



**OSTC**

OSTC Student/Parent  
Handbook 2020-2021

OaklandSchools



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Note: The content of the 2020-2021 Student/Parent Handbook may be superseded by an Executive Order issued by the Governor, or a change in federal, state or local law, and/or regulation. Oakland Schools will comply with any such changes and such changes may result in Oakland Schools amending the 2020-2021 Student/Parent Handbook. Amendments to the Student/Parent Handbook may also result in changes due to business necessity. Students and Parents will be notified, if necessary, of any changes or amendments.

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## WELCOME!

The Oakland Schools Technical Campuses (“OSTC”) offer unique environments that provide the best structure possible for you to receive the technical, academic, and workplace skills necessary to pursue your career pathway. You will notice a number of differences between OSTC and most other schools. These differences include the following:

### Enrollment Eligibility

An eligible student may only enroll in one session per semester. Sessions are held in the morning, afternoon and on a limited basis in the evening. Please refer to Policy 8040 – Technical Campus Enrollment for more information on student eligibility.

### Programs

Our educational and training opportunities are structured within offerings we call programs. These programs are developed around broad occupational areas and contain many different but related career training options for students.

These programs are staffed by a team of specialized instructors who possess both a Michigan Teaching Certificate and Vocational Authorization. This ensures that the instructional team has both the technical expertise and the knowledge of best instructional methodologies. These instructional teams are

supported by or include academic staff. The programs are designed to facilitate learning, not just deliver a sequence of instruction. This allows the student to better manage his/her instruction plan, work cooperatively with other students and progress at his/her own pace. Programs allow OSTC to provide the highest level of curriculum, meet the needs of a diverse student population and maintain the highest level of quality possible.

## ACADEMIC COURSE OFFERINGS

Students can receive embedded math and science academic credit as part of their OSTC curriculum. These courses are delivered using the collaborative teaching model of highly qualified academic instructors and highly qualified Career Technical Education (“CTE”) instructors’ right in your career program. This additional academic credit must be requested by the student through his/her high school counselor.

### AdvancED

Oakland Schools and the four campuses are accredited through AdvancED which is the global parent organization of several of the larger US-based accreditation agencies. AdvancED brings together more than 100 years of experience and expertise in school accreditation and serves more than 27,000 public and private schools and districts across the United States and 69 countries, encompassing more than 15 million students.

The Michigan AdvancED works closely with the State of Michigan to coexist with its accreditation and school improvement policies. The AdvancED accreditation process is a comprehensive program supported by research-based standards designed to help schools, districts, and education providers continuously improve. For more information about AdvancED, visit:

[www.advanc-ed.org](http://www.advanc-ed.org).

### Direct Engagement of the Business Community, Colleges and Universities

OSTC is directly engaged with hundreds of regional businesses in Oakland County and advisory committees for curriculum and instruction that provide: sharing of technology, training opportunities for students in the workplace, sponsorship of student organizations, donations, mentors, coaches, alignment of training programs that may provide advanced placement opportunities; and national licensing and/or certification for students. Due to these relationships, students will be directly involved with technical and professional level experts in the classroom and field throughout the year.

# ADMINISTRATION AND SERVICES

## Administrative Office

All visitors of OSTC must report to the administrative office (“Main Office”) upon entering the building to sign-in and sign-out prior to leaving. Main Office hours are 7:00 AM to 3:30 PM during the school year. Hours may be adjusted to accommodate after-hours enrichment activities and programs. Please refer to [Oakland Schools’ Policy and Administrative Rule 9400 - Visitors](#) for detailed information concerning visitors of an OSTC.

## Student Support Team

OSTC’s counselor, social worker, special population consultant and the school to career coordinator (“Student Support Team”) are available for counseling, school-to-career experiences, learning resources, assessment, and other essential services.

- **Counseling/career guidance** - OSTC staff provides support to students, coordinates resources and services such as educational planning, career planning, and/or support for issues or challenges. Students should contact their Student Support Team for these services.
- **Academic support** - Academic support, remediation or advanced levels of study are available to students. Students may be referred for service by their OSTC instructor, counselor, sending school counselor or other sending school support person.

# SCHOOL-TO-CAREER OPPORTUNITIES

## Work-based Learning

Paid and unpaid Work-based Learning opportunities (“WBL”) are available to students through OSTC who meet qualification requirements (interest, technical knowledge and skills, attendance, and behavior).

**Paid opportunities** – Field experience, Internship, School-to-Registered Apprenticeship, Cooperative Education (Provided by sending high school).

**Unpaid opportunities** – Job Shadowing, Coaching, Mentorship, and Externships.

Students on a WBL placement are expected to maintain a “C” or better average in class, attend and perform job duties as outlined in the Training Agreement & Training Plan, and turn in time sheets weekly. Failure to remain in compliance

with the job duties as outlined in the Training Agreement & Training Plan may cause suspension and/or termination of the Training Agreement.

Students participating in WBL must have both a signed Training Agreement & Training Plan. These documents require the signatures of the Dean, employer, parent/legal guardian (“Parent”) and Student.

Students cannot receive placement in a WBL until all required applications, approvals, consent procedures, and documents are completed.

Transportation to and from a WBL site shall be the responsibility of the student and Parent (documented in the Training Agreement). Students driving to and from WBL sites are expected to have dependable transportation, a valid driver’s license, a good driving record, and current automobile insurance. The mode of transportation, beginning and ending travel locations, and who will provide transportation must be documented in the Training Agreement.

OSTC WBL is designed to provide the student the experience of preparing for a career; however, no guarantee of employment is promised upon completion.

## **Student Leadership Experiences**

OSTC provides students with a variety of leadership and competitive experiences with state and nationally approved student professional organizations. OSTC also participates in technical skill competitions and industry-based professional organization events including American Welding Society (AWS), Business Professionals of America (BPA), DECA, FIRST Robotics, Health Occupation Student Association (HOSA), Michigan Industrial and Technology Education Society (MITES), Micro-Electric Vehicle Competition, National FFA Organization (FFA), National Technical Honor Society (NTHS), Oakland County Competitive Robotics Association (OCCRA), ProStart, SkillsUSA, and VEX Robotics.

## **Grades, Credit, Certificates and Certification**

Students who attend OSTC have the opportunity to earn a letter grade, a listing of achieved technical competencies, high school credit, certificates, and may qualify for college credit. Additionally, students may earn occupational certification/licensing from state and national organizations or agencies.

## **Career Ready Habits**

Career Ready Habits are a set of generic behaviors and aptitudes applicable to all programs and career options. These Career Ready Habits are developed through observation, evaluation, and feedback to the student. Student



assessments are completed and documented on an ongoing basis through a web-based application that allows review by both students and Parents.

Career Ready Habits' evaluation is part of the grading process and is computed as 30% of the student grade (e.g., punctuality, dependability, professionalism, etc.) by their Instructors.

## Make-up Work

It is the student's responsibility to obtain make-up work and timelines for completion from the Instructor when he/she is absent from OSTC. Missed tests or assignments scheduled with the student prior to the absence must be completed on the day of return to school, under the student's individual plan, or at the Instructor's discretion.

Students with chronic absenteeism (missing at least 10 percent of school days) in a school year for any reason, verified or unverified and/or tardiness will be referred to the Dean or Student Support Specialist to be placed on Attendance Success Plan. Unverified Absences - Grades may be reduced based on missed tests, projects, assignments and/or quizzes.

## Grades

Grades are based on demonstration of technical knowledge, academic and Career Ready Habits (70%) and work habits (30%). Course credit is recommended when a student earns a passing grade (A, B, C, D) for the final mark in a course.

A student can experience a grade reduction by receiving a series of poor knowledge and work habit evaluations. Evaluations are issued by the Instructor and are based on effort, amount and accuracy of work completed and behavior.

## Credit

OSTC will recommend high school credit for students based on the local district requirement (generally 1.5 credits per semester/1 credit per trimester) upon successful completion of the program requirements. All recommended credits will be compiled by Sending School for graduation requirements. Articulated and direct credits for college courses may be available based on agreements with many post-secondary institutions. Credit awards for students will be based on student achievement and the agreement with the particular post-secondary institution.

## Incompletes

In extenuating circumstances, a student may receive a grade of “incomplete” for a marking period. In these cases a student will be allowed to complete unfinished work (within an agreed upon timeline) and be re-issued a grade for the marking period. In these cases the student will be informed of the specific work requirements and the timeline for submitting the completed work.

## Skill-based Certificate

Students may qualify for a Certificate of National Skills Standards. A National Skills Standard Certificate signifies that the student has demonstrated competency in all performance skill standards related to National Skill Standards, licensing and/or certification requirements. This includes the successful completion of any national industry-based evaluations.

# GENERAL INFORMATION

## Security Cameras and Electronic Monitoring

The District recognizes it must balance the rights of personal privacy with its duty to provide a safe environment to learn and work and its responsibility to safeguard District property and equipment.

### Uses of Security Cameras

#### **Use of security cameras may occur in any District building or on any District property for non- instructional purposes:**

- To monitor and protect District property;
- To foster the safety and security of Employees, students, and visitors while at work or participating in school functions; and
- To assist with investigations.

Security cameras shall not be used in areas where there is a reasonable expectation of privacy such as locker rooms and restrooms, unless such placement is permitted by law and deemed necessary by the Superintendent to protect the safety of Employees, students, visitors and District property.

The Board authorizes the Superintendent to install monitors in locations that may be accessible to public viewing for the purpose of monitoring live video feed from security cameras. Please refer to [Oakland Schools Policy and Administrative Rule 4115 – Security Cameras and Electronic Monitoring](#).

## Student Transportation to/from OSTC

Students may choose the bus services provided by their Sending School or provide their own transportation. It is the student's responsibility to make sure he/she arrives on time to ride the bus. The normal courtesy expected on any commercial bus is expected on school buses. Bus riding is a privilege and the privilege to ride the bus may be revoked if the student violates the rules and regulations for bus riders as specified by their Sending School.

Students who ride the bus will not be penalized if their bus arrives after the start of class, but students providing their own transportation will be marked tardy when arriving late. Students are encouraged to use the transportation services provided by their Sending School.

Students who elect to drive their personal motorized vehicle ("Vehicle") to OSTC shall assume all responsibilities connected with transportation. If a student elects to drive, the student must have on file with the District a Student Driving/Parking Agreement Form signed by Parent. A \$5.00 fee is required prior to the issuance of the parking permit for their vehicle.

### **Rules governing the use of Vehicles by students shall include but not limited to:**

1. The student driving the Vehicle must hold a valid driver's license.
2. The Vehicle is currently registered.
3. The student driving is insured under a motor vehicle liability insurance policy.
4. The student driven Vehicle is registered with the Main Office.
5. The District parking permit issued to the student must be prominently displayed per OSTC instruction.
6. The student shall comply with the established speed limit at all times.
7. The student shall only park in areas designated for students.
8. Change in license numbers or vehicles shall be reported by the student to Main Office upon arrival to OSTC.
9. Students shall immediately report all Vehicle accidents occurring on OSTC premises to the Dean or Main Office.
10. The student-operated Vehicle may be subject to searches if reasonable suspicion indicates that the Vehicle may contain items in accordance with the District's [Policy and Administrative Rule 8130 - Searches of Motorized Vehicles, Lockers and random canine detection](#).

Violations of this Policy or administrative rule may result in disciplinary action pursuant to the Student Code of Conduct and/or suspension or revocation of driving privileges. Any student who parks in violation of Policy does so at the risk of having his/her Vehicle towed away.

## Dress Code and Safety Requirements

The style and manner in which a student dresses while attending OSTC shall be the responsibility of the student and Parent. Dress requirements may be imposed where safety issues dictate an appropriate type of dress in the classroom. The Dean or Student Support Team maintains the right to impose restrictions on student dress.

- Students are not to wear clothing disruptive to the educational process or offensive to others. This includes clothing which has language, pictures, slogans, or designs which are: obscene, profane, lewd, vulgar, harassing, threatening, intimidating or which advertise illegal substances; or clothing that is tight and/or revealing, short shorts, pajama pants, or flip flops. (The final interpretation will be left to the Dean). If such clothing is worn to school, students will be required to change or cover or turn said clothing inside out. Continued violation of the dress code will constitute insubordination and may result in the students not being allowed to attend class until student has complied.
- Students will be expected to make modifications if the style of dress or grooming is detrimental to the health, safety and welfare of the student or others, or the apparel is of the type which may cause physical damage to the school plant or equipment. Any jewelry or clothing that poses a threat to student safety will not be allowed.
- Students are not to wear hats, head gear, coats or jackets in class, or in the hallway during the class period unless warranted by the room condition and/or medical condition.

Many programs have specific dress codes that are enforced by the Instructors based on health, safety factors, and/or employment expectations. It is expected students who are enrolled in a program of this nature will comply with the dress code, uniform requirements and safety procedures for that program. Students may be required to wear safety glasses, uniforms, shop coats, hard-soled or safety shoes, protective aprons, or other types of safety attire for their protection.

Each Instructor will determine specific dress requirements for the health and safety of the students enrolled in the cluster.

## Assistance Animals for Students

The District is committed to fulfilling its obligations under state and federal laws, including providing reasonable accommodations to students with disabilities. The District also recognizes students may experience mental health conditions that do not qualify as a disability but may benefit from additional support in the educational environment. The purpose of this Policy and accompanying administrative rule is to establish the conditions a service

animal or emotional support animal is permitted in District sponsored and school related programs (“Programs”). The health and safety of the District’s students and employees are important concerns; therefore, each request for a service animal or emotional support animal will be made on a case-by-case basis.

Requests are only valid for the current school year. A “pet” is not considered a service animal or emotional support animal.

## Service Animals

The District will accommodate the use of a service animal when there is an established need for such supportive aid in order to provide all students with the same access and participation opportunities in Programs, activities and services. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues in the classroom or school environment. Confirmation of disability and need for a service animal to access the school programming may be required.

## Emotional Support Animals

An Emotional Support Animal (“ES Animal”), also known as a comfort animal or therapy animal, is an animal that has been prescribed by a qualified licensed mental health professional as part of a treatment program. An ES Animal provides necessary emotional support to a student with a mental health or psychiatric disability. An ES Animal does not have special training to perform tasks that assist with an individual’s disability.

An ES Animal may only be permissible in a Program if the student’s IEP or Section 504 Plan includes a requirement that an ES Animal is necessary for the student to receive a free and appropriate education.

Additionally, the District may authorize the use of an ES Animal for a non-disabled student. A non-disabled student must be engaged in on-going therapy with a qualified licensed professional and the ES Animal must be identified as an essential treatment for the student’s mental health condition that does not qualify as a disability.

**Request to use an Assistance Animal** - The student and/or the student’s Parent are requested to notify the Dean at least ten (10) school days prior to the date proposed to bring the assistance animal onto school property by completing a Request for Use of Assistance Animal. An assistance animal will not be permitted to be present with the student in the classroom without the prior written approval of the Executive Director of Student Services.

**Exclusion of an Assistance Animal from School Property** - The Dean may recommend to the Assistant Superintendent of Educational Services or his/ her designee an assistance animal be removed or excluded from District property, and District-sponsored programs, services and activities. If an assistance animal is excluded, a qualified student with a disability will continue to be provided the opportunity to participate in educational programs, services, or activities of the District as required by law without having the assistance animal on District property or present at District-Sponsored programs, services or activities.

*Note: A complete copy of Oakland Schools Administrative Rule 8015 – Assistance Animals for Students governing service animals is available by contacting the Main Office.*

## ACADEMIC CONDUCT

It is expected that students only submit their own original school work for credit. Academic misconduct occurs when a student submits work which is not his or her own.

- **Homework** – Copying the homework of another student and representing it as his or her own work violates this Policy.
- **Closed Book Quizzes, Tests, and Assignments** – The completion of closed book quizzes, tests, and assignments are limited to the designated testing period with no unauthorized verbal or nonverbal communication or assistance such as looking at another student’s paper or having unauthorized material available for use including electronic devices, or securing test information from other students.
- **Open Book Tests** – Excluding the specific resources an instructor authorizes for use, the same rules governing closed book quizzes, tests, and assignments are applicable to open book tests.
- **Major Papers, Projects or Take Home Tests** – Plagiarism or the copying of information directly from other sources without proper citation is prohibited. Purchasing, borrowing, or obtaining materials and presenting it as the student’s own work is also prohibited. The Instructor may authorize students to collaborate on assignments with appropriate guidelines.
- **Unauthorized Access** – Gaining unauthorized access to test materials by going into instructor files, looking through the Instructor’s desk, using electronic means, or obtaining information from an individual who has taken a test previously is prohibited.
- **Other Situations** – Students who provide or receive unauthorized assistance through written, verbal or electronic means are in violation of this Policy. A Student who shares his or her password or secures the password of another student to access the student’s work or materials is in violation of this Policy.

# STUDENT ATTENDANCE POLICY

All OSTC students are expected to be motivated and sincerely interested in developing their talents. OSTC staff's concern is with those students who choose to be absent regularly and frequently.

Students who are frequently absent stifle their opportunity for development and limit their opportunity to gain skills and knowledge that may provide college credit, and career and employment advancement.

In keeping with the mandatory attendance laws of the State of Michigan, the expectations of employers who provide employment for students and our own beliefs about learning, it is our expectation that all students will attend school daily. Regular school attendance is the responsibility of the Parent and the student. Poor work habit evaluations may impact the student's grade.

Students with chronic absenteeism (missing at least 10 percent of school days) in a school year for any reason, verified or unverified and/or tardiness will be referred to the Dean or Student Support Specialist to be placed on Attendance Success Plan. Unverified Absences - Grades may be reduced based on missed tests, projects, assignments and/or quizzes.

## Student Responsibilities

- Attend school daily and be punctual.
- Understand the importance of good attendance for successful program outcomes.
- Understand the importance of good attendance/punctuality for success in the workplace.
- Be responsible for any work missed.
- Produce any documentation necessary to verify an absence within 24 hours of the absence.

## Parental responsibilities

- Parent must contact Main Office within 24 hours of the absence, or provide written documentation stating the reason for each day of absence to the Main Office on the day the student returns in order to have the absence verified.
- Partner with OSTC staff to encourage successful attendance and program outcomes.
- Be part of the intervention plan to improve attendance when necessary.
- Notify the Main Office of any changes in your contact information.

## OSTC Responsibilities

- Notify Parents daily if their son/daughter has an unverified absence in excess of 30 minutes.
- Be committed to a proactive approach to improving student attendance by an intervention plan which includes Parents, student, Instructor, and member(s) of the Student Support Team when necessary.
- Provide an opportunity for students to make up work.

## Attendance Success Plan

- Calls/contacts will be made to the Parent of any student who is marked unverified on any given day.
- Instructor and Student Support Team intervention will occur with students having excessive absences.
- Student Support Team will determine whether to meet with the student, counselor, and/or Parent to discuss the situation and initiate an Attendance Success Plan.
- Intervention will also occur when a student's attendance negatively affects their performance (e.g. revoke or suspend driving privilege).

## Definition of Terms

**Verified absence** - For any absence to be classified as verified, the student's Parent must call OSTC within 24 hours of the absence or provide written documentation on the day that the student returns stating the reason for each day of absence.

Verified absences include: personal illness, family illness or family emergency, religious holidays, funerals, legal appearances, prearranged medical or dental appointments which cannot be scheduled outside of school hours.

**Unverified absence** - For any absence not authorized by OSTC or unconfirmed by Parent communication, the absence will be considered unverified.

**Late arrivals/early departures** - All students arriving late or departing early must sign in at the Main Office. Students missing more than 30 minutes of class will be charged with an unverified absence.

*Exceptions: Extenuating circumstances approved by the Dean or Student Support Team member.*



## **Student Early Dismissal Procedure**

Students are to remain in their program/course/work area until they are dismissed by the instructor or the sounding of the bell. Students who have a need or wish to leave OSTC during class time must make a request in the Main Office.

Approval of the student's request shall comply with [Policy 8090 – Release of a Student During the School Day](#) and guidelines below.

### **Guidelines for Release of a Student During the School Day**

At the time of enrollment and admission to the OSTC, the Parent must complete the Student's Data Form that shall identify the student's legal name and the name, address and telephone number of the student's Parent(s).

No student shall be released from OSTC to anyone whose signature authorizing such custody is not on file in the Main Office.

### **Release of a Student During the School Day**

In recognition of the District's obligation to Parents for the health, welfare and safety of students, Deans, Campus Operations Supervisor or Main Office shall not release a student during the school day except in emergencies such as welfare and safety of the students, unforeseen weather/building conditions or to a student's lawful custodian as defined by state law.

Before releasing a student during the school day, the identification of the student's Parent shall be verified to the satisfaction of the Dean, Campus Operations Supervisor or Main Office. If a Parent, as indicated on the student's permanent record, is not recognized by sight, the Dean, Campus Operations Supervisor or Main Office shall require identification to his/her satisfaction before such release.

### **Written Note or Phone Request from Parent**

In the case of a written or verbal authorization by a Parent of record, the Dean, Campus Operations Supervisor or Main Office shall verify to his/her satisfaction the message as being from the Parent by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release. If, in the granting of a release of a student, a change in the record of the student's Parent becomes apparent and is verified to the satisfaction of the Dean, Campus Operations Supervisor or Main Office, such change shall immediately be entered on the student's permanent record.

Students of legal majority age may be released on their own request if the Sending School has provided a copy of completed Parent release form signed by the Parent or the Main Office has a completed Age of Majority Form signed by the Parent.

If one Parent has been awarded custody of the student in a divorce settlement, as verified by the court, the custodial Parent shall inform the Dean, Campus Operations Supervisor or Main Office by furnishing, in writing, court documents establishing any limitations in the rights of the non-custodial Parent. Absent such notice, the District will presume that the student may be released into the care of either Parent. In the case of emergencies, a student may be released in accordance with the custodial Parent's instructions and in compliance with the facility's emergency plan.

No student who has a medical emergency or that may be incapacitated can be released from OSTC without a Parent to accompany him/her.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the Dean such change shall immediately be entered on the student's permanent record.

### **Leaving OSTC Without Authorization**

Students leaving OSTC without approval/proper authorization as outlined above will be subjected to disciplinary action.

## **District-sponsored Student Leadership Organizations**

All District-sponsored student leadership organizations shall be curriculum related. Only students actually enrolled in and attending OSTC may participate in any District-sponsored Student leadership organizations, co-curricular events

Membership in all student leadership organizations shall be open to all students of OSTC without regard to sex, race, color, national origin, religion, height, weight, marital status; sexual orientation (subject to the limits of applicable law), age, or disability. All District-sponsored student leadership organizations shall operate within a framework of state and federal law, Board policy and administrative rules and procedures. Persons who are not students admitted in accordance with District policies shall not be allowed membership in any District-sponsored student leadership organization.

The Dean shall establish regulations for the operation of District-sponsored leadership organizations. Such leadership organizations shall operate for the welfare and in the best interests of the students and the campus. District-sponsored leadership organizations are those directly under the supervision

of a campus employee. By way of limited example, a “District-sponsored, curriculum related student leadership organization” would be those such as: Skills USA; Health Occupation Student Association (HOSA); Business Professional Association (BPA); Oakland County Competitive Robotics League (OCCRA); and For Inspiration and Recognition of Science and Technology (FIRST); or the like.

Every District-sponsored student leadership organization must have an Employee or Employee sponsor appointed and approved by the Dean. All meeting times and places of the student leadership organization must have the advance approval of the Employee sponsor and the Dean, and the sponsor or designated representative must be present at all meetings. Every District-sponsored leadership organizations shall have on file in the Main Office a constitution, bylaws, or operating procedures approved by the Dean.

The Dean may deny requests for forming a District-sponsored student leadership organization where the requirements of Board policy and administrative rules have not been met. When a request has been denied, the students shall be informed of the reasons for the denial.

The students may submit a written request to the Superintendent within ten calendar days of the notice of denial for a review of the Dean’s decision. The Superintendent’s decision shall be final. The Student Code of Conduct and all other Board policies and administrative rules and regulations will be in full force and effect during all meetings or functions of any District-sponsored leadership organizations.

## **Student Publications**

The District reserves the right to prohibit the distribution of publications that are not protected by the right of free expression. “District-sponsored student publication” means any publication which is composed, compiled, published, or distributed under the official supervision of an Employee sponsor.

Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student writers must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute on District property any student publication that:

1. Is obscene as to minors according to current legal definitions.
2. Is libelous according to current legal definitions.
3. Creates a material or a substantial disruption of the normal Technical Campus activity or the operation of the Technical Campus.

District-sponsored student publications shall be under the supervision of the Dean. All material published in District-sponsored publications must have the prior approval of the Dean. The OSTC staff shall inform the Dean of any material that is contemplated for publication that may be controversial given the age of the student and the content involved. The final decision on content for District-sponsored student publications shall rest with the Superintendent.

## STUDENT CODE OF CONDUCT

The Board believes that an effective instructional program requires an orderly school environment which is, in part, reflected in the conduct of students.

The Superintendent will develop and maintain a Student Code of Conduct (“Code”) applicable for each Board approved District program that shall:

1. Provide rules governing the conduct of students,
2. Prevent activities that interfere with or threaten student programs, operations, or safety, and/or which are prohibited by law or Board policy,
3. Addresses the responsibilities of students,
4. Include proactive and preventative approaches to discipline and reinforce positive behaviors,
5. Promote a supportive school environment,
6. Endeavor to prevent disparities in the administration of discipline, and
7. Consider and is cognizant of the impact of disciplinary action on students.

All Administrators and Employees of the District are required to comply with the Code. The Code shall be mandatory and enforced uniformly throughout each District program.

The Code will not limit the legal authority of the Administration and Employees to deal appropriately with types of student conduct not specifically described in Code.

### What Is a Student Code of Conduct?

It is very important that all students attending the Technical Campuses are given an opportunity to pursue a course of study in a safe, well-ordered school environment free of any and all situations and misconduct that threatens the educational process. The Student Code of Conduct (“Code”) assures that all student programs and activities and events of the Technical Campuses are administered and carried out in an appropriate and orderly fashion for the common good of all students, Parents, Employees, District Invitees, and visitors.

The Code applies to students while attending classes on a Technical Campus, on District property, in District Vehicles, and District-sponsored activities and

events. It also applies to behavior on or off District property which affects the safety and welfare of all students, Parents, Employees, District Invitees, and visitors, if this behavior would or does materially and substantially disrupt the operation of the school environment or educational process.

There are six non-exclusive disciplinary categories that illustrate the kind of behavior or conduct that can result in disciplinary action. These categories are not all-inclusive and any violation could result in maximum discipline depending upon circumstances and District discretion. What follows lists each disciplinary category and likely disciplinary actions applicable to that category.

## Category I

**The following are examples of violations in Category I:**

- Discussing inappropriate subject matters
- Showing an excessive/inappropriate display of affection
- Wandering the hallways
- Being out of class during class time
- In a classroom or other District location without permission
- Loitering, remaining or lingering on District premises without a legitimate purpose and/or without proper authority
- Having or consuming food or drinks during class time or where prohibited without permission
- Throwing objects
- Disrupting the educational process
- Wrestling or horseplay in class or on District property
- Wearing inappropriate attire for a school/work setting
- Being in unauthorized areas
- Academic dishonesty including plagiarism, cheating, claiming another's work as your own, copyright violations
- Falsifying of information
- Use of electronic communication devices during instructional time (including but not limited to devices such as cell phones, including those with cameras, iPods, MP3 players, CD players, and laptops) disrupting the educational environment

## Category I Disciplinary Action

Students guilty of violating any offenses in Category I will subject themselves to at least one or more of the following actions or combination of actions:

- Warning - verbal or written warning issued to student
- Parent contact
- In-school suspension

## Category II

### The following are examples of violations in Category II:

- Leaving class, Technical Campus, or District property without permission
- Talking inappropriately and/or disrespectfully to Employees or other students
- Engaging in verbal communication which is abusive, profane, obscene, or threatening
- Violating District tobacco/nicotine policy.
- Possessing, using, distribution, advocacy or sale of electronic cigarettes/vaping devices.
- Insubordination, as when a student refuses to honor the reasonable requests or appropriate directives of an Employee
- Refusing to identify himself or herself when requested by an Employee
- Disrespectful behavior, as when a student uses obscene language and/or gestures directed toward Employees or visitors
- Violation of safety procedures/guidelines (including inappropriate use of lasers)
- Refusing to wear required safety glasses and/or safety required uniforms and shoes
- Stealing District property, equipment, or personal property of another student or Employee
- Discriminating against or harassing or intimidating students on the basis of or related to a student's race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability or in an inappropriate manner
- Use of profane or obscene language
- Gang activity
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images, or language commonly known as "sexting"
- Gambling
- Forgery
- Habitual disregard for classroom rules
- Defacing, destruction or abusing District property including equipment, tools, books, furniture, or systems and processes
- Abusing or damaging supplies, equipment or materials belonging to another student or Employee.
- Cruelty to or abuse of any animal
- Violation of the Technology Code of Conduct, Acceptable Use Policy for Oakland Schools Internet, or the Children's Internet Protection Act
- Driving violations including careless/reckless or negligent driving on or to and from District property
- District parking violations such as parking without a parking pass and/or in a lot other than the student lot without permission

## Category II Disciplinary Action

**Students guilty of violating any offenses in Category II may subject themselves to Category I Disciplinary Actions and at least one or more of the following actions:**

- A student/Parent conference may be necessary
- Counselor referral
- Restorative Practices
- Student Success Plan
- May be placed on a short-term suspension for one to ten days
- Demand for payment or restitution
- Possible police contact and report
- Employee may not recommend student for employment or awards
- District granted Student Vehicle access, and/or parking and/or driving privileges revoked

## Category III

**The following are examples of violations in Category III:**

- Possessing, using, delivering, distributing, selling or being under the influence of alcohol or the advocating or facilitating thereof
- Possessing, using, delivering, distributing, selling or being under the influence of a controlled substances or illegal drug or the advocating or facilitating thereof, illegal drugs
- Possessing, using, delivering, distributing, or selling intoxicating or addictive substance paraphernalia or the advocating or facilitating thereof
- Bullying, including cyberbullying
- Making verbal and/or written threats to or engaging in acts of intimidation toward students, , or District invitees
- Major violations of the Technology Code of Conduct , Acceptable Use Policy for Oakland Schools Internet, Children’s Internet Protection Act such as hacking, visiting pornographic sites, installation of damaging software
- Stealing District property, equipment, or student/Employee property or equipment with an estimated value of \$250 or more per item or in the aggregate
- Physical altercation/fighting
- Multiple or repeated Category I and/or Category II violations

## Category III Disciplinary Action

**Students guilty of violating any offenses in Category III may subject themselves to Category I and Category II Disciplinary Actions and the following action:**

- May be reported to local law enforcement

## Category IV

### **The following are examples of violations in Category IV:**

- Computer crimes such as taking, possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs or any material of a sexual nature, whether by electronic data transfer (commonly called texting, sexting, email, etc.) or by any other means regardless of whether the action violates state or federal law
- Instrument or object used by a student as a weapon and is not defined as a dangerous weapon
- Gun paraphernalia (e.g., gun case, ammunition, targets)
- Incendiary devices (e.g., smoke bombs, fireworks)
- Bomb threats or similar threats
- Verbal threat at school against an Employee, volunteer or contractor
- Physical assault against another student
- Criminal sexual conduct against another enrolled student at a Technical Campus
- Guilty of gross misdemeanor or persistent disobedience (for example, multiple or repeated Category I, II or III violations), and Administration believes suspension or expulsion is in the interest of the District.

## Category IV Disciplinary Action

### **Students guilty of violating any offenses in Category IV may subject themselves Category I, Category II and Category II Disciplinary Actions and at least one or more of the following actions:**

- Prior to recommending a suspension or expulsion of a Student for a Category IV violation, the District shall consider the Disciplinary Factors (See section identified as Disciplinary Factors)
- The student will be removed from the District pending an investigation and the outcome of any hearing conducted by the student's Sending School
- Appropriate law enforcement and state agencies will be notified of any of the above actions
- Petition for suspension or expulsion with Sending School for violation of statutory policy
- Suspension or expulsion from a Technical Campus for violation of Board policy or Code



## Category V

**The following are examples of violations of Category V:**

- Possession of a dangerous weapon\*
- Arson in a District building or on District grounds
- Criminal sexual conduct in a District building or on District grounds
- A student pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another enrolled student in the District
- Physical assault at a Technical Campus against an Employee or District Invitee or contractor

*\*(Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade three inches or more in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.)*

**A student is not required to be expelled for possessing a weapon if the student establishes in a clear convincing manner at least one of the following:**

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another individual for use as a weapon
- The weapon was not knowingly possessed by the student
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of the District, Sending School or law enforcement

**An expulsion of a student for possession of a weapon is not justified if both of the following criteria are met:**

- The Superintendent determines in writing that at least one of the above factors has been established in a clear and convincing manner
- The student has no history of suspension or expulsion

## Category V Disciplinary Action

**Students guilty of violating any offenses in Category V may subject themselves to Category II, Category III and Category IV Disciplinary Actions and at least one or more of the following actions:**

- Prior to recommending expulsion of a student for a Category V offense, the District shall consider the Disciplinary Factors (See section identified as Disciplinary Factors)

- The student will be removed from a Technical Campus pending an investigation and the outcome of a hearing conducted by the student's Sending School
- Appropriate law enforcement and state agencies will be notified of any of the above actions
- Petition for expulsion with Sending School for violation of statutory policy
- Suspension from a Technical Campus and Sending School for violation of statutory policy
- Suspension from a Technical Campus for violation of Board policy, or Code

## Category VI

**The following are examples of violations of Category VI:**

- Possession of a firearm in a weapon free school zone

## Category VI Disciplinary Action

**Students guilty of violating an offense in Category VI will subject themselves to one or more of the following actions:**

- The student will be removed from a Technical Campus pending an investigation
- Appropriate law enforcement and state agencies will be notified of any of the above actions
- Petition for expulsion with Sending School for violation of statutory policy
- Suspension from a Technical Campus for violation of Board policy or Code
- Rebuttable presumption is not available
- Disciplinary Factors may not be considered

*NOTE: Under state law, a student who possesses a firearm in a weapons free zone (within the meaning of MCL §380.1311 (d)(3) on District property is required to be permanently expelled from all public schools in the State of Michigan. This may also be true for other offenses as well.*

*Firearm means: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm (defined in Title 18 of the United States Code, 18 USC 921).*

*Weapon free school zone means: school property and a vehicle used by a school to transport students to or from school property (defined in the Michigan penal code, MCL 750.237a).*

## **Students Eligible for Services Under IDEIA or Section 504**

A recommendation for disciplinary action shall consider whether a student with a disability is eligible for services under IDEIA or Section 504 and whether the student's alleged misconduct was a manifestation of the student's disability as provided under federal and state law. Discipline of a student with a disability shall be in accordance with all applicable law.

## **Disciplinary Actions and Due Process for Suspensions and Expulsions**

The District shall determine the appropriate Instructor or administrative disciplinary action(s) based on the type and severity of behavior or violation committed while recognizing the importance of safeguarding a student's constitutional rights, particularly in disciplinary proceedings. The District adheres to what is termed legally as Due Process in administering the disciplinary policy. This simply means that the student is afforded the opportunity for a fair and reasonable determination of his or her case. Due Process is available for disciplinary actions that include suspension or expulsion.

### **Instructor Disciplinary Actions**

Discipline begins in the classroom. Therefore, the Instructor will endeavor to help the student change his or her behavior in a fair and reasonable manner to prevent a violation or an additional violation. Instructors have the authority to utilize various classroom management techniques to generate positive student behavior. Instructors are authorized to address incidents of minor misbehavior so long as such techniques do not violate Board policy and/or applicable law.

Classroom management by an Instructor may include: verbal or written warning, Parent contact, student consultation, student/Parent conference, Counselor referral, applying Restorative Practices, not recommending the student for employment, awards, or regulation of student activities and events. Instructor shall document student record with disciplinary action(s) taken.

For all other conduct, the Instructor must refer the matter for an administrative disciplinary action.

## **Administrative Disciplinary Actions**

### **Student Success Plan**

This action requires the student and Parent to agree to a written Student Success Plan ("Plan") designed to eliminate unacceptable behaviors and increase desirable behavior in accordance with the Code. The Plan will describe the violation, what happened as a result of the violation, and a set of actions by the student, Parent, Sending School, Technical Campus, and Employee to

correct the problem. The Plan will be monitored for its effectiveness over a specified time period. Necessary modifications will be made. The Plan must be authorized by the Dean. Failure to adhere to the Plan can be grounds for discipline or implementation of any discipline avoided or delayed by the Plan.

### **In-School Suspension**

This action is the denial of the student access to a regular class or student program for up to three school days. The student is removed from class and assigned to a specific room where classroom assignments will be completed and monitored. An in-school suspension is authorized by the Dean.

### **Due Process for In-School Suspension**

When the student's conduct cannot be remedied in the classroom, the Instructor will make a referral to the Dean describing the situation and what remedial attempts have been made. Occasionally, other Employees will observe Code violations outside of the classroom and will make a direct referral to the Dean.

- The referred student will meet with the Dean and the circumstances or details will be reviewed (the Instructor may or may not be present, at the Dean's discretion). The student will have the opportunity to give an explanation and provide evidence on his or her behalf.
- If a student is found to be in violation of the Code, he or she will be informed of the consequences and/or the action plan to address the violation.
- The Dean will attempt to notify the Parent and the student's Sending School of the action. The Dean will determine the need for a Parent conference. If, however, the Parent requests a conference, the Dean will honor this request.

### **Short-Term Suspension**

A short-term suspension occurs when a student is temporarily removed from a Technical Campus up to a maximum of ten school days. During a short-term suspension, the student's right and privileges at Technical Campus, including student activities and events are suspended. The Dean may impose a short-term suspension immediately upon a student after notification to the Parent. The Dean may proceed with the suspension without affording a hearing to the student or prior notice to the Parent if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the District.

- Make-up work - Students are allowed to make-up work or tests for credit missed as a result of an in-school suspension or short-term suspension. It is the student's responsibility to take the initiative in arranging for make-up work and tests and completing these in a timely manner.

## **Due Process for Short-Term Suspension**

No short-term suspension shall be imposed upon a student without giving the student oral or written notice of the charges, the disciplinary action being taken, the reason for the suspension, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from the District. If the student's presence poses a danger to persons or District property or threatens to disrupt the academic process, prior notice of the hearing may not be feasible. In this case, a hearing should follow the student's removal from the District as soon as possible.

The hearing may be conducted informally but shall include the following procedural due process requirements: (a) the right of the student to be present at the hearing; (b) the right of the student to be informed of the charges; (c) the right of the student to be informed of the basis for the accusation, and (d) the right of the student to make statements in defense of the charges or accusations or to tell his or her side of the story.

There shall be no appeal process beyond the District for in-school or short-term suspensions.

## **Long-Term Suspension**

A long-term suspension is when a student is removed from a Technical Campus for more than 10 school days and fewer than 60 school days. The Dean shall promptly notify Executive Director of Student Services of the recommendation for student's long-term suspension. During a long-term suspension, the student's right and privileges at a Technical Campus, including student activities and events are suspended.

The District will recommend to the student's Sending School the suspension of the student for the commission of a Category IV or V action as provided in this Code and in accordance with applicable law. The student may be removed from a Technical Campus pending an investigation and the outcome of the hearing conducted by the student's Sending School. Should the student's Sending School determine that the student's conduct does not violate state law; the District reserves the right to suspend the student from its programs.

Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Assistant Superintendent of Educational Services.

*NOTE: If a student is suspended from the Sending School, the student may also be suspended from a Technical Campus. Although the District is not responsible for disciplinary action taken by the Sending School, the District recognizes and supports such action when it occurs. Likewise, suspension from the District may also result in suspension from the Sending School.*

- Make-up work: Students may not be permitted to make-up practical work for credit missed or participate in work-based learning during a long-term suspension. A student may not be awarded credit for the semester(s) the student is on long-term suspension.

## **Expulsion**

Expulsion of a student means that the student is excluded for 60 or more school days from a Technical Campus and all other student programs. Dean shall promptly notify the Executive Director of Student Services of the recommendation for student's expulsion. The District will recommend to the student's Sending School the expulsion of the student for the commission of a Category IV, V, or VI action as provided in this Code and in accordance with applicable law. The student may be removed from a Technical Campus pending an investigation and the outcome of the hearing conducted by the student's Sending School. Should the student's Sending School determine that the student's conduct does not violate state statutory law; the District reserves the right to expel the student from a Technical Campus.

- The expulsion of students by action of the Sending School may result in students being prevented from attending any other public school in the state of Michigan.
- Appropriate law enforcement and state agencies will be notified of any of the above actions.

## **Due Process for Long-Term Suspension and Expulsion**

When a student engages in conduct within Categories IV through VI, the Dean shall refer the student to their Sending School with a recommendation for a hearing for long-term suspension or expulsion as governed by state law, Board policy and this Code. Long-term suspension or expulsion will result in the permanent removal of a student from all District programs. The Dean shall give a written notice of the recommendation for a long-term suspension or expulsion and the charges upon which the long-term suspension or expulsion recommendation is based to the student subject to long-term suspension or expulsion and to his or her Parent(s). Any notice of a recommendation for a long-term suspension or expulsion shall inform the student that he or she will be afforded an opportunity for a formal hearing with his or her Sending School. Any appeal of the long-term suspension or expulsion shall also be the responsibility of the Sending School.

The District may participate in the student's long-term suspension or expulsion hearing conducted by the student's Sending School. Should the student's Sending School determine a violation of the statutory policy did not occur,

the District reserves the right to suspend the student from its programs. The District's reservations of rights shall be included in the student's original long-term suspension or expulsion notice. In such cases, hearings and appeals for the long-term suspension or expulsion shall conform to the following sections:

A written notice of any proposal for a long-term suspension or expulsion, and the charges upon which the long-term suspension or expulsion is based, shall be given to the student and to the Parents. Any notice of a proposed long-term suspension or expulsion shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing before the Executive Director of Student Services. It shall also inform the student of the right to be represented by counsel, to produce witnesses, submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her.

The hearing before the Executive Director of Student Services shall not be held later than ten calendar days after the date of the notice and shall be recorded.

Upon the conclusion of any District formal hearing, which results in a long-term suspension or expulsion, the Executive Director of Student Services shall make a written report of the findings and results. The report shall be directed to the Superintendent, Assistant Superintendent of Educational Services and to the Dean and shall be open to the inspection of the student who is suspended or expelled, and, if the student has not attained eighteen years of age, to the student's Parents and counsel.

### **Formal Hearing Procedure: Long-Term Suspension and Expulsion**

- Any formal hearing provided shall be conducted in accordance with the following procedures:
- The right of the student to have counsel of their own choice present and to receive the advice of counsel.
- The right of the student's Parent(s) to be present at the hearing.
- The right of the student, Parent(s) and counsel, to hear or read a full report of testimony of witnesses against the student.
- The right of the student and his or her counsel to confront and cross-examine witnesses who appear in person at the hearing.
- The right of the student to present his or her own witnesses.
- The right of the student to testify in his or her own behalf and give reasons for his or her conduct.
- The right of the student to have an orderly hearing.
- The right of the student to a fair and impartial decision based on substantial evidence presented at the hearing.
- The hearing will be recorded.

## **Appeals of Long-Term Suspensions/Expulsions**

Any student or Parents of a student who has been suspended for a long-term or expelled may appeal only to the Superintendent by filing a written notice of the appeal with the Superintendent within ten calendar days after receiving written notice of the decision. The appeal does not stay the suspension or expulsion determination.

The student may present reasons the Superintendent should reverse or modify the long-term suspension or expulsion. The Executive Director of Student Services or the Dean shall respond. The Superintendent shall have the right to question witnesses and review documents. The Superintendent may affirm, reverse or modify the long-term suspension or expulsion.

*NOTE: If the student's conduct is severe enough (such as to cause a substantial disruption to District programs) or if the student's conduct is judged to be dangerous to others, or there is evidence of illegal activity on the part of the student, then such a student may be removed from the program immediately until a formal hearing can be convened. The Parent(s) will be notified to remove the student from the Technical Campus. Law enforcement may also be notified to assist in the process.*

## **Reinstatement**

Students permanently expelled, may submit a petition for reinstatement with their Sending School after 150 school days. Reinstatement, if granted, is not permitted before the expiration of 180 school days after the date of expulsion. Should the Sending School decide to reinstate the student, with or without conditions, the District reserves the right to either accept the decision of the Sending School and re-enroll the student or require the student to petition for reinstatement with the District.

## **Use of Restorative Practices**

The use of Restorative Practices will be considered before suspension or expulsion of any student. Use of Restorative Practices may be appropriate as an alternative to, or in addition to, a suspension or expulsion; it may also be appropriate for lesser violations of the Code not rising to the level of a suspension or expulsion.

Restorative Practices will be the first consideration to re-mediate offenses such as, but not limited to, interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, and cyberbullying.



Restorative Practices may include victim-offender conferences (“Peer Mediation Circle”) facilitated by a Student Support Specialist. The purpose of the Peer Mediation Circle is to provide an opportunity to the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. Use of Peer Mediation Circle shall only be used when initiated by the student subjected to the violation. Peer Mediation Circle may not be appropriate in all circumstances such as complaints of harassment. Peer Mediation Circle shall adhere to the District’s established protocol.

### **Disciplinary Factors**

Violations of this Code are subject to many disciplinary actions of which suspension and expulsion are the most severe.

Prior to a Technical Campus suspending a student for any duration or expelling a student, the following seven disciplinary factors (“Disciplinary Factors”) will be taken into consideration for that student unless the conduct is for the possession of a firearm:

- The student’s age
- The disciplinary history
- Whether the student has a disability
- The seriousness of the violation or behavior
- Whether the violation committed by the student threatened the safety of any student or Employee
- Whether the Restorative Practices will be used to address the violation or behavior
- Whether a lesser disciplinary consequence or intervention would properly address the violation or behavior

### **Rebuttable Presumption**

- In-School and Short-Term Suspension - For a suspension of 10 or fewer days, there is no rebuttable presumption, but the District shall consider the Disciplinary Factors.
- Long-Term Suspension and Expulsion - Unless the violation relates to firearms, in the case of a long-term suspension or expulsion resulting from violations or behavior identified in Categories IV through V, a rebuttable presumption exists that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the Disciplinary Factors. The method used for consideration of the Disciplinary Factors is at the sole discretion of the Superintendent.

## **Personal Protection Order**

If a student obtains a personal protection order against another student in the same Technical Campus, either student's parent should notify the Dean and provide a copy of the order. The Dean or designee may work with the families to change class schedules, lockers, or bus assignments of either student. While the District will seek to work collaboratively with both families, the District will not enforce a personal protection order to which the District is not a party.

The existence of a personal protection order does not diminish a student's rights under the Individuals with Disabilities Education Act.

The existence of a personal protection order alone is not a sufficient basis to exclude a student from school. The District reserves the right, to determine the educational placement of a student who is the subject of a personal protection order.

## **Law Enforcement Involvement**

Law enforcement shall be notified of all cases of student misconduct which are defined as criminal under state and federal laws, as applicable.

For the safety of our school community, when the Administration is informed by law enforcement of alleged student involvement, beyond the school day, in criminal activity including but not limited to, arson; drug or alcohol possession, distribution or use; or possession or use of weapons, or criminal sexual conduct, the administration reserves the right to restrict the student's participation student activities and events.

## **Seclusion and Restraint**

The Board authorizes the use of emergency seclusion and emergency physical restraint ("Seclusion and Restraint") of students enrolled in a student program as a last resort intervention consistent with state law. This authorization shall only extend to Employees as designated by the Superintendent. Please refer to Oakland Schools Policy 8310 – [Emergency Seclusion and Emergency Physical Restraint](#).

## **Corporal Punishment**

The Board prohibits corporal punishment as an acceptable method of disciplining students.

An Employee is authorized to use reasonable physical intervention when, in his or her professional judgment, the physical intervention is necessary to prevent a student from harming self, others or doing harm to property.

# CAMPUS PROCEDURES

## Field Trip Guidelines

Field trips are appropriate when they serve a reasonable educational objective. All field trips must be approved by the Superintendent and the Dean. All overnight field trips must be approved in advance by the Superintendent and the Board. The Board prohibits one-to-one teacher-student ratio for all overnight field trips. The District shall assume the costs of required field trips that are directly related to the District's curriculum. Written Parental consent must be given prior to student participation in a field trip. No student will be allowed to participate in the field trip if the proper approval form is not received prior to the field trip. Any disciplinary problems will be reported to the Dean immediately upon returning to the OSTC for appropriate action.

## Fundraising

Fundraising for school-related activities may be undertaken by students or Instructors when the profit is to be used for educational purposes, but must not take place during instructional time. Fundraising projects occurring on an OSTC must be pre-approved by the Dean. Fundraising occurring off-District property or at any District-sponsored event must be pre-approved by the Superintendent or designee. No student is permitted to raise funds by selling on a door-to-door basis.

## Fees, Fines and charges

OSTC staff is authorized to collect fees, fines, charges, and deposits. Each OSTC shall prepare and make available upon request a complete list of student fees, charges, deposits and fines.

## Fee Schedule

At the beginning of each school year, Deans will distribute a schedule of fees, fines, charges and deposits to all students. Main Office shall be authorized to collect the fees, fines, charges and deposits. The schedule shall include:

1. A detailed list of all items for which a charge is to be collected.
2. The amount of such charges.
3. The date due.
4. Classifications of students exempt from the fee or charge.
5. A system for accounting for and disposing of such fees.
6. An appeal procedure to be used by students or Parents to claim exemption from paying the fees or charges.

## Fees

The District may charge fees or deposits for:

1. Extracurricular activities on a pay to participate basis.
2. A reasonable and refundable deposit on textbooks to cover damages.
3. A reasonable and refundable locker fee.
4. District sponsored educational trips not directly related to the curriculum.
5. Summer school courses or programs not part of a scheduled year- round program.

### The District shall not charge fees for:

1. Textbooks, workbooks, laboratory supplies, or other supplies necessary for participation in any instructional course.
2. Field trips required as part of a basic educational program or course.
3. Special safety equipment or protective clothing required for courses.

## Fines

Students shall be notified in writing of any charges assigned to them and that failure to pay the fee, fine, or charge may result in sanctions until restitution is made. Opportunity shall be given for the student and/or Parent to meet with the Dean to discuss any fines or fees levied against the student. The District shall not withhold any student record because of nonpayment of fines or fees.

## Care of Personal Property and Valuables

Students must exercise extreme caution in the handling of their personal property. It is recommended that uniforms, shoes, safety glasses, kits and other personal items belonging to the student be labeled with a permanent marker or engraved with the student's name for identification purposes. **Personal property should not be left unattended. OSTC is not responsible for students' personal property. Unnecessary amounts of money should not be brought to school.**

Any theft or attempt at theft or extortion should be reported to the Main Office immediately. While OSTC cannot assume financial responsibility for such losses, it is vitally concerned that student property be protected and that efforts will be made to stop such activities. Students carrying valuable items should take them to the Main Office for safe keeping during instructional time.

## Visitors

All visitors to District facilities including OSTC must register at the Main Office upon entering and prior to leaving the District facility. Procedures governing the entry of visitors on District property shall be posted conspicuously at the  
34 main entrance to each District facility or near the entrance to such facilities or

property if there are no formal entrances. The authority to prohibit the entry of any person to a District facility or to expel any person when there is reason to believe the presence of such person would be harmful to the good order of the District facility or the safety of students and employees shall be determined by the Superintendent and Dean. If an individual refuses to leave the District property or creates a disturbance, the Superintendent or Dean is authorized to contact local law enforcement. Loitering in and on District property is also prohibited.

The Dean is responsible for all visitor approval to OSTC.

### **Guidelines for Visitors to District Facilities and OSTC**

All visitors must use the designated front entrance to enter and exit a District facility. If it is necessary for a visitor to use an entrance other than the front entrance, the visitor must be escorted by a District employee.

All visitors to the OSTC or facilities housing students must register with the Main Office and pick up a visitor's badge. The visitor's badge must be worn at all times. Upon leaving OSTC, all visitors must return their visitor's badge and sign out.

No person may see a student at an OSTC unless it is with the specific approval of the Dean. If an emergency situation requires that a student be called to the Main Office to meet with a visitor, an employee should be present during the meeting. A student is never to be permitted to leave the OSTC with anyone who is not clearly identified as his/her Parent(s) or an appropriately authorized person as established in the Release of Student during the School Day policy and guidelines.

### **Classroom Visits**

Classroom visits need to be carefully planned so as not to be disruptive. Parent visits shall be scheduled with the Instructor and the Dean. Classroom visits are intended to acquaint the Parent with instruction, programs, employees, operation, and/or the facility. Parents shall refrain from giving directions or making evaluations of employees or operating procedures during their visits. If a visit to an OSTC leaves a Parent with a concern, this concern should be discussed with the Dean or the Executive Director of Student Services.

### **Requirements for OSTC student visitors:**

- Visitors must obtain prior approval from the Dean, Instructor or Campus Operations Supervisor.
- Visitors must be 14 years or older.
- Babies and toddlers are not permitted.
- Arrangements must be made at least three days in advance.
- The visitor's sending school is not in session.

## **Parents are welcome to visit the classroom, but are asked to:**

- Obtain prior approval from the Dean.
- Enter and leave the classroom as quietly as possible.
- Refrain from conversing with the students, Instructor and/or instructional aides during class session.
- The visitor's Sending School is not in session.

## **Fire, tornado & school safety drills**

Fire and tornado safety drills will be conducted during school. An intermittent alarm is used for fire drills. The public address system is used for tornado drills. Specific instructions will be provided prior to practice drills by the classroom Instructor. In the event of a school safety threat, the Dean will be conducting "lock-down" drills so that students can quickly and safely find shelter within the school.

## **Illness**

If a student wishes to leave OSTC due to illness, he/she MUST REPORT TO THE MAIN OFFICE and follow the SIGN-OUT PROCEDURE.

## **Accidents**

In the case of an accident, no matter how minor, the student is responsible to report the accident to the Instructor or Campus Operations Supervisor immediately. OSTC is responsible only for immediate first aid.

In the case of a serious accident or illness as determined by the Dean, Campus Operations Supervisor or the District Employee in charge at the scene, emergency care will be given and Parent will be notified as soon as possible. Parent will then make a decision relative to the care of the injury or illness if time permits. If the Parent(s) cannot be reached, the family physician or alternate physician if permitted by Parents of the student should be notified if the information is available. Emergency first aid shall comply with the Emergency Plan developed by the District to cover such emergencies.

The District does not normally pay medical, hospital or ambulance bills incurred as a result of accidents to students except emergency situations approved solely by the Dean with written authorization from the Superintendent.

Accident reports will be completed for all injuries.

## **School Closing Procedure**

Conditions, such as inclement weather, equipment failures and power outages may make it necessary to temporarily alter the operation of the District and/or its OSTC. Changes in District operations may involve late start or an early closing time of one or more OSTC.

In the event of a District or facility closure, students shall not report to their designated OSTC but may be required to report to their Sending School as determined by the sending district. In the absence of such notification, students are required to report to their designated OSTC.

Students and Parents shall also be responsible for checking on OSTC closures using all Detroit area television channels, social media, as well as the following radio stations by 6:30 AM.

TV channels/Radio stations:

- WXYZ-Channel 7
- WDIV-Channel 4
- WWJ-950 AM
- WJBK-Channel 2
- WJR-760 AM

## **Change of Address/Telephone Number**

Parent(s) and/or Students are to inform Main Office of any change of address and/or telephone number. This is necessary in providing assistance in job placement, follow-up reports, and emergency situations.

## **Telephone Usage and Acceptance of Messages**

A student may use a phone in the Main Office with authorization for school related purposes. Students may be permitted to use a school phone at the discretion of OSTC staff.

## **Administration of Medication**

The administration of medication is governed in [Oakland Schools' Policy 8670 – Administration of Medications by Campus Employees](#). The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine was not made available during school hours. Deans, or their designees, or certified Instructors may administer over-the-counter and/or prescribed medications to enrolled district students in accordance with administrative rules and pursuant to state law. Before any medication is administered to any student, the Dean shall require the written prescription from the student's physician accompanied

by the written request of the Parent. Only medication in its original container, labeled with the date of prescription, the time the medication is to be administered, the route of administration, student's name and the exact dosage will be administered.

## **Definitions**

“**Medication**” includes both prescription and non-prescription medications including those taken by mouth, inhaler, injection, rectally, patch and application as drops to eye, ear or nose, or application to the skin.

“**Self-administration**” means that the student is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction from District Employees.

“**Self-possession**” means that a student may carry medication on his/her person to allow for immediate and self-determined administration.

## **Mandatory Disclosure of Medication**

The safety of students and Employees are paramount to the District. To provide a safe education and work environment, it is necessary to require the disclosure of medications taken by students enrolled in certain courses as medications may have certain side effects that may impact a student's ability to safely operate machinery, tools, instruments, equipment or other items. The Dean shall notify students and Parents of the District's policy at least bi-annually and provide a medication disclosure form prior to the commencement of each semester. Students must submit the completed medication disclosure form at the commencement of the Fall semester. If a student begins taking medication during the semester, the student shall disclose the use of the medication immediately after commencement of use or prescribed by a physician using the medication disclosure form.

## **OSTC Administration of Medications – Prescription**

Medication that must be taken by students at OSTC requires a written request from the Parent together with a written set of instructions from the physician prescribing the medicine. The student's name, the name of the medicine, the dosage, the specific time of administration, the expected duration of the treatment, possible side effects, and special instructions, shall be listed clearly by the doctor. This request is to be kept on file in the Main Office.

Any change in medication, dosage, or time of administration must be accompanied with a physician's written instructions and permission.

Parent shall immediately inform the District in writing if the medication is no longer required.



## **Storage and Access to Medications in OSTC**

The prescription medication shall be in a container prepared by a pharmacy or physician, with a printed label specifying the child's full name; name of the medication and the dosage; time of day medication should be administered; and, name of the physician.

Only limited quantities of a prescription medication may be kept at OSTC, and the Parent shall be solely responsible for any prescription refills.

A Parent's request/permission and a physician's instructions for administration of medications shall be renewed every campus year. No changes to medication dosage or time of administration will be made except by instruction from a physician. Medications must be claimed by Parent at the end of the school year. If this is not done, the Employee who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult Employee.

## **Student Self-administration of Medications**

Upon the written request of the Parent, and with written instructions from the physician, and with the approval of the Dean, students may self-possess a daily dosage of prescription medication for self-administration, unless the medication is a narcotic or a controlled substance, such as Ritalin, which must be dispensed through the Main Office.

Students are not required to provide written authorization for non-prescription medication that they self-administer/self-possess. Any exception to this Policy regarding student-self administration of medications must be pre-approved by the Superintendent in writing. Students are required to comply with mandatory disclosure of medication in accordance with this Policy.

All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

## **Self-possession and Self-administration**

Students and Parent shall adhere to the following guidelines concerning the self-possession and self-administration of medications:

1. The student's Parent must submit a completed District permission form for prescribed medication, signed by the Parent(s) and the physician, giving permission to self-possess and self-administer, to the Dean. (Forms are not necessary for students who self-possess and self-administer non-prescription medication except as otherwise required in this Policy and administrative rule). The form must be renewed annually, or more often, if necessary.

Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions, duration of administration and the physician's instruction that the student may self-possess and self-administer the medication.

2. Medication shall be maintained exclusively and at all times under the student's control while in the school setting.
3. Students who receive authorization to self-administer their medication shall not convey, transfer, or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the Student Code of Conduct.
4. The Dean, at his/her sole discretion may discontinue the student self-possession/self-administration privilege if there is misuse following a consultation with the Parent. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

Any bio-hazardous wastes produced by the student in the process of self-administration are to be properly disposed of by the student in accordance with District procedures.

All necessary written permission forms detailed above for administration of medications must be obtained and filed by the Dean prior to possession, storage, or self-administration by a student.

### **Epinephrine Auto-Injectors (Epi-Pens)**

The possession of Epinephrine Auto-Injectors (Epi-Pens) is governed in Oakland Schools' Policy 8671 – Epinephrine Auto-Injectors (Epi-Pens). A student may possess an Epi-Pen at a Technical Campus, on District-sponsored transportation, or at any activity, event, or program sponsored by the District or in which the student's OSTC is participating, provided that:

- The student has written approval to possess and use the epi-pen from the student's physician or other health care provider authorized by law to prescribe an Epi-Pen, and, if the student is a minor, from the student's Parent.
- The Dean, or his/her designee, of the student's Technical Campus has received a copy of each written approval required under subdivision (a) for the student.
- There is on file at the student's Technical Campus a written emergency care plan that contains specific instructions for the student's needs, that is prepared by a physician licensed in this state in collaboration with the student and the student's Parent and that is updated as necessary for changing circumstances.

## **Prohibition of Abortion Referrals**

The District shall not engage in Sex Education Instruction as defined by the Revised School Code Section 1507. Nevertheless, Board members and Employees shall comply with Revised School Code Section 1507 (sex education) and are prohibited, while on District property or acting within the scope of their respective board duties or employment from referring a student for an abortion or assisting a student in obtaining an abortion. This prohibition does not apply to a person who is the Parent of that student.

If a Parent of a student enrolled in the District believes that a District Board member and/or Employee has violated this Policy, he or she may file a complaint with the Superintendent, who will investigate the complaint and, within 30 days after the date of the complaint, provide a written report of his or her finding to the complainant and to the superintendent of public instruction in accordance with State law. If a violation is substantiated, the Superintendent or the Board will discipline that person in accordance with Board policy and any applicable collective bargaining agreement or employment contract.

## **Head Lice Policy**

If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the Parent. The student's Sending School shall be notified immediately. The student shall not be readmitted to OSTC until the student/Parent can show proof, acceptable to the Superintendent, of an approved treatment. The student must remain nit-free upon inspection at OSTC. If the student is found to still have nits after returning to OSTC, the Parent will be notified and the student will be sent home for nit removal.

## **Communicable Diseases**

The District is committed to providing educational services in a safe and healthy environment. The identification, management and reporting of disease in the public school setting is required for the safety and welfare of students and Employees, while also recognizing the rights and needs of the Employee or student.

Whenever a physician has diagnosed an Employee or student as having a communicable disease, the employee or student is expected to voluntarily report the diagnosis and nature of the disease to the Human Resources Department, or in the case of a student, to the Dean. An Employee or student with a communicable disease that is deemed a threat to public health by the Oakland County Health Division may be required to withdraw from active employment or OSTC for the duration of the illness in order to give maximum health protection to other Employees and students.

All Employees shall maintain the strictest confidence of an individual's status to the extent permitted without compromising the health and safety of other individuals. An Employee or student with a communicable disease has all rights, privileges and services as provided by law and District policies.

It is the District's prerogative to require a physician's statement indicating the Employee or student is free of the communicable disease and may return to work or school. As permitted by law, the District may require an examination by a physician of its choice at District expense to confirm freedom from the communicable disease of the individual wishing to return. The District will consider current recommended county, state and federal rules and guidelines on a case-by-case basis in reaching a decision regarding attendance at school or work.

In order to minimize the spread of communicable disease among Employees and students, the District will refer all reportable communicable diseases to the Oakland County Health Division in accordance with Michigan statutory and administrative guidelines and will fully cooperate with the Oakland County Health Division to assist with adherence to the Michigan Public Health Code for the prevention, control, and containment of communicable diseases. The Superintendent shall be responsible for determining the information, if any, to be disseminated to Employees, students, Parents, and community when a communicable disease is identified.

A decision to close a District facility due to communicable disease outbreaks is at the discretion of the Superintendent.

### **Advance Notification of Pesticide Management**

The District provides advance notice to Parents in the event that a pesticide is being applied for the purpose of preventing or managing weeds or common indoor or outdoor pests, such as ants. The notice will include the area being treated, date of application, purpose and contact information. The notice will be placed on the entrance of the Technical Campus being treated and the front page of the OSTC website.

Parents can also contact their school at any time to review the District's pest management program and records. Parents also can request a first-class mailing for a three-day advance notification of applications by contacting the Dean of their student's Technical Campus.

## **Drug-Free Schools**

No student may engage in the actual or attempted manufacture, sale, possession, use, delivery, advocacy, or transfer of, or be under the influence of (legal intoxication is not required) any drugs in or on District property or at a District-related activity or event as defined in this Policy. A drug may be a substance that is topical, ingested, injected, or inhaled.

For purposes of this policy, “drugs” shall mean:

1. All controlled substances as so designated and/or prohibited by federal or state law, intoxicants or mood altering substances regardless of form,
2. Chemicals which release toxic vapors,
3. All ingestible alcohol,
4. All tobacco, tobacco products, nicotine and nicotine delivery products,
5. Any prescription or over-the-counter medications, except those for which permission to use on a Technical Campus has been granted pursuant to [Policy 8670 – Administration of Medications by Campus Employees](#),
6. “Look-alike” or dummy drugs,
7. Anabolic steroids and other performance-enhancing substances; and
8. Any other controlled and/or illegal substance so designated and prohibited by federal or Michigan law or a substance prohibited by Board policy.

Further, the Board prohibits drug, alcohol, smoking or nicotine related paraphernalia, including but not limited to, scales, pipes, rolling paper, aerosols, vaping devices and incendiary devices.

Any Employee, student intern, student teacher, or volunteer observing, knowing of or suspecting a student is in violation of this Policy shall notify an Administrator or Dean as soon as practical.

Any student in violation of this Policy may be subject to disciplinary action in accordance with Board policy and the Student Code of Conduct. The student may also be referred to law enforcement for prosecution.

Substance abuse counseling and rehabilitation services/referrals may be available to students through their Sending Schools.

## **Searches of Motorized Vehicles, Lockers, and Students**

Searches of lockers (defined to mean any District provided storage area for student use) motorized vehicles, students, and students’ personal property shall be conducted under the appropriate legal standard, to maintain the safety and security of students, Parent(s), Employees, District Invitees, visitors, and District property. Students and students’ personal property are subject to searches while on District property, as well as at any District-sponsored activity or event, regardless of its location. Searches shall be conducted by the Dean in the presence of another adult Employee.

## **Lockers**

All lockers assigned to students are the property of the District. At no time does the District relinquish its exclusive control of its lockers. The District may issue lockers to students for the student's convenience or temporary use and as such students should not have an expectation of privacy against access by an Administrator or Dean. The Dean shall have custody of all combination(s) or key(s) to all lockers and locks. Students are prohibited from placing locks on any locker without the prior approval of the Dean. Students are to use lockers exclusively to store education-related materials and authorized personal items such as outer garments, footwear, or grooming aids. Students shall not use the locker for any other purpose, unless specifically authorized by Board policy or the Dean, in advance of students bringing the items to a Technical Campus. Students are solely responsible for the contents of the locker they are assigned and are not permitted to share the assigned locker with any other student, nor divulge combinations to other students, unless authorized by the Dean.

The Board authorizes the Dean to search lockers and locker contents at any time, without notice, and without Parental or student consent. Random searches may be conducted pursuant to a method and/or schedule developed only by the Dean and approved by the Superintendent. The Dean may seek the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Dean shall supervise the search.

A reasonable attempt shall be made to contact the student's Parent(s) prior to questioning by law enforcement. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or in violation of Board policy shall be respected. Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others shall be seized. Such items include, but are not limited to firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property.

## **Motorized Vehicles**

Student use of a motorized vehicle ("Student Vehicle") on District property is a privilege. Student Vehicles brought onto District property are subject to search by the Dean without notice or consent if the Dean has reasonable suspicion to justify the search. In the case of a locked Student Vehicle, efforts will be made to have the Student Vehicle unlocked by the student before proceeding with the search.

## **Students and Student Possessions**

Upon reasonable suspicion, the Dean is authorized to search students and/ or their personal belongings such as book bags or purses. All searches shall be carried out in the presence of an adult witness of the student's gender unless there is reasonable suspicion that health or safety is immediately threatened resulting in a need to protect persons or property.

## **Electronic Communication Devices**

A Dean upon reasonable suspicion a student's electronic communication device has been used in violation of Board policy or guidelines may confiscate the electronic communication device. Subject to applicable law, the Executive Director of Student Services and/or the Executive Director of Legal Affairs may authorize the Dean to search a student's electronic communication device.

## **Strip Searches**

The Board strictly prohibits strip searches of students for any reason except as conducted by law enforcement.

## **Law Enforcement Searches**

Searches initiated by law enforcement shall only be permitted upon receipt of a search warrant.

## **Use of Canines**

The Board authorizes the Superintendent to approve the use of canines trained in the detection of the presence of drugs or devices during random searches or upon reasonable suspicion illegal drugs or devices may be present. All canine detection must be conducted in collaboration with law enforcement. The use of canines shall be restricted to the detection of illegal drugs and devices in areas such as lockers, student vehicles, and student's personal belonging such as backpacks or purses where illegal drugs and devices may be concealed. Canine detection shall not include students unless complying with a warrant or with the permission of the student's Parent(s).

## **Use of Metal Detection Devices**

The use of metal detection devices are permitted to conduct a search of a student for the reasons set forth in this Policy.

## **Confiscated Items**

Disposition of confiscated items shall be determined by the Dean. Methods of disposition may include delivering the item to the proper legal authorities for disposition, returning the item to the student or the student's Parent or retaining the item in the possession of the Dean.

## **Notification to Parents/Guardians**

The student's Sending School and the Parent(s) of students who are searched will be promptly notified by the Dean that a search has been conducted or canines have been used in the detection of illegal drugs or devices.

## **Reporting**

The Dean shall be responsible for promptly documenting each student search conducted and each use of canines for detection purposes.

## **Annual Notice**

Information regarding this Policy regarding searches shall be provided annually to each student and his/her Parent(s).

Violations of this Policy may be subject to disciplinary action in accordance with the Code.

# **TECHNOLOGY CODE OF CONDUCT**

In an effort to improve student safety and appropriate use of available technologies, Oakland Schools' administration and the Board of Education are reviewing our current Technology Code of Conduct. Students and Parents will be notified of any changes.

The OSTC are committed to the effective use of technology to enhance both the quality of student learning and the efficiency of operations. OSTC encourages and strongly promotes the use of technology in education.

To ensure that students, staff, Parents and other community members can take full advantage of the technologies available, all users of technology must have proper authorization and must adhere to the OSTC Technology Code of Conduct.

All use of technology must be in support of and consistent with the purposes of OSTC. It is the user's responsibility to keep off of the system all offensive communications, objectionable material, inappropriate files, or files and software that are dangerous to the integrity of the system.



Each user shall accept the responsibility for the preservation and care of technology to show respect for other individual's work, files, and programs. Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to others or misrepresent other users on the district network, other networks, or other technology equipment.

It is the user's responsibility to make sure that no equipment or software is destroyed, modified, or abused in any way. It is also the user's responsibility to obtain proper authorization prior to the addition, removal, or relocation of any equipment or software. Individuals must accept responsibility for adhering to the laws governing copyrighted materials.

Users shall also comply with posted building and/or classroom guidelines. OSTC reserve the right to view any information stored on the network. The consequences for failing to adhere to the Technology Code of Conduct as defined by OSTC procedures are further defined by employee contract, administrative guidelines and by state/federal law. Any violation may result in privileges being revoked. Disciplinary action may vary from a suspension to an expulsion and/or appropriate legal action.

User of the network assumes compliance with the Acceptable Use Policy for Oakland Schools Internet.

### **Acceptable Use Policy for Oakland Schools Internet**

In an effort to improve student safety and appropriate use of available technologies, Oakland Schools' administration and the Board of Education are reviewing our current Acceptable Use Policy. Students and Parents will be notified of any changes.

Any District Employee, student, representative or individual with an Internet ID issued through the Oakland Schools Internet, must comply with these Acceptable Use procedures. The intent of this Policy is to make clear certain uses that are consistent with the purposes of the Oakland Schools Internet. If a use is consistent with the purposes of the Oakland Schools Internet Connection, then activities in direct support of that use will be considered consistent with the purposes of the Oakland Schools Internet.

### **The Oakland Schools Internet procedures include:**

1. The user shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent him or her as another user unless explicitly authorized to do so by that user.
2. The user will adhere to copyright and license rules and laws.
3. The users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.

4. Malicious use is not acceptable. Use will be consistent with accepted community standards. The Oakland Schools Internet will not be used in ways that violate applicable laws or regulations. Examples of malicious use include, but are not limited to:
  - a. Destroying, altering or copying another person's files without their permission.
  - b. Publishing any information which would be abusive, profane, sexually offensive or racially derisive to an average person.
  - c. Accessing obscene, pornographic or other inappropriate material.
  - d. Introducing computer viruses or other material that would disrupt the system.
5. Use of the Oakland Schools Internet Connection and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
6. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
7. Unsolicited advertising is not allowed. Advertising is permitted on some mailing lists and news groups if the mailing list or news group explicitly allows advertising. Announcements of new products or services are acceptable.
8. Use of the network for recreational games or other non-education related activities is not allowed.
9. Sharing Internet Identifications (ID) for the purpose of allowing others access to the Internet is not allowed. All violations of this policy that can be traced to an Internet ID will be treated as the responsibility of the owner of that ID.
10. Users shall not reveal personal information such as home address or telephone number to persons they meet on the Internet.

### **Remedial Action**

Oakland Schools reserves the right to monitor student, Employee, representative, and individual use of the Oakland Schools Internet. When inappropriate use is discovered, depending on the use, one or all of the following actions may be taken:

- The User who inappropriately uses the Oakland Schools Internet will be requested to end the practice;
- The User's Oakland Schools Internet privileges will be terminated;
- The Oakland Schools Board may take additional disciplinary action in accordance with existing policy and procedures.

Oakland Schools reserves the right to terminate a student's, Employee's, representatives, or individual's use of the Oakland Schools Internet without notification.

## **Indemnification**

User shall indemnify and hold Oakland Schools and its agents harmless from any claim, expense, liability, or damage arising out of or in connection with use of the system, including, but not limited to telephone charges, database access fees, and software. User shall release Oakland Schools and its agents from any and all claims of any nature arising from use of the Oakland Schools Internet.

User shall read the Acceptable Use Policy and agree to abide by its provisions. User understands that violation of the use provisions stated in this Policy may result in the loss of privilege of using the Oakland School Internet, or other disciplinary action in accordance with existing Board policy.

## **Children's Internet Protection Act Policy**

The purpose of this Policy is to ensure that all Internet safety policies and technology protection measures comply with the provisions of the Children's Internet Protection Act (CIPA), 47 USC 254(h), as amended. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce this Policy with respect to student access to and use of the Internet through the District's computer network, and in accordance with Board policies and administrative rules.

All student users and Parents are advised that the access to the electronic network, including the Internet and World Wide Web, may include the potential for access to materials inappropriate for students. To that end, it is not possible to guarantee students will not gain access through the Internet to information and communications that they and/or their Parents may consider inappropriate, offensive, objectionable or controversial. Parents of minors are the first and best source of guidance as to what materials to avoid and are responsible to establish standards and restrictions for their children.

If a student finds that other users are visiting offensive or harmful sites, he or she should immediately report such use to a Dean or Student Support Specialist. The Superintendent shall be responsible to prepare guidelines which address student's safety and security while using e-mail, chat rooms other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking"), cyber bullying and other unlawful or inappropriate activities by minors online.

The Superintendent shall also be responsible to ensure Deans provide education to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

The District shall utilize filtering software and/or other technologies to endeavor to prevent both adults and students from accessing visual depictions

that are obscene, constitute child pornography, or with respect to use of the computers by minors, harmful to minors. The District shall also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such material or any other material, which is inappropriate for students. Internet-filtering software or other technology-based protection systems may be disabled with the permission of the Executive Director of Technology Services, as deemed necessary and appropriate, for purposes of bona fide research or other educational projects being conducted by students. Any student who attempts to disable the technology protection measures will be subject to discipline.

For purposes of enforcing this Policy and other purposes related to the District's operation of its network, the District reserves the right to monitor, inspect, copy, review and store without prior notice any activity of the computer network and Internet access, and any information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Users who violate this Policy may have their use privileges suspended or revoked, and be subject to disciplinary action. Users granted access to the Internet through the District's technology equipment assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by Board policy, administrative rules and guidelines.

### **Illegal Discrimination, Harassment**

Illegal discrimination and harassment of students are prohibited by federal and Michigan laws. [Oakland Schools Policy 8018- Illegal Discrimination, Harassment](#) - Student is intended to promote compliance with these legal obligations and provide a safe, positive and productive learning environment. This Policy applies to unlawful conduct occurring on District property or at a District activity at another location.

### **Prohibited Acts**

District Employees, other persons associated with the district and students are prohibited from discriminating against students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law), or disability. District Employees, other persons associated with the district and students are also prohibited from harassing students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability.

Prohibited harassment occurs when a student is subjected to unwelcome statements or behaviors related to his or her race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability and:

- Submission to the statements or behaviors is a condition of utilizing or benefiting from District services, activities, benefits, privileges or programs,
- Submission to or rejection of the statements or behaviors is used as a basis for a decision to limit or prevent the student's access to District services, activities, benefits, privileges or programs; or
- The statements or behaviors substantially interfere with the student's education to the extent he or she is effectively denied access to District services, activities, benefits, privileges or programs.

Examples of prohibited discrimination and harassment may include (but is not limited to) bullying, hazing, unwelcome advances, engaging in improper physical contact or touching, improper comments or otherwise creating an intimidating, hostile or offensive educational learning environment. All OSTC students and staff are expected to conduct themselves with respect for the dignity of others.

Any student who believes she or he has been subjected to prohibited discrimination or harassment shall immediately report the incident(s) to the Dean, a trusted counselor or Instructor. Any Employee who receives an allegation of prohibited discrimination or harassment from a student is required to immediately report the allegation to the Executive Director of Student Services and the Dean.

### **Prohibition Against Retaliation**

There shall be no retaliation by the District against any student or a person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of discrimination or harassment. Students are required to immediately report allegations as set forth above and reports of retaliation will be investigated. Falsification of a complaint pursuant to this Policy shall not be tolerated.

### **Complaints**

The District provides a specified procedure for any person needing to file a nondiscrimination complaint. The written procedure for filing a complaint may be obtained by contacting the Dean.

## **Disciplinary Action**

Any Employee found to be in violation will be subject to disciplinary action up to and including termination of employment. Any student found to be in violation will be subject to disciplinary action up to and including expulsion from school.

*References: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans With Disabilities Act of 1990.*

## **Bullying**

The Board is committed to preventing and prohibiting bullying at school, consistent with Section 1310b of the Revised School Code. Bullying and cyberbullying of a student, whether by other students, Parent(s), Employees, Board members, District Invitees, and visitors is prohibited. All students are protected under this Policy. Bullying and cyberbullying at school are prohibited without regard to its subject matter or the motive of the perpetrator or motivating animus.

## **Definitions**

“**Bullying**,” for purposes of this Policy, means any written, verbal or physical act, or any electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students, either directly or indirectly, by doing any of the following:

1. Substantially interfering with educational opportunities, benefits or programs of one or more students.
2. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student’s physical or mental health.
4. Causing substantial disruption in, or interference with, the orderly operation of the school.

“**Cyberbullying**” means any electronic communication intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students.

2. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" for purposes of this Policy means 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.

At school includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the District.

"Telecommunication access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL §750.219a.

Bullying for purposes of this Policy shall hereinafter include both bullying and cyberbullying.

### **Bullying and Cyberbullying Not Occurring At School**

Bullying that does not occur at school, as defined above may be subject to disciplinary action in accordance with this Policy, other Board policies and applicable law.

### **Retaliation and False Reports**

The Board also prohibits retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying at school. Suspected retaliation should also be reported in accordance with the process set forth in this Policy. It is a violation of this Policy to knowingly report false allegations of bullying. Retaliation and making false reports of bullying by a student may result in disciplinary action up to and including a recommendation for student expulsion or suspension from a student program. Retaliation or making false reports by an Employee may result in disciplinary action up to and including termination of employment. Retaliation or making a false report of bullying by a District Invitee or visitor shall result in the termination of the individual's involvement with student programs and/or restrictions to accessing District property.

## **Confidentiality**

The District shall, to the extent permitted by law, assure and maintain the confidentiality of the identity of the students involved in an investigation including the victim, alleged perpetrator, and witnesses and of any individual who reports an act of bullying. Further, the identity of the students involved shall only be disclosed internally to those Employees, Administrators or Deans deemed by the District to be necessary to investigate and resolve the complaint.

Under state law, the identity of an individual who reports an act of bullying or cyberbullying shall be kept confidential. The Administrator or Dean responsible for conducting the investigation shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the alleged perpetrator's Parent(s) and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notwithstanding, state law may require the District to disclose the identity of students involved in a reported act of bullying or cyberbullying to a third-party such as law enforcement. Additionally, the identity of a student may become known through other means not within the control of the District.

## **Reporting Complaints**

Every student is encouraged to report any situation he or she believes to be bullying behavior directed toward himself or herself or another student to any of the following persons: an Instructor, a counselor, a Dean, or other Employee. The method of reporting the complaint may be verbal or written, including electronic forms of communication, or voicemail.

Employees are required to immediately report to an Administrator or Dean, whenever they have reason to believe a student has been subjected to bullying at school.

## **Notice of Bullying**

Upon receipt of a report of bullying, the Administrator or Dean is responsible to immediately notify the Superintendent and either the Executive Director of Student Services or the Assistant Superintendent of Educational Services ("Assistant Superintendent").

The Administrator, Dean or Board member responsible for investigating the report of bullying shall also be responsible for issuing notifications as soon as practical. The Parent(s) of the alleged victim and perpetrator will be notified verbally and in writing that a report has been made; that the District will conduct an investigation; and that the District will communicate the results



of the investigation to the extent the disclosure conforms to confidentiality requirements. The Sending School of both the victim and the perpetrator shall be similarly notified.

## **Investigation**

All reports of bullying at school shall be investigated promptly as the circumstances permit by the following individuals:

1. Complaints involving students, Parent(s), Employees, District Invitees, or visitors shall be investigated by an Administrator or appropriate alternative, unless the Administrator or Dean is the subject of the complaint. The findings of an investigation shall be reported to the Superintendent and either the Executive Director of Student Services or the Assistant Superintendent of Educational Services or the appropriate alternative if any of them is the subject of the complaint.
2. Complaints involving Administrators or Deans shall be investigated by Human Resources. The findings of an investigation shall be reported to the Superintendent, the Assistant Superintendent of Educational Services, and the Executive Director Student Services, or the appropriate alternative.
3. Complaints involving the Superintendent shall be investigated by the Board President or designee. The findings of an investigation will be communicated to each member of the Board.
4. Complaints involving a Board member shall be referred to and investigated by outside legal counsel. The findings of an investigation will be communicated to the other members of the Board.

All investigations concerning bullying or cyberbullying shall minimally include interviews and written statements from the alleged victim(s), perpetrator(s), and any witnesses. Relevant documentary information shall also be collected and reviewed, if available. The investigator shall prepare a written summary, including his or her determinations of fact and culpability. A written summary of the investigation results shall be provided to an Administrator, Dean or Board member in accordance with this Policy, with a recommendation for disciplinary action, if applicable, or other remedial action, as permitted by law, if there is a finding that bullying occurred.

Upon conclusion of the investigation, the Sending School of both the victim and perpetrator(s) and the Parent(s) of the victim and the perpetrator(s) shall be notified of the results of the investigation consistent with the confidentiality requirements of the Family Educational Rights and Privacy Act ("FERPA") and state law.

## **Limited Authority to Investigate Complaint**

In the event the act of bullying occurred at school and the alleged perpetrator is a Parent, District invitee or visitor, the Administrator shall follow the investigation process set forth in this Policy. If the alleged perpetrator refuses to voluntarily cooperate in an investigation, the Administrator responsible for investigating the complaint shall follow the notification procedures set forth in this Policy and document each effort to contact and interview the individual. If a District Invitee is employed by a vendor or contractor, the Administrator shall contact a company official to assist in the investigation. All efforts to contact a company official or individual shall be documented in writing. The Administrator shall proceed to gather and collect available information including interviews of witnesses, if any. Further, the District shall take such action as necessary and possible to exclude the individual from the District's property or otherwise prevent or appropriately limit contact between the individual and victim. The matter shall be referred to law enforcement as permitted or required by law.

The District also operates multiple programs that provide students with the opportunity to engage in educational activities off District property such as work-based learning experiences, apprenticeships and other worksite activities.

In the event the act of bullying occurred at a worksite, an Administrator shall be responsible to follow the notification procedures and contact the company official to coordinate the investigation of the complaint consistent with the requirements of this Policy. In the event a worksite refuses to cooperate in conducting the investigation, the Administrator shall document all such efforts in writing. The Administrator shall proceed to gather and collect available information including interviews of witnesses, if any. Further, the District shall take such action as necessary to prevent or appropriately limit contact between the alleged perpetrator and victim, determine the need to terminate the relationship with the entity and refer the matter to law enforcement as permitted or required by law.

## **Non-Jurisdiction or Absence of Authority to Investigate Complaint**

The District also operates dual enrollment programs that provide students the opportunity to taking courses on college campuses. The District does not have access or authority to conduct an investigation of an act of bullying on the property belonging to a third-party, except for cyberbullying using a District issued device.

To that end, the Administrator responsible to investigate shall follow the notification procedures set forth in this Policy and interview the victim of the bullying, any witnesses including but not limited to Employees and students of the District and gather any other documentation or information available.

The Superintendent shall immediately contact an official of the third-party and request a thorough investigation of the bullying complaint. The request shall be documented in writing and the District shall collaborate with the third-party to provide information to the extent permitted by law. Should the third-party refuse to conduct an investigation or fail to conduct one in a manner acceptable to the District, the Superintendent shall determine whether the matter shall be referred to law enforcement as permitted by law.

### **Interim Measures**

The Dean who is not the subject of the investigation shall determine the need for interim measures to protect the victim, student witnesses and the student(s)/ person(s) who reported an act of bullying at school including, but not limited to, no contact orders, temporary reassignment or administrative leave.

### **Immunity**

Under state law, a school employee, school volunteer, student, or Parent who promptly reports in good faith an act of bullying in accordance with this Policy and who makes this report in compliance with the procedures set forth in this Policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to the Administrator or Dean responsible for ensuring that this Policy is implemented or who is responsible for remedying the bullying, when acting in that capacity.

### **Due Process**

Prior to making a final determination, the alleged perpetrator's due process rights, as well as the victim's confidentiality rights, shall be respected throughout the investigative process. When the results of the investigation support an allegation of bullying, the perpetrator shall be disciplined, or action taken, as prescribed in the Student Code of Conduct or this Policy, as applicable.

### **Hazing**

The act of "hazing" is a crime in the State of Michigan and is prohibited by the District. The District will comply, in all ways, with Michigan law regarding any "hazing" incidents. All hazing incidents shall be reported to the Dean.

Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this Policy. Students engaging in any hazing or hazing-type conduct will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State law.

## Student Education Records

Students have:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. The Parent or eligible student should submit to the Dean a written request that identifies the record(s) which they wish to inspect. The Dean will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the Parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record which they believe is inaccurate or misleading. They should write to the Dean, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the Parent or eligible student, the District will notify the Parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("FERPA") authorizes disclosure without consent. The District will disclose personally identifiable information contained in education records without consent to the extent provided by law, including under the following circumstances:
  - a. To school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, Instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as, an attorney, auditor, medical consultant, or therapist); or a Parent or student serving on an official committee (such as, a disciplinary or grievance committee, or assisting school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill her or his professional responsibility.
  - b. Upon request, to officials of another educational agency or institution in which a student seeks or intends to enroll, a Parent or eligible student may request to receive a copy of the record that was disclosed and/or to have an opportunity for a FERPA hearing.
  - c. Directory information will be disclosed unless a Parent or eligible student completes the Opt Out clause on the enrollment form within ten school days of the student's official enrollment date, stating that he/she wishes to exercise his/her right to refuse to let the District designate any or all information about the student as directory information. Directory information is defined as information which would not generally be

considered harmful or an invasion of privacy if disclosed, and includes the student's name, program of enrollment, extra-curricular participation, achievement awards or honors (not to include specific scholastic grades), and name of the student's Sending School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605*

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment ("PPRA") gives Parents and students who are 18 or older or emancipated minors ("Eligible Students") certain rights regarding the Districts conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These include the right to:

- Consent to federally funded surveys concerning protected information.

If the U.S. Department of Education funds a survey in whole or in part, a student's Parents or an Eligible Student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations
- Mental or psychological problems of the student or student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of student's family members
- Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers
- Religious practices, affiliations, or beliefs of the student or student's Parents
- Income other than that required by law to determine program eligibility. A survey concerns any of these points is called a "protected information survey."

## **Opt out of certain surveys and exams**

Parents and Eligible Students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others
- Any protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent and scheduled by the District, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law

## **Inspect certain material**

Parents and Eligible Students have the right to inspect the following, upon request, before the District administrators use them:

- Protected information surveys of students (including any instructional materials used in connection with the survey)
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum
- Discuss concerns
- Parents and Eligible Students who have questions or concerns regarding pupil rights may contact the Executive Director of Student Services
- Report violations
- Parents and Eligible Students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605*

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# OSTC HANDBOOK COMPLIANCE FORM

I hereby acknowledge receipt of the Oakland Schools Technical Campus (OSTC) Student/Parent Handbook (“Student/Parent Handbook”). Although all Oakland Schools Board of Education Policies and Administrative Rules (“Policies and Rules”) are important and need to be followed, I have given special attention to the following:

- a. Acceptable Use Policy for Oakland Schools Internet
- b. Dress code and safety requirements
- c. Harassment statement
- d. Student attendance policy
- e. Student Code of Conduct
- f. Technology Code of Conduct
- g. Security Cameras and Electronic Monitoring, and
- h. Bullying Policy

## **As a Parent/student, I:**

- Authorize OSTC, in case of EMERGENCY, to take immediate action necessary for the preservation of the student’s health.
- Understand the contents and agree to abide by the Student/Parent Handbook and Policies and Rules.
- Further understand the violation of any of this Student/Parent Handbook or Policies and Rules may result in disciplinary actions as outlined.
- Understand and agree that in the event the information contained in this Student/Parent Handbook is inconsistent with the Policies and Rules, the Policies and Rules shall apply.
- Understand and agree that Oakland Schools reserves the right to amend or modify this Student/Parent Handbook or its Policies and Rules at any time. Further, in the event this Student/Parent Handbook is amended or modified during the school year, I will be notified of any such changes.

## SIGNATURE OF PARENT AND MY STUDENT

I and my student understand the contents and agree to abide by the Student/Parent Handbook. I and my student further understand that violation of the Student/Parent Handbook may result in disciplinary actions as outlined in the Student Code of Conduct.

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Student Signature

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Student Name

---

Parent Signature

---

Parent Name

---

Date

# CONSENT FOR USE OF LIKENESS AND WORK PRODUCT FORM

The below named student (the “Student”) acknowledges that during participation in educational activities at Oakland Schools, photographs and videos may be taken of the Student. The Student hereby consents to the use of his/her likeness (including, without limitation, the Student’s likeness on camera or in photographs taken by the student, Oakland Schools instructors, etc. or otherwise, voice, name, personal, biographical/directory information and any other reproduction of the Student’s physical likeness (as the same may appear in any still camera photography and/or video or tape) in and in connection with the marketing, advertising, exhibition and publicizing of Oakland Schools or its programs.

Additionally, the Student acknowledges that he/she may create certain work product during its educational activities at Oakland Schools, to which the Student may have a right, title and interest in the work product (the “Work”). Oakland Schools is desirous of acquiring the right to use, display, copy, and distribute copies of the Work, and for good and valuable consideration, the receipt of which is hereby acknowledged, Student grants Oakland Schools the license and right to use, display, copy, and distribute copies of the Work, in any medium, for the use and benefit of Oakland Schools. Oakland Schools reserves the right to identify the Student in connection with the Work. Student understands that he/she will not be entitled to monetary compensation for granting rights to Oakland Schools. Student may terminate the license granted herein at any time by giving written notice to Oakland Schools, provided, however, that Oakland Schools maintains the right to make use of displays and copies of the Work in existence, commissioned, or ordered prior to Oakland Schools’ receipt of notice of termination.

- I AND MY STUDENT AGREE** to the use of my student’s image and likeness and use of my students work product as stated above.
- I AND MY STUDENT DO NOT AGREE** to the use my student’s image and likeness and use of my students work product as stated above.

# MILITARY OPT-OUT FORM

Federal law requires school districts to release the names, addresses, and telephone listings of secondary school students to military recruiters upon their request unless the students or their parents request that the students’ contact information not be released without prior written parental consent.

- I AND MY STUDENT** are exercising the “opt-out” right and the District shall **NOT** release my student’s name, address, and telephone listing to military recruiters .

# SCHOOL MESSAGING SYSTEM CONSENT FORM

Oakland Schools Technical Campuses utilize an automated dialing system to send parents/guardians phone and SMS text messages to provide you with important information and/or emergencies. Emergency information may include school unexcused absences, cancellations, snow days, delayed start, fire, health risks, threats, or other school-related emergencies. General information may include reminders about important school events, absence notifications, parent conferences, or other parent reminders.

Due to recent changes to the Telephone Consumer Protection Act (TCPA), parents are now required to “opt-in” to receive automated communication on their mobile device. This means parents must provide express consent to receive general messages through automated calls and SMS text message on their mobile device(s). Consent is not required if the call or SMS text is for emergency purposes or if made directly from a dean, instructor or other staff member.

Please note that you may revoke consent to receive these messages at any time by providing written notice to the Dean of the Technical Campus your student attends.

By signing this form, you are authorizing Oakland Schools to use an automated system to deliver general automated informational calls or SMS text messages to the phone number(s) provided to the District via your cellular device. You understand that emergency notifications are excluded from this permission and will be sent as normal. You also permit Oakland Schools to call or text any numbers you may provide to the school district in the future if my phone number changes. You further agree that this consent will remain valid and you will continue to receive automated phone calls until you revoke your consent.

**I AGREE** to receive automated informational calls or text messages from Oakland Schools as stated above.

**I DO NOT AGREE** to receiving automated informational calls or text messages from Oakland Schools as stated above.

# ANNUAL NOTICE FOR DIRECTORY INFORMATION AND STUDENT PRIVACY FORM

The Family Educational Right and Privacy Act (FERPA) requires Oakland Schools designate certain personally identifiable information taken from students' educational records as "directory information." Information designated as "directory information may be made available to the public unless you as the parent/guardian or eligible student refuse the release of such information.

Oakland Schools may provide directory information for public listings such as honor roll, awards, graduation lists, public displays of student work with names, and other notices in the newspaper or on the Oakland Schools and/or Oakland Schools Technical Campus' websites or official social media accounts. Directory information may also be made available to qualified organizations upon request. Qualified organizations include, but are not limited, scholarship providers, trade/technical schools, colleges and universities, and potential employers.

Oakland Schools does NOT provide directory information to commercial enterprises.

Oakland Schools has only designated the following information as directory information:

- Student's name,
- Student's program of enrollment,
- Student's extra-curricular participation,
- Student's achievement awards or honors (not to include specific scholastic grades), and
- The name of the student's sending school.

You may "opt-out" at any time by providing written notification to the Dean of your student's Technical Campus.

If you do not want Oakland Schools to disclose (release) directory information from your child's educational records in accordance with federal, please check the box below.

**I DO NOT** want directory information to be released and request ONE of the following:

**DO NOT RELEASE** my student's directory information at any time. No information shall be released for school publications, school activities, trade schools, scholarship providers or employers.

- DO NOT RELEASE** my student's directory information, **EXCEPT** for school publications, school activities and to qualified outside organizations.
- DO NOT RELEASE** my student's directory information, **EXCEPT** for school publications and school activities.

You must return this form to your student's Technical Campus within two (2) weeks of starting school. If not received within that timeframe, it will be assumed that the above information may be released to the extent disclosure is permissible by the Family Educational Rights and Privacy Act (FERPA).

## SIGNATURE OF PARENT AND MY STUDENT

I and my student have read and understood the Consent for Use of Likeness and Work Product Form, Military Opt-Out Form, School Messaging System Consent Form, and the Annual Notice for Directory Information and Student Privacy Form, and that the corresponding checked box(es) accurately reflects my/our student's decision for each of the forms.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Date



## Oakland Schools Board of Education:

Connie Williams, *President*

George Ehlert, *Vice President*

Barbara DeMarco, *Treasurer*

Dr. Theresa Rich, *Secretary*

Marc Katz, *Trustee*

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Consultant at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.



OaklandSchools

Oakland Schools  
2111 Pontiac Lake Rd  
Waterford, MI 48328  
248.209.2000  
[oakland.k12.mi.us](http://oakland.k12.mi.us)