



OSTC OaklandSchools **OSTC Student/Parent Handbook 2023-2024**
TECHNICAL CAMPUSES

OaklandSchools



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Note: The content of the 2023-2024 Student/Parent Handbook may be superseded by an Executive Order issued by the Governor, or a change in federal, state or local law and/or regulation. Oakland Schools will comply with any such changes and such changes may result in Oakland Schools amending the 2023-2024 Student/Parent Handbook. Amendments to the Student/Parent Handbook may also result from changes due to business necessity. Students and Parents will be notified, if necessary, of any changes or amendments. Complete copies of all policies referenced in the Student/Parent Handbook can be obtained from each Campus' Main Office.

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WELCOME!

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

Enrollment Eligibility

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

Programs

Our educational and training opportunities are structured within offerings we call programs. These programs are developed around broad occupational areas and contain many different but related career training options for Students. These programs are staffed by a team of specialized instructors who possess both a Michigan Teaching Certificate and Career Technical Education Authorization. This ensures that the instructional team has both the technical expertise and the knowledge of best instructional methodologies.

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

ACADEMIC COURSE OFFERINGS

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

AdvancED

Oakland Schools and the four campuses are accredited through AdvancED, which is the global parent organization of several of the larger US-based accreditation agencies. AdvancED brings together more than 100 years of experience and expertise in school accreditation and serves more than 27,000 public and private schools and districts across the United States and 69 countries, encompassing more than 15 million Students. The Michigan AdvancED works closely with the State of Michigan to coexist with its accreditation and school improvement policies. The AdvancED accreditation process is a comprehensive program supported by research based standards designed to help schools, districts, and education providers continuously improve. For more information about AdvancED, visit: www.advanc-ed.org.

Direct Engagement of the Business Community, Colleges and Universities

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

ADMINISTRATION AND SERVICES

Administrative Office

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

Student Support Team

OSTC’s Counselor, Student Support Specialist, Special Populations Consultant, and the School-to-Career Coordinator (“Student Support Team”) are available for counseling, school-to-career experiences, learning resources, assessment, and other essential services.

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

SCHOOL-TO-CAREER OPPORTUNITIES

Work-based Learning

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

Paid opportunities – Field experience, Internship, School-to-Registered Apprenticeship, Cooperative Education (provided by Sending School).

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

Students on a WBL placement are expected to maintain a “C” or better average in class, attend and perform job duties as outlined in the Training Agreement & Training Plan, and turn in timesheets weekly. Failure to remain in compliance with the job duties as outlined in the Training Agreement & Training Plan may cause suspension and/or termination of the Training Agreement.

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

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

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

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

Student Leadership Experiences

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

Grades, Credit, Certificates and Certification

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

Career Ready Practices

Career Ready Skills are a set of behaviors and attitudes applicable to all programs and career options. Career Ready Skills are developed through observation, evaluation, and feedback to the Student.

Career Ready Skills are part of the grading process and is computed as 30% of the Student grade (problem solving, communication, collaboration, personal management) by their Instructors.

Make-up Work

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

Make-up work for verified absences can be scheduled with the Student's Instructor. Make-up work for unverified absences is at the discretion of the Instructor and could result in a reduced grade on missing tests, projects, assignments, and/or quizzes.

Grades

Grades are based on the demonstration of academic and technical proficiency or mastery (70%) and Career Ready Skills (30%). Course credit is recommended when a Student earns a passing grade (A, B, C, D) for the final mark in a course.

A Student can experience a grade reduction by receiving a series of poor proficiency or mastery evaluations and Career Ready Skills evaluations. Evaluations are issued by the Instructor and are based on effort, amount and accuracy of work completed, and behavior.

Credit

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

Incompletes

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

Skill-based Certificate

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

GENERAL INFORMATION

Security Cameras and Electronic Monitoring

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

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

All District property may be monitored with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms), unless such placement is permitted by law and deemed necessary by the Superintendent to protect the safety of Students, Employees, District Invitees, Visitors, other persons, and district property. A person has no expectation of privacy except in those areas where a person has a legally recognized and reasonable expectation of privacy.

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

- To monitor and protect District property;
- To foster the safety and security of Students, Employees, District Invitees, Visitors, and other persons while at work or participating in District functions; and
- To assist with Student or Employee discipline, assisting law enforcement or investigations.
- For any other lawful circumstance, if approved by the Superintendent.

Please refer to [Policy 4115 – Security Cameras and Electronic Monitoring](#).

Unless authorized by law, policy, the Dean or as necessary to accommodate a Student's disability pursuant to their IEP or 504 Plan, recording by a Student on District property, when in a District vehicle, or when at a District function is not allowed. Recording includes still photographs, video, audio, and other similar data captures in any medium.

Permitted recordings may only be used by Student for personal academic purposes and may not be shared or disseminated without written consent of

the Dean. In addition, a Student may record a District function as a spectator if the recording is made in a manner permitted by the District for the public.

For example, Students may record functions for their personal use in a manner similar to Parents or other spectators, but Students remain subject to the District's acceptable use and Student discipline policies. Any recording must comply with applicable laws, codes of conduct, and Board Policy. No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Student Transportation to/from OSTC

Students are requested to use the transportation services provided by their Sending School. It is the responsibility of the Parent to make sure their child arrives in time to ride the bus. Students who ride the bus will not be penalized if their bus arrives after the start of class, but Students providing their own transportation will be marked tardy when arriving late.

The normal courtesy expected on any commercial bus is expected on school buses. Bus riding is a privilege and the privilege to ride the bus may be revoked if the Student violates the rules and regulations for bus riders as specified by their Sending School.

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

Please refer to [Policy 8640 – Student Transportation and Use of Motorized Vehicles](#) for more information.

Dress Code and Safety Requirements

The style and manner in which a Student dresses while attending OSTC is the responsibility of the Student and Parent. Oakland Schools adopts this Dress Code to ensure that Student attire does not interfere with Student health or safety or contribute to a hostile or intimidating atmosphere for any Student, and that dress code enforcement does not result in discrimination or marginalization of any group based on race, ethnicity, religion, sex, gender identity, gender expression, sexual orientation, body type/size, or household income.

1. Clothing must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.
2. Students must wear, while complying with Section 1, above:
 - A shirt (with fabric in the front, back, and on the sides under the arms), **AND**
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, shorts, or a dress), **AND**
 - Shoes.
3. Students may wear,* provided these items do not violate Section 1, above:
 - Hats, headscarves, hoods, and other headwear, provided the Student’s face is visible to staff and the Student’s eyes and ears are not obscured
 - Religious headwear
 - Fitted pants, including opaque leggings and skinny jeans
 - Athletic attire
 - Pajamas
 - Ripped jeans
 - Tank tops, including spaghetti straps, and halter tops
 - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (provided clothing complies with Section 1, above).

*As discussed below, programs with uniforms or clothing requirements may have more specific clothing requirements than those provided above.

4. Students may not wear:
 - Clothing with violent language or images
 - Clothing with images or language depicting drugs, alcohol, vaping, or that is otherwise related to an illegal item or activity
 - Clothing with hate speech, profanity, or pornography
 - Swimsuits
 - Any clothing that reveals visible undergarments (except that visible waistbands and visible straps are permitted)
 - Accessories that could be considered dangerous or could be used as a weapon
 - Images or language that creates a hostile or intimidating environment for any protected class or consistently marginalized group
 - Bullet proof vests, body armor, tactical gear, or similar items
 - Any item that obscures the face or ears, except as a religious observance or as personal protective equipment
5. **Students must comply with any applicable dress code, uniform requirement, and/or safety procedures of their program, as explained by their Instructor(s).** Such requirements may include wearing safety glasses, shop coats, hard-soled or safety shoes, protective aprons, or other types of attire consistent with industry and workplace standards.

In addition, Students participating in work-based learning experiences may be subject to a specific dress code in accordance with the work-based learning location. Students who fail to dress according to those standards may be unable to participate in the work-based learning experience, which may impact a Student's grade and attendance.

6. Dress Code enforcement.

OSTC staff shall comply with the standards below to ensure effective and equitable enforcement of this Dress Code:

A Student shall not be removed from the educational environment for a Dress Code violation except as outlined in Sections 1, 4, or 5, above. A Student in violation of Section 1,4, and/or 5 will be given the following options:

- The Student will be asked to change into or put on their own clothing, uniform, or equipment (as applicable) if already available at school, to comply with the Dress Code;
- If alternative clothing, uniforms, or equipment (as needed) is available from OSTC staff, the Student may borrow or use the needed item; or

Dress Code enforcement should not be impacted by a Student's race, national origin, ethnicity, religion, sex, gender identity, gender expression, sexual orientation, body size/type, or body maturity.

The following are impermissible methods of enforcing the Dress Code:

- Asking Students to kneel or bend over to check the fit of attire;
- Measuring the length of skirts/shorts;
- Asking Students to account for their attire in the classroom or in hallways in front of others;
- Calling out Students about perceived dress code violations in front of others; and
- Accusing Students of distracting other Students with their clothing.

Student Expression

The District will balance Student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before Student speech may be regulated or discipline imposed if it can be reasonably forecast that a substantial and material disruption or interference with school operations may occur.

Please refer to [Policy 7810 – Student Expression](#) for more information.

Assistance Animals for Students

Service animals are permitted on District property except as provided below. Pursuant to the Americans with Disabilities Act, a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

A service animal must be under the control of its handler and must have a harness, leash, or other tether, unless the use of such would interfere with the service animal's performance of work or other tasks. The building or program administrator, or their designee, may remove or exclude a service animal from District property or a District-sponsored event if the animal is out of control and the handler does not take effective action to control it; or the animal is not housebroken. The decision to remove or exclude a service animal from District property or a District-sponsored event may be appealed by submitting a request, in writing, to the Executive Director of Student Services.

The District requests that Students with service animals notify the Civil Rights/Title IX Coordinator 30 days before the school year begins, if possible, for preparation and planning purposes.

An emotional support animal is an animal that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. A Student may bring an emotional support animal on District property and/or to District-sponsored events only if determined necessary to provide the Student a free appropriate public education, as reflected in the Student's Individualized Education Program (IEP) or 504 Plan, or if permission is given in writing by the Civil Rights/Title IX Coordinator. A request can be made, in writing, by contacting the Civil Rights/Title IX Coordinator:

Jacqueline Zablocki
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2185
Jacqueline.Zablocki@oakland.k12.mi.us

Additional information may be requested after the initial request is made.

Rights of Non-Custodial Parents

Absent production of a court order that provides otherwise, the District will treat each Parent, regardless of custody or visitation rights, the same as to accessing Student records, meeting and conferring with the Employees, visiting their Student at the Technical Campus, and transporting their Student to or from the Technical Campus. Except as required by court order, the District is not responsible for enforcing visitation or parenting time orders to which the District is not a party.

ACADEMIC CONDUCT

It is expected that Students only submit their own original schoolwork for credit. Academic misconduct occurs when a Student submits work which is not their own.

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

STUDENT ATTENDANCE POLICY

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

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

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

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

Student Responsibilities

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

Parental Responsibilities

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

OSTC Responsibilities

- Notify Parents daily if their child(ren) has an unverified absence in excess of 30 minutes.
- Be committed to a proactive approach to improving Student attendance by implementing an Attendance Success Plan that includes Student, Parent, Instructor, and member(s) of the Student Support Team, when necessary.
- Provide an opportunity for Students to make up work.

Attendance Success Plan

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

Definition of Terms

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

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

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

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

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

Student Early Dismissal Procedure

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

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

Guidelines for Release of a Student During the School Day

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

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

Please refer to [Policy 8090 – Release of a Student During the School Day](#) for more information.

Release of a Student During the School Day

In recognition of the District's obligation to Parents for the health, welfare and safety of Students, the Deans shall not release a Student during the school day except in emergencies, or to a Student's Parent as defined by state law. The identification of the Student's Parent shall be verified to the satisfaction of the Dean.

Before releasing a Student during the school day, the Dean or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a Student. If a lawful custodian, as indicated on the Student's permanent record, is not recognized by sight, the Dean shall require identification to their satisfaction before such release. If there is doubt, they may refuse to grant the release.

No Student who has a medical disability that may be incapacitating may be released from OSTC without a person to accompany them.

Leaving OSTC Without Authorization

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

District-sponsored Student Leadership Organizations

All District-sponsored Student leadership organizations shall be curriculum related. Only Students actually enrolled in and attending OSTC may participate in any District-sponsored Student leadership organizations, co-curricular events, or extra-curricular offerings of the District.

Membership in all Student leadership organizations shall be open to all Students of OSTC without regard to sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, or disability. All District-sponsored Student leadership organizations shall operate within a framework of state and federal law,

Board policy and administrative rules and procedures. Persons who are not Students admitted in accordance with District policies shall not be allowed membership in any District-sponsored Student leadership organization. Please refer to [Policy 8710 – District-Sponsored Student Leadership Organizations](#) for more information.

Student Publications

Campus-sponsored Student publications is governed by [Policy 8730 – Student Publications](#) and shall be under the control and supervision of the Dean or designated employee representative. All material published in District-sponsored publications must have the prior approval of the employee sponsor.

The Campus reserves the right to prohibit the distribution of publications that are not protected by the right of free expression.

STUDENT DISCIPLINE

The Board is committed to providing Students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline Students who engage in misconduct, up to and including suspension or expulsion from a District Student program.

The District will take steps to effectively discipline Students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to Student discipline, including the consideration of specific factors and possible use of restorative practices.

This Policy applies to Student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school; and
5. at any other time or place if the conduct has a nexus to a Campus or Student program, substantially disrupts the school environment, or as permitted by law.

Restorative Practices

Before suspending or expelling a Student (except a Student who possesses a firearm in a weapon-free school zone), Employees authorized to issue discipline must first determine whether restorative practices would better address the Student's misconduct, recognizing the Board's objective of minimizing out-of-school suspensions and expulsions. Likewise, consideration as to whether restorative practices should be used in addition to the suspension

or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying. All victim-offender conferences must be conducted consistent with state and federal law and Board policies. No Student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Discretionary Suspension or Expulsion

Under Michigan law, a suspension of ten or fewer school days is presumed to be reasonable. A suspension of more than ten school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, the Mandatory 7 Factors must be considered. “Mandatory 7 Factors” means the following:

- the Student’s age;
- the Student’s disciplinary history;
- whether the Student has a disability;
- the seriousness of the behavior;
- whether the behavior posed a safety risk;
- whether restorative practices are a better option; and,
- whether lesser interventions would address the behavior.

Due Process

Due process, including appeals, will be provided pursuant to [Policy 8350 – Student Code of Conduct](#).

Students with Disabilities

The District will follow all applicable state and federal laws related to disciplining Students with disabilities. Students with disabilities are entitled to all due process protections afforded to other Students pursuant to [Policy 8350 – Student Code of Conduct](#). For Students with disabilities, the additional procedures and protections in this Policy also apply.

Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a Student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the Student's suspension or expulsion without written permission from the Superintendent. Designated Employees may assist Students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the Student's suspension or expulsion.

Reinstatement Following Expulsion

The Superintendent will consider a petition for reinstatement from an expelled Student or the Parent consistent with this Policy and Revised School Code Sections 1311 and 1311a. The Superintendent shall decide whether to grant a petition of reinstatement submitted in accordance with the District's reinstatement procedures and consistent with state law.

STUDENT CODE OF CONDUCT

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

The Superintendent will develop, maintain, and annually publish in a Student/Parent Handbook a Student Code of Conduct ("Code") applicable for each Board approved District instructional program that shall:

1. Provide rules governing the conduct of Students,
2. Identify offenses that may result in discipline,
3. Identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion,
4. Prevent activities that interfere with or threaten Student programs, operations, or safety, and/or which are prohibited by law or Board policy,
5. Address the responsibilities of Students,
6. Include proactive and preventative approaches to discipline and reinforce positive behaviors,
7. Promote a supportive school environment,
8. Endeavor to prevent disparities in the administration of discipline,
9. Consider and be cognizant of the impact of disciplinary action on Students, and
10. Be consistent with applicable state and federal laws and Board Policies.

Administrators and Employees of the District involved with Student conduct are required to understand and comply with the Code. The Code shall be mandatory and enforced uniformly throughout each District instructional program.

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

Disciplinary action shall be subject to the Student's due process rights pursuant to applicable state and federal laws and accompanying administrative rule.

What Is a Student Code of Conduct?

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

The Code applies to Students while enrolled in an instructional program, on District property, in District Vehicles, and District-sponsored activities and events. It also applies to behavior on or off District property that affects the safety and welfare of all Students, Parents, Employees, District Invitees, and visitors, if this behavior would or does materially and substantially disrupt the operation of the school environment or educational process.

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

Prior to recommending or imposing out-of-school suspension or expulsion, the District must consider the Mandatory 7 Factors (See section identified as "Disciplinary Factors"), provide all applicable due process protections (See section identified as "Disciplinary Actions and Due Process for Suspensions and Expulsions"), and follow the requirements applicable to disciplining Students with disabilities (See section identified as "Students Receiving Services Under IDEA or Section 504").

For purposes of this Policy, the term

- "Instructional program" shall include all Technical Campuses and the Virtual Learning Academy Consortium (VLAC). It does not include the Accelerated College Experience (ACE).
- "Dean" shall include all of the Deans and the Supervisor of Student Programs.

Category I

Repeated or egregious Category I offenses may result in more serious consequences, including out-of-school suspension or expulsion from the District or the Sending School.

The following are examples of violations in Category I:

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

Category I Disciplinary Action

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

1. Warning - verbal or written warning issued to Student
2. Parent contact
3. In-school suspension

Category II

Repeated or egregious Category II offenses may result in more serious consequences, including out of-school suspension or expulsion from the District or the Sending School.

The following are examples of violations in Category II:

1. Making a recording while on District property, when in a vehicle owned, leased, or contracted by the District, or at a District-sponsored activity without the appropriate permission. Recording includes still photographs, video, audio, and other similar data captured in any medium
2. Leaving class, Technical Campus, or District property without permission

3. Talking inappropriately and/or disrespectfully to Employees or other Students
4. Engaging in verbal communication which is abusive, profane, obscene, or threatening
5. Insubordination, as when a Student refuses to honor the reasonable requests or appropriate directives of an Employee
6. Disrespectful behavior, as when a Student uses obscene language and/or gestures directed toward Employees, other Students, or visitors
7. Refusing to identify themselves when requested by an Employee
8. Habitual disregard for classroom rules
9. Violation of safety procedures/guidelines (including inappropriate use of lasers)
10. Refusing to wear required safety glasses and/or safety required uniforms and shoes
11. Stealing District property, equipment, or personal property of another Student or Employee
12. Defacing, destruction, or abusing District property including equipment, tools, books, furniture, or systems and processes
13. Abusing or damaging supplies, equipment or materials belonging to another Student or Employee
14. Falsifying information
15. Gambling
16. Driving violations including careless/reckless or negligent driving on or to and from District property
17. District parking violations such as parking without a parking pass and/or in a lot other than the Student lot without permission

Category II Disciplinary Action

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

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

Category III

Repeated or egregious Category III offenses may result in more serious consequences, including out of-school suspension or expulsion from the District or the Sending School.

The following are examples of violations in Category III:

1. Discriminating against or harassing or intimidating Students on the basis of or related to a Student's race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class
2. The actual or attempted use, sale, possession, distribution, or dispensation of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems by any Student at any time on all District property or at a District function
3. Engaging in the actual or attempted manufacture, sale, distribution, dispensation, possession, use, delivery, or transfer of, or from being under the influence (legal intoxication is not required) of any illicit substance on District property or at a District function. "Illicit substance" means any consumable alcohol; illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal or state law; marihuana; anabolic steroids, human growth hormones or other performance-enhancing drugs when not prescribed by a physician or when not used as prescribed; and substances purported to be illegal, abusive, or performance-enhancing (i.e., "look-alike" drugs). This definition also includes any substance whether prescribed or not used by a Student as an intoxicant
4. Possessing, using, delivering, distributing, or selling drug cannabidiol, alcohol, smoking or nicotine related paraphernalia or facilitating thereof. This includes, but is not limited to, scales, pipes, rolling paper, aerosols, vaping devices, electronic nicotine delivery systems and incendiary devices
5. Bullying, including cyberbullying
6. Making verbal and/or written threats to or engaging in acts of intimidation toward Students, or District invitees
7. Violation of the Oakland Schools Acceptable Use Policy or the Children's Internet Protection Act
8. Stealing District property, equipment, or Student/Employee property or equipment with an estimated value of \$250 or more per item or in the aggregate
9. Gang activity
10. Cruelty to or abuse of any animal
11. Multiple or repeated Category I and/or Category II violations

Category III Disciplinary Action

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

1. May be reported to local law enforcement

Category IV

The following are examples of violations in Category IV:

1. Computer crimes such as taking, possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs or any material of a sexual nature, whether by electronic data transfer (commonly called texting, sexting, email, etc.) or by any other means regardless of whether the action violates state or federal law
2. Major violations of the Oakland Schools Acceptable Use Policy or Children's Internet Protection Act such as hacking, visiting pornographic sites, installation of damaging software
3. Instrument or object used as a weapon by a Student to threaten harm or harm another Student, regardless of whether injury results (is not defined as a dangerous weapon)
4. Gun paraphernalia (e.g., gun case, ammunition, targets)
5. Incendiary devices (e.g., smoke bombs, fireworks)
6. For grade six and above, bomb threats or similar threats directed at a school building, other school property or school-related event
7. For grade six and above, verbal assault at school against an Employee, contractor, or volunteer
8. Physical altercation, fighting, inciting violence, filming a fight or assault, distributing or publishing a fight or assault video
9. For grade 6 and above, physical assault against another Student or causing or attempting to cause physical harm to another through intentional use of force or violence
10. Off-campus criminal sexual conduct against another District Student when there is no conviction, plea, or adjudication
11. Possession of other weapons and look-alike weapons to include an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of three inches or less, items intended to look like a dangerous weapon, or similar items
12. Guilty of gross misdemeanor or persistent disobedience (for example, multiple or repeated Category I, II or III violations), and Administration believes suspension or expulsion is in the interest of the District.

Category IV Disciplinary Action

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

1. Temporary suspension from the District, including from all assigned instructional programs, pending investigation and final disciplinary decision.
2. Suspension or expulsion from the District, including from all Technical Campus programs.
3. Referral to the Student's Sending School with a recommendation that the Sending School suspend or expel the Student.
4. Referral to appropriate law enforcement agencies.

Category V

The following are examples of violations of Category V:

1. Possession of a dangerous weapon*
2. Arson or purposefully, intentionally, or maliciously setting a fire in a District building or on District grounds
3. Criminal sexual conduct in a District building or on District grounds
4. A Student pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another enrolled Student in the District
5. For grade six and above, physical assault at a Technical Campus against an Employee, contractor or volunteer causing or attempting to cause physical harm to another through intentional use of force or violence

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

Category V Disciplinary Action

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

1. Temporary suspension from the District, including from all Technical Campus programs, pending investigation and final disciplinary decision.
2. Suspension or expulsion from the District, including from all Technical Campus programs.
3. Referral to the Student's Sending School with a recommendation that the Sending School suspend or expel the Student.
4. Permanent expulsion from all Michigan school districts (with limited exceptions).

Referral to Appropriate Law Enforcement Agencies

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

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

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

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

Firearms

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

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

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

Students Receiving Services Under IDEA or Section 504

A Student with an IEP or 504 plan has additional protections under IDEA or Section 504, respectively, when a disciplinary recommendation would result in a change in placement for the Student. A change of placement generally occurs when a Student is subject to a disciplinary removal from school of more than ten consecutive school days or a pattern of disciplinary removals totaling more than ten (nonconsecutive) school days in the same school year for substantially similar conduct.

If discipline would result in a Student's change in placement, the Student generally has the right to a manifestation determination review to determine if the conduct at issue was related to the Student's disability. When conduct is a manifestation of a Student's disability, the Student must be returned to the placement identified in the Student's IEP or 504 plan unless the parent and school agree on a change of placement or the conduct permits placing the Student in an interim alternative educational setting. OSTC will comply with federal and state requirements for Students with IEPs or 504 plans who may be subject to discipline.

Disciplinary Actions and Due Process for Suspensions and Expulsions

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

Administrative Disciplinary Actions

Student Success Plan

This action requires the Student and Parent to agree to a written Student Success Plan ("Plan") designed to eliminate unacceptable behaviors and increase desirable behavior in accordance with the Code. The Plan must be authorized by the Dean or designee. The Plan will describe the violation, what happened as a result of the violation, and a set of actions by the Student, Parent, Sending School, instructional program, and Employee to correct the problem. The Plan will be monitored for its effectiveness over a specified time period. Necessary modifications will be made. The Plan must be authorized by the Dean. Failure to adhere to the Plan can be grounds for discipline or implementation of any discipline avoided or delayed by the Plan.

In-School Suspension

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

Due Process for In-School Suspension

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

- The referred Student will meet with the Dean or Student Support Specialist and the circumstances or details will be reviewed (the Instructor may or may not be present, at the discretion of the Dean or Student Support Specialist). The Student will have the opportunity to give an explanation and provide evidence on their behalf.
- If a Student is found to be in violation of the Code, they will be informed of the consequences and/or the action plan to address the violation.
- The Dean or Student Support Specialist will attempt to notify the Parent and the Student's Sending School of the action.

The Dean or Student Support Specialist will determine the need for a Parent conference. If, however, the Parent requests a conference, the Dean or Student Support Specialist will honor this request.

Short-Term Suspension

A short-term suspension occurs when a Student is temporarily removed from an instructional program up to a maximum of ten school days. During a short-term suspension, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is suspended for ten or fewer school days, the Dean or Student Support Specialist will: (1) provide the Student verbal notice of the offense the Student is alleged to have committed, and (2) provide the Student an informal opportunity to respond and explain what happened. Except in emergency circumstances, the Dean or Student Support Specialist will not suspend the Student unless, after providing the Student notice and an opportunity to explain, the Dean or Student Support Specialist is reasonably certain that the Student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. For emergency circumstances, the Dean or Student Support Specialist will provide the Student notice and an opportunity to explain as soon as practicable after the emergency is over. The decision of the Dean or Student Support Specialist is final.

Students may make up work or tests missed during a short-term suspension for credit. It is the Student's responsibility to arrange for make-up work and tests in a timely manner.

Long-Term Suspension

A long-term suspension is when a Student is removed from an instructional program for more than ten school days and fewer than 60 school days.

A long-term suspension may follow a short-term suspension. The Dean shall promptly notify the Executive Director of Student Services of the recommendation for the Student's long-term suspension. During a long-term suspension, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is suspended for more than ten school days but less than 60 school days, the Executive Director of Student Services will provide the Parent or Student with: (1) written notice of the offense the Student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the Student may present evidence and witnesses to show that the Student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Executive Director of Student Services will provide the Parent or Student at least three calendar days' notice before the hearing. The Parent and Student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Executive Director of Student Services will not suspend the Student unless, following the hearing, they are convinced by a preponderance of the evidence that the Student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence.

In lieu of, or in addition to, the procedures described above, the Executive Director of Student Services may refer the Student to the Student's Sending School with a recommendation that the Student be suspended. The Student's suspension from the Sending School will result in the Student's corresponding suspension from the District. Nothing in this paragraph limits the District's ability to proceed with a suspension as otherwise described in this section.

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

Expulsion

An expulsion is when a Student is removed from a Technical Campus for 60 or more school days. An expulsion may follow a short-term or long-term suspension. The Dean shall promptly notify the Executive Director of Student Services of any recommendation for a Student's expulsion. A Dean shall recommend expulsion for any Category IV or Category V offense as required by law. During an expulsion, the Student's rights and privileges at the District, including Student activities and events, are suspended.

Before a Student is expelled, the Executive Director of Student Services will provide the Parent or Student with: (1) written notice of the offense the Student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the Student may present evidence and witnesses to show that the Student did not commit the alleged offense or that expulsion is not an appropriate consequence.

The Executive Director of Student Services will provide the Parent or Student at least three calendar days' notice before the hearing. The Parent and Student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Executive Director of Student Services will not expel the Student unless, following the hearing, they are convinced by a preponderance of the evidence that the Student committed a violation of the Student Code of Conduct and that expulsion is the appropriate consequence.

In lieu of, or in addition to, the procedures described above, the Executive Director of Student Services may refer the Student to the Student's Sending School with a recommendation that the Student be expelled. For Category IV and Category V offenses, the Executive Director shall refer the Student to the Student's Sending School with a recommendation that the Student be expelled. The Student's expulsion from the Sending School will result in the Student's corresponding expulsion from the District. Nothing in this paragraph limits the District's ability to proceed with an expulsion as otherwise described in this section.

Students may not be permitted to make-up practical work for credit missed or participate in work-based learning during an expulsion. A Student may not be awarded credit for the semester(s) the Student is expelled.

Appeals of Long-Term Suspensions/Expulsions

Any Student or Parent of a Student who has been expelled long-term for a Category V violation may appeal only to the Superintendent by filing a written notice of the appeal with the Superintendent within ten calendar days after receiving written notice of the decision. The appeal does not stay the suspension or expulsion determination. The Student may present reasons the Superintendent should reverse or modify the long-term suspension or expulsion. The Executive Director of Student Services or the Dean shall respond. The Superintendent shall have the right to question witnesses and review documents. The Superintendent may affirm, reverse or modify the long-term suspension or expulsion.

Reinstatement

Students expelled by the District may submit a petition for reinstatement to the Superintendent in accordance with [Policy 8345 – Student Discipline](#). Students permanently expelled may submit a petition for reinstatement to their Sending School consistent with their Sending School’s policies and procedures. If the Sending School reinstates the Student, with or without conditions, the District will determine, on a case-by-case basis, whether the Student may return to the District. The District reserves the right to require that any Student subject to a permanent expulsion seek reinstatement from the District.

Use of Restorative Practices

The use of Restorative Practices will be considered before suspension or expulsion of any Student. Use of Restorative Practices may be appropriate as an alternative to, or in addition to, a suspension or expulsion; it may also be appropriate for lesser violations of the Code not rising to the level of a suspension or expulsion. Restorative practices will be administered in accordance with [Policy 8345 – Student Discipline](#).

Disciplinary Factors

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

Prior to a Technical Campus suspending a Student for any duration or expelling a Student, the Mandatory Seven Factors (“Disciplinary Factors”) will be taken into consideration for that Student in accordance with [Policy 8345 – Student Discipline](#), unless the conduct is for the possession of a firearm.

Rebuttable Presumption

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

Corporal Punishment

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

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

CAMPUS PROCEDURES

Field Trip Guidelines

Field trips should be primarily academic in nature and related to the curriculum. All field trips are to be approved in advance

Each Student must submit all necessary parental consent forms signed by the Student's Parent before being allowed to attend a field trip. Deans must ensure that Students are adequately supervised and chaperoned by a responsible and authorized adult at all times during field trips.

A Student's failure to comply with Board policy, the Student Code of Conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip. The District shall assume the costs of required field trips that are directly related to the District's curriculum.

Fundraising

The Board will permit Student fundraising by Students in a Technical Campus, on District property, or -at any District-sponsored event only when the profit is to be used for educational purposes or for an activity connected with the Campus. Instructional time shall not be interrupted or delayed for purposes of fundraising. Fundraising shall not be carried

out in a manner that is detrimental to educational programs. More information on Student fundraising see [Policy 8705 - Fundraising](#).

Fees, Fines and Charges

Deans or designated representatives are authorized to collect fees, fines, charges, and deposits. Each Technical Campus shall prepare and make available upon request a complete list of Student fees, charges, deposits and fines.

Fee Schedule

Deans or designated representatives are authorized to collect fees, fines, charges and deposits. Each Technical Campus shall prepare and make available upon request a complete list of Student fees, charges, deposits and fines.

Care of Personal Property and Valuables

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

Any theft or attempt at theft or extortion should be reported to the Main Office immediately. While OSTC cannot assume financial responsibility for such losses, it is vitally concerned that Student property be protected and that efforts will be made to stop such activities.

Visitors

All visitors to District facilities, including OSTC, must register at the front desk or Main Office upon entering and prior to leaving the District facility. Procedures governing the entry of visitors on District property shall be posted conspicuously at the main entrance to each District facility or near the entrance to such facilities or property if there are no formal entrances.

Classroom Visits

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

Fire, Tornado & School Safety Drills

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

Illness

If a Student wishes to leave OSTC due to illness, they **MUST REPORT TO THE MAIN OFFICE** and follow the **SIGN-OUT PROCEDURE**.

Accidents

Employees have certain responsibilities in case of accidents or injuries that occur in a Campus. The responsibilities, subject to the judgment of the Employee(s) present, extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration, notification of Parents, and the filing of accident reports. In all cases, the appropriate Dean shall be informed of the accident

School Closing Procedure

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

Please refer to [Policy 4080 – District Closings](#) for more information.

Change of Address/Telephone Number

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

Telephone Usage and Acceptance of Messages

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

Administration of Medication

Whenever possible, Parents should arrange Student medication schedules to eliminate the need for the administration of medication at a Technical Campus. The administration of prescribed medication to a Student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the Student, or the Student would not be able to attend school if the medicine were not made available during school hours. Oakland Schools nurses, trained personnel, Deans, or their designees, may administer over-the-counter and/or prescribed medications to enrolled Students in accordance with [Policy 8670 – Administration of Medications](#), applicable administrative rules, and pursuant to state law.

Students enrolled in a Technical Campus whose Parent(s) and healthcare professional provide written permission will be able to self-administer and self-possess for emergency purposes their own over-the-counter and/or prescription medication except as provided within the administrative rule accompanying this Policy.

The District requires the disclosure of all medications taken by Students enrolled in courses requiring the use of machinery, equipment, instruments, or tools to ensure the safety of all Students and Employees.

Please refer to [Policy 8670 – Administration of Medications](#) for more information.

Epinephrine Auto-Injectors (Epi-Pens)

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

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

Opioid Antagonist

The District will provide adequate control, supervision and training to maintain and administer opioid antagonists at each designated District property consistent with state law.

The Superintendent or designee will obtain opioid antagonists as authorized by law. Not fewer than one package of an opioid antagonist shall be kept at each designated District property. At least two Employees at each designated District property will be trained in the appropriate use and administration of an opioid antagonist.

An opioid antagonist maintained by the District may only be administered to an individual who is believed to be having an opioid-related overdose on District property by:

- A licensed registered professional nurse employed or contracted by the District; or
- An Employee appropriately trained in accordance with state law.

Do-Not-Resuscitate Orders

Employees will honor a Do-Not-Resuscitate Order (“DNR”) or physician orders for scope of treatment form (“POST”) executed pursuant to the Michigan Do Not-Resuscitate Procedure Act or Public Health Code if they have actual notice of the DNR or POST.

Prohibition of Abortion Referrals

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

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

Head Lice Policy

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

Communicable Diseases

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

Whenever a physician has diagnosed an Employee or Student as having a communicable disease, the Employee or Student is expected to voluntarily report the diagnosis and nature of the disease to the Public Health Nurse Consultant. An Employee or Student with a communicable disease that is deemed a threat to public health by the Oakland County Health Division may be required to withdraw from active employment or OSTC for the duration of the illness in order to give maximum health protection to other Employees and Students. A Student or Employee with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

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

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

For more information please refer to [Policy 5370 – Communicable Diseases](#).

Integrated Pest Management

The District only authorizes the lawful application of a pesticide by a certified or registered applicator who has been properly trained. After the application of a pesticide, a person may only reenter District property in compliance with restrictions identified by the applicator and required by law. A “pesticide” does not include sanitizers, germicides, disinfectants, or antimicrobial agents.

Notices will comply with methods, time frames, and information requirements.

Schools Free of Alcohol, Drugs, Smoking and Tobacco Products

In the interest of providing a healthy, safe and productive environment, the Board prohibits any Student from engaging in the actual or attempted manufacture, sale, distribution, dispensation, possession, use, delivery, or transfer of, or from being under the influence (legal intoxication is not required) of any illicit substance on District property or at a District function. An illicit substance may be a substance that is topical, ingested, injected, or inhaled.

A controlled substance as defined by this policy includes alcohol, as one listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in federal regulations at 21 C.F.R. 1308.11 – 1308.15. Despite Michigan law, marijuana is still a controlled substance pursuant to Schedule I of Section 202 of the Controlled Substances Act and marijuana use, distribution, dispensation, possession or manufacturing, whether for medical or recreational purposes, is regulated by this policy.

In compliance with state law, the Board also prohibits the actual or attempted use, sale, possession, distribution, or dispensation of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems by any Student at any time on all District property or at a District function. Signs designating the District “tobacco-free” or “smoke-free” will be prominently displayed on all District property.

The Board prohibits drug, cannabidiol, alcohol, smoking, or nicotine related paraphernalia, including but not limited to, scales, pipes, rolling paper, aerosols, vaping devices, electronic nicotine delivery system, and incendiary devices. Any Employee, Student intern, Student teacher, or volunteer observing, knowing of or suspecting a Student is in violation of this Policy shall notify a Dean or Supervisor of Student Programs as soon as practical.

Any Student in violation of this Policy may be subject to disciplinary action in accordance with Board policy and the Student Code of Conduct. The Student may also be referred to law enforcement for prosecution. Substance abuse counseling and rehabilitation services/ referrals may be available to Students through their Sending Schools.

Search and Seizure

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

Lockers

Lockers are District property and may be made available for Student use. Lockers are assigned to Students on a temporary basis, and the District may revoke a Student's locker assignment at any time. The District retains ownership of lockers notwithstanding Student use. Students have no expectation of privacy in their lockers. The Dean may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the Dean, law enforcement may assist with searching lockers. During a locker search, Student privacy rights will be respected for any items that are not illegal or against policy.

Search and Seizure – Reasonable Suspicion

The Dean may search a Student and their belongings if there is a reasonable suspicion that the search will reveal contraband or evidence of a violation of law, policy or rule. In rare cases, the Dean may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when the Dean has reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, policy or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the Student's age and sex and the nature of the infraction.

The Dean is not required to have reasonable suspicion to search lockers or other District property. The District may use detection dogs to search for contraband on District property.

Strip searches are prohibited.

Notification to Parent(s)

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

drugs or devices. The Dean will call the Parent(s) at the telephone number(s) provided on the Student's contact information.

Please refer to [Policy 8130 - Search and Seizure](#) for more information.

DISTRICT TECHNOLOGY AND ACCEPTABLE USE

Use of District Technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their Parents are required to sign the Acceptable Use Agreement attached at the end of this OSTC Student/Parent Handbook before they may use or access District technology resources. Students who violate the District's technology policy and/or Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion. For more information please refer to [Policy 4510 – District Technology and Acceptable Use](#) for more information.

Data Privacy

Data privacy, including the protection and management of the various types of Student, Parent, Employee and District Invitee Personally Identifiable Information ("PII"), is a critical component of District operations. Computer systems and related devices collect and record data as required for educational delivery, management, and reporting purposes. This information should be protected from, and never be disclosed to, unauthorized individuals. The District will maintain privacy management practices which establish the criteria, means, and methods to protect the confidentiality, integrity, and availability of data and communication networks; establish the rules for the access of data and network infrastructure; and mitigate the risks associated with security threats to networks, data, and information resources.

Children's Internet Protection Act Policy

The purpose of this Policy is to ensure that all Internet safety policies and technology protection measures comply with the provisions of the Children's Internet Protection Act. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce this Policy with respect to Student access to and use of the Internet through the District's computer network, and in accordance with policies and administrative rules.

All Student users and their Parents are advised that access to the electronic network, including the Internet, may include the potential for access to materials inappropriate for Students. To that end, it is not possible to guarantee Students will not gain access through the Internet to information and

communications that they and/or their Parents may consider inappropriate, offensive, objectionable, or controversial. Parents of minors are the first and best source of guidance as to what materials to avoid and are responsible to establish standards and restrictions for their children. If a Student finds that other users are visiting offensive or harmful sites, they should immediately report such use to a Dean, Supervisor of Student Programs, Instructor, or Counselor. For information on the District's technology protection measures please refer to [Policy 4520 – Children's Internet Protection Act Policy](#).

DISCRIMINATION AND HARASSMENT

Oakland Schools is committed to providing a safe, positive, and productive educational environment for its Students, Employees, and other members of the district community. In accordance with state and federal law, the District does not discriminate on the basis of race, color, national origin, religion, age, height, weight, sex, gender, sexual orientation, disability, or other legally protected class.

Prohibited Harassment & Unlawful Discrimination

Definitions and Prohibited Conduct

The District does not permit unlawful discrimination, any type of harassment, or retaliation against Student, Employees, or other members of the District community while –

- On District property (including District transportation);
- At District-related activities or events; (whether or not it is held on school premises) and/or
- Using a District-owned or operated computer, device, network, electronic information system, or other related equipment.

In addition, Oakland Schools may take disciplinary action for harassment that occurs outside of school where the harassment creates an intimidating, hostile, or offensive educational environment, prohibits a Student from accessing the District's programs or activities, or creates a substantial interference with the educational environment.

Harassment is unwanted behavior, whether physical, verbal, or sexual, that a reasonable person should know will have the effect of (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonable interfering with an individual's ability to benefit from the District's programs or activities. Harassing conduct may include:

- Physical harm or threats of harm
- Inappropriate physical contact and groping
- Name calling
- Derogatory or disrespectful comments
- Unwelcome, repeated sexual advances

- Stalking
- Social exclusion
- Public humiliation
- Spreading rumors
- Threats or intimidation
- Hazing

Retaliation is prohibited against those who, in good faith, make a report, file a complaint, or otherwise participate in an investigation of discrimination or harassment. However, individuals who knowingly make a false report or provide false information during an investigation may be subject to discipline for such conduct.

Unlawful discrimination: Exclusion from or different treatment on the basis of an individual's legally protected class, which include race, color, ethnicity, national origin, religion, sex (including pregnancy, gender identity or gender expression, and sexual orientation), disability, age, height, weight.

Reporting and Investigating Complaints

Students who are subject to discrimination or harassment, or who have knowledge of such conduct, may make a report at any time to any Oakland Schools employee. Reports can also be made to the Civil Rights/Title IX Coordinator:

Jacqueline Zablocki
Civil Rights/Title IX Coordinator;
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2185
Jacqueline.Zablocki@oakland.k12.mi.us

All reports of discrimination and harassment based on a legally protected class will be referred to the Civil Rights/Title IX Coordinator. Other types of harassment may be investigated by a building or program administrator. During the investigation, the identity of the alleged victim (the Complainant) will be kept confidential to the extent possible. Interim measures may be implemented during the investigation to provide support, prevent misconduct, and ensure the parties access to their education. Such measures may include no contact directives, academic or counseling support, temporary class or schedule changes, short-term removals, etc.

An investigation may include interviews with the parties and witnesses, collection of any documentary evidence, and a review of relevant policies and Code of Conduct provisions. The investigator will determine what steps should be taken to address and remedy the discrimination and/or harassment, and to prevent its reoccurrence. Such steps may include Student discipline.

For more specific information on the Investigation Procedures for matters involving unlawful discrimination or harassment, see [Policy 8018 - Illegal Discrimination, Harassment – Student](#).

Disciplinary Action

Disciplinary consequences for engaging in discrimination, harassment, or retaliation as described above will be based on the extent of the misconduct. Students may be subject to disciplinary action up to and including suspension or expulsion/removal. Employees may be subject to disciplinary action up to and including termination of employment.

Sex Discrimination & Harassment under Title IX

Definitions and Prohibited Conduct

Oakland Schools complies with all federal and state laws prohibiting discrimination in employment and education on the basis of sex, including Title IX of the Education Amendments of 1972. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Prohibited conduct under Title IX includes:

1. Exclusion from or different treatment in educational activities or employment, on the basis of sex;
2. Sexual harassment;*
3. Sexual assault;*
4. Dating and domestic violence;* and
5. Stalking.*

*Title IX and its regulations specifically define these terms; the definitions can be found in [Policy 5032 - Title IX Sexual Harassment](#).

The District also prohibits retaliation against any person opposing discrimination or participating in an investigation or grievance procedure related to discrimination.

Making a Report

Any individual (Students, employees, parents, or others) may make a report of sex discrimination, including sexual harassment, to the District's Civil Rights/Title IX Coordinator (whether or not the person reporting is the person alleged to have experienced the conduct) at:

Jacqueline Zablocki
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2185
Jacqueline.Zablocki@oakland.k12.mi.us

Students may also report sex discrimination, including sexual harassment, to any District Employee, who shall refer the report to the Civil Rights/Title IX Coordinator. A report may be made in person, by email, by telephone, by mail, or through an online reporting form.

Questions regarding Title IX, including its application and concerns of noncompliance, should be directed to the Title IX Coordinator, using the contact information listed above. For a complete copy of the District's policy on Title IX sexual harassment, including the grievance process for formal complaints, see [Policy 5032 - Title IX Sexual Harassment](#) or ask the Title IX Coordinator. The investigation procedures for all other types of sex discrimination can be found in [Policy 8018 - Illegal Discrimination, Harassment – Student](#).

Disciplinary Action

Any Student, Employee, visitor, or other member of the District community who acts to deny, deprive, or limit the educational, employment, or social access, opportunities, and/or benefits of another member of the District community on the basis of sex may be subject to disciplinary action, up to and including expulsion/removal, termination from employment, and/or removal from District property, as applicable and appropriate.

Filing a Complaint with an Outside Agency

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or the Michigan Department of Civil Rights.

Bullying

Pursuant to the Revised School Code, MCL 380.1310b, Oakland Schools prohibits bullying at school of Students by other Students, Parents, Employees, or others. The District also prohibits retaliation against an individual who reports bullying or participates in an investigation of bullying conduct.

Definitions

Bullying includes cyberbullying and means any written, verbal or physical act, or any electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more Students, either directly or indirectly, by doing any of the following:

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

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

At school means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. At school includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the District.

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

Confidentiality

The District shall comply with the confidentiality requirements of state law with respect to the identity of any individual who reports an act of bullying. In addition, the District will refrain from disclosing the identities of the individuals involved in a bullying investigation, including the parties and witnesses, except as necessary to conduct the investigation, resolve the complaint, and comply with legal requirements.

Reporting Bullying Conduct

Every Student is encouraged to report any situation they believe to be bullying behavior directed toward themselves or another Student. Reports of bullying, retaliation, or that someone has made a false report may be made to any of the following persons: the Civil Rights/Title IX Coordinator, a Dean, a Student Support Specialist, an Instructor, or another Employee. A report can be made in person, by telephone, by email, or by completing a bullying complaint form for review by the Civil Rights/Title IX Coordinator.

Jacqueline Zablocki
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2185
Jacqueline.Zablocki@oakland.k12.mi.us

Any individual with information about conduct that may threaten Student or school safety can also submit a tip at any time, using OK2SAY, Michigan's Student Safety Program, or another anonymous reporting process established by the District. However, the District's ability to investigate anonymous reports may be limited. Employees who receive notice of bullying conduct must immediately notify the Civil Rights/Title IX Coordinator.

Investigation

All reports of bullying at school will be promptly investigated by the Civil Rights/Title IX Coordinator or other individual, as provided by [Policy 8019 - Bullying](#). Investigations may include interviews of the parties and witnesses and a review of relevant documentary information. The investigator shall prepare a written summary of the investigation results, including their findings of fact, a determination as to whether bullying occurred, and recommended disciplinary action (if applicable), using the preponderance of the evidence standard. Upon conclusion of the investigation, the Sending School of both the victim and perpetrator(s) and the Parent(s) of the victim and the perpetrator(s) shall be notified of the results of the investigation consistent with the confidentiality requirements of the Family Educational Rights and Privacy Act ("FERPA") and state law.

Interim measures may be implemented during the investigation to provide support, prevent misconduct, and ensure the parties access to their education. Such measures may include no contact directives, academic or counseling support, temporary class or schedule changes, short-term removals, etc.

Disciplinary Action

When the investigator concludes that a Student has engaged in bullying, retaliation, or making a false report, the Student may be subject to disciplinary action, up to and including expulsion/removal. Any discipline imposed shall be in accordance with the Student's due process rights under the Student Code of Conduct and [Policy 8019 - Bullying](#).

Hazing

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

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

Section 504

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA), Oakland Schools does not discriminate against Students with a disability, a record of having had a disability, or who are regarded as having a disability, in any District program or activity. The District has an obligation under Section 504 to provide a free appropriate public education to each eligible Student with a disability.

OSTC & Sending School Responsibilities

The District will follow federal law and applicable regulations in identifying and educating Students with disabilities. A Student's Sending School is responsible for developing the Student's IEP or Section 504 plan, as applicable; OSTC staff are responsible for implementing the IEP or Section 504.

Complaints & Questions

To file a complaint of disability discrimination, make a request for reasonable accommodations, or request additional information, contact the District's Civil Rights/Title IX Coordinator:

Jacqueline Zablocki
Civil Rights/Title IX Coordinator
2111 Pontiac Lake Road
Waterford, Michigan 48328
(248) 209-2185
Jacqueline.Zablocki@oakland.k12.mi.us

For more information, see [Policy 8303 - Section 504](#).

ADDITIONAL RIGHTS

Student Education Records

Student education records are confidential and shall not be released except as provided by law. The District may collect, retain, use, and disclose Student education records consistent with state and federal law. The District may release certain directory information in accordance with law and without Parent or eligible Student consent if public notice of the categories of information designated as directory information has been given and provided Parent(s) or eligible Students are given the opportunity to request non-disclosure, in writing, within a specified time period as set forth in the Administrative Rule.

Rights of Parents and Eligible Students

The Family Educational Rights and Privacy Act (FERPA) affords Parents and Eligible Students certain rights with respect to the Student's education records. They are:

1. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Eligible Students have the right to inspect and review their own education records. Parents may also inspect and review the education records of an Eligible Student if the Student is considered a dependent under Internal Revenue Code Section 152.

The District will not disclose a Student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the Student or the Student's Parent notifies the District that the Student or the Student's Parent has obtained a participation card issued by the Michigan Department of Attorney General.

Parents or Eligible Students should submit to the Dean a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for a Parent or Eligible Student to inspect and review the Student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the Student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing. If the request is for the records of a former Student or for video records of a former or current Student, the Dean will forward the request to Legal Affairs.

2. Right to Request Explanation or Interpretation of Student Education Records

A Parent or Eligible Student may request, in writing, an explanation or interpretation of a Student's education records. The Dean will respond to any reasonable request.

3. Right to Request Amendment of Education Records

A Parent or Eligible Student may request that a Student's education record be amended if the Parent or Eligible Student believes the record is inaccurate, misleading, or otherwise in violation of the Student's privacy rights. The Parent or Eligible Student should write the Dean, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the Parent or Eligible Student, the District will notify the Parent or Eligible Student of the decision and advise them of their right to a hearing with the Superintendent regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or Eligible Student when notified of the right to a hearing.

4. Right to Consent to Disclosures

A Parent or Eligible Student has the right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent.

Collection and Retention of Records

The District may collect and retain information about the District's Students that is reasonably necessary for the District to perform its role as an intermediate school district, including, without limitation, Student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a Student was accurately counted in membership for state aid and grant purposes.

Video Recordings

A video recording that is directly related to a Student may be an "education record" (e.g., when it is maintained to document Student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a Student. If the Superintendent or designee determines that a video recording is an "education record," its release and disclosure and the rights of Parents and Eligible Students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

Right to File Complaint

A Parent or Eligible Student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Protection of Pupil Rights

The District respects the rights of Parents and Students and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from an OSTC Campus or VLAC program. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

Additionally, Oakland Schools sometimes conducts risk assessments for Students who pose a threat of harm to themselves or others. Risk assessments may inquire about sensitive information described in the annual notice. These risk assessments are not federally funded. While Oakland Schools will endeavor to notify Parents about threatening behavior as quickly as possible, a risk assessment may be conducted before Parent consent can be obtained. If you would like to opt your child out of potential risk assessments that inquire about sensitive information as defined in the annual notice, please follow the opt-out process described in the annual notice.

Address Confidentiality Program Act

Oakland Schools shall not disclose the confidential address of a Student if the Student or their Parent has obtained a participation card issued by the Michigan Department of Attorney General ("Attorney General") under the Address Confidentiality Program Act and if the Parent provides notice of the issuance of the participation card in a form and manner prescribed by the Attorney General.

Please Note: All of the forms below are available on the MiSTAR Parent Portal. Please use the MiSTAR Parent Portal to complete all required OSTC forms. If you are unable to complete these forms online, please contact the Main Office of the Campus that you attend for a paper copy.

OSTC HANDBOOK COMPLIANCE FORM

I hereby acknowledge receipt of the Oakland Schools Technical Campus (OSTC) Student/Parent Handbook (“Student/Parent Handbook”).

Although all Oakland Schools Board of Education Policies and Administrative Rules (“Policies and Rules”) are important and need to be followed, I have given special attention to the following:

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

As a Parent/Student, I:

- Authorize OSTC, in case of EMERGENCY, to take immediate action necessary for the preservation of the Student’s health, except in such an instance in which a valid DNR or POST form has been executed on behalf of the Student and actual notice of such has been provided to the Executive Director of Student Services
- Understand the contents and agree to abide by the Student/Parent Handbook and Policies and Rules.
- Further understand the violation of any of this Student/Parent Handbook or Policies and Rules may result in disciplinary actions as outlined.
- Understand and agree that in the event the information contained in this Student/Parent Handbook is inconsistent with the Policies and Rules, the Policies and Rules shall apply.
- Understand and agree that Oakland Schools reserves the right to amend or modify this Student/Parent Handbook or its Policies and Rules at any time. Further, in the event this Student/Parent Handbook is amended or modified during the school year, I will be notified of any such changes.

SIGNATURE OF PARENT AND MY STUDENT

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

Student Signature

Student Name

Parent Signature

Parent Name

Date

AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at a Technical Campus or away from a Technical Campus, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, in its sole discretion, chooses to including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a Dean or Student Support Specialist as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person’s account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.
- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:
1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
 2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
 3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the District or Technical Campus.
 5. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying or cyberbullying may be grounds for discipline under the District’s Student code of conduct.
- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
1. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement as well as Policy 4510 – District Technology and Acceptable Use, Policy 4520 – Children’s Internet Protection Act, and Policy 5220 – Employee - Student Relations.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, District material, or District hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
16. Copying, recording, or sharing any information received or obtained via the District’s Technology Resources that includes personally identifiable information about any other Student including, without limitation, videos, audio, documents, or other records that identify another Student by name, voice, or likeness.
17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the District’s Student code of conduct, or Student handbooks.

G. You must promptly disclose to your Parent(s), Instructor or Dean any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by an Employee.

H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor Students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the District to prohibit its minor Students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate Students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's Students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the District in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider. I also agree to follow all rules in the applicable Student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read the Acceptable Use Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the District's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another Student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the District in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent Signature

Date

CONSENT FOR USE OF LIKENESS AND WORK PRODUCT FORM

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

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

I AND MY STUDENT AGREE to the use of my Student’s image and likeness and use of my Student’s work product as stated above.

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

MILITARY OPT-OUT FORM

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

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

SCHOOL MESSAGING SYSTEM CONSENT FORM

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

Pursuant to the Telephone Consumer Protection Act (TCPA), Parents are now required to “opt-in” to receive automated communication on their mobile device. This means Parents must provide express consent to receive general messages through automated calls and SMS text message on their mobile device(s). Consent is not required if the call or SMS text is for emergency purposes or if made directly from a Dean, Instructor or other Employee. Please note that you may revoke consent to receive these messages at any time by providing written notice to the Dean of the Technical Campus your Student attends.

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

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

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

ANNUAL NOTICE FOR DIRECTORY INFORMATION AND STUDENT PRIVACY FORM

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

Oakland Schools may provide directory information for public listings such as honor roll, awards, graduation lists, public displays of Student work with names, and other notices in the newspaper or on the Oakland Schools and/or

Oakland Schools Technical Campus' websites or official social media accounts. Directory information may also be made available to qualified organizations upon request. Qualified organizations include, but are not limited to scholarship providers, trade/technical schools, colleges and universities, and potential employers.

Oakland Schools does NOT provide directory information to commercial enterprises.

Oakland Schools has only designated the following information as directory information

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

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

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

Oakland Schools Board of Education:

George Ehlert, *President*

Dr. Theresa Rich, *Vice President*

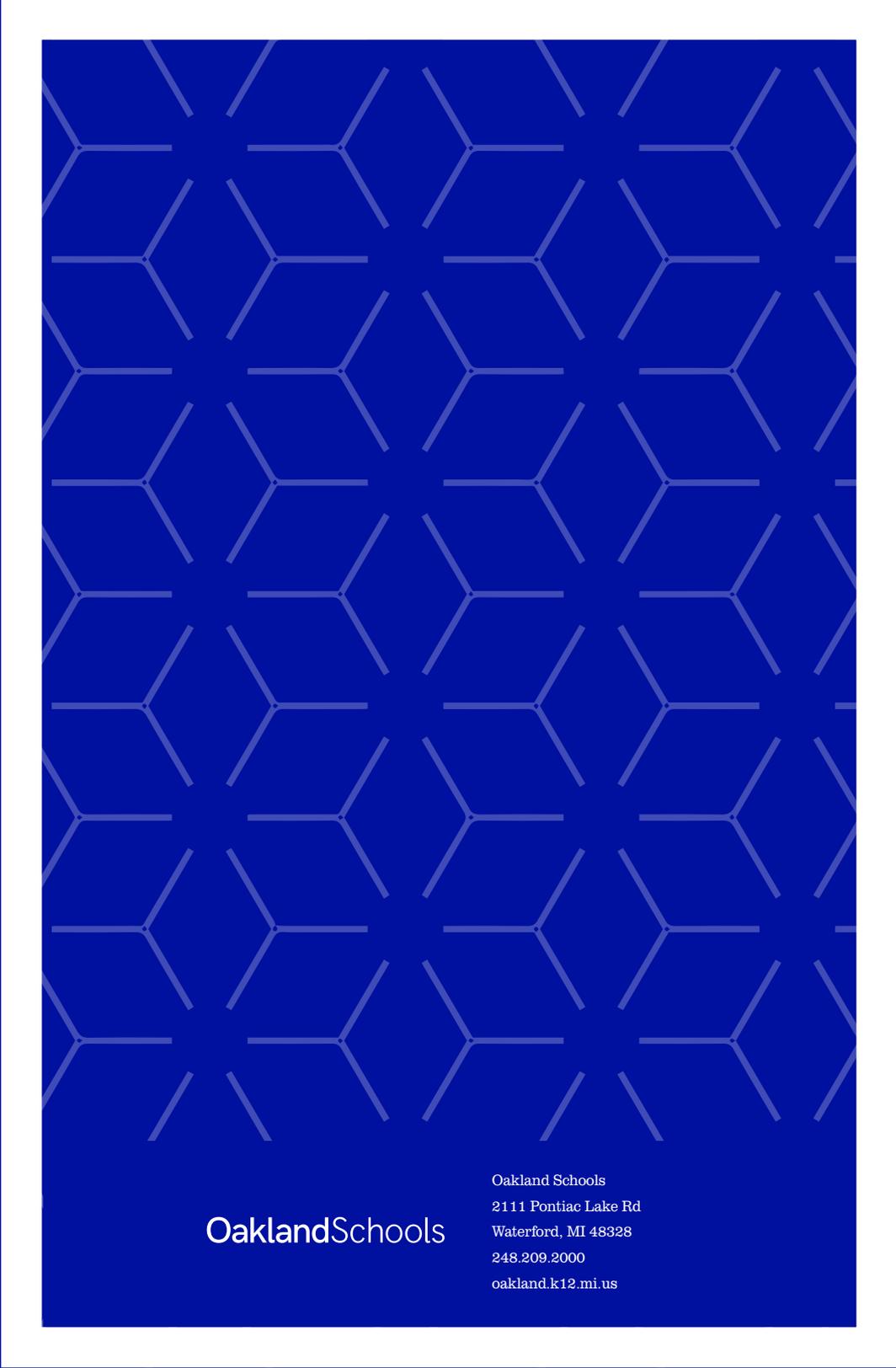
Marc Katz, *Treasurer*

Connie Williams, *Secretary*

Steve Gottlieb, *Trustee*

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, (including pregnancy or parental status, gender identity, gender expression, and sexual orientation), disability, age, height, weight, familial status, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at **248.209.2429** or **HR@oakland.k12.mi.us**. Students and others should contact the Civil Rights/Title IX Coordinator at **248.209.2185** or **Jacqueline.Zablocki@oakland.k12.mi.us**.



OaklandSchools

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