

OTSEGO VIRTUAL ACADEMY STUDENT HANDBOOK

2022 – 2023



OTSEGO
VIRTUAL ACADEMY
— Expect Excellence —

The Otsego Public School District complies with all federal laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Upon request to the Superintendent, the District shall make reasonable accommodations for a disabled person to participate in any building activity.

TABLE OF CONTENTS

<u>INTRODUCTION</u>	3
<u>SCHOOL TELEPHONE DIRECTORY</u>	4
OTSEGO VIRTUAL ACADEMY PROCEDURES	
<u>ENROLLMENT</u>	5-9
<u>ROLES AND RESPONSIBILITIES</u>	9-10
<u>EXPECTATIONS, ATTENDANCE, TWO-WAY COMMUNICATION, COUNT DAY</u>	10-13
<u>OVA ACADEMICS</u>	14-16
OTSEGO PUBLIC SCHOOL DISTRICT PROCEDURES	
<u>ACADEMICS</u>	17 – 21
<u>ANCILLARY SERVICES</u>	21 – 24
<u>BEHAVIOR, CONDUCT, & SAFETY</u>	24 – 31
<u>ATHLETICS</u>	32 – 33
<u>CODE OF CONDUCT</u>	33 – 37
<u>VIOLATIONS & CONSEQUENCES</u>	38 – 40
<u>TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS</u>	41 – 44

INTRODUCTION

BOARD OF EDUCATION

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MISSION STATEMENT

OUR MISSION: EXPECT EXCELLENCE

*Otsego Virtual Academy will provide a **flexible** online classroom experience that **values** learners' unique needs, **promotes** critical thinking and problem solving, **builds** collaborative and social connections and **provides** a pathway to graduation.*

OTSEGO VIRTUAL ACADEMY...

- Allows your student to work at their own pace
- Provides a flexible structure for students and families
- Provides a different learning environment
- Meets unique learning needs, individual situations
- Provides the setting your child needs to learn at their best
- Expands course opportunities at higher levels
- Welcomes students/families into the OPS community - connection to the OPS community

SCHOOL TELEPHONE DIRECTORY

Superintendent's Office	269-694-7900
Director of Transportation/Operations	269-694-7940
Director of Instruction	269-694-7904
Director of Otsego Virtual Academy	269-694-7980
High School Principal's Office	269-694-7400
High School Attendance Office	269-694-7480
High School Athletic Office	269-694-7405
High School Guidance Office	269-694-7410
High School Fax	269-694-7499
Otsego Middle School	269-694-7500
Alamo Elementary School	269-694-7600
Dix Street Elementary School	269-694-7700
Washington Street Elementary School	269-694-7800
Business/Central Office	269-694-7900
OPS Connection/Public Relations	269-694-7910
Community Education Office	269-694-7930
Food Service Office (located in High School)	269-694-7445
Section 504 Compliance Officer	269-694-7907
Special Education (located in Central Office)	269-694-7907

OTSEGO VIRTUAL ACADEMY

Otsego Virtual Academy (OVA) provides various learning opportunities for students in grades K-12. This school program is open to all students (who meet the enrollment criteria) looking for flexibility with their learning:

- Full-time students
- Part-time students
- Home school students
- Nonpublic/shared time students
- School-of-choice students and/or students from county partners

OVA students will be assigned to a building. The assignment will be based on grade level, residency, and grade level class sizes.

OVA STUDENT PROFILE

Virtual learning is different from being in a classroom in person. It takes a different mindset from the student and family to adjust to this new type of instructional delivery. Some traits to consider about your child:

- Is your child a strong reader?
- Does your child have strong communication skills?
- Does your child love to learn?
- Can your child create and stick to a schedule? That can be one that works for him/her
- Does your child have stamina for learning? Some days are longer than others.
- Does your child have a Supportive Learning Guide at home? This can be a parent, tutor, older sibling, etc. Younger learners especially will need support at home.

OVA ENROLLMENT

Otsego Virtual Academy operates under specific laws in the Michigan Pupil Accounting Manual.

Otsego Public Schools strives to provide individualized learning opportunities where a student can be successful. Otsego Virtual Academy, under the OPS umbrella, has the same mission. This learning model can be very successful for some students, and a struggle for others. Before a student enters the virtual program, we want to ensure he/she is prepared; therefore, Otsego Virtual Academy has the following requirements for entering the program. (These guidelines follow 5-O-D legislation which states: "A district may deny enrollment if the pupil does not possess the prerequisite knowledge and skills to be successful in the online course or is not proficient in the subject area.")

- Fountas and Pinnell Reading Assessment K-5
- Reading Inventory 6-12
- OPS Common Assessments

MAINTAINING ENROLLMENT IN OVA

All students will take proficiency assessments in the fall and spring. In order to maintain enrollment status in the program, students must show growth over the school year on the proficiency assessments and in their assigned classes. Students who fail the majority of courses and who stay at the same level or decrease their score on the proficiency assessments may not be permitted to continue in OVA. Any recommendation for enrollment back to in-person school will be provided in writing to families at a trimester break.

ENROLLMENT IN MORE THAN TWO VIRTUAL COURSES

If the pupil is enrolled in more than two (2) virtual courses in an academic term, semester, or trimester, each of the following conditions must be met:

- a. The district has determined that such enrollment is in the best interest of the pupil.
- b. The pupil agrees with the recommendation of the district.
- c. Except for a pupil enrolled under Section 166b of the State School Aid Act, the district will collaboratively develop an educational development plan (EDP) with the pupil following the Department guidance. For pupils in grades K-6, the plan should include the following items:
 - i. The pupil's preferred learning style.
 - ii. The pupil's interests.
 - iii. Areas of academic development.
 - iv. Areas of personal/social development
 - v. A timeline and measures for the development of the above items.
 - vi. Postsecondary and career goals as applicable.

DENIAL OF ENROLLMENT

Enrollment in a virtual course may be denied for any of the following reasons:

- a. The district determined that the enrollment is inappropriate for a pupil who is enrolled in any of grades K-5.
- b. The pupil has previously gained the credits that would be provided from the completion of the virtual course.
- c. The virtual course is not capable of generating academic credit.

- d. The virtual course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- e. The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content.
- f. The pupil has failed a previous virtual course in the same subject during the two most recent academic years.
- g. The virtual course is of insufficient quality or rigor. A district that denies a pupil's enrollment request for this reason shall enroll the pupil in a virtual course in the same or a similar subject that the district determines is of acceptable rigor and quality.
- h. For a course selected from the statewide course catalog, the cost of the virtual course exceeds the amount allocated to a course under Section 21f (6.67% of the minimum foundation allowance for the current fiscal year as calculated under Section 20 of the State School Aid Act (MCL 388.1620)), unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds that amount.
- i. The virtual course enrollment request did not occur within the same timelines established for enrollment and schedule changes for regular courses.
- j. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This does not apply to a request made by a pupil who is newly enrolled in the district.
- k. The course has reached capacity and the district has restricted enrollment to resident applicants.
- l. The district does not support the enrollment in more than two (2) virtual courses in an academic term, semester, or trimester.

OFF-SITE STUDENTS

Offsite students are those who are enrolled full-time in virtual classes. These students are expected to comply with guidelines and rules in effect in the Michigan Pupil Accounting Manual regarding attendance procedures. The school will share these expectations with students and parents at the start of each year. These students will be expected to have contact with their teacher of record and/or their mentor at least twice per week.

Off-site students are welcome to come to the school if they need help in any way. Off-site students will be afforded the same opportunities as other students in terms of participation in extracurricular activities, awards, and school services. All students will be expected to participate in district common assessments and also in mandatory state assessments.

ON-SITE STUDENTS

On-site students are those who enroll in a combination of seated and virtual classes. If the virtual classes are between seated classes of the day, the student will be expected to stay on campus in a location established by the school to check in for attendance.

If the virtual classes are at the start or end of the student's day, the on-site student may follow the attendance and contact procedures of the off-site students for those classes. The school team of the mentor, counselor, and administration can exercise authority to require that these students report in person if they struggle with their courses.

Any student who arrives after the start of the school day or who leaves before the end of the day, for any reason, should check in or out of the main office.

ACADEMIC INTEGRITY

Cheating includes but is not limited to: (1) the use of any unauthorized assistance in taking tests or examinations. (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student.

Plagiarism includes, but not limited to, the use, whether by paraphrase, copy/paste, or direct quotation, of the published or unpublished work of another person, including resources from the Internet, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the educational process and one's character. Whenever a student is guilty of this misconduct, discipline will take place in accordance with the school handbook.

Tests and quizzes will be completed in person under the supervision of school staff unless permission is granted by the teacher of record for the student to test offsite.

NCAA ELIGIBILITY

Any students who think they may apply for athletic eligibility through the NCAA Clearinghouse should work closely with their parents, their counselor, and the Athletic Director to determine whether their virtual courses meet the criteria established by the NCAA for eligibility.

ATHLETIC ELIGIBILITY

All Athletic Department Policies apply to students enrolled in OVA. Please see the OPS 2021-22 Athletic Handbook for all policies. Any OVA student who wishes to participate in interscholastic athletics must meet weekly eligibility requirements as stated in the OPS 2021-22 Athletic

Handbook. Current grades for virtual classes will include both current course grade and percent of course completion. In order for an athlete to participate in practice or competition, he or she must be in attendance FOR ALL CLASSES on the day of any activity (practice/competition). Each athlete should conduct him/herself in such a manner that he/she will create a positive reflection of him/herself and the community.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

Any OVA student who wishes to participate in extracurricular activities (such as band, choir, musical, clubs, etc) must meet the same weekly eligibility requirements as those students participating in athletics. Current grades for virtual classes will include both current course grade and percent of course completion. In order for a student to participate in practice, rehearsal, competition, concert, and/or performance, he or she must be in attendance FOR ALL CLASSES on the day of any activity (practice, rehearsal, competition, concert, performance). Each student should conduct him/herself in such a manner that he/she will create a positive reflection of him/herself and the community.

OTSEGO VIRTUAL ACADEMY ROLES

PARENT/PRIMARY LEARNING GUIDE

The parent is the primary learning guide for the student(s). Parents should supervise their students with their coursework. Parents will have full access to the Pearson platform and can access their child's progress. Some students may need a great deal of parental support while others may work more independently.

TECHNOLOGY SKILLS STUDENTS AND PARENTS NEED FOR SUCCESS

Students should be comfortable and proficient in uploading files to their computer, sending assignments (photos, documents) via email to teachers and navigating websites. Email, picture-taking and website navigation are must-knows in order to be successful. The virtual academy will give each parent a "test" prior to enrollment to verify that parents can successfully complete necessary tasks and would be able to help their child. Otsego Virtual Academy will offer initial and ongoing training on the learning management system.

OTSEGO VIRTUAL ACADEMY MENTOR

Each student is assigned an Otsego Virtual Academy Mentor/Learning Coach. The Mentor's role is to support the student with the student's online learning. The Mentor is not the student's instructor. The Mentor will send out weekly emails to students. Students are required to respond to Weekly Wednesday Check-in emails by Friday at noon. Your Otsego Virtual Academy Mentor can help with:

- Goal setting/time management for academic success
- Attendance Check-ins
- Technology issues
- Needing access to locked out assessments/assignments
- Enrollment questions
- Reporting absences due to illness
- Requesting materials
- Resolving issues with instructors and/or coursework

The Mentors follow the student's progress in classes and report to the student's learning coach/parents regarding progress. Mentors contact the students weekly.

THE ONLINE INSTRUCTOR

Each contracted online program has instructors who design lessons, assignments, quizzes, and tests/exams. They are also responsible for grading the student's work. The instructor is to be the primary contact for students/parents regarding course questions.

Students may experience a conflict with an instructor and in most cases these situations are easily resolved. If a conflict occurs, the following steps should be taken:

1. Students should contact the instructor directly to discuss the conflict to resolve the issue.
2. Students should contact their Mentor to inform them of the situation.
3. If the conflict continues, the Mentor can work with the student and director for resolution.

OVA EXPECTATIONS OF STUDENTS

ATTENDANCE PROCEDURES & POLICY

Attendance is an integral component in a student's education. Learning takes place in collaboration with OVA teachers and engagement with the OVA curriculum. Regular attendance/engagement is always essential for doing your best work in school. Employers will be interested in your attendance record some day. Students who are under the age of eighteen are required to attend school under the State Compulsory Attendance Law.

For a student to obtain credit and to keep parents informed of student absenteeism, school personnel have set up a minimum standard of attendance. Every effort should be made by students and parents to see that absences are limited to reasons of personal illness or a grave, family emergency.

- Students in grades K-12 are required to participate in at minimum **two, two-way contacts per week** with their mentor or classroom teacher. Parents and students in grades K-5 can work collaboratively with the OVA mentor teacher to accomplish the two, two-way via zoom, email, or phone call. This means, the teacher initiates contact via Pearson, Remind, Google Classroom, Zoom, email, text message or phone call and the student responds, then the teacher responds (teacher-student-teacher). These two-ways will be logged, and two per week must be completed for a student to have positive attendance marked. Students & parents need to be on the watch for contacts by their mentor and respond to all contacts.
- Students will **submit an assignment** every Wednesday.
- Students will **log in regularly** to the appropriate Pearson platform and be working toward completion of their coursework.

Unexcused Absence: An absence is considered unexcused when a child misses both 2 way communications in a week. When that happens, we check to see if they submitted a Wednesday assignment **and** if the child has logged in regularly over the course of the week, Wednesday to Tuesday.

OVA Truancy Procedure:

Student has 1 unexcused absence

Otsego Virtual Academy Director or designee checks in with the child’s teacher/mentor regarding Wednesday assignments and checks login history in Pearson. Communication is sent to the child’s parent/guardian about the requirements for virtual learners at OVA and communicates with local district support personnel about the unexcused absence.

Student has 2 unexcused absences

Otsego Virtual Academy Director or designee sends an email/letter to the family. The truancy support at the local district is notified, if applicable.

Student has 3 unexcused absences

Otsego Virtual Academy Director or designee sends a second email/letter to the family. Otsego Virtual Academy Director or designee schedules a meeting with the family. The truancy support at the local district is notified if applicable. The Allegan Area Educational Service Agency (AAESA) Truancy Officer is notified.

Student has 4 unexcused absences

The student is dropped from OVA and sent back to the local district or school. A parent meeting is scheduled with the local district or school regarding truancy and paperwork is completed for documentation.

WEEKLY CHECK-INS

Students enrolled in Otsego Virtual Academy are attending Otsego Public Schools even though they are participating in virtual classes off campus. As an Otsego Virtual Academy student, you are required by the school district and the State of Michigan to have two weekly “two way” communications with Otsego Virtual Academy by communicating with the Otsego Virtual Academy Mentor. Communication needs to be “Academic in Nature.” This is a mandatory attendance requirement. Failure to respond to Mentor communication on a weekly basis may result in being removed from the virtual program.

OVA Mentors contact students using the students’ email addresses, and parents using parent email addresses. Otsego Public Schools will provide each student with an email. Every week on Wednesday, you will receive an email titled, “Wednesday Check-in Letter” from your OVA Mentor. Contained in this email will be important information for the week, learning strategies to help you as a student, and/or questions to respond to as you progress through your classes. The students are required to reply to this email using their first and last names, and respond to the academic questions every week by the following Tuesday at 12:00 noon. Responses must be grade level appropriate. Each student must complete this two-way communication **TWO** times during the week starting Wednesday-Tuesday. When this has occurred, the weekly mandatory attendance requirement has been completed. The task is similar to a teacher taking attendance in class. The students are encouraged to contact Mentors at any time to discuss concerns, problems with classes, any questions you have about your academic program, and respond to questions asked by the OVA Mentor. All communication will be copied to parents as well.

STATE OF MICHIGAN “COUNT DAY” PROCEDURES

Twice a year the State of Michigan requires public school districts to submit a count of the number of students enrolled in their school district. These official “Count Days” are the first Wednesday in October and the second Wednesday in February. On the official Count Day, students will be required to:

- Complete an assignment in each of their virtual classes
- Contact their OVA Mentor that they have logged in and worked in their classes
- Log into each of their virtual classes each day for the next ten days during the Count Day window

This will not be difficult since you are expected to work regularly in your classes to complete your coursework. This requirement is very important for Otsego Public Schools, the State of Michigan, and the student's participation with Otsego Virtual Academy.

DAILY ATTENDANCE FOR AFTER-SCHOOL ACTIVITIES

In order for a student to participate in or attend after-school activities, they must be in attendance ALL DAY on the day of any activity. No exceptions will be granted without just reason and prior approval of the administration. When the activity in question occurs on a non-scheduled school day, attendance is required the last school day before the event. In general, students who are absent for any part of the school day because they are not well enough to attend school will not be allowed to participate or attend after school. Administrators can approve exceptions, however, for absences that are deemed to be unavoidable and for reasons other than not feeling well. Examples of these exceptions include but are not limited to a medical appointment that was previously scheduled, a funeral, a court appearance, etc. The final authority to grant an exception rests with the school administration.

Pre-Arranged Absences

Pre-arranged Absence forms, which may be obtained in the Director's Office, are required for all absences in which advance notice is available. The forms are only used if a student will be absent more than one day. Arrangements for an absence of this type should be completed two school days prior to the absence. Failure to properly submit an advance absence form may result in unexcused absences. These forms are generally not used for absences scheduled by the school.

STATE OF MICHIGAN AND COLLEGE ENTRANCE TESTING INFORMATION:

M-STEP, MME, PSAT, SAT

To measure student progress, students will be tested in accordance with State standards and District Policy. If you are a full-time Third to Twelfth grade teacher, you will be expected to participate in the appropriate grade-level assessments. You must appear at the designated OVA location to take your state testing in order to continue in OVA. These appropriate grade-level assessments include:

Michigan Student Test of Educational Progress (M-STEP): Students in Third through Twelfth grade will be administered the M-STEP exam in late April and early May. The test will be used to determine whether students are meeting or exceeding the Michigan Curriculum Standards.

Michigan Merit Exam (MME): All Eleventh grade students or seniors who have not already taken it will be expected to participate in MME in spring. The tests consist of the SAT college entrance exam, the WorkKeys exam, and the Michigan Student Test of Educational Preparedness (M-STEP). The SAT/WorkKeys portion of the MME is given in April to all juniors in

the State of Michigan. Students will also be able to submit their SAT test score for admission to colleges and universities.

Preliminary SAT (PSAT): Eleventh grade students will take the PSAT test in the fall of each school year. Eighth, Ninth, and Tenth grade students will take the PSAT in the spring. Students will receive information regarding the test sites and times.

ACADEMICS

SCHEDULING OF OVA COURSES

K-5th grade

OVA students are required to take four (4) core classes (English Language Arts (ELA), math, science, and social studies) and two (2) encore courses. Students should be able to work within the program with the help of a parent (Primary Learning Guide). Parents should supervise and guide their students with their coursework. If parents reach a point in which content is too difficult or the student is struggling with engagement of schoolwork, families should reach out to our OVA staff for assistance.

6th-8th grade

OVA students are required to take four (4) core classes (science, social studies, ELA and math) and two (2) elective courses. Students should be able to work independently, but parents need to stay involved enough to ensure that their child is completing work as well as understanding the work. If parents reach a point in which content is too difficult, families should reach out to our OVA staff for assistance.

9th-12th grade

High school students are required to take six (6) courses. At this level, a parent's role shifts to more of a manager to monitor progress and check in on their child. Often it is the parent's role to listen as a student reads a paper out loud or help a student study for a test - much like a traditional school. It would be unusual for a parent to be "teaching" the high school student, although this does happen occasionally.

HIGH SCHOOL GRADUATION REQUIREMENTS

Academic Requirements

English:

- English I Course Sequence
- English II Course Sequence
- American Literature Course Sequence

- One credit of English electives
- Math:**
- Algebra I Course Sequence
 - Geometry Course Sequence
 - Algebra II Course Sequence
 - One credit of Math during senior year
- Social Studies:**
- World History & Geography Course Sequence
 - US History Course Sequence
 - Government/Econ course sequence
- Science:**
- Biology Course Sequence
 - Chemistry Course Sequence
 - Physics Course Sequence
 - ½ credit Earth Science
 - ½ credit Environmental Science
- PE/Health:**
- One credit
- Visual, Performing, or Applied Arts:**
- One credit
- World Language:**
- Two credits
- Total Number of Required Credits: 31.5**

The Board of Education recommends that every effort be made to keep youth in high school until they have completed requirements for graduation. In order to participate in Commencement and Swingout, you must be eligible to receive a diploma and graduate in June.

Community Service

All Otsego Public Schools’ students are required to complete five (5) hours of community service each year during their junior and senior years, for a total of 10 hours, in order to graduate. These hours should be pre-approved and recorded with the Director’s Office.

PEARSON 2021-22 COURSE LIST

GRADE LEVEL	MATH	ELA	SS	SCI	ELECTIVES
K-5	Math K Math 1 Math 2 Math 3 Math 4 Math 5	Language Arts K Language Arts 1 Language Arts 2 Language Arts 3 Language Arts 4 Language Arts 5	SS K SS 1 SS 2 SS 3 (MI Hist) SS 4 SS 5	Science K Science 1 Science 2 Science 3 Science 4 Science 5	PE K-5 Art K-5 Disc Music (3-5) Exp Music (K-2) Tech K-5 Elem Sign Lang 3-5 Elem Spanish 3-5
6-8	Math 6-8 Algebra Readiness, Pre-Algebra, Algebra	ELA 6-8	SS 6-8	Science 6-8	Heath and PE 6-8 Art 6-8 Music 6-8 Digital Art MS Career Exploration

					MS Journalism MS Study Skills Tech 6-8 Sign Lang 6-8 Spanish 6-8
9-12	Algebra Geometry Algebra II Calculus Consumer Math Explorations in Math Pre-Algebra Pre-Calculus Statistics Personal Finance	English 9 English 10 English 11 English 12 Creative Writing Fund of Eng Comp Gothic Lit Grammar and Comp Journalism Mythology and Folklore Read/Write for Purpose	Government Economics Geography US History World History Af Am History Archaeology Current Events Holocaust Human Geography Intro to Psych World Religions	Biology Chemistry Earth Sci Physical Sci Physics Astronomy Earth/Space Env Sci Marine Sci	
9-12 AP AP Courses	AP Calculus AP Statistics	AP English Language and Composition AP English Lit and Composition	AP Human Geography AP Macroeconomics AP Microeconomics AP Gov AP US History	AP Biology AP Env Sci	AP Art History AP Comp Sci AP Psychology AP Spanish
	PE/Health	Art/Music	Foreign Language	CTE	Business, Comm, Sci, Tech
9-12	Heath Fitness Nutrition Personal Fitness Personal Health PE I, II, III	2D Animation Anthropology Art History Art: World Cultures Digital Photography Fund of Art Art Appreciation Intro to Drawing Living Music Music Appreciation Philosophy	Chinese I-III French I-IV German I-III Japanese I-II Latin I-III Sign Language I-II Spanish I-IV	Coding Forensic Sci Medical Law Medical Terminology	3D Modeling Accounting Office Man Advertising Anatomy Business Comm Business Info Business Law Business Math Eng and Tech Dev Writing Comp Tech Entrepreneurship Game Design Human Resources Int Business Intro to Comm Intro to Finance Graphic Design Sociology Astronomy Java Programming Leadership in Business Management Marketing Sports Marketing Sports Management

DISTRICT-WIDE POLICIES AND PROCEDURES

ACADEMICS

Allegan County Area Technical & Education Center (ACATEC) Guidelines

- Absences from ACATEC **must** be reported to the OVA Director as well as the ACATEC instructor.
- Transportation to and from ACATEC is by bus (if space is available).
- Bus departure times are 7:50 a.m. for morning ACATEC and 11:35 a.m. for afternoon Tech- Ed students.
- Returning afternoon ACATEC students should go directly home.
- Students who miss their ACATEC bus will report to the OVA Director.
- It is the ACATEC student's responsibility to read the posted daily announcements.
- Students cannot drive to the ACATEC without a signed consent form from the ACATEC. Consent to drive is on a day-to-day basis.
- Any disciplinary action with ACATEC students will be equally enforced at both OPS and at the ACATEC.
- ACATEC Phone number: (269) 673-3121

Classification of Students

Students will be promoted to the next grade level if they are on a successful course for graduation within four years. Student promotion to the next grade will be based upon the following criteria:

- To be classified as a sophomore, the student must have earned at least 7.5 credits.
- To be classified as a junior, the student must have earned at least 15.5 credits.
- To be classified as a senior, the student must have earned at least 23.5 credits.

Exceptions will be made for IEP students who are not on a diploma track and for transfer students who come from schools with different credit economies.

COVID-19 Information

Follow [THIS LINK](#) for the OPS Health and Safety Protocol.

Credits Outside of High School

Any student who plans to take coursework outside the regular high school schedule (dual enrollment, dual credit, correspondence, on-line, night school, etc.) should confer with the counselor before beginning classes and get the coursework pre-approved for high school credit.

Dual Enrollment

Enrollment in a college class for students who have earned a qualifying score on one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The dual enrollment will be only for a class that is not offered at the high school. The high school determines which classes are appropriate. The district pays the tuition costs for the student in accordance with the state funding formula. Elective credit is transferred back to the high school.

Dual Credit

Enrollment in a college class by any high school student for coursework and transferring the credit back to the high school. These are paid for by the student and will be elective credits.

Early Graduation

Otsego High School expects students to attend high school for four full years. The school will make exceptions and allow a student to graduate at the completion of 11 trimesters only if the student applies for early graduation before the end of the first trimester of their senior year. The student must also demonstrate a feasible plan that would indicate valuable use of time spent outside of high school. Such a plan should include full-time enrollment in a post-secondary institution, enlistment in the military, or full-time, career-oriented, and gainful employment. Students who graduate early may participate in Swingout and Commencement if approved by the Director.

Grading System

HS

Otsego Public Schools uses a twelve-point grading system, which is indicated below. Students who pass a trimester class will receive $\frac{1}{2}$ credit toward graduation.

A	93 – 100%	B-	80 – 82%	D+	67 – 69%
A-	90 – 92%	C+	77 – 79%	D	63 – 66%
B+	87 – 89%	C	73 – 76%	D-	60 – 62%
B	83 – 86%	C-	70 – 72%	F	0 – 59%

Grading Scale

Otsego High School uses a standard 4-point grading scale as follows:

A	4.0	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.0
B+	3.33	C	2.0	D-	0.667
B	3.0	C-	1.667	F	0.0

Final Exams

Otsego Public Schools High School Student marking system requires that all students take a summative assessment at the end of each trimester. These final exams cannot be given early and administrative approval must be given to take them late.

The weights for final exams will be as follows:

- Freshman level courses 10%
- Sophomore level courses 15%
- Junior and Senior level courses 20%

MS

Otsego Public Schools uses a twelve-point grading system, which is indicated below.

A	93 – 100%	B-	80 – 82%	D+	67 – 69%
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A-	90 – 92%	C+	77 – 79%	D	63 – 66%
B+	87 – 89%	C	73 – 76%	D-	60 – 62%
B	83 – 86%	C-	70 – 72%	F	0 – 59%

K-5

Otsego Public Schools uses a twelve-point grading system, which is indicated below.

A+	100%				
A	92.5 – 99.9%	B-	79.5 – 82.4%	D+	66.5 – 69.4%
A-	89.5 – 92.4%	C+	76.5 – 79.4%	D	62.5 – 66.4%
B+	86.5 – 89.4%	C	72.5 – 76.4%	D-	59.5 – 62.4%
B	82.5 – 86.4%	C-	69.5 – 72.4%	F	0 – 59.4%

What Do Our Marks Mean?

The grades you earn are to be interpreted as follows:

A – Excellent Work	F – Unsatisfactory for Credit
B – Good Work	I – Incomplete
C – Average Work	NC – No Credit
D – Poor Work	

F (Failing) - This work is so poor in quality or incomplete in amount that it is failing. If an "F" is received as a final mark, no credit is given in that course.

I (Incomplete) - This mark indicates that the work required has not been completed, and that no mark will be given until the make-up work has been completed. If not completed within two weeks from the end of the trimester, or as otherwise arranged with the administration, the grade will be computed with the work in question counting as zero.

NC (No Credit) - Indicates the student will not receive credit for the class but a grade is not calculated into the G.P.A.

Michigan Merit

The State of Michigan expects all K-12 students to take State Assessment(s) that apply to the students' grade level (MSTEP, PSAT, SAT, WorkKeys).

Honors

HS

Students who earn a GPA of 3.5 or higher for the current year for the first two trimesters during each year are invited to the annual OHS Honors Night in the spring. In addition, students who have a cumulative GPA of 3.75 or higher will receive a special academic award. The academic awards are based upon the cumulative GPA after the second trimester each year, and it begins sophomore year. Students may earn an academic award up to three years.

MS

Awards & Recognition of Student Achievement Scholastic awards will be presented at the end of the school year. Those students obtaining a 4.0 for the 1st and 2nd trimester in all classes will be on the “4.0” honor roll. Those students obtaining a cumulative grade point of a 3.5 and above for the 1st and 2nd trimester will be on the Honor Roll.

Student of the Month - Each month, the staff at OMS recognizes a student of the month from the 6th, 7th and 8th grade at a breakfast. Students will be nominated based on academic improvements/achievement, their efforts to assist peers, and their role modeling of responsible behaviors. Students of the Month are students that go above and beyond classroom expectations.

Jennings Award will be presented at the end of the school year based on “The Jennings Rule” – No child shall be made fun of, embarrassed or humiliated in any way before, during or after school hours. Each student, no matter how ‘different’ , will be accorded the respect and dignity which is his or her human right.”

ELEM

Awards & Recognition of Student Achievement Scholastic awards will be presented at the end of every trimester at the elementary school buildings.

Graduation Honors

Otsego will recognize two groups of students for academic excellence, based upon cumulative GPA after the second trimester of senior year:

- Graduating with distinction (4.0 or higher GPA)
- Graduating with honors (3.75 – 3.9999 GPA)

Commencement speakers will be the students with the highest GPA's.

Processional leaders and Swingout speakers will be class officers.

GPA's after the valedictorian and salutatorian. Individual Seniors are honored at the school's honors program, Swingout.

Personal Curriculum

The state of Michigan allows for some flexibility in meeting state graduation requirements through Personal Curriculum requests approved by the school. The parent or legal guardian of a student may request a personal curriculum for the student that modifies certain areas of the Michigan Merit Curriculum. Contact the Otsego Virtual Academy Director for more information on this.

Report Cards

Report cards are issued at the end of each trimester (12-weeks). The report card is mailed to the address of record. The card serves as a record of the student's work for the period of time indicated and as an attendance report to the parent.

Robotics Credit

In accordance with guidelines and special endorsement from the state of Michigan, OVA students have the opportunity to earn 1/2 elective credit each year for successful participation and personal growth in our Robotics program. Students interested in earning this credit should notify the director and the Robotics coach early in the school year in order to develop a plan together for the student to earn the credit. If successful, the student will earn .5 credit with a grade of "Credit" on their transcript for each year that the credit is earned. This credit would not be calculated into the student's cumulative GPA.

STEM Endorsement for Diploma

Otsego Virtual Academy offers students the opportunity to earn a STEM (Science, Technology, Engineering, and Math) endorsement on their diploma in accordance with Michigan laws that allow for this. The requirements include specific credits in Math, Science, and Technology as outlined in section 1278 of state law, and the credits can include coursework and credits in grades 7-12. Students interested in the STEM endorsement should discuss this with the director as early as possible to collaborate on an EDP (Educational Development Plan) that would allow the student to meet the requirements.

Testing Out

The Board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, by exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. Credit earned in this manner will be granted based on Otsego Public Schools Board of Education policy and state law. (Public Act 335, sec. 1279B)

Weighted Grades

Otsego Virtual Academy gives added weight grades by adding one (1.0) point to passing grades earned in Advanced Placement courses and in dual-enrolled courses that are deemed by the OHS Faculty Council (Department Chairs) to be at a level equivalent to or above the high school AP rigor.

ANCILLARY SERVICES

Directory Information

In compliance with the Family Right to Privacy Act, Otsego Virtual Academy considers a student's name, address, grade and sex to be directory information. This information will be released generally on a need-to-know basis, but will be provided on demand. If the student wishes not to have their name given out or published; e.g. yearbook, honor roll, music programs, commencement program, etc., the student, if an adult, or student's

parents/guardians are asked to file such requests in writing with the Director annually during the first week of school.

Drug, Smoke, and Weapons Free Campus

The Otsego Public School District is a smoke, drug and weapons free campus. The use or possession of any tobacco products, drugs or drug paraphernalia or weapons on school grounds, in buildings, parking lots and in vehicles on school property is prohibited by state and federal laws. Violators will be prosecuted to the fullest extent of the law.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local television station as well as send a message over the district's notification system. Parents and students are responsible for knowing about emergency closings and delays.

Guidance

The Guidance Counselors work closely with teachers and administrative personnel to assist the entire student body. Information about careers and occupations is provided, along with catalogues and resource materials from institutes of higher education.

Tests and student records are administered and maintained in the Guidance Office. Results of standardized tests are provided to students and parents. Also, students and parents may request to see the student's records. The counselors will interpret test results and records for those who desire such assistance.

Personal counseling and scheduling of classes are other important functions of the Guidance Office. The Guidance Office has contact with many referral agencies and serves as an important link between the home and the school. The office is open at 7:30 a.m. and closes at 3:30 p.m. during the school year. Career Exploration and Michigan Virtual High School courses are coordinated through the Guidance office.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Alice Hoekstra at 269-692-6232 to inquire about evaluation procedures and programs.

Insurance

Otsego Schools do not carry insurance to cover injury, theft, or damage to person or personal property. All students have the opportunity to take out our school-time accident insurance for a small fee. It is highly recommended that all students consider the program.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director at 269-694-7980 to inquire about evaluation procedures and programs offered by the District.

Media Center

OVA students will be assigned to a building. The assignment will be based on grade level, residency, and class sizes. OVA students will have access to the media center at the building they are assigned at designated times. Contact the OVA director for more information. The librarian will establish the general procedures for use of the Media Center. While using the Media Center, students are considered to be under the direct supervision of the librarian. Non-compliance with Media Center rules may lead to the loss of library privileges.

National Honor Society (NHS)

The Otsego chapter of the National Honor Society, charter number 11585, exists to encourage scholarship, promote service to the community, foster good character, and help create leadership ability in its members. It inducts a limited number of Juniors and Seniors every year. Each September, Juniors and Seniors with a cumulative GPA of 3.5 or higher are invited by announcements in the daily bulletin to provide information to be reviewed by the Faculty Council, which selects new members for induction. New members are selected based upon scholarship, character, service, and leadership. Students must show evidence in each of the four areas in order to be considered for membership in the Honor Society.

Outdoor Activities

At times, classes will go outside the building for classroom activities, exposing students to normal degree of insects and plant life. Parents of students with allergies should alert the school at the beginning of each school year.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the Director. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Telephone or Address Changes

Students should inform the Director if they have a change of address or a new telephone number.

Telephones

The office phones are not to be used by students except in cases of emergency. Telephone messages will be accepted in any of the offices, from parents or guardians only!

Student Council

The Student Council has a highly active role as a meeting place between the student body and the administration. Students can assume as much of the responsibility of organizing their school activities as they are able. It is the place where problems or questions from either the students or the administration can be presented for discussion and consideration. Representatives are selected each spring from petitions that are submitted by individual students and later elected in school-wide balloting. Each person running for the student council must be in good standing with academics and attendance.

BEHAVIOR, CONDUCT, & SAFETY

Bulldog Respect Code

Do the right thing

Do your best

Treat others as you want to be treated

Students are prohibited from disrupting teaching or engaging in behavior that poses a threat to the orderly conduct of school activities or any other lawful function of the school or school district. Prohibited conduct includes but is not limited to the following illustrative examples of disruptive behavior:

- failing to observe established safety rules, standards and regulations, including on the bus and in hallways;
- intentional verbal, written, or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- appearance or clothing which (1) violates a reasonable dress code adopted and publicized by the school, or (2) is substantially disruptive, or (3) is provocative or obscene; or (4) endangers the health or safety of the student or others;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is lewd or of an overly sexual nature in the school setting;
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus;
- possessing any item prohibited by federal law, state law, board policy or any individual school rule;

- engaging in any other behaviors prohibited in board policy or school behavior plans and;
- display of symbols on flags, clothing, literature, online, or in other areas, that school officials conclude pose a risk of serious disruption to school, including the swastika, the confederate battle flag, and other symbols affiliated with violent protest and violence against minority groups, women, LGBTQ people, people with disabilities, and other protected groups.

Adult Students

In general, procedural rules at Otsego High School apply to all students regardless of age. Eighteen year olds are permitted to sign an adult-status form, giving the student complete responsibility for his own attendance, report card, and any additional communications normally sent to parents. Adult students may be required to furnish documentation for absences due to illness, appointments, etc.

Cell Phones

Students may not use a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building Director, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP)/504 Plan; (c) it is used before school up until 7:45 AM or during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action, which may include confiscation of the cellular telephone or ECD.

Classroom Expectations

In the classroom, students are expected to abide by the procedures as set forth by the individual teacher. All classroom rules, regulations, policies, etc., are in addition to the school policies and not in lieu of them. While classes are in session, students are not to be in corridors without a completed, **currently dated** pass. As there is ample time to use the restroom between classes, this is not considered to be a legitimate reason to leave class (except in emergency cases.) Students should not be permitted to leave class for purposes of getting books, supplies, etc. from their lockers. In general, students are not to bring articles to classes that might cause classroom disruption. Potential attractive nuisances such as radios, stereos, beepers, cell phones, laser pointers, etc. should not be brought to school. Appearances and/or behaviors that

are disruptive will not be tolerated. Students are not to take food, drinks (with the exception of water), or book bags into classrooms.

Dance Policies

Attendance at school-sponsored dances is a privilege. All school rules, including the school's discipline code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Any person attending a dance at Otsego High School must be a high school student of Otsego Public Schools or a guest of an Otsego Public Schools high school student. OPS students who want to bring a guest must obtain a guest pass from the main office and have it completed prior to the dance with appropriate signatures. An Otsego Public School high school student is allowed one guest. A guest must be "age appropriate," defined as a current high school student/graduate up to the age of 20.

In general, persons who have withdrawn or discontinued their education prior to graduation will not be allowed as guests. The guest must accompany the OPS student to and from the dance. Once a person leaves a dance, he or she may not return. Dancing should be done face-to-face and in an appropriate manner for the school setting. Students who dance in an inappropriate manner may lose the privilege of attending dances at the school.

Dismissal from Class

Any student who is dismissed from class for disciplinary reasons should expect the Director to contact them.

Dress and General Appearance

During school, the job of each student is to show up prepared to find success. The school expects students to dress for school success as an employer would expect its staff to dress for workplace success. Students are expected to be prepared to engage in the educational process at all times.

The ultimate determination regarding the appropriateness of dress lies with the school administration. Repeated violation of the dress code may result in disciplinary action.

Following are guidelines for the OPS dress code:

- Clothing and appearance should be modest and appropriate. Standards of dress in classes that clearly deal with the health and safety of students will be upheld.
- Fundamental responsibility for standards of dress and grooming rests with the student and his/her parent or guardian. All students are expected to wear clean, complete, and reasonably well-fitting clothing.
- Slogans advertising profanity, vulgar suggestions, sexual connotations, alcohol, drugs, or tobacco are not permissible on clothing.
- Mini-shirts are not allowed. Immodest skirts or shorts are not appropriate. As a guideline, skirts and shorts should extend to the end of fingertips when standing in a relaxed state.

Sleeveless tops must have shoulder straps that are at least two (2) inches wide. No bare midriffs are allowed.

- Clothing and appearance should not create a distraction from the educational process in a classroom setting.
- Headgear of any kind is not to be worn in the building during class time.
- Eye contact is an important part of instruction; therefore, students are not to wear sunglasses to class unless recommended, in writing, by a physician.

Unless otherwise approved, these policies are in effect during the regular school day and for all school activities. Because some individuals or groups are representing the school, such as performing musical groups, athletic squads, cheerleaders, etc., the school reserves the right to establish more defined dress policies for these groups. Certain classes have mandatory requirements pertaining to the wearing of protective equipment and clothing which are required by state standards e.g. protective glasses, hair-nets, goggles, etc. Non-compliance to safety rules and regulations, as above, should result in removal from class. Students with shoulder-length hair or longer will be required to wear hairnets or other school-approved restraining devices when working in class areas in which power equipment is being used or operated.

Drug/Alcohol Policy

The possession or use of illegal drugs or alcohol at school, at school events, or on school property is wrong, harmful, and contrary to State and Federal Laws. Students found using, in possession of, or under the influence of drugs or alcohol will face severe consequences. For a first offense, the student will be suspended for seven (7) days and be referred to the police. To have the suspension reduced to five (5) days the student must:

- Provide 20 hours of service to the school (outside school hours);
- Successfully complete an approved drug or alcohol screening (scheduled before the student returns to school);
- Attend two (2) Saturday School sessions.

Drug Assessment

Any student suspended for violating the Substance Abuse Policy is urged to undergo a substance abuse assessment administered by a trained professional. If the cost is not covered by the parent/guardian's insurance, the School Board will pay up to \$55.00 of this fee.

Attending Extracurricular Activities

Student attendance at after-school events (dances, athletic events, concerts, etc.) is a privilege that is extended to students in good standing. In order to be eligible to attend after-school events for the current trimester, students must be in good standing as far as truancy/absences for the trimester and must be passing 4 of their six classes. Students who are suspended for serious offenses (including and not limited to drugs, tobacco, any electronic inhalers or supplies, alcohol, any violence, threats, harassment, and weapons) will have their privileges to attend after-school events suspended for a period of time equal to one trimester of school.

Participation in Extracurricular & Co-Curricular Activities

Student participation in athletics is governed by guidelines established in the athletic handbook. Students who participate in non-athletic activities (Robotics, Band, Choir, Forensics, etc.) are expected to meet the guidelines listed above with regard to academics, absences, and behavior. Students who violate these expectations may lose the privilege of participating in extracurricular programs at the discretion of the administration and activity sponsors if the students are not in good standing with attendance, behavior, and academic progress.

Harassment/Bullying

Bullying is any repeated mean look, gesture, word or action that hurts a person's body, feelings, friendships, reputation or property.

Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying and harassment include the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally, in writing, or electronically with any staff member with whom the students are comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school administration or any staff member. Anonymous reports are also accepted by phone call or in writing.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subjected to disciplinary consequences as provided in this handbook, including but not limited to suspension and expulsion consistent with the school and district's discipline policy. Parents/Guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Motor Vehicle Parking & Driving

Student vehicles must be parked only in the areas designated for student parking. Once entering the school area, motor vehicles should be parked in the student parking lot immediately.

1. Lock your vehicle.
2. Assist in keeping the lot clean and safe.
3. You are not to sit in the cars during school hours nor allow anyone else to be in your car during this time.
4. Do not loiter in the parking lot or near any cars.
5. Report any accidents or thefts to the Director and the Otsego Police immediately.
6. All state, local and school driving regulations must be observed while on School property. The speed limit on ALL school property is 15 M.P.H.

Driving is a privilege extended to students who observe the regulations established for the safety and convenience of all. Reckless and careless driving will not be tolerated. Driving privileges can be revoked and/or vehicles towed if a student is in violation of driving regulations. Failure to comply with driving policies may result in suspension or expulsion from school. Students who wish to drive scooters, motorcycles or similar types of motor driven devices must meet the same requirements as listed above.

Motor Vehicle Registration

Each motor vehicle must be registered in the Director's office on the form provided before a student will be allowed to drive and park at Otsego High School. Forms must be signed by a parent/guardian. Upon completion of the registration process, a sticker must be placed on the lower right-hand corner of the front window. Vehicle registration and permits are valid for the current year only, and the cost is \$2 per vehicle. Use of the school parking lot is deemed consent to a search if a violation of school rules is suspected. If this consent is to be withheld, all driving and parking privileges will be revoked.

Otsego School Campuses

Students should not be on any other Otsego Public School campuses during school hours without checking in at the Director's Office for permission.

Plagiarism

Plagiarism is using another person's words or ideas as your own without giving proper credit to the source used. At Otsego Virtual Academy, plagiarism will result in a zero on the assignment and a disciplinary referral. If an author's exact words are used, they must be quoted directly. If the author's thoughts or words are paraphrased, the source must be cited. Paraphrasing is more than simply rearranging a few words from the original text.

Physical Displays of Affection

All physical displays of affection, excluding hand holding, will be considered unacceptable conduct at school. Extreme or continual violation of this policy will result in disciplinary action.

Skateboards

Skateboards are not allowed on the Otsego Public Schools Campus.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Care for Students with Diabetes

If your student has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school Director. Parents/guardians are responsible for and should:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan with the school for their student.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your student may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Director at 269-694-7980.

Chain of Command for the Student

Do you have an issue with a teacher?

1. Discuss the issue with your mentor teacher on the phone or through email so they are aware of the situation.
2. If you are comfortable doing so, discuss the issue with the teacher with your mentor teacher present.
3. If the issue is not resolved, involve your parents in the discussion with your mentor and teacher.
4. If the issue is still not resolved, include the Director in the discussion.

Chain of Command for the Parent/Guardian

1. A classroom issue/problem is to be discussed with the teacher or mentor first.
2. A student and/or parent brings a problem to the Director. The Director will confirm if this was discussed with the teacher.
3. If discussed with the teacher, the Director will meet with the teacher, student and/or parent/guardian and identify the problem, setting measurable outcomes.
4. Action will be taken by either; the teacher, student, parent/guardian and/or Director.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

ATHLETICS

Sportsmanship

Since interscholastic athletics is an extension of the classroom, Otsego Public Schools feel there are lessons to be learned every time students are involved in an event as a participant or a spectator. One of the most valuable lessons to be learned is that of good sportsmanship. Our school has joined a statewide campaign to promote good sportsmanship called "Good Sports are Winners!" The purpose of this program is to raise our awareness of what is acceptable when showing your pride and school spirit.

Otsego Public Schools wants students to be involved in the events that students are interested in and to enjoy these events. Otsego Public Schools also urge students to exhibit exemplary behavior to show their pride and school spirit. In a word, "respectful" best sums up the behavior students should exhibit when representing our school at an athletic event. Students should respect what is going on at the contest and treat our opponents like they would treat a teacher or classmate.

Otsego Public Schools urge students to take a few moments to review the guidelines for sportsmanship, which is expected to be followed at athletic events. Remember, spectators are in the public eye as much as any athlete, and Otsego Public Schools hope that this positive example will help set the tone for those around so that all may enjoy the athletic events.

Sportsman Expectations (Home & Away)

- During the National Anthem, students are to face the flag, remove their hats, and behave respectfully until the end of the anthem.
- Proper language is to be used at all times. No swearing or language that is offensive to others will be tolerated. Individual and group vulgarity is unacceptable, as is verbal harassment and booing of players, coaches and officials.
- Obscene gestures are unacceptable.
- Dangerous and boisterous behavior, such as pushing, shoving or fighting, and passing of students is not acceptable.
- The throwing of objects at fellow spectators, band members, cheerleaders, officials, players or onto the playing surface is unacceptable and could result in an injury. Our team could even be penalized by the game official.
- Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools.
- Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
- Acknowledge good plays by both teams.
- Be concerned with anyone who is injured. Give concerned applause when an injured athlete is aided from the field.

What the School Desires at Athletic Events

- A large student turnout
- Exemplary sportsmanship from players and fans
- To be proud of its teams and fans at contests.

CODE OF CONDUCT

On the following pages, is the Code of Conduct, which the Otsego Board of Education expects students of the Otsego Public Schools to adhere to while enrolled in this school system. The codes, as set forth herein, apply to the expected conduct of all pupils from Kindergarten through grade twelve. It also identifies broad categories of student misconduct, defines conditions under which students may be suspended or expelled, and specifies the procedural due process safeguards that will be utilized for the benefit of the student in its implementation.

Philosophy Concerning Student Discipline & Conduct

The primary objective of student discipline and control is to produce a school environment that is conducive to learning. Every activity must be able to be justified educationally, and complete attention must be directed to the teaching-learning process.

1. Discipline may be defined as the control of conduct of the individuals themselves or by external authority. It includes the entire program of the individual student adapting to life in our society and involves two major emphasis:
 - a. To guide the student so that he/she enhances the immediate efforts of teachers and other students in the learning situation; and that, therefore, the pupil's behavior does not have a detrimental effect, in the classroom, on the school system.
 - b. To assist the student in becoming a responsible, productive and self-disciplined citizen within the school, in preparation for assuming adult responsibilities. At least by the time the student reaches high school age, it is expected that he/she will assume personal responsibility for his/her own behavior.
2. The school system has a responsibility to assist each individual to assume more responsibility for their own actions as they mature and gain experience. The best and most lasting discipline is self-discipline. For this reason:

The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including:

- a. The student's self-image
- b. Active participation in both the curricular and extracurricular activities of the school
- c. Motivation to learn
- d. Understanding and support received from parents, teachers and other adults.

Since the students are basically motivated to learn and meet standards of acceptable behavior, the role of the teachers and other school employees should be one of guiding students in understanding, establishing and maintaining these acceptable behavioral standards.

3. The staff should make every effort to solve disciplinary problems within the school setting and without excluding a student from school. Disciplinary action may fall in the following categories:
 - a. **Detention** - A specified amount of time at lunch, before school, or after school.
 - b. **In-House** - Isolation of the student within the school
 - c. **Suspension** - The exclusion of a student from school for a specific period of time. These suspensions will be for a period not to exceed ten school attendance days. Students may not attend or participate in any school activities or events until the suspension has been completed. Procedure:
 - i. A student shall be fully informed of the charges brought against him or her, including the rationale for the action and the condition of time and termination.
 - ii. The Director or the Director's designee, shall immediately make a reasonable effort, preferably by telephone, to notify the parent or legal guardian of action. If telephone contact cannot be made, a note sent home with the student will be considered "reasonable effort." Written notation of such contact, or attempted contact, shall be made in the student's cumulative file.
 - iii. The initial contact shall be followed by written communication to the parent or guardian, stating the charges, reasons, and conditions of the separation or suspension. A copy of this communication will be placed in the student's file.
 - iv. A suspension of more than one school day but not more than 10 may be appealed in writing to the Director and/or superintendent in accordance with board policies.
 - d. **Expulsion** - The permanent exclusion of a student from school. Expulsion requires Board of Education action.

Parents/Guardians should be informed and involved whenever a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the Director's Office. The Director or his designee shall be responsible for documenting evidence to support any action of suspension or expulsion, as well as efforts to solve the problems. Such documentation shall be in writing.

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations relative to anything whatsoever necessary for the proper establishment, maintenance, management and carrying on of the public schools, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school is granted in sections 340.613 and 340.614 of the SCHOOL CODE OF THE STATE OF MICHIGAN.

Also, because the board believes that the students, staff members, and visitors are entitled to function in a safe environment; students are to report knowledge of dangerous weapons or threats of violence to the school administration.

Assuming the responsibility granted to it by law, the Otsego Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those that may result in suspension, or expulsion from the Otsego Public Schools. These categories are general in nature and are not all inclusive:

- Matters pertaining to laws and general rules.
- Matters pertaining to citizenship
- Matters pertaining to attendance
- Matters pertaining to safety of themselves or others.

Procedure

The Superintendent shall make recommendation for the expulsion of a student from school to the Board of Education. Such action is generally taken upon recommendation of the Director. The Director's recommendation shall be communicated to the Superintendent in writing, signed by the Director and accompanied by the Student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedure shall be followed:

1. The student shall be under suspension pending recommendation of the Superintendent to the Board and pending the Board's decision.
2. The Superintendent's recommendation to the Board shall be in writing. It shall include the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time and place of hearing, and shall transmit written notice of the same to the parent or guardian at least five school days before the hearing.
4. The hearing procedure shall follow that set forth in 3-d above.

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening or summer courses that might be available in this school system or in the area, correspondence courses, special programs, or school system.

Restorative Practices

The administrative team at Otsego Public Schools realizes that suspension and expulsion are serious consequences, and we also value the importance of healthy relationships between students and staff. With disciplinary actions that warrant a suspension or expulsion, the administration shall consider restorative practices.

Restorative Practices Defined: If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that:

1. are initiated by the victim;
2. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen years old, by the victim;
3. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
4. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

Prior to suspending or expelling a student under sections 1310,1311(1), 1311(2) or 1311a (except for possession of a firearm in a weapon free school zone) the Board (Superintendent) shall consider the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the violation or behavior;
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. whether restorative practices will be used to address the violation or behavior;
7. whether a lesser intervention would properly address the violation or behavior.

Search & Seizure

In order to maintain order safety and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building Director may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and

equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting the search will produce evidence the particular students have violated or is violating either a law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in the light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

When & Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- 1) On, or within sight of, school grounds before, during, or after school hours or at any time;
- 2) Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- 3) Traveling to or from school or a school activity, function, or event; or
- 4) Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a) be a threat or an attempted intimidation of a staff member; or
 - b) endanger the health or safety of students, staff, or school property.

VIOLATIONS & CONSEQUENCES

Violation	Consequence
Theft	1st Offense Parental contact Up to a 7-day suspension Possible police referral
Damaging, Defacing, or Destruction of Property	1st Offense Parental contact Up to a 7-day suspension Restitution
Misuse of Driving or Parking	1st Offense Parental contact Suspension of driving privileges for 1 month 2nd Offense Parental contact Suspension of driving privileges for year
Possession of Stolen Property	1st Offense Parental contact Up to a 7-day suspension
Arson, Attempted Arson, or Bomb Threat	1st Offense Parental contact 10-day suspension/possible expulsion Police referral
Insubordination On or Off School Property or at Any School Activity	1st Offense Parental contact Up to a 7-day suspension
Violation of State or Local Fire Codes	1st Offense Parental contact Police referral Up to a 10-day suspension Possible expulsion
Threatening or Intimidating Acts, Hazing, or Bullying Forms of Racial, Ethnic, Religious, or Sexual Harassment	1st Offense Parental contact Up to 7-day suspension 2nd Offense Up to a 10-day suspension
Conduct That Materially or Substantially Interferes with the Educational Process	1st Offense Parental contact Up to a 3-day suspension 2nd Offense Parental contact

	Up to a 5-day suspension
Use of Profane or Obscene Written or Spoken Language or Gestures Use or Possession of Pornography	1st Offense Parental contact Up to a 2-day suspension 2nd Offense Parental contact Up to a 7-day suspension
Continued Class Disruption and/or Disrespect	1st Offense Parental contact by teacher Detention up to 2 hours 2nd Offense Up to a 3-day suspension
Use and/or Possession of Unauthorized Prescriptions, Unlawful Drugs, Behavior Altering Substances, Lookalike Drugs, Drug Paraphernalia, Alcohol, or Any Over-the-Counter Drug Not Properly Registered with the Office	1st Offense Parental contact Police referral Up to a 10-day suspension/possible expulsion 2nd Offense Recommendation for expulsion
Distribution or Sale of Unlawful Drugs, Behavior Altering Substances, Lookalike Drugs, Drug Paraphernalia, or Alcohol	1st Offense Parental contact Police referral Up to a 10-day suspension Recommendation for expulsion
Missed Detentions (Discipline for missed academic detentions will not exceed 1-day suspension)	Step Scale 1-day I.H.S./1-Saturday School/Suspension
Cell Phone Infraction	Step Scale Detention/I.H.S./Suspension
Possession or Use of Tobacco (Including E-Cigarettes and/or Hookah Sticks) on School Property or During the School Day	1st Offense Parental contact 3-day suspension/or can be lowered to 2 day suspension with completion of vaping education material from the school district Police referral if not 18 2nd Offense 6-day suspension Police referral if not 18 3rd Offense 9-day suspension Police referral if not 18
Cheating, Plagiarism, Copying Somebody Else's Work/Allowing Somebody to Copy,	1st Offense Zero (0) on assignment 1-day I.H.S.

Using Prohibited Resources, Failure to Cite a Source	2nd Offense Zero (0) on assignment Up to a 2-day suspension
Verbal Attack or Assault	1st Offense Parental conference Suspension/expulsion in accordance with state law and board policy
Physical Attack or Assault	1st Offense Parental conference Suspension/expulsion in accordance with state law
Conduct Which Jeopardizes the Safety of Yourself or Others	1st Offense Parental contact Up to a 7-day suspension
Possession of a Weapon	1st Offense Parental contact 10-day suspension Police referral Recommendation for expulsion
Possession of Explosives or Fireworks	1st Offense Parental contact 10-day suspension Police referral Possible expulsion
Fighting on School Property or Leaving School Property with the Intention of Fighting	1st Offense Parental contact Up to a 3-day suspension 2nd Offense Parental contact Up to a 5-day suspension
Computer Tampering/Unauthorized Access, Modification or Destruction of Private Files	1st Offense Parental contact Up to a 3-day suspension Responsible for any costs incurred to repair/replace Suspension of technology privileges 2nd Offense Parental contact Up to a 7-day suspension Responsible for any costs Suspension of technology privileges

Technology Acceptable Use Policy for Students

Preamble

Otsego Public Schools provides access to technology resources including access to the Internet. These resources all interact internally within the district and externally to systems located all over the world. These resources are limited to educational purposes only. These purposes are to provide access to electronic resources to promote and enhance student and staff learning consistent with district educational goals and objectives. This acceptable use policy ensures that use of the network by students and staff is done in an appropriate manner. Use of technology is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner. Failure to abide by this policy may result in loss of privileges, disciplinary action and/or legal action.

District Technology Resources

Educational technology resources consist of, but are not limited to:

- Computers (Desktops and Laptops)
- Handheld Devices (Palms)
- Software
- Communication Lines and Devices
- Graphing Calculators
- Printers
- Scanners
- Digital Cameras
- Data Projectors
- Email
- Classroom Performance Systems
- Document Cameras
- Classroom Sound Systems
- MP3 Players
- Wired and Wireless Network

Internet Safety Measures

Internet Filtering – Federal

The Superintendent shall be responsible for directing appropriate District technology staff to bring all District technology resources into full compliance with all federal requirements regarding Internet filtering software to assure that District discounts for Internet access and internal connection under the federal E-rate program are not jeopardized.

Student Internet activities using District technology resources will be monitored by the District to ensure that students are not accessing inappropriate sites. The District's Network Operations Center shall have an internet filtering device that blocks access to content that is obscene,

pornographic, inappropriate for students, or harmful to minors. The Superintendent shall be responsible for educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Acceptable Uses/Net Etiquette

“Acceptable use” includes but is not limited to:

- Classroom activities as assigned and sanctioned by the school/teacher.
- Research activities for classroom assignments.
- Peer review of assigned work.
- The exchange of project-related ideas, opinions and questions via email, message boards and other means.
- Accessing information via the Internet for limited educational purposes such as: Local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.
- Access, via the Internet, the Science Learning Network (SLN), Library of Congress, Educational Resources and Information center (ERIC), Smithsonian Museums, university library catalogues, and other like sources in the pursuit of legitimate curricular goals.
- Proper e-mail and Internet etiquette is acceptable and expected, and should include:
 - Being polite and courteous in all communications and language
 - Assisting others in the use of the system, and helping others who are looking for ideas or information
 - Posting and sharing information that is interesting and helpful to other users
 - Always using the network as a resource to further one’s own education and that of others
 - Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator

Prohibited Uses

Prohibited use includes but is not limited to:

- Transmitting or downloading any material in violation of any U.S. or state regulations. Including, but not limited to material that is copyrighted, threatening, harmful, sexist, racist, sexually explicit, obscene or protected by trade secrets
- Accessing non-educational multi-use (chat rooms) talk sessions or “recreational” games
- Engaging in any unauthorized commercial activity, product advertisement or political lobbying

- Use of the school's equipment by businesses or non-school sponsored community activities. Applications for such use should be submitted by request and shall be reviewed on a case-by-case basis by the system administrators or advisory committee.
- Use of technology to distort the truth, to lie, or to misrepresent someone else
- Use of any technology intentionally to harm or harass anyone
- Giving your password to anyone for any reason
- Vandalism – defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other use on the system or any other system including, but not limited to, the uploading, creation, or knowing transmission of computer viruses.
- Use of Social Networking Sites for non-educational purposes (i.e. MySpace, Facebook, and others)
- Tunneling or use of proxy sites to bypass the district's internet filter.
- Posting of unauthorized pictures/videos of faculty/staff members/students on social networking sites (i.e. MySpace, Facebook, and others).
- Use of streaming music sites.

Disclaimer

The school district makes no warranties of any kind, whether expressed or implied, for the services it provides. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omission. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district does not guarantee that materials stored on the system will be private. Network administrators may review the information stored on the system to determine whether it is being used properly.

If students choose to bring their own devices (i.e. SmartPhones, iPads, iPods, iPod Touches, etc.) for use during school (if approved by a teacher/Administrator), the district is not responsible for providing technical support to those devices. The Bring Your Own Device (BYOD) Policy, 7530.01 is incorporated into this Acceptable Use Policy by reference.

Safety Warning

As a school district participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never ask for or give information about (you, friends, teachers, locations).
 - Never list personal information, pictures, last names, or rosters on web sites or web pages.
 - Do not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.

- Do not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
- Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.
- Never agree to get together or meet with anyone you meet online without permission of an adult.
- Never send photographs or anything else without the permission of an adult.
- Do not use technology devices to intimidate, bully, or harass others.
- Never violate ethical rules.
 - Never send or receive software that you have not created.

Consequences for Violation of Policy

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, the district may take one or more of the following disciplinary actions.

1. Restriction or loss of use of technology resources
2. Disciplinary action imposed by the Administration up to and including expulsion from the district.
3. Restitution
 - Replacement cost
 - Reimbursement of cost for repair
 - Reimbursement of technician time
4. Law enforcement notification
 - Responsibility for unauthorized charges, expenses and fees
 - Mandatory training / in-service before further use is allowed
5. Responsibility for unauthorized charges, expenses and fees
6. Mandatory training/in-service before further use is allowed
7. Legal action