

# Oakridge Middle School

## STUDENT HANDBOOK 2024-2025

251 S. Wolf Lake Road

Muskegon, MI 49442

Phone: 231-788-7400

Fax: 231-788-7414

Website: [www.oakridgeschools.org](http://www.oakridgeschools.org)

### **Board of Education**

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

### **Superintendent**

Tom Livezey

### **Principal**

Jason McVoy

### **Assistant Principals**

Brian Bennett and Jeremy Holmes

### **Athletic Director**

Rick Ruel

### **District Safety/Security Specialist**

Curt Theune

### **DAILY TIME SCHEDULE**

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

### **LATE START TIME SCHEDULE**

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

### **District Mission Statement**

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.

### **District Vision Statement**

All Oakridge students graduate prepared for their future, equipped with the knowledge and life skills to lead healthy and productive lives, and achieve personal and career success.

### **Statement of Intent**

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.

# TABLE OF CONTENTS

I. STUDENT INFORMATION.....	7
ACADEMIC INTEGRITY.....	7
CLOSED CAMPUS.....	7
PERSONAL PROPERTY.....	7
COMMON CLASSROOM EXPECTATIONS.....	8
LOCKER.....	8
HALLWAYS.....	8
TRANSPORTATION.....	9
DANCES.....	11
STUDENT DRESS CODE.....	11
NOTICE OF SURVEILLANCE.....	13
FALSE ACTIVATION/TAMPERING/THEFT/VANDALISM OF ANY SAFETY AND SECURITY DEVICE.....	13
ATHLETIC EVENTS.....	14
THE CAFETERIA.....	14
ASSEMBLY PROGRAMS.....	14
THE OFFICE.....	14
SCHOOL COUNSELOR PROCEDURES.....	15
PARENT/NOTICE OF FAMILY PLANNING AND REPRODUCTIVE HEALTH.....	15
CHICAGO TRIP.....	15
LOST AND FOUND.....	15
TEXTBOOKS.....	15
WIRELESS COMMUNICATION DEVICES.....	16
ATTENDANCE.....	17
TRUANCY.....	17
ABSENCES.....	17
TARDINESS.....	18
EMERGENCY CONTACT SHEETS.....	19
ILLNESS IN SCHOOL.....	19
IMMUNIZATIONS.....	19
MEDICATIONS.....	20

TRANSFERRING OUT OF THE DISTRICT.....	20
FIRE DRILLS.....	20
NON-CUSTODIAL PARENTS.....	20
HOMEWORK EXPECTATIONS.....	21
METHODS OF MARKING PERIOD GRADING.....	21
METHODS OF SEMESTER GRADING or GPA.....	22
STUDENT PERFORMANCE/REPORT CARDS.....	22
GRADE PLACEMENT.....	22
HONOR ROLL.....	22
CLUBS AND ORGANIZATIONS.....	23
III. STUDENT CODE OF CONDUCT.....	23
PROCEDURAL RULES AND REGULATIONS.....	23
OUT OF SCHOOL SUSPENSIONS OR EXPULSION.....	24
SUSPENSION OUTLINE.....	26
SUSPENSIONS FOR 10 OR FEWER DAYS.....	26
SUSPENSIONS GREATER THAN 10 DAYS.....	27
POSSESSION OF WEAPONS/FIREARMS.....	27
SUBSTANCE ABUSE.....	27
ANTI-BULLYING POLICY.....	29
THREAT ASSESSMENT.....	34
STUDENT HAZING.....	36
SEXUAL HARASSMENT.....	37
EXPULSION PROCEDURES.....	37
POLICE INVOLVEMENT.....	38
SEARCH AND SEIZURE.....	38
SOLICITATIONS.....	39
TECHNOLOGY ACCEPTABLE USE POLICY.....	40
IV. RIGHTS & RESPONSIBILITIES.....	42
FAMILY EDUCATION RIGHTS & PRIVACY ACT.....	42
RIGHTS AND RESPONSIBILITIES.....	43
EQUAL EDUCATIONAL OPPORTUNITY.....	43
SPECIAL EDUCATION.....	44
AMERICANS WITH DISABILITIES ACT AND SECTION 504..	44
EDUCATIONAL DEVELOPMENT PLAN (EDP).....	44

V. ATHLETIC HANDBOOK.....	45
TRAINING RULES.....	46
SUSPENSIONS OF ATHLETES FROM SCHOOL THROUGH THE PRINCIPAL'S OFFICE.....	46
ATHLETIC PHYSICALS.....	47
PAY TO PARTICIPATE.....	47
PRACTICE SESSIONS.....	47
ATHLETIC PRACTICE ATTENDANCE POLICY.....	48
DISMISSAL FOR MISCONDUCT.....	48
ATHLETIC APPEALS PROCESS.....	48
ELIGIBILITY MIDDLE SCHOOL.....	49
BUS TRANSPORTATION.....	50
EQUIPMENT.....	50
INJURY AND INSURANCE.....	50
6TH GRADE STUDENT ATHLETES IN MS SPORTS.....	50
GAME ATTENDANCE.....	51
CONDUCT.....	51
PRACTICE ATTENDANCE POLICY.....	51
PRACTICE ATTENDANCE DURING SUSPENSION BY ATHLETIC OFFICE.....	51
EQUIPMENT.....	51
MOUNTS.....	52
TRYOUTS.....	52
GAME CONDUCT.....	52

# I. STUDENT INFORMATION

---

## ACADEMIC INTEGRITY

---

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. Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes divulgence of the contents of a graded evaluation. Plagiarism is the act of using and passing off the ideas or writing from another as one's own. Stealing involves taking something that belongs to another without his or her knowledge and permission.

- **First offense** in a semester—a zero for the assignment, phone calls 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.

---

## CLOSED CAMPUS

---

Students attending school will be required to remain on school property during the entire school day. For example, when students arrive in the morning, by school bus, walking, or car, they will remain on school property until the end of the day. Students may not go into the community before the first hour begins, at lunchtime, or at the conclusion of the day before the school buses arrive. Students are NOT allowed on interior or exterior high school grounds unless participating in a class at the high school. Students are not allowed to ride their bikes or skateboards during the school day.

Special circumstances, which would warrant an exception to the policy, (students going home for lunch, dental appointments, funeral, etc.) may be handled by the parent either in writing or by phoning the middle school office. Their parents must sign out students whenever they are picked up.

---

## PERSONAL PROPERTY

---

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

1. Backpacks and/or duffle bags may be used to carry student items from home to school. However, backpacks and duffle bags must be stored in student lockers and may not be taken into the classrooms.
2. Laser Pointers are not allowed at school during the regular school day or at any school sponsored extracurricular activity.

3. Any Multi-Media Players or recorders of any kind are prohibited for use during school hours or during school events. They are only allowed with permission from the building principal. Players visible during school hours will be confiscated. This includes lunch time and passing time.
4. Electronic Communication Devices (ECD's) are prohibited for use during school hours or during school events. This includes lunch time and passing time.

---

## **COMMON CLASSROOM EXPECTATIONS**

---

1. Be in your seats before the bell finishes ringing and be prepared to begin class.
2. Bring all necessary materials to class. This includes a writing utensil, paper, folders, your textbook, student planners, and any other supplies required for that day's class.
3. Have all assignments and homework prepared to the best of your ability and be ready to turn them in on the due date. Participate and ask appropriate questions in class when necessary. Do not cheat.
4. Respect your classmates as well as yourself; maintain a friendly and courteous attitude towards yourself, your classmates, your teachers, and those around you.
5. Strive to maintain a positive attitude at all times and be prepared to accept responsibility and the consequences for your actions.
6. Follow all written and verbal guidelines, procedures, and instructions while in class. Do not do anything to interrupt the learning process.

---

## **LOCKER**

---

1. Keep your locker neat and orderly at all times.
2. Keep your locker locked at all times and put your combination in a safe place.
3. Do not change lockers without permission from the office.
4. Do not give anyone your locker combination.
5. Students are not allowed to share lockers.

---

## **HALLWAYS**

---

1. Students will be required to carry a pass when in the hallway during non-passing times.
2. Keep to the right and move along in an orderly manner.
3. Refrain from running, shoving, loud talking, or any unnecessary noise.
4. Help keep the hallway clean.
5. Students must leave the building after school hours unless they are participating in an after school activity.
6. There is no food or drink in the hallway except water. All food must be eaten in the cafeteria.



---

## **TRANSPORTATION**

---

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.

### **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 time 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 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 get 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 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 harass (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

### **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.

---

## **DANCES**

---

Following are the rules established to control the activities of those attending school functions so that the dance or party is an enjoyable event for all.

1. Students must be in attendance at school the day of the party or dance in order to participate. Admission will be refused to those students who are not eligible to attend.
2. If a student earns one out-of-school suspension or two suspension room referrals between school sponsored dances, he/she will forfeit the privilege of attending the next scheduled dance.
3. All school policies including the dress code will be followed.
4. Students attending dances must remain in the building. Loitering in the school parking lot will not be tolerated. If a student leaves the building, without permission, he/she must leave the school property and will not be allowed to return.

---

## **STUDENT DRESS CODE**

---

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, capes, or blankets.
- Students cannot wear crossbody or fanny pack type bags.

**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.

---

### **NOTICE OF SURVEILLANCE**

---

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 health, welfare, and safety of students, staff, and visitors to our school.

---

### **FALSE ACTIVATION/TAMPERING/THEFT/VANDALISM OF ANY SAFETY AND SECURITY DEVICE**

---

Students and school visitors shall **not** engage in the false activation, tampering, theft or vandalism of any safety or security devices. 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.

---

### **ATHLETIC EVENTS**

---

1. Cheer good plays and display good sportsmanship; refrain from booing and making rude remarks.
2. Refrain from loitering in corridors or other parts of the building.

---

### **THE CAFETERIA**

---

Some simple rules of courteous cafeteria behavior are as follows:

1. Keep proper place and spacing in line.
2. Be prepared to pay for meals using "Meal Magic."
3. Treat those serving courteously.
4. Students must be seated while eating.
5. Place trash in the proper containers and leave the surrounding areas clean and orderly.
6. Any food item or beverage must be consumed in the cafeteria. The only acceptable item in the halls or classrooms is bottled water.
7. Until released to the gym, students are only allowed in the cafeteria. Students must finish their lunch before sitting outside.

---

### **ASSEMBLY PROGRAMS**

---

1. Enter orderly and take a seat promptly.
2. Give entire attention to speaker/performers.;
3. No talking, whispering or eating will be tolerated. Failure to act respectfully will result in removal from the assembly.
4. Applaud at appropriate times only.
5. Avoid whistling, stomping, and yelling except at the request of cheerleaders at pep rallies.

---

### **THE OFFICE**

---

1. The office is open Monday through Friday from 7:00 AM until 3:30 PM.
2. The telephone in the office is not for student use, except for illness.
3. Announcements are read daily. An announcement won't be read unless a sponsor signs it.

4. Requests for any student records require 24 hours notice before they will be available.
5. Posters to be displayed in the building must be approved by the Principal before they are posted.
6. At no time should a student go behind the counter without permission.

---

### **SCHOOL COUNSELOR PROCEDURES**

---

Students who wish to see the School Counselor must complete a request form in the office. This process must be followed in order for students to be seen. No student will be allowed in the office during class time other than through this procedure. If an emergency occurs, the situation will be dealt with immediately.

---

### **PARENT/NOTICE OF FAMILY PLANNING AND REPRODUCTIVE HEALTH**

---

Parent/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 of the subjects of family planning and reproductive health.

---

### **CHICAGO TRIP**

---

If an eighth grade student is suspended from school for any reason, two or more times during their eighth grade year, and/or possession of an illegal substance(once), he/she will forfeit the privilege of attending the trip to Chicago. Any money earned toward the trip will stay with the eighth grade Chicago Trip Fund for future years. In order to fund this yearly event, each current student is required to sell at least 3 boxes of candy during the middle school's annual candy sale (this can be over the course of one or two years). If the student chooses not to participate in the candy sale, or does not sell, they will be responsible for covering their cost of the trip. Students must be a full time Oakridge student to be eligible for the trip, students who are fully online will not be eligible.

---

### **LOST AND FOUND**

---

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 outside the office. Many items go unclaimed each year because students fail to check with the office. Unclaimed items will be donated to charity.

---

### **TEXTBOOKS**

---

Textbooks and library books are loaned to the students by the school. Before a second book is issued, students will be required to pay for any lost books or damaged books. Textbooks are to be kept clean and handled carefully.

**Do not share textbooks with other students.**

---

## WIRELESS COMMUNICATION DEVICES

---

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.

If a student is found using or in possession of an electronic communication device outside of the designated times, 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.



## **II. STUDENT MANAGEMENT**

### **DISCIPLINARY ACTION**

1. Any student sent to the office must report there immediately and inform one of the secretaries why they are at the office.
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/her parents.
3. After a student has been suspended, a parent conference with the principal is desired before the student is reinstated.

---

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons result from active participation in 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.

---

### **TRUANCY**

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 truancy. 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/>)

---

### **ABSENCES**

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 middle 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.

### **Excused Absences**

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

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the principal

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

---

## **TARDINESS**

---

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 1<sup>st</sup> hour. 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.

---

**EMERGENCY CONTACT SHEETS**

---

State law requires that all students must have an emergency contact form completed, signed by a parent or guardian and filed in the office. Please inform the main office if there is a change in telephone number or address at any time during the school year or when the new forms are sent home at the beginning of the new 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 if the student becomes ill.

---

**ILLNESS IN SCHOOL**

---

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.

---

**IMMUNIZATIONS**

---

Michigan Department of Health regulations require that every child who is admitted to public school must present evidence of vaccinations for diphtheria, tetanus, whooping cough, hepatitis B, polio and measles (rubeola and rubella). Parents are notified by mail if there is a need for further medical evaluation. Parents must report if their child has had the chickenpox disease. If the child has not had the chickenpox, parents must show proof (month/yr) that the child has received the chickenpox vaccination (varicella, varifax).

**INOCULATIONS AND HEARING AND VISION TESTS ARE GIVEN AT:**  
Muskegon County Health Department

## **MEDICATIONS**

---

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 prescriptions 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.

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

---

## **TRANSFERRING OUT OF THE DISTRICT**

---

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

---

## **FIRE DRILLS**

---

Students should read carefully the fire drill instructions for each class. They should leave the building quickly but in an orderly manner, going to the designated area and remaining there until the bell recalls them to class.

---

## **NON-CUSTODIAL PARENTS**

---

1. We assume that both parents have equal rights relative to their children and the school unless we receive specific instructions to the contrary from the custodial parent.
2. If a parent is to be denied contact with a child or knowledge about the child, the school will need a copy of the court order.
3. In the absence of such restrictions, we will afford access to school records and confer with both parents.
4. If non-custodial parents wish to receive duplicate correspondence regarding school activities and functions, they will need to provide the office with self-addressed stamped envelopes.

---

## **HOMEWORK EXPECTATIONS**

---

Any assignments given in a particular class are to be completed in accordance to the classroom guidelines as set by the teacher. Students are responsible for meeting those guidelines.

Homework is a necessary extension of classwork used to enhance everyday teaching. Learning is not limited to the school day or time in the classroom.

These are guidelines, meant to be flexible enough so that specific classes can be adjusted to meet the needs of the students.

1. An assignment book should be used by all students to record assignments.
2. Students can expect homework daily. The assignments will vary according to the type of class.
3. Teachers will notify students when homework assignments are due.
4. Students will have one week to turn in a late assignment with a 25% grade reduction.
5. The resources needed to complete an assignment are considered when making a homework assignment.
6. Students having multiple tests, reports, and/or assignments due at the same time will have to manage their time accordingly.
7. Reviewing notes, research, reading AR books, and studying for tests are types of homework.

---

## **METHODS OF MARKING PERIOD GRADING**

---

Oakridge Middle School has a standard marking period grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning.

In general, students are assigned grades based upon performance in Daily Work, Quizzes, Projects, Labs, Experiments, Spelling Tests, Accelerated Reader Tests, and Art Work. This work is used to assess student progress and assigned grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. The core academic classes use the following methods of grading:

### English Language Arts

30% Daily Work  
20% Quizzes  
20% Accelerated Reader  
30% Common Assessment

### Math

25% Daily Work  
35% Quizzes  
40% Common Standard Assessment

### Social Studies

35% Daily Work  
35% Quizzes/Projects  
30% Common Assessment

### Science

30% Daily Work  
20% Labs/Experiments  
20% Quizzes  
30% Common Assessment

The enrichment courses may place a different emphasis on these areas in determining a grade using category weights and will inform the students in the course syllabus.

Your grades are accessible through the Oakridge Public Schools website:

[www.oakridgeschools.org](http://www.oakridgeschools.org)

---

## **METHODS OF SEMESTER GRADING OR GPA**

---

The collective grades or percentages of each of the two marking periods will be averaged together to produce a semester grade. It is this grade that is used to identify semester performance and is used to calculate Grade Point Average. The Grade Point Average is a fixed number and is NOT rounded off (i.e. a 3.49 is NOT rounded off to a 3.50). Your grades are based on the following 12-point system.

A = 4.00

A- = 3.667

B+ = 3.333

B = 3.00

B- = 2.667

C+ = 2.333

C = 2.00

C- = 1.667

D+ = 1.333

D = 1.00

D- = .667

F = 0.00

---

## **STUDENT PERFORMANCE/REPORT CARDS**

---

Report cards will be mailed home on the Friday following the end of each marking period.

---

## **GRADE PLACEMENT**

---

Will be based on principal recommendation.

---

## **HONOR ROLL**

---

The Middle School encourages academic excellence. To recognize and honor those academically talented, the honor roll designation is awarded based on the grade point average. Each marking period an honor roll update is prepared and posted. Students with a grade point average of 3.00 to 4.00 on a 4 point

scale will receive this recognition. Students who increase their grade point average by .5 from one marking period to another will make the progressive honor roll.

---

## CLUBS AND ORGANIZATIONS

---

Clubs and organizations can be organized as the need arises. All clubs and organizations will come into being only if they are related to the school program in a positive manner as determined by the Principal. 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.**

### III. STUDENT CODE OF CONDUCT

The Oakridge Public School District conducts an educational program for the benefit of all the pupils living in the school district. It is desirable to have all pupils remain in school until they have graduated from the Senior High 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.

Oakridge Public Schools proudly aligns with the PBIS framework. WHAT IS PBIS? 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.

---

## PROCEDURAL RULES AND REGULATIONS

---

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 his/her 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.

---

## OUT OF SCHOOL SUSPENSIONS OR EXPULSION

---

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

1. **Arson (Expulsion)** If a student commits arson (starting a fire) 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. **Electronic Communication Devices** (ECD's) are prohibited for use during school hours or during school events, phones are supposed to be off and away. This includes lunch time and passing time. Violations of this policy will result in the following disciplinary action:
  - 1<sup>st</sup> offense: After school detention
  - 2<sup>nd</sup> offense: After school detention
  - 3<sup>rd</sup> offense and every subsequent offense: Saturday School



- 6. Extortion (1-5 days)** The act of obtaining money or property by blackmail, violence or threat of violence or forcing (someone to do something against his will by force or threat of force).
- 7. Fighting (3-5 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 1-5 day suspension.
- 8. 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.
- 9. 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.)
- 10. Harassment (1-10 days)** Student Information: Page 27
- 11. 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.
- 12. Obscenity (1 day)** The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, nonverbal or written form or in pictures or caricatures in or on any school property.
- 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" onto 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)** Student Information: Section C
- 19. Tobacco (1-3 days)** Any student smoking or chewing tobacco (including electronic smoking devices) 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 would result in a three-day suspension and a \$50.00

fine. Smoking paraphernalia (lighters, rolling papers etc.) is also a violation of handbooks rules.

**20. Trespassing (1-3 days)** The act of violating the school trespass rule or the refusal to leave the classroom or school when ordered to do so.

**21. Vandalism (1-10 days)** The act of willful or ignorant destruction of school property or property belonging to others. Restitution required. Expulsion in extreme cases.

**22. 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 a well founded fear of actual harm, coupled with the apparent ability to carry out the act.

---

## SUSPENSION OUTLINE

---

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.

---

## SUSPENSIONS FOR 10 OR FEWER DAYS

---

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him.
2. The student will have the right to present to the school administration any relevant information that will support his 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.
5. Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable.
6. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school. Failures shall be given for any classroom work that cannot be attended such as laboratories or skill sessions.

---

## **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.

---

## **POSSESSION OF WEAPONS/FIREARMS**

---

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.

---

## **SUBSTANCE ABUSE**

---

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 five situations:

**CASE I**

*Where school officials have proof that a student has unlawfully distributed, received, sold or purchased 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 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 for expulsion.

*The above-mentioned drugs or pills are examples only and should not be considered all inclusive.*

---

## **ANTI-BULLYING POLICY**

---

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

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 the 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 the last day of May, 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 handheld 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.

---

## **THREAT ASSESSMENT**

---

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.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Director of MTSS, Principal, and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer or School Safety/Security Specialist. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible. The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for implementing a Threat Assessment.

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.

---

## **STUDENT HAZING**

---

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing 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.

---

## **SEXUAL HARASSMENT**

---

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.

---

## **EXPULSION PROCEDURES**

---

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. A 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 him/her. In addition, he/she shall be allowed to question any witness.
- 5. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she 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/her parent or guardian shall be made aware of their appropriate appellate authority.
- 11. A student expelled from Oakridge may be allowed to apply for reinstatement after 180 school days.

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.

---

## **POLICE INVOLVEMENT**

---

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.

---

## **SEARCH AND SEIZURE**

---

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

### **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 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. The

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. Refusal to comply with a search may result in a program placement change. 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.

Legal Reference: M.C.L.A. 380.1306

---

## **SOLICITATIONS**

---

### **Solicitations**

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. LEGAL REF: MCL, 380.1300

---

**TECHNOLOGY ACCEPTABLE USE POLICY**

---

**Media Center**

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 our grade 7 through 12 populations. Parents are welcomed to work with media center staff to help their child make age appropriate selections. Contact the media center for more information. *\*Electronic Communication Devices are prohibited for use before, during or after school hours*

**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT**

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 webcam.
- 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.

## **IV. RIGHTS & RESPONSIBILITIES**

---

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

---

Confidential records contain educational and behavior information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and

outside providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in the student's file only with knowledge to the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to record, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

---

## **RIGHTS AND RESPONSIBILITIES**

---

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure 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 insure 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, 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.

---

## **EQUAL EDUCATIONAL OPPORTUNITY**

---

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students

without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

LEGAL REF: Civil Rights Act of 1964, amended, 1972, Title VI, Title VII.

Executive Order 11246, 1965, as amended by Executive Order 11375, Equal Employment Opportunity Act of 1972, Title IX 45CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975.) Act No. 453 of the Public Acts of 1976 (Michigan Civil Rights Act); MCL, 380.1146

---

## **SPECIAL EDUCATION**

---

Oakridge Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

---

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

---

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals. The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Section 504 and the ADA are anti-discrimination laws and do not provide any type of funding.

---

## **EDUCATIONAL DEVELOPMENT PLAN (EDP)**

---

All students entering into 7<sup>th</sup> grade will be required to complete an educational development plan (EDP) during their career and employability skills course that is aligned to our career exploration program. All students are required to have completed their EDP before entering high school. Multiple opportunities will be given to 7<sup>th</sup> and 8<sup>th</sup> grade students to revise and modify their EDP's with the assistance of our school guidance counselor. See course guide for more information on educational development plans.

### **NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the Oakridge Public School District that no person shall, on the basis of race, color, national origin, creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Title VI, which prohibits discrimination on the basis of race, color or national origin, or Section 504 of

the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Dr. Cindi Smith, Director, Eastern Service Unit, 3255 E. Pontaluna Road, Fruitport, MI 49415, 616-865-3154. Copies of the grievance procedures relative to Title IX, Title VI, and Section 504 of the Rehabilitation Act of 1973 are on file at the above office.

## **GRIEVANCE PROCEDURES**

If any person believes the District or an employee of the district has inadequately applied the principles and/or regulation of Title VI, Title IX, Section 504 or any Federal Title program or believe they have been discriminated against, that person may make a complaint to the local Title coordinator at the above named address. The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

### **Step I:**

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

### **Step II:**

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

### **Step III:**

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the Board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

### **Step IV:**

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

## **V. ATHLETIC HANDBOOK**

### **SPORTSMANSHIP PHILOSOPHY**

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.

## **ATHLETIC RULES AND REGULATIONS**

The rules and regulations found in this Athletic Handbook/Student Handbook and all rules of the Michigan High School Athletic Association apply to all athletic competitions for all boys and girls at Oakridge Middle School. 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 athletes the entire calendar year.
- While serving a 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 next highest whole number.

---

## **TRAINING RULES**

---

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 middle school career.
2. Any athlete who brings undue disgrace to the school may be subject to any of the above suspensions.

---

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

---

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 the contest.
4. Any practice missed while under the suspension will be an unexcused absence.
5. Any practice missed while skipping school will be an unexcused absence.

---

## ATHLETIC PHYSICALS

---

Each athlete, boy or girl, must have a physical once a school year before practicing or participating in sports. A physician's statement for the current school year is interpreted as any physical examination given after the close of the previous school year. This form must be given to the Athletic Director. 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.

---

## PAY TO PARTICIPATE

---

Students must pay a fee of \$50 each school year to participate in one or more sports. Oakridge expects the athlete, not the parents, to be responsible for participation fees. The participation fee must be paid prior to participating in an event. Students experiencing barriers to pay the participation fee may request accommodations from the athletic director.

---

## PRACTICE SESSIONS

---

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/she 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 prior to the event.
4. **Grace Period:** An athlete has until the first game to decide whether or not he or 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.

---

## **ATHLETIC PRACTICE ATTENDANCE POLICY**

---

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/her 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/her coach even though he/she has a good reason for missing practice he/she will be disciplined as follows:
  - a. First offense: The athlete will be given extra conditioning by the coach (e.g., run laps, push-ups, etc.) and will be suspended from the next contest (one contest only). The athlete and coach must meet with the athletic director for clarification of these consequences.
  - b. Second offense: The athlete will be dismissed from the squad and miss 25% of his/her next sport season.
4. 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.

---

## **DISMISSAL FOR MISCONDUCT**

---

**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.**

---

## **ATHLETIC APPEALS PROCESS**

---

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. An 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. A parent, guardian and council could be present at the hearing.
  - d. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer testimony of other witnesses and other evidence.



- e. The student shall be allowed to observe all evidence offered against him/her 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:
- a. Composed of Middle School Coaches, the Athletic Director and the Principal.
    - i. Head Football
    - ii. 8th Basketball (boys and girls)
    - iii. Track (boys and girls)
    - iv. Cross Country
    - v. 8th Volleyball
    - vi. Athletic Director
    - vii. Principal
  - b. Duties:
    - i. Discuss and rule on disciplinary problems as they relate to middle school athletics.
    - ii. A majority vote of the Appeals Board would constitute a decision.
    - iii. If a coach is a member of the Appeals Board he/she will not be allowed to vote if he or she is directly involved in the problem.

---

## **ELIGIBILITY MIDDLE SCHOOL**

---

1. (MHSAAA) 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 7 to 8. 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.  
If an athlete is declared academically ineligible two times during a sport season, he/she will be dropped from the squad.

4. No more than one credit may be made up in summer school to count towards eligibility for athletics.

---

## **BUS TRANSPORTATION**

---

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.

---

## **EQUIPMENT**

---

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.

---

## **INJURY AND INSURANCE**

---

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 an insurance claim:
  - a. Pick up a form in the office.
  - b. Fill out the form completely and return it to the Athletic Director.
  - c. It is the responsibility of the parents and the students to make insurance claims. The school is not responsible for paying medical bills. The insurance is offered as a service but no claims will be paid unless proper procedures are followed. All claims should be filed within a reasonable time.

---

## **6<sup>TH</sup> GRADE STUDENT ATHLETES IN MS SPORTS**

---

### **Individual Sports**

Sixth grade students may participate in individual sports (cross country and track) at Oakridge Middle School. These 6th grade students will become part of the existing 7/8th grade teams. Oakridge will not organize separate 6th grade teams. The intent to include 6th graders is to provide more opportunities for students to be involved with interscholastic athletics.

### **Team Sports**

Within the West Michigan Conference, 6th grade students will have the opportunity to participate on the 7/8th grade teams "as needed". The needs of

each team will be determined by the coach and Athletic Director and brought to the West Michigan Conference for approval. Sixth grade students will only be involved in team sports for circumstances when coaches demonstrate a true need for inclusion of 6th grade students. A selection process for identifying which 6th grade students will participate will be decided by the coach and Athletic Director. The selection process will be established and provided to all interested Oakridge students prior to the selection taking place. Generally, selection will be based on skill level and the ability to demonstrate readiness to compete at the middle school level.

---

### **GAME ATTENDANCE**

---

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

---

### **CONDUCT**

---

1. Cheerleaders must conduct themselves properly and display good sportsmanship and school spirit always.
2. Cheerleaders are expected to promote school spirit where possible. This would include:
  - a. In school.
  - b. On spectator buses.
  - c. Before, during, and after games.
  - d. They should also actively support other cheerleading groups.

---

### **PRACTICE ATTENDANCE POLICY**

---

1. First Offense: The cheerleader will not be allowed to cheer at the next two games during basketball season and one game during football season.

---

### **PRACTICE ATTENDANCE DURING SUSPENSION BY ATHLETIC OFFICE**

---

1. All cheerleaders will practice during their suspension unless properly excused.
2. A cheerleader under suspension for athletic reasons will attend all games in uniform, sit in the stands, and support their teams.

---

### **EQUIPMENT**

---

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.

---

## MOUNTS

---

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

---

## TRYOUTS

---

1. Football cheerleading tryouts will be held in the spring for the fall football season. Basketball cheerleading tryouts will be held in November for the winter basketball season. The squads will include a 7<sup>th</sup> grade and an 8<sup>th</sup> grade squad.
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. Tryouts will include Teacher Character Evaluations that will make up 25% of their final score. We will strive for 100% teacher participation.
6. If a squad drops below eight members for any reason, new members may be added to any number up to the original number.
7. Tryout procedure is left up to the discretion of the coach.
8. General qualifications needed to become a cheerleader:
  - Spirit projection
  - Appearance - neatness and grooming
  - Good voice control
  - Creativity
  - Coordination – jumps
  - Poise
  - Teachers' evaluations of student citizenship, cooperation, classroom conduct, punctuality, and attentiveness may be solicited.

---

## GAME CONDUCT

---

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