 through 13 units of credit
- Junior: 13 through 19.5 units of credit
- Senior: 19.5 through 26 units of credit

****NOTE:** Credits will be tiered due to a change from 6 to 7 period day. Credits needed for graduation in **2018 are 23; 2019 are 24; and 2020 are 25.** Graduation audits are kept on file in the office.

SEMESTER GRADES

The following scale is used to determine semester grades:

A	4.00	3.85-4.00
A-	3.70	3.50-3.84
B+	3.30	3.15-3.49
B	3.00	2.85-3.14
B-	2.70	2.50-2.84
C+	2.30	2.15-2.49
C	2.00	1.85-2.14
C-	1.70	1.50-1.84
D+	1.30	1.15-1.49
D	1.00	.85-1.14
D-	.70	.50- 0.84
F	-	.00- 0.49

CALCULATION FOR SEMESTER GRADES

Marking periods and exam percentage will be 40-40-20 (40% marking period-40% marking period-20% exam) for each semester.

STUDENT ASSESSMENT

All students in grades 3-8 and 11 will take the M-STEP in the spring. Students in 9th and 10th grades will take the PSAT in the spring. All 11th graders and required 12th graders will take the SAT and Workkeys in the spring.

MIDDLE SCHOOL RETENTION

The average grade of both semesters of each core class (math, science, language arts, social studies) in Middle School will be compiled and a student must have a passing grade in 3 of the core courses to pass to the next grade.

GRADUATION REQUIREMENTS

All students will be required to meet the High School Graduation Standards as established by the State of Michigan. Students must receive credit for at least 23 units to graduate in 2018. The following courses must be included during the four years: 4 units English, 3 units Science (Physics or Chemistry, Biology and an additional unit), .5 unit Physical Education (or 2 years of marching band, or 4 sport seasons), .5 unit Health, 4 units Mathematics including 1 in the senior year, 3 units social studies (1 unit World History/Geography, 1 unit U.S. History/

Geography, .5 unit Government, .5 unit Economics), 1 unit Visual, Performing and Applied Art, (band, computer, publications, or Technical Center.) 10 units elective credits.

**All students will need to fulfill an online experience.

GRADUATION CEREMONY

A senior who has not met the graduation requirements shall not receive a signed diploma and shall not participate in the any of the graduation exercises. Participation in graduation exercises is a privilege earned through the completion of the graduation requirements.

WEEKLY PROGRESS REPORTS

Parents requesting weekly progress reports for their child will be expected to return a signed copy with comments to the school the following week. If no signed copies are returned for two weeks, the school will discontinue sending progress reports until a call is made from the parent to the school. All parents/students will have access to their grades via the Skyward online grading system.

REPORT CARDS/PROGRESS REPORTS

Report cards will be mailed during the week following the end of the semester. For additional progress reports please see the online grading system in Skyward.

HONOR ROLL/CLASS RANKING

Students with a minimum 3.0 grade point average will be placed on the honor roll; however, students with two “C” grades, a “D”, an “E”, or an “I” in any course will not receive honor roll status regardless of grade point.

Senior class ranking will be determined at the conclusion of the first semester of the senior year. When the honor of valedictorian and salutatorian are awarded, a schools-of-choice Senior must have been in attendance at Owendale-Gagetown High School for a minimum of four (4) semesters to be given one of these academic recognitions.

WEB-BASED CLASS POLICY

In an ongoing effort to provide the broadest educational opportunities for the students of Owendale-Gagetown Area Schools, the District makes available web-based classes from a variety of sources. When scheduled as a part of the regular school day, and not to include make-up credits, college credits, and/or extended day electives, the District will pay the tuition for these web-based online courses. Online classes will be available through Odysseyware.

ONLINE (ODYSSEYWARE) CLASSES

All students taking online classes for high school credit, or credit recovery, will need to obtain at least a 60% score in order to receive credit. The student’s percentage score, after completion, will then be transcribed into a letter grade and that G.P.A. credit will be given on the student’s transcript.

Should a student fail to complete a web-based online course for which the student has registered, and for which the District has paid the tuition, the student shall be responsible for reimbursing the cost of the course to the District. Determination of the total financial obligation of the student under these circumstances will be made by the administration. The District reserves the right to withhold transcripts and graduation privileges if costs have not been reimbursed as required.

A student taking a web-based class must (with their parent) sign and agreement accepting the conditions of this policy. Failure to sign this agreement does not negate the student’s responsibility for the cost of the course in the case on non-completion.

PERSONAL CURRICULUM

The personal curriculum (PC), requested by the parent, legal guardian, or emancipated student, allows the board of a school district or public school academy to award a high school diploma providing the student completes the PC, including as many of the content expectations of the MMC as practicable. Please see the guidance coordinator for additional information.

MAKE-UP WORK

Following an absence, a student will have one (1) day plus the number of days absent to complete all work missed during the absence. **Example:** If a student misses two (2) days of school, he/she will have three (3) days to make up the work

missed. It is the student's responsibility to contact the teacher and make arrangements for make-up work. Students will not receive credit for work that is made up after this time limit. Students who miss school for field trips, athletics, class meetings, etc. are to contact their teachers **prior** to missing class to get assignments for the following day. These students will be responsible for having work completed, and being prepared for quizzes and tests **the day following** such absences.

WEIGHTED GRADES

Owendale-Gagetown Middle & Senior High School does not have weighted grades. Transfer students will not receive extra points for weighted grades from other schools.

CREDIT BY EXAMINATION

In compliance with P.A. 335, Section 1279B, students may apply to test out of courses offered by the school. Students may receive further information from the counselor.

DUAL ENROLLMENT

In compliance with P.A. 336, Section 216 as amended, Owen-Gage Schools will pay scheduled tuition and fees for post-secondary classes offered through Delta College OR Mid- Michigan at the HATC. Books may be the responsibility of the students or parent/guardian. For more information, contact the guidance office.

CHEATING

In the event of a first offense of cheating on a single assignment, a "zero" will be recorded for all parties involved and parents will be notified. A second offense of cheating will require a "zero" on the assignment, a two (2) day in-school suspension and parent notification. In both cases, the student will be required to complete an alternate assignment with up to half credit earned. A third offense will require a "zero" on the assignment, an administrative hearing with the student and parent, and possible loss of credit in the class.

A student who furnishes information to others, with the intent of helping them cheat, is also guilty of cheating. The first offense of this nature will result in the student being required to serve two (2) days in-school suspension. A second offense will result in an administrative hearing and recommendation for disciplinary action. A third offense may result in the loss of credit and additional action up to a consideration for expulsion.

EXAM EXEMPTIONS

NO STUDENT WILL BE CONSIDERED EXEMPT FROM MIDTERMS OR FINAL EXAMS.

HURON AREA TECHNICAL CENTER

Students of Owendale-Gagetown Area Schools are eligible for attendance at the Huron Area Technical Center during their junior and senior years. Every effort will be made to place students in their desired program, but placement is limited. Transportation to and from the Tech Center is provided by the school. Students are expected to be on time for transport. Private transportation is not permitted without prior approval of parent/guardian and the home school and Tech Center principals. Vacation and break times may differ. If a student is suspended from the Technical Center, he/she will also be suspended from the home school, and any student suspended from the home school is suspended from the Technical Center.

TUTORING ASSISTANCE

Tutoring help is available Monday-Thursday in the school library. The normal homework lab hours are 3:00 p.m. to 3:45 p.m. Additionally, homework assistance is available in the cafeteria each day during the lunch period. Trained paraprofessionals supervise and assist students during these designated study periods.

SECTION III: STUDENT CONDUCT

TEACHER/STAFF AUTHORITY

Teachers and support staff have the responsibility for each student and have jurisdiction and authority over all students. Students, therefore, are expected to follow the directions of teachers and support staff.

ATTENDANCE

School attendance is required by law and any violation of this law will be brought to the attention of the proper authorities.

Any student who has been absent from school is required to bring a dated written statement from a parent/guardian giving the reason for the absence. Students must present the written statement to the secretary in the school office before school begins on the morning of their return. The student will receive either an excused or unexcused absence from the office as decided by the principal or his designee.

A student who has been absent will not be allowed to return to class he/she has reported to the office and has been cleared to return to class. If a student reports to class without clearance from the office, a tardy will be recorded and the student will be sent to the office to obtain clearance.

Students who do not present a written or verbal excuse from a parent/guardian will have **24 hours** from the date of the absence to provide one. **Failure to have a written or verbal contact with the office regarding a partial or full day absence will result an unexcused absence and may also result in an after school detention.**

Excused Absences include but are not limited to: personal illness, serious family illness requiring the student to remain at home, death in the family, court appearance, religious holiday, family trips, and dental or medical appointments. In case of hospital confinement, or home confinement, under the care of a doctor, the attendance requirement for credit may be waived upon presentation of a physician's verification of the illness.

School-Related Absences (SA) are excused provided the office/administration has been given advanced notice and has approved the activity. SA absences will not be counted in a student's semester total, or used in the determination of the second semester exam exemption.

Upon request, Homecoming and Snowball court members will receive an SA for afternoon classes only (unless administration grants otherwise).

Pre-arranged Absences: When a student knows that he/she will be absent for one or more days, a pre-arranged excuse should be obtained from the principal's office at least 48 hours before the absence. A written request from a parent/guardian is required.

Unexcused Absences include but are not limited to: failure to provide an acceptable written or verbal excuse from a parent/guardian; leaving class without permission; or disciplinary action requiring removal from class. Students will be required to serve one (1) day after school detention when they have reached a total of five (5) unexcused absences.

Skipping School is defined as not arriving at school or leaving school without permission and/or knowledge of the administrator or designee. Skipping will result in disciplinary action which may include detention, in-school suspension, out of school suspension, or another alternative.

Parent Notification: When a student has been absent from an assigned class for a total of six (6) times in a semester, the student and a parent/guardian may be required to attend a conference with the administration establish a method of correcting the student's attendance problem.

Loss of Credit: When a student has been absent from an assigned class a total of eight (8) times in a semester, credit will be withheld for the class for that semester. Students will be given an opportunity to make up days of absence for the ninth (and subsequent absences) to allow them to retain their credit. However, the day(s) must be made up within one (1) week of the absence(s). In no case will make-up be allowed beyond one week of the end of any semester. Unearned credit may be appealed to the administration whose decision shall be final.

TARDINESS

Students are required to be in their assigned room and in their seat when the bell rings. An unexcused tardy will be recorded for students who do not comply. The only exceptions are as follows:

- students who are detained by a teacher, support staff or administrator who excuses their tardiness.
- students who arrive on a late bus.

Students who are tardy to school must report to the office for a pass to class. All tardiness shall be recorded by the teacher and entered into the schools data base.

Disciplinary measures will be as follows for tardiness:

- after the 4th tardy (regardless of which hour/class) -- One (1) after school detention. Notice sent home.
- 6th Tardy -- Two (2) after school detentions. Notice sent home.
- 8th & Subsequent Tardies -- One (1) day in-school suspension. Notice sent home.

Tardies that exceed ten (10) minutes will be counted as an unexcused absence for that period.

STUDENT CONDUCT

Rules are a means of providing a minimum standard of conduct necessary for the preservation of the educational environment. Violation of standards at school, or during school-sponsored events, will be handled through discipline that takes into consideration **the nature of the misconduct, the cumulative misconduct of the student, and available alternative disciplinary measures.**

The school reserves the option of contacting law enforcement, social services, etc. and/or pressing charges in situations where laws have been violated. Disciplinary action may also be taken by the school administration, regardless of whether criminal charges result. Everyone will be entitled to Due Process.

Suspension or expulsion is considered a last resort effort. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Board (Superintendent) shall consider the following factors: A) the student's age B) the student's disciplinary history C) whether the student has a disability D) the seriousness of the violation or behavior E) whether the violation or behavior committed by the student threatened the safety of any student or staff member F) whether restorative practices will be used to address the violation or behavior G) whether a lesser intervention would properly address the violation or behavior.

The Board (Superintendent) will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. The District will follow State Law in accordance with the newly enacted M.C.L. 380.1310d.

Misconduct resulting in disciplinary action includes, but is not limited to the following:

*While this list identifies types of misconduct and explains the standard discipline for the violation, **the school reserves the right and discretion to deviate from this and impose any other available disciplinary measure.** In addition, incidents may be referred to the appropriate law enforcement agency and/or the school attorney.*

Alcoholic beverages or look a-likes:

-possession, use, or evidence of use—Three (3) to five (5) day suspension.

Alcohol sale or distribution--Five (5) day suspension to expulsion.

Arson--See Dangerous Weapons Policy

Assault (including threats)--One (1) day suspension up to expulsion.

Battery--Three (3) to five (5) day suspension to expulsion

Bullying/Mistreatment—**Absolutely not tolerated by Owendale-Gagetown Area Schools. See back of handbook or visit the school website for complete policy.**

Detention to five (5) day suspension

Computer Vandalism (files, software, hardware)--Detention to expulsion.

Defacing school property (locker, wall, etc.)--

One (1) week clean-up assignment, five (5) to ten (10) hours total.

Disorderly person--Separate from area of building where incident occurred and hold a parental conference. May include one (1) to three (3) day suspension

Drugs or look a-likes--possession, use, or evidence of use: three (3) to ten (10) day suspension. Completion of an approved counseling program is mandatory.

Selling/distribution--recommendation for expulsion and police notification.

Extortion—Five (5) day suspension.

Failure to Comply With a Reasonable Request--Warning to three (3) day suspension.

False Alarm--Mandatory ten (10) day suspension and/or expulsion, referral to local law enforcement.

Fireworks (possession or use) --Three (3) to ten (10) day suspension.

Fighting--Three (3) to ten (10) day suspension.

Forgery--One (1) to ten (10) day suspension.

Gambling--Confiscate paraphernalia and one (1) to five (5) day suspension.

Gross misconduct--Three (3) day suspension to expulsion.

Hazing--Reprimand to ten (10) day suspension

Improper clothing--Required to change clothing and parental contact.

Indecent exposure--Five (5) to ten (10) day suspension up to a recommendation for expulsion.

Insubordination--Reprimand to five (5) day suspension.

Lasers--Laser pointers are considered dangerous and are not allowed. Confiscation and parent notification up to a three (3) day suspension.

Littering--One (1) to two (2) hour clean up after school.

Loitering--Reprimand to one (1) day suspension.

Not returning books or materials--Fees and fine, withholding of report card and/or diploma.

Obscenity--Detention, reprimand, parent notification. Repeated violations will result in a one (1) to three (3) day suspension.

Parking/driving violations--see separate section.

Persistent disobedience--Three (3) day suspension to expulsion.

Physical abuse/aggression—Reprimand to expulsion.

Playing Cards (possession or use in class unless under the directive of a teacher)--Confiscate cards and reprimand.

Public Display of Affection-- Students will adhere to the following guidelines:

1. Hand holding is allowed.
2. Kissing, extended hugging and other physical contact is expressly prohibited.

Students who are asked by a staff member to stop any PDA will do so immediately. If a student fails to abide by these rules the following actions will be taken:

First offense--Reprimand.

Second offense--Parental contact, detention.

Third offense—Suspension one (1) to three (3) days.

Skipping--Detention to three (3) day suspension.

Smoking--see separate policy.

Swearing/Profanity:

First offense--Warning.

Second offense--Detention and parental contact.

Third offense—Suspension one (1) to three (3) days.

Swearing at a Staff Member--One (1) to three (3) day suspension.

Taking library materials without signing out--One (1) day suspension.

Theft--Restitution, parental contact, and up to ten (10) day suspension.

Tobacco or look alike products--see separate policy.

Vandalism--Restitution, reprimand to expulsion.

Weapons--see Dangerous Weapons Policy.

Any student suspended from school for ISS or OSS **may not attend** school-sponsored extra-curricular activities during the period of suspension. **For the repeat of any violation that is not set up on a 1st, 2nd, or 3rd offense, the standard disciplinary action will generally be increased.*

DETENTION

Detention may be assigned by a teacher or the principal for violation of classroom or school policies. Parents will receive notification via a form sent home with the student and/or a letter in the mail. Students serving detention are required to bring homework to complete, or assignments will be provided. All detention shall be served from 3:05 p.m. until 4:00 p.m. (generally) in the library. **Tardiness for detention is unacceptable and will result in an additional detention being assigned. Failure to serve detention on the assigned date will result in an additional detention or a one day in-school suspension.** It is the student's responsibility to make arrangements for transportation.

LOCKERS/DESKS/SEARCH AND SEIZURE

Lockers will be assigned to each student. Lockers are the property of the school district and are subject to search without notice at any time. Students should have no expectation of privacy for items they leave in lockers.

Lockers are for the convenience of the students and must be kept clean and orderly at all time. **Tape is not permitted on lockers as it removes the paint.** The school is not responsible for valuables kept in lockers.

In the course of a locker search, the administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy rules.

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

POP/CANDY/SNACKS

Students are encouraged to eat healthy snacks and to drink milk and juices instead of pop. A vending machine is located in the cafeteria that contains healthy snacks. Pop, candy, and other snacks are not allowed in the classrooms.

LUNCH/BAD DEBT AND MEAL CHARGES

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost that is chargeable to any Federal program. Any related collection cost is also unallowable. The school will therefore, follow the procedures listed herein to rid bad debt and to hand meal charging.

1. We follow state guidelines to determine if a student is free, reduced, or has to pay full price.
2. Lunch forms are sent out to every household 2-3 weeks prior to the start of the school year. Direct Certified students will get a letter stating they are Direct Certified and will receive free lunch and breakfast using the State letter.
3. After verification is complete, letters are sent to parents informing them of their lunch status using the State letters (Free, reduced or denied).
4. New or transferred students are assigned lunch numbers and account is set-up in our mealtime account system.
5. To access account and get their lunch students enter their lunch number into the computer or use their bar code when going through the lunch line.
6. Student can charge on their lunch account for lunches and breakfasts. Ala-cart items may not be charged, they must have money on their account or in hand.
7. Every Wednesday anyone that has a negative balance receives a bill.
8. If a student account gets to the limit of \$20 in charges, their parent receives a phone call and the student receives a ham sandwich and milk for lunch until the account is paid, at no charge.
9. NO child is turned away from eating lunch!
10. For an elementary student to have an item from the ala-carte they must have an approval on file from their parents and money either on their account or in hand.
11. Direct Certified students will be updated on the lunch program when updated on State site.
12. Fifteen (15) days after school starts, students that did not return a lunch form that were free or reduced the previous year, will get notification giving them 15 day notification to return form or they will be changed to paid status.
13. Verify free and reduced applications as directed by State requirements.
14. Fill out LEARS report.

CLOSED CAMPUS

There is a “closed campus” policy at our school. Students may not leave the campus once they arrive at school unless they have permission from both the administration AND a parent and have signed out through the office. Students who ride a bus may not leave campus once they have arrived.

Students may not leave for lunch. There are designated areas in the building and on the grounds where students are allowed during lunch. Students are only to be in these designated and supervised areas on the school campus during lunch hour. No students are permitted in the parking lot during lunch, or at any other time during the school day.

Closed campus applies to all students. Students may not randomly sign themselves in and out of school at lunch, or at other times during the school day. By continuing to attend school a student agrees to adhere to these conditions and recognizes that their violation of the closed campus policy will result in an appropriate disciplinary action.

HALL PASSES

There is ample scheduled passing time between classes. If a student needs additional passing time, he/she must obtain prior permission from the teacher to arrive late for class. A hall pass must be carried if a student is in the hallway during class time. The hall pass must be obtained from the office or from the student’s teacher for that class period. Hall passes are kept to a minimum and are issued only as absolutely necessary.

CELL PHONE, I-POD, OR OTHER NOISE EMITTING DEVICES

Students are expected to turn off and store all cell phones, I-Pods, and other noise emitting devices such as Walkman’s and disc players before they enter the school building. **These items are prohibited from 8am-3pm with the exception of use during breakfast and lunch breaks.** These devices must remain stored for the school day and are not to be used at all in the classroom, the lunchroom, or the hallway. All messages may come through the office. If a student is seen carrying or using any of the above devices, the following will occur:

First Offense: The device is taken away from the student, given to the Principal, and the device will be returned to the student at the end of the school day.

Second Offense: The device is taken away from the student, given to the Principal, and parent/guardian will be contacted.

Third Offense: The device is taken away from the student, given to the Principal, and parent/guardian will be contacted. The device will need to be turned into the office upon arrival for 7 days. (Volunteer firemen may carry electronic devices necessary for their work with the permission of the administration).

Further Violations: will result in **no** electronic devices allowed on campus.

STUDENT DRESS

Students are expected to wear clothing that is clean and free of holes. Wearing shirts or sweatshirts that have inappropriate sayings, advertisements for alcohol or cigarettes, or captions that are suggestive, are not appropriate. A student wearing any of the above, or any other clothing that is disruptive to the educational process, will be sent to the Principal’s Office where the student will remove the offensive clothing and be provided clothing for the remainder of the school day. At the conclusion of the school day, the student will be given back the offensive clothing, and should not wear that article of clothing to school in the future.

Students are expected to take off their hat, pull down their hood, and remove their sunglasses upon entering the school building. Failure to do so will result in the student being sent to the office and that article of clothing will be kept in the Principals Office. Repeated violations of this rule will result in further punishment by the Principal.

The following restrictions on dress will apply:

1. Tank tops (with less than a 3” wide shoulder) or bare-shouldered shirts are not permitted. Bare-back shirts are also prohibited.
2. Shorts and skorts shall be permitted as long as they are at the appropriate length of not more than 5” above the knee cap. Spandex and tight shorts will not be permitted.
3. Skirts and dresses cannot be shorter than 5” above the middle of the knee cap.
4. All pants must be worn at proper waist height. The “sagging” of pants is not allowed nor is the exposure of under-garments above the waistline.

5. Coats and jackets are not to be worn in the school building. Teachers may give permission to wear coats or jackets in their classrooms if cold conditions exist.
6. Jewelry and chains are not to be worn with inappropriate slogans, sayings, or gang related.
7. Students may not wear their backpacks or carry them to and from classes. Backpacks may be brought to school and placed in the locker until the end of the school day.

Exceptions to the Student Dress policies may be made during "Spirit Week" of homecoming and snowball.

School officials accept the responsibility to help students and parents understand the appropriate dress and grooming guidelines. However, it should be clearly understood that school officials do not expect to constantly remind the same students or parent of the appropriate dress and grooming standards. When a student is in violation of the above mentioned standards, action will be taken which will involve the parent until a satisfactory solution is reached.

SEXUAL HARASSMENT

Sexual harassment of students, teachers, or other school personnel by students and/or employees is strictly prohibited and will be subject to severe disciplinary action. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature.

DANGEROUS WEAPONS POLICY

The Owendale-Gagetown Area Schools will not tolerate the possession of weapons by anyone (with the exception to law enforcement officials) while on District property or at a District-related event. In implementing this policy, the District will comply with Public Act 211 which prohibits possession of "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length*, pocket knife opened by a mechanical device, iron bar, or brass knuckles", or other devices designed to inflict bodily harm, while in attendance at a District activity or en route to or from school on a school bus or an approved private vehicle. *(Note: A knife of any kind is not permissible to be carried by a student in the Owendale-Gagetown Area School.)

A weapon is defined as any instrument capable, or appearing to be capable, of causing serious bodily injury to a person, including those weapons designated above as well as loaded or unloaded firearms, pellet guns, B-B guns, inoperable replica firearms, knives, stun guns, Ninja Stars, and chemical agents such as tear gas or pepper gas.

This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

No student is to confront a person possessing a weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal, or if immediate action is necessary to prevent probable injury to any person.

A staff member, or student, who has reason to believe that a person on school property or at school-related activity possesses, or will possess, a weapon shall immediately report the possession to the administration, or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, location of the person, and the evidence the belief is based upon.

An administrator, or activity supervisor, receiving a report of weapons possession shall have the option of conducting a search for the weapon or contacting the local law enforcement to do so. In any event, if this policy is violated, the administration shall immediately report the violation to the appropriate law enforcement agency and to the parent or guardian of the student involved.

A violation of this policy by any student in the district shall result in expulsion from school for a period of not less than 180 school days. The Superintendent of the school district may modify such expulsion requirements on a case by case basis. Such a modification however will be only under extremely rare and unusual circumstances.

All weapon violations will follow State Law.

TOBACCO-FREE SCHOOLS POLICY

To ensure the highest standards of learning as well as the safety, health, and well-being of students and employees, the Owendale-Gagetown Area School District enforces the Michigan Tobacco-Free Schools Law. Staff, students, and any other persons are prohibited from using tobacco products at any time in any district building or on school property.

Students are not permitted to smoke or to be in possession of smoking or chewing tobacco products (including lighters) in the building, on school property, or at any school activity. Violation of this policy will result in the following action:

First offense--Suspension for the rest of the day plus one (1) school day. The student will lose outside privileges during lunch hour for the rest of the school year. Police will also be contacted on first offense.

Second offense--Suspension for the rest of the day plus two (2) school days, written warning, police contact, and a list of community resources provided to assist in smoking cessation.

Third offense--Suspension for the rest of the day plus three (3) school days, and police contact. As an alternative to suspension, the student may enroll in smoking cessation classes offered by the Huron County Health Department. All costs shall be the student's responsibility.

Any subsequent offense will require a minimum of five (5) days suspension, referral to law enforcement agency, and parental conference before the student may return to school.

Students eighteen years and older shall not be exempt from this policy. By continuing to attend school a student agrees to adhere to these conditions and recognizes that their violation of the Tobacco-Free Schools Policy will result in an appropriate disciplinary action.

SECTION IV: TRANSPORTATION

BUS TRANSPORTATION

Riding the bus is a privilege, not a right. **Students will conduct themselves properly on the bus, or they will be required to provide their own transportation to and from school.** All student disciplinary rules apply on bus routes. In addition the following rules apply:

1. Do not attempt to board or exit until the bus stops completely.
2. Take a seat and remain there until it is time to exit.
3. No one is to stand on the bus.
4. Keep hands and head inside the bus at all times.
5. Report to the driver any damage observed.
6. Help keep the bus clean.
7. The driver has complete charge of the seating arrangements.
8. Early exit will be allowed only with written parental permission.
9. Students will be picked up only at regularly scheduled stops.
10. The driver has complete authority on the bus.
11. Disorderly or destructive conduct will not be allowed.

STUDENT AUTOMOBILES/MOTORBIKES

It is a privilege, not a right, for a student to drive to school and to park their vehicle on school property. Automobiles parked on school property or at a school-sponsored event are subject to visual search of anything in plain view. Students should have no expectation of privacy for items kept in plain view in a vehicle.

Students who drive to school have a responsibility to drive in a safe manner. Reckless or careless driving near the school will not be tolerated and will result in loss of driving privileges for the remainder of the semester. Students driving must have a valid driver's license. Student automobiles must be parked in designated student parking lot located on the northwest corner of the school grounds. The student parking lot is OFF LIMITS to students during the school day.

SECTION V: STUDENT ACTIVITIES

STUDENT COUNCIL

The major purpose of the Student Council is to provide a representative voice regarding the ideas of the student body, and to participate actively in improving the school. The Student Council will assist the administration in scheduling school activities such as Spirit Week, Homecoming, and Snowball. Student Council coordinates and approves all student activities, fund raisers, dances, etc. All actions of the Student Council must be forwarded to the administration where a final decision will be made on approval.

CLASS & STUDENT COUNCIL OFFICERS

Each class and Student Council will elect the following officers: President, Vice-President, Secretary, and Treasurer. Each class will also elect a Student Council Representative. All class and organization officers must have passed all of their classes from the previous semester to be nominated and elected. They must maintain passing grades in all classes at the end of each semester in order to retain their position. If they do not, a new officer will be elected to take his/her place.

STUDENT ACTIVITIES

Students are encouraged to become active in school clubs, groups, and teams. Sponsoring organizations must apply to Student Council and principal to host activities at least five (5) days prior to the event. Activities held on Friday or Saturday night must be over by 12:00 midnight unless special approval is granted. Weeknight activities must be over by 11:00 p.m. The organization sponsoring the activity is responsible for any damage incurred and for cleaning up IMMEDIATELY after the event. One faculty sponsor and two parent couples or two other faculty sponsors must be present at the event.

A police officer must be secured and be in attendance at all dances. Payment of the officer's fee at the time of the event is the responsibility of the hosting organization. Cars will be checked for alcohol and other illegal substances in plain view. Students will be checked at the door of the dance. Guests are required to have a guest pass, (available in the school office and to be completed ahead of the event), will sign in at the entrance and abide by all school regulations. ONCE A STUDENT LEAVES A DANCE, HE/SHE MAY NOT RE-ENTER THE BUILDING FOR ANY REASON. Parents/guardians will be notified if students have alcohol in their possession, in their vehicles, or if they are suspected of being intoxicated, and students will not be allowed to drive home. All school disciplinary rules apply at school sponsored activities, including dances.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

SECTION VI: ELIGIBILITY

ATHLETICS AND ACADEMIC ELIGIBILITY

OWENDALE-GAGETOWN AREA SCHOOL DOES NOT PROVIDE MEDICAL INSURANCE FOR STUDENTS, INCLUDING ATHLETES. IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO PROVIDE MEDICAL COVERAGE.

Eligibility:

The District follows the rules and Regulations of the Michigan High School Athletic Association (MHSAA) with regard to eligibility and Participation. Additional local rules and regulations will apply to eligibility. Eligibility Rules include, but are not limited to:

- A. Students must be under nineteen (19) years of age at the time of participation in athletics, unless their 19th birthday occurs on or after September 1st of the current school year.
- B. The student's parent must be a resident of the District, or the student must be enrolled as a Choice student for one semester prior to competing.
- C. The student must not have been enrolled for more than eight (8) semesters (twelve (12) trimesters in a four year high school or competed in more than four (4) seasons in a high school sport.
- D. The student must meet the amateur guidelines of the MHSAA and may not have received any financial award or consideration in excess of \$25.00 for athletics.
- E. Any student who has attended high school for one year must have passed four (4) out of six (6) of their classes the previous semester to be eligible to begin participation in the next sports season. (Junior High student eligibility begins at the start of each sports season with no carry-over requirement from the previous final grading period.)
- F. High school and junior high eligibility during the season shall be determined every week with progress reports. Any athlete who is receiving failing grades in two (2) or more semester classes will be ineligible until the next progress report is issued. Any athlete who is ineligible three (3) times in the same season shall be expelled from the team/squad.
- G. A student entering the ninth grade in the fall semester (for the first time) is immediately eligible.
- H. Athletes will be expected to ride to and from games with the team. If circumstances necessitate an athlete riding home with a parent/guardian, the student must obtain permission from the principal by providing a written request signed by parent/guardian **prior** to the event. The permission slip must be presented to the coach before the scheduled game.

ADDITIONAL INFORMATION AND ATTACHED APPENDICES

RIGHT TO APPEAL

Whenever a student, parent, or guardian alleges that he/she is aggrieved by reason of the application of any rule, regulation, or order, the aggrieved party has a right to appeal. The first step in the appeal process is a conference with the teacher/coach involved. The second step is a hearing with the administrator which must be requested within three (3) school days following the action challenged. In the event a satisfactory conclusion is not reached, the aggrieved party has the right to appeal to the superintendent and then, if necessary, to the Board of Education.

POSITIVE BEHAVIOR SUPPORT

Owen-Gage uses a school-wide system called Positive Behavior Support to teach behavior expectations and acknowledge students, who follow these expectations. Please see our behavior matrix, which shows our school's expectations in different locations throughout the school. Our three key expectations are to **Be Respectful, Be Responsible, and Be Safe**. Individual students are groups of students are acknowledged when they display respectful, responsible and safe behavior. This framework of teaching and acknowledging appropriate school behavior has improved student behavior and is important to our school and community.

In the occurrence of an inappropriate behavior or violation of the student handbook, students are notified and a staff member records the behavior incidence in the schools Skyward data system.

SCHOOL SONG

**We're a grand ol' team,
And we're right on the beam
We're behind you 100 percent**

**We're the emblem of
The school we love
Good fun and good fellowship reign**

**Every heart stands still
And we sure get a thrill
Just to see you come out on the floor (field)**

**We'll sing and shout
'Til our lungs give out
Just to cheer you to victory**

**B-U-L-L-D-O-G-S
Bulldogs #1**

Staffing

Phone: (989) 678-4261

(989) 678-4141

Superintendent

Principal

Terri Falkenberg

Secretary

Sherry Fritz

Business Office

Mary Ann Minkler

Guidance Director

Kaye Swiastyn

Career Advisor

Byron Williams

Athletic Director

Jim Glidden

Food Service

Karen Gaeth

Maintenance

Fred Ondrajka

Teaching Staff

Alissa King

Matt Peters

Connie Roemer

Jennifer Roller

Don Starks

Brian Wright

Transportation

Andrea Gergely

Dawn Radabaugh

Tammy Timmons

Sherry Fritz

Support Staff

Kaye Swiastyn

Mary Jamieson

Mike Sutherland

Julie Warack

You may reach any of our staff by calling the central phone number (989) 678-4261.

By email use the person's last name and first initial @owengage.org.

Examples:

Matt Peters.... petersm@owengage.org

Karen Gaeth... gaethk@owengage.org