

# ***ONAWAY MIDDLE SCHOOL***

*and*

# ***ONAWAY HIGH SCHOOL***

2019-2020

## Student Handbook/Athletic Handbook And Internet/Computer Use Guidelines and Regulations

Onaway Area Community Schools Direct Phone Numbers:

Main Phone Number:	733-4970	HS Office:	733-4800
6-12 Attendance:	733-4801	Central Office:	733-4950
Elementary Office:	733-4900	Transportation:	733-4952
Athletic Director:	733-4953		

This handbook belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

## TABLE OF CONTENTS

Academic Information	4		
Academic Dishonesty	9		
Athletic Code	34		
Attendance	25		
Auditing	7		
Dance Regulations	8		
Detention/Suspension	21-23		
Discipline Guidelines	17		
Domestic Violence	24		
Dress Code	29		
Dual Enrollment	6-7		
Due Process	25		
Early Graduation	5		
Emergency Information	30		
Extra Curricular Information	8		
Family Trips	26		
Fight Song	3		
Grade Scale	4	Statement of Non Discrimination	3
Grading System and Reports to Parents	4	Student Records	10
Graduation Requirements	5-6	Tardy Policy	28
		Telephone Calls	14
Grievance Procedure Title II, VI, and IX	3	Testing Out	7
Hall Passes/Planners	9	Textbooks	15
Homebound Instruction	6	Transportation	15
Internet/Computer Use Policy	29	Trips	15
Lockers	10	Vehicles	16
Lunch	10	Visitors	15
Michigan School Law Handbook Notice	3		
Organizations/Clubs	9		
Rights Under FERPA	11		
Rights Under PPRA	13		
Rights to Privacy Act	33		
School Regulation and Related Information	9		
Search and Seizure	24		
Self-Defense	24		
Senior Exhibition	6		

## Onaway High School Fight Song

Cheer, Cheer, for Onaway High, Roll out the  
 Scoreboards, limits the sky.  
 Send our fighting fellows in,  
 Do not forget we're out to win!  
 Though we may stumble,  
 Though we may fall,  
 We'll always come up holding the ball.  
 While our red and white are marching  
 Onward to victory.

### Onaway Area Community Schools Statement of Non Discrimination

It is in the policy of Onaway Area Community Schools that no person shall be unlawfully excluded from participation, be denied the benefits of, or otherwise subjected to discrimination in employment or educational policies and programs because of race, religion, color, national origin, age, sex, marital status or handicap.

### Michigan School Law Student Handbook Notice

**These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.**

Grievance Procedures  
 For  
 Title VI of the Civil Rights Act of 1964  
 Title IX of the Education Amendment Act of 1972  
 Title II of the American with Disability Act of 1990  
 Section 504 of the Rehabilitation Act of 1973  
 Age Discrimination Act of 1975

Any person believing that the Onaway Area Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator\*. Although it is not necessary to go through the school's grievance procedure before filing a complaint with the Office for Civil Rights, resolving the disagreement at the district-level may provide better services for the student at a more efficient rate.

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator\*, who shall in turn investigate the complaint and reply with an answer within five (5) business days. The complainant may initiate formal procedure according to the following steps.

#### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator\* within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten (10)

business days.

### **Step 2**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Anyone at any time may contact the Office of Civil Rights for information or assistance at 216/522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, Washington D.C. 20202.

The local Civil Rights Coordinator\*, upon request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the local Civil Rights Coordinator's office.

#### **\*Local Civil Rights Coordinator**

Superintendent  
Onaway Area Schools  
4549 M-33 South  
PO Box 307  
Onaway, Michigan 49765  
(989) 733-4950

## **ACADEMIC INFORMATION**

### **GRADING SYSTEM AND REPORTS TO PARENTS**

Letter grades are given at the end of each nine-week period and at the close of each semester. The student receives a report card of his grades at this time.

The most important grade is the semester grade, which is a cumulative grade for the entire semester (High School only). Only semester grades are recorded on the student's permanent record. Semester grade become permanent one month after the end of the semester. All questions or appeals must be addressed during that thirty day period. A grade report (report card) will be sent home each nine weeks and will be an assessment of student progress to that point. Grades can also be accessed throughout the year on PowerSchool.

### **GRADE SCALE**

A.....4.0	A-.....3.7	B+.....3.3
B.....3.0	B-.....2.7	C+.....2.3
C.....2.0	C-.....1.7	D+.....1.3
D.....1.0	D-.....0.7	F.....0.0

A student's grade point average (GPA) may be obtained by adding the point value for each full-time class grade and then dividing by the total number of full-time classes (where one class equals one credit).

An incomplete grade is indicated by an "I" on the report card. This "I" indicates that the student has not completed all assigned work or tests. Until the work has been turned in, marked, and a new grade assessed, an "I" is comparable to an "F" and will be counted that way for the purpose of establishing eligibility or grade point average. The student has the responsibility for making up his work. If the work has not been completed within two weeks following the end of the grade period, the incomplete will automatically be changed to an "F." A longer period of time for the make up work may be granted in cases of prolonged illness or other emergency.

Rank in class and grade point average are calculated from all full time courses. Honor students for the senior class will be determined at the conclusion of their seventh semester. Academic awards will also be determined at the conclusion of the fall semester.

In order to compete for an academic award at OHS, four semesters of credit must be earned while an Onaway High School student.

### **EARLY GRADUATION (HIGH SCHOOL ONLY)**

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year, grades 9-12 sequence may request permission for early graduation. The student shall request in writing to the board asking for permission for early graduation with reasons supporting the plan and request. Examples of reasons to be given consideration are hardship circumstances, vocational opportunities, enlistment in the military, pursuit of continuous specialized education objective, and college entrance. The request letters to the board are to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program. The student must satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request. Each request is to be determined by the board on the merits of individual circumstances; one case shall not be a precedent for others.

### **GRADUATION REQUIREMENTS (HIGH SCHOOL ONLY)**

In an effort to raise the standards for students at Onaway High School, and better align with the MMC and the graduation requirements will be changing over the next few years. Parents are encouraged to remain an active partner with the school throughout the experience of their student.

- 4 credits of Language Arts (English 9, English 10, and English 12 required)
- 3 credits of Social Studies (must include American History, World History, and Civics)
- 3 credits of Science (Physics or Chemistry, and Biology are required)
- 4 credits of Mathematics (must include Algebra I and II and Geometry, Math in Sr. Year)
- 1 credit of Physical Education/Health
- 1 credit of Economics
- 1 credit of Vocational Education, Fine Arts or Performing Arts
- 2 credits of a Foreign Language
- 7 credits of electives
- Senior Exhibition / Complete Portfolio

All requirements are based around the new Michigan Merit Curriculum standards as well as District standards.

**It is the responsibility of each student to be certain that the minimum total number of credits is earned. Only those students who meet graduation requirements will be able to participate in the**

**graduation ceremony. Diplomas will not be granted until all detentions are served and all fines or fees are paid or arranged for payment with the principal. Students who fail to maintain a fulltime status will not be allowed to participate in the commencement exercises.**

### **SENIOR EXHIBITION (HIGH SCHOOL ONLY)**

Senior Exhibition is a part of English 12 in order to better ensure full participation and help all students succeed. This graduation requirement is designed to show that every OHS graduate knows how to present him/herself in a professional manner and that he/she knows how to perform individual work outside the confines of an academic course. Seniors are to select an area of interest and develop a presentation through the help of their school advisor and an expert in the area of the student's interest. The area of interest must be connected to either an academic or vocational area. This presentation will begin with the student showing his/her portfolio to a panel of three judges, followed by the actual presentation, which must include evidence of research, visual aids and proper communication skills. Seniors will make their presentation at the end of their senior year.

### **ONLINE INSTRUCTION**

Onaway High School will utilize PLATO for some online classes.

### **HOMEBOUND INSTRUCTION**

Physically handicapped students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, will be eligible for homebound instruction. Students who are temporarily handicapped are encouraged to attend high school if able. IF the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parent to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's schoolwork.

### **DUAL ENROLLMENT (HIGH SCHOOL ONLY)**

Dual Enrollment is an opportunity for high school students to take college courses while they are still in high school. Onaway High School works with North Central Michigan College in Petoskey and Alpena Community College in Alpena to offer these courses. When a student takes a dual enrollment course, they earn high school credit as well as college credit. ***The letter grade earned for the college credit will be the letter grade assigned to the high school transcript.***

Regardless of how a student takes a Dual Enrollment course, each student who is enrolled will be financially responsible for the procurement of any and all textbooks, parking fees, activity fees, and other fees as assigned by the university or college.

In an effort to accommodate as many students as possible, Onaway High School offers dual enrollment courses at the high school during regularly scheduled classes and some after regularly scheduled classes. To register for these classes, a student must fill out an application to North Central Michigan College or Alpena Community College and a dual enrollment form.

Dual Enrollment Requirement graduating classes for 2015 and afterward. No Student can exceed more than 10 total Dual Enrollment Classes.

Freshman are allowed to Dual Enroll

Requirements are a minimum ACT score of 22, as well as a COMPASS qualifying score as well. No more than one class can be taken during their Freshman year.

---

### Sophomore Requirements:

No more than one per semester, with a maximum of two per year.

Must have a score of 22 on the ACT as a composite score as well as a qualifying COMPASS score for qualification as approved by the college or university.

Students must also have a minimum 3.5 Grade Point Average

---

### Junior Requirements

Up to two per semester, four maximum on the year, with a minimum 3.0 Grade Point Average and a composite score of 19 on the ACT.

If this requirement is not met, one class total can be taken with a qualifying COMPASS score.

---

### Senior Requirements

Up to three per semester, six maximum on the year.

Must have prior requirements for a minimum of one per semester. If students are wishing to take two or more per semester, they need to have a minimum score of 19 on the ACT.

If they are planning on three per semester, they would need a qualifying score of a 22 on the ACT. For three per semester, students must also have a minimum 3.0 Grade Point Average or have administration approval.

Anytime a student receives a C- or less for a dual enrolled class, they lose all rights and privileges to continue taking future dual enrollment classes for current year or future classes.

### **TESTING OUT (HIGH SCHOOL ONLY)**

High school credit may be earned in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purposes of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may not be counted toward graduation, but will help the student meet graduation requirements and elevate advanced students beyond grade-level academic programs. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Example: Students with demonstrated mastery of mathematics may be interested in testing out of selected courses in order to advance to high-level coursework faster. While a passed test may not be substituted towards a "math credit" for the purpose of graduation requirements, it does "place" a student in an advanced class for the purpose of more appropriate sequential study.

### **TRANSFER OF CREDITS**

Students and parents are advised to review the school's policy concerning transfer of credits. Credit for home school students will only be granted based upon successful completion of placement tests.

### **AUDITING (HIGH SCHOOL ONLY)**

High School students may "audit" an elective course .

### **Re-Taking Classes**

Classes may be re-taken for only the following two purposes:

1. A student fails a course and needs to re-take it to earn credit towards graduation.
2. A student would like to re-take a class to better understand the content of the course.

Once a class has been completed, whether it has been passed or failed, all cumulative grade point averages will be based on the maximum number of credits. Repeating a class will not replace a prior grade.

## **EXTRA CURRICULAR OPPORTUNITIES AND INFORMATION**

In addition to the academic program of the high school, there are a number of group activities. Yearbook, musical groups and band, student council, drama and field trips all offer opportunities for fun and personal development.

In the high school, Interscholastic Competition is carried on in the following sports: Football, basketball, wrestling, baseball, cross country, and track for boys: cheerleading, basketball, volleyball, softball, cross country, and track for girls. Onaway Middle School/High School is a member of the Ski Valley Conference of the Michigan High School Athletic Association (MHSAA).

The various sports have specific training rules, which will be explained to participating students by the coaches of that sport. As a member of the MHSAA, the school and its students are required to conform to the eligibility rules of the association as applied to interscholastic competition, as well as the rules adopted by the Onaway School Board. Rules will be explained to students by the coaches and the Athletic Director. Student athletes must read and adhere to the athletic code to remain eligible for competition.

**There will be no student athlete practicing or lifting weights without the direct supervision of a coach or qualified adult!**

### **Dance Regulations**

Organizations, clubs, and classes often organize school Dances, parties and similar activities. It is imperative that students adhere to the OHS Discipline Policy while attending these events. Consequences for breaking the Discipline policy at one of these events may result in consequences outlined in the Discipline Policy along with the student being barred from other extracurricular activities including sporting events and the Junior/Senior prom.



1. No dance shall take place without the proper dance request form on file in the middle or high school office. Part of this requirement includes approval at least five school days ahead of the scheduled dance.
2. No alumni, students from other schools, or any other persons except Onaway High School students will be allowed into a high school dance (except Homecoming and prom) unless they have a pass approved by the principal prior to the dance.
3. Only currently enrolled Onaway Middle School students may attend middle school dances. No exceptions.
4. No High School student will be allowed to enter a High School dance after 10:15 P.M. No Middle School student may enter a Middle School dance later than thirty minutes after it is scheduled to begin, unless escorted by a parent.
5. In the high school, there must be a law enforcement official at all dances or the dance will be cancelled. The law enforcement official will periodically monitor the parking lot.
6. In the high school all dances will end at 12:00 a.m. (an exception of 12:30 a.m. may be made for Junior/Senior prom per principal approval).
7. No bottles or containers of any type will be allowed in the building at any dance.
8. Any student who exits the building for any reason will not be allowed to return.
9. Students will only be allowed in the cafeteria, front hall and front hall bathrooms.
10. Chaperones will periodically monitor the bathrooms, hallways, cafeteria and parking lot.
11. Any student who is removed from a dance shall be disciplined in accordance with the building Discipline Policy and may be barred from all dances for the remainder of the school year.

### **Organizations/Clubs**

The district encourages students to broaden their knowledge and citizenship by the formation of clubs and other groups organized to promote or pursue specialized activities outside the regular classroom environment provided membership is open to all interested and eligible students, approval of the building principal and the Board is obtained, and a member of the faculty attends the meetings or activities as an official advisor.

## **SCHOOL REGULATIONS AND RELATED INFORMATION**

### **ACADEMIC DISHONESTY**

#### **Cheating - Plagiarizing**

To plagiarize is to take the ideas, writing, etc., of another and pass them off as one's own. Cheating is the intentional gaining of an advantage, or provision of an advantage, over another student, contrary to the directions of a teacher or parent. Any student who cheats or plagiarizes any assignment, quiz or test, will receive a zero (0) for that assignment and possible referral to the principal's office. A second incident in the same classroom may result in zero credit (NC) for the marking period.

### **HALL PASSES**

Students are required to have a hall pass/planner with pass, issued by a teacher, to be in the halls when classes are in session. Hall passes will be issued for special needs of the student only. The student is expected to go directly to the location indicated on the hall pass. Classes or teachers in session are not to be interrupted in order to obtain a pass. Each student will be given a planner. Permission to be in the hallways is to be entered in the planner and the student carries the planner with him/her to verify hallway pass permission. Passes without planners or passes will only be issued under certain

circumstances as deemed appropriate by the teacher in question. Teachers may limit the number of passes issued to students per classroom rules.

## **LOCKERS**

School lockers are the property of the school district. At no time does the district relinquish its exclusive control. Lockers are provided for the convenience of students. Periodic general inspections of lockers may be conducted without notice (see Discipline Policy for detailed information). Lockers will be assigned at the beginning of the school year. Only one student may occupy a locker, and that student is responsible for the contents of the locker and for the cleanliness of the locker. Lockers that are shared are to be shared only upon approval of the principal. The responsibility of the condition and/or contents of each locker belongs to the student(s) assigned that locker. Unauthorized "switching" does not affect responsibility. Please do not put stickers or other semi-permanent items on locker surfaces.

All lockers have in-door combination locks. Once assigned to a locker, students must use that locker for the remainder of the year. Students are not to share lockers unless the principal has granted permission.

The "jamming" or "intentional tampering" of school issued lockers is not acceptable. Students assigned to lockers that are discovered to be "jammed" or "tampered with" make it impossible to lock or secure and risk losing valuables. Onaway Area Community Schools will not be held liable for items lost or stolen from school lockers. Students who tamper with or deface school lockers may face disciplinary action and/or loss of locker privileges.

## **LUNCH**

Students may bring their own lunches if they choose. The following rules are established to provide a neat, clean and orderly place to eat:

- A. Eating will be confined to the cafeteria or secondary commons unless you are in a classroom or have building principal permission. Keep open food and beverage containers/packages out of hallways.
- B. There will be no misuse of food or beverage.
- C. Appropriate table manners are expected.
- D. Violation of these rules may result in a penalty including the cleaning of the cafeteria or suspension from the use of the cafeteria/secondary commons area.

## **PERSONAL ELECTRONIC DEVICES**

In the event an electronic device creates what a staff person would deem a disturbance, the device may be confiscated and disciplinary action may result. Cell phones are forbidden in the classroom at any time.

Cell Phones are not permitted during the school day, including the time between classes. Before school and during lunch time will be allowed. Students caught using their cell phones, including text-messaging, will be subject to the following:

- 1<sup>st</sup> Offense: Phone taken for the day, returned at the end of the school day.  
 2<sup>nd</sup> Offense: Phone is taken, parent or guardian must pick it up.  
 3<sup>rd</sup> Offense: Student will receive Saturday School and loss of all electronic privileges for the remainder of the year.

***\* If a 4<sup>th</sup> offense occurs, students will be sent to ISS and will not return to class until a parent meeting and plan has been put into place.***

## **STUDENT RECORDS (For More Information—see Rights Under FERPA)**

Per Public Act 39, 2002, school districts are required to give out directory information including student name, address and telephone number to armed forces recruiters and service academies upon their

request. High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal. All other requests for directory information from outside sources will be denied.

**RIGHTS UNDER FERPA (Family Education Rights and Privacy Act)  
FERPA General Guidance for Students (and Parents)**

**This section acts as the district's annual notification of student rights and is taken directly from the Family Policy Compliance Office's website at [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco)**

**Where district additions are made within this section, every attempt to bold/place in parenthesis for ease in understanding has been made.**

General Information

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records.

Access to Education Records

Schools are required by FERPA to:

- provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request
- provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide students with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a student to amend inaccurate or misleading information in the student's education records;
- Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

#### Disclosure of Education Records

A school must:

- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students; **(as determined by the building administrator whenever a question arises)**
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.

#### Annual Notification

**(Onaway Middle and High School hereby makes this section of the handbook entitled RIGHTS UNDER FERPA the mandated annual notification. For specific forms entitled, “Annual Notice of Student Education Record Privacy” and “Annual Notice for Disclosure of School Director Information” please see the high school office and ask for a copy.)**

A school must annually notify students in attendance that they may:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;

- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- Information for a student to file a complaint of an alleged violation with the FPCO;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- Information about who to contact to seek access or amendment of education records.

Means of notification:

- Can include student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform students;
- Notification does not have to be made individually to students.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

Complaints must:

- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
  - Names and titles of those school officials and other third parties involved;
  - A specific description of the education record around which the alleged violation occurred;
  - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
  - The name and address of the school, school district, and superintendent of the district;
  - Any additional evidence that would be helpful in the consideration of the complaint.

## **RIGHTS UNDER PPRA (Protection of Pupil Rights Amendment)**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any

U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent\*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eighth category of information (\*) was added to the law.

In addition, parents have the right to review, upon request, any survey that concerns one or more of the above-listed eight protected areas and instructional material associated with the educational curriculum involved.

Parents have the right also, to inspect any survey, created by a third party prior to the distribution of same to students.

No such survey shall be conducted in Onaway Area Community Schools without direct notification from the school district.

Additionally, parents have the right to opt a student out of any other protected informational survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a part of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law, and any activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The requirements concerning activities involving the collection and disclosure of personal information from students...do not apply to the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

- 1) College or post-secondard recruitment or **MILITARY RECRUITMENT**.
- 2) Book clubs, magazines, and programs provided access to low-cost literary products.
- 3) Curriculum and instructional materials.
- 4) Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or

- achievement information about students.
- 5) The sale by students of products or services to raise funds for school-related or education-related activities.
  - 6) Students recognition programs.

Questions or inquiries regarding rights under PPRA may be addressed to:

FAMILY POLICY COMPLIANCE OFFICER  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C., 20202-5901  
 (202)260-3887

### **TELEPHONE USE**

You should not ask permission to use the office telephone except in cases of emergencies. Please urge your parents and friends not to call you at school unless it is an emergency. Phone calls are not to be made during class time.

### **TEXTBOOKS**

Textbooks are furnished for most subjects. You are expected to take care of the books and return them at the end of the year. The books should be returned in the same condition as when they are loaned, allowing for normal use. You will be fined accordingly if they are not.

### **TRANSPORTATION**

#### *School Bus Discipline*

- I. Fights and/or physical altercations with the driver:
  - a. First time - Suspended from the bus for a minimum of ten days
  - b. Second time - Suspended from the bus for one full year
- II. General misbehaving, swearing, refusal to adhere to driver's directions, etc.
  - a. First time - Suspended from the bus for a minimum of two days
  - b. Second time - Suspended from the bus for a minimum of five days
  - c. Third time - Suspended from the bus for one full year
- III. Intimidation/Bullying/Harassing/Posing a Threat to personal safety and/or health may result in indefinite suspension of bus privileges.
- IV. In cases of minor disturbance, students may be issued a warning about future consequences and/or seated in an assigned seat. There will be no sitting on the front steps of the bus. These penalties are minimums and may be extended in length dependent upon the judgment of the administrator and the seriousness of the incident.

### **TRIPS**

School bus transportation will be provided for band, athletics, or any other school activity with proper authorization. Students who participate in these activities will go only on the bus and return on the bus. Exceptions to this rule must be handled through the appropriate authority: the athletic director, building principal, or district administrator in charge. The bus will load and unload at Onaway Schools only.

### **VISITORS**

No visitors are permitted in our school without first notification to the superintendent's office. Students are not allowed to bring friends or other visitors to school to spend the day with them.

## VEHICLES

### *Use of Motorized Vehicles:*

1. Driving to school is a privilege. We trust that each student will be able to retain it.
2. Student cars must be parked in the area designated by the administrator.
3. Students who drive cars must use the south drive when coming to and from school.
4. Students will use care and common sense when driving to and from school.
  - a. The school reserves the right to require student drivers to have on file in the school resource officer's or the high school office a parental registration permit which will contain not only the student name, make of the vehicle and license number, but also the parent's signature attesting to the fact that they (the parent) approve of the student driving to school and attest that the car will remain in the lot all day unless an exception has been made by the parent with the office.

Student cars shall remain in the student parking lot during class meeting times unless the principal grants permission otherwise.

Any violation of the above may result in removal of the above privileges.

The operation of all types of recreational vehicles (four wheelers, snowmobiles, motorcycles, mopeds, etc.) on school property shall be prohibited.

b. Non-student drivers who cause problems will be dealt with through the authorized local law enforcement agency that has jurisdiction to remove and/or prosecute if necessary.

c. All students need to see the School Resource Officer (SRO) for their parking pass.

d. Parking Regulations

1. Use of a car to leave the premises without permission will result in loss of driving privileges.

- a. First time - 3 weeks

- b. Second time - 6 weeks

- c. Third time- balance of the semester and a minimum of 6 weeks in the new school year if the current school year has fewer than 6 weeks remaining.

2. Cars should be locked at all times.

3. Reckless or careless driving on school grounds is prohibited. Violators will be denied driving privileges and will be reported to their parents and to the local police.

4. Vehicles are not to be used by students during the school day except when approved by the high school office.

5. Cars and other vehicles are off limits during school hours with the exception of lunchtime. There is to be no loitering in cars during lunchtime, before or after school.

6. Vehicles are not to interfere with the buses at any time. Violation of this rule will result in a parent conference. Revocation of driving privileges may occur.

7. It should be clearly understood that the school may revoke driving privileges if a student driver's actions appear detrimental to his or her academic progress or the safety of others.



# DISCIPLINE GUIDELINES

## I. MAJOR PREMISES

1. Students have the right to be in school. Inherent in that right are students' responsibilities to respect the rights of others and to become actively and productively involved in their academic learning.
2. Good discipline uses logical and realistic consequences. Students who experience consistent, logical and realistic consequences learn that they, themselves, have positive control over their lives.
3. Trust, respect and courtesy among staff and students should be a constant within our school. These three qualities provide the foundation upon which behavioral expectations will be based.
4. Most discipline issues can and should be handled in the classroom by the individual teacher directly involved. Closure between student and teacher in a non-threatening environment and with positive outcomes is the goal of classroom management. The classroom environment must always be maintained in an orderly state. Students need to respect the sanctity of the school as a safe haven.

## STUDENT EXPECTATIONS

The staff of Onaway Middle and High School have high expectations for all students at all times:

- a. Students will be respectful and courteous.
- b. Students will use only appropriate language when addressing staff, fellow students and guests.
- c. Students will keep the facility free of litter.
- d. Students will attend class prepared for instruction.
- e. Students will adhere to the school dress code.

**Students who fail to meet expectations will generally be dealt with in the following manner: 1.) Teacher-Student conference, 2.) Teacher-Parent phone call, 3.) Teacher-Parent-Student conference, 4.) Classroom disciplinary action, and 5.) referral to the building principal.**

## II. DISCIPLINARY GUIDELINES

A. The following offenses are those that are not only punishable by law, but will also result in the most severe consequences through school disciplinary action:

1. Possession and/or sale of weapons (firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or explosive devices. According to Title 18, Section 930, also included in the definition of a weapon is any device, material, or substance capable of endangering the safety of others. Included in this rule is the verbal threat to endanger another student, staff member, or visitor. Violation of this rule of the student handbook may result in suspension from all Michigan Public Schools for up to 180 days per state law.
2. Possession, consumption, and/or sale of alcohol.
3. Using or possessing tobacco products. Michigan Law (P.A. 140) bans the use of any tobacco product at all times in public school buildings and on school-owned vehicles. The law also bans the use of any tobacco product on all school property except after 6:00 p.m. Any violation of this law is a misdemeanor and carries a \$50.00 fine.
4. Possession, consumption, and/or sale of drugs, narcotics, and/or look-alike drugs including resin or seeds. This includes possession of drug paraphernalia, such as marijuana

- pipes and other devices used to facilitate drug entry into the human body. This also includes the abuse, sale, or possession of prescription drugs.
5. Calling in bomb threats or pulling false fire alarms.
  6. Theft.

*In all of these cases, the police will be notified and the student will be encouraged to enlist the aid of a counselor for rehabilitative purposes.*

**Consequences for these infractions will be determined on an individual basis, depending upon the circumstances, with the minimum consequence being a three (3) day out of school suspension and the maximum consequence being expulsion.**

B. The following offenses are those which potentially could be punishable in a court of law, but which are usually handled at school.

1. Fighting (directing an aggressive physical act toward another individual).
2. Intimidation/Bullying - the repeated intimidation of others by the real or threatened infliction of; physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. (See Section C for complete details)

**As may be required by law, law enforcement officials shall be notified of bullying incidents.**

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion.

3. Sexual harassment (unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual or suggestive nature).
4. Disrespectful or abusive language/gestures toward another individual.
5. Any action that seriously endangers another individual.
6. Defiance of rightful authority.
7. Willful destruction or defacing of school property.
8. Possession of a knife or blade under 3". Knives and other edged tools are not required in order to attend public school. Students taking a class that require the use of such a

tool will have the tool provided to them by a teacher who will supervise its use.

*Consequences for these infractions will be determined on an individual basis, depending upon the circumstances, with the minimum consequence being detention and the maximum consequence being expulsion.*

**C. Anti-Bullying Policy**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

**A. Prohibited Conduct.**

- 1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be 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 students either directly or indirectly by doing any of the following:

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

- 2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

**B. Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to an appropriate principal, staff member, or the Superintendent.

**Complaints Against Certain School Officials.** Complaints of bullying by the building principal or staff member may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

**C. Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

**D. Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

**E. Annual Reports.** At least annually, the building principal or designee, or the Superintendent shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

**F. Responsible School Official.** The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**G. Posting/Publication of Policy** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

**H. Definitions**

1. "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" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
  - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (*e.g.*, an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
  - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device

that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
  - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
  - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
  - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

D. Students who choose the following behaviors are in violation of school rules:

1. Possession, use, or display of common incendiaries such as matches or lighters.
2. Possession, use, or display of laser pointers, air horns, and/or other products that may pose potential harm or threat to another person.
3. Skipping classes.
4. Leaving school grounds outside of lunch period without permission or signing out.
5. Dangerous or improper use of vehicles on school grounds.
6. Inappropriate public displays of affection
7. Continuous disruptive behavior.

***School disciplinary action for these offenses will be determined on an individual basis with the minimum consequence being a detention.***

## **DETENTION AND SUSPENSION**

Saturday School detentions will be assigned by the principal when appropriate. Saturday School is three hours in duration and meets from eight o'clock a.m. until eleven o'clock a.m. in a room or place designated by the principal. Saturday School will be convened approximately once every other week and will be assigned to students caught skipping or cutting classes. Saturday School may also be used as a way for students to make up excessive absences in an effort to recapture missed classroom instruction time and/or to make-up or take exams as a result of excessive absences.

Out of School suspensions will only be assigned by the principal. Suspended students may make up missed assignments, quizzes, and tests during periods of suspension adhering to the same guidelines applied to students who are out for an excused absence. According to Michigan School Law, in-school suspensions may be assigned by the teacher or the principal. In-school suspensions assigned by a teacher may not be for a period of time greater than one class period. In the event of an in-school suspension, the student is expected to work on all assignments due and is obligated to meet due dates as stipulated by the teacher. Students sent to ISS by a teacher may participate in extracurricular activities after school, including athletic practices and contests.

Suspended students, in-school or out of school may not participate in any after school functions or appear on school grounds for any reason during any period of the suspension unless with the permission of the principal. Students suspended in-school or out of school **by the principal** may not participate in athletic practices or contests on the day of the suspension.

Checklist of Factors to Consider Before Suspending/Expelling

Before suspending or expelling a student, building administration must complete this form.

Student Name: \_\_\_\_\_  
Grade Level: \_\_\_\_\_

Date of Alleged Offense: \_\_  
Location of Offense: \_\_\_\_\_

Description of Misconduct: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Before issuing any discipline, Section 1310d requires school officials to consider the following factors:

- 1. Did the student possess a firearm on school property or at a school event? **YES**  **NO**   
*If YES, there is no need to complete the remainder of this form.*
- 2. Student's DOB: \_\_\_\_\_ Age at time of alleged offense: \_\_
- 3. Does student have a disciplinary history? **YES**  **NO** 
  - a. If YES, attach printout or briefly describe relevant discipline: \_\_\_\_\_  
\_\_\_\_\_
  - b. Is the current misconduct similar to past misconduct? **YES**  **NO**
- 4. Is the student a student with a disability? **YES**  **NO** 
  - a. Check YES if any of the following are true unless any of the circumstances in "b" are true:
    - i. Student has IEP or 504 plan;
    - ii. Student is currently being evaluated for IDEA or Section 504 eligibility;
    - iii. Parent/guardian has expressed concern in writing to a supervisor, administrator, or teacher that the student needs special education and related services;
    - iv. Parent/guardian has requested a special education evaluation; or
    - v. Teacher or other personnel expressed specific concern directly to special education director or other supervisory personnel about student's pattern of behavior.
  - b. Check NO if none of the above factors apply, or if the student was evaluated for IDEA or Section 504 eligibility but found ineligible, or if the school sought permission to evaluate and the parent/guardian declined, or if the parent/guardian revoked consent for or refused IDEA or Section 504 services.
- 5. Did the misconduct threaten the safety of any student or staff member? **YES**  **NO**
- 6. Will restorative practices be used to address the misconduct? **YES**  **NO** 
  - a. Restorative practices must be considered in addition to, or in lieu of, suspension or expulsion.
  - b. If restorative practices will be used, briefly describe: \_\_\_\_\_
- 7. Is there an intervention other than suspension/expulsion that would address the misconduct?  
**YES**  **NO** 
  - a. If YES, will the lesser intervention be used? **YES**  **NO**
  - b. If NO, why not? \_\_\_\_\_  
\_\_\_\_\_

I have considered the above factors, and the seriousness of the misconduct, and I have determined that the following discipline is appropriate: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Date: \_\_

## **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school administrators may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband material discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has a reasonable suspicion to believe that the student is in possession of illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **RELATED ISSUES**

*Domestic Violence* - "Domestic Violence" means the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. This is law and will be dealt with accordingly by the school. This law includes dating situations.

*Self-defense* - If a defendant wounds the complainant in self-defense, honestly believing his own life to be in danger, or that he was in imminent danger of receiving serious bodily injury at the hands of the other party, and used no more force than was necessary to protect him or her self, then it would be self-defense.

## **FIELD TRIPS**

When a student has had multiple discipline related instances, they may be subject to losing their field trip privileges. Any field trip that the student attends is subject to approval from administration. Students will not be allowed to attend trips if there have been discipline issues throughout the year.

Students will not be attending year end field trips if:

- 1: They receive a suspension from school.
- 2: They are sent to the ISS room two or more times throughout the year from an administrator.
- 3: They receive three or more disciplinary forms throughout the school year.
- 4: They have 10 or more missing assignments in the current semester.



## **DUE PROCESS**

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for the action, to present any facts that will support their defense, and to have a hearing to discuss both sides of the issue and/or the appropriateness of the action.

## **ATTENDANCE**

### **PHILOSOPHY**

Onaway Area Community Schools realizes that attendance is a major factor related to academic success. Students are expected to attend school on a regular and consistent basis. Students must be present in order to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

### **NOTIFICATION OF ABSENCES**

Parents are to notify the school by the end of the first school day following their child's absence. This notification should be in the form of a note or a telephone call; the number for this is 733-4801. Under the attendance point system, any student that exceeds 9.5 attendance points will be in jeopardy of losing credit.

Parents/guardians who are continually negligent in calling in absent students may be asked to meet with the building administrator to discuss the problem and possible resolutions.

Students who must leave school during the day for any reason, such as for doctor appointments, job interviews, and etc. must have a note from a parent or guardian. This note assures the school that the parent/guardian is aware of the student's desire to leave school grounds. If a note cannot be secured, a phone call from the parent/guardian will suffice. Students who leave the school building without following the checkout procedures in advance will be considered truant, **AND THEIR ABSENCE FOR THAT PERIODS/PERIODS, WILL BE RECORDED AS UNEXCUSED.**

### **MAKE-UP WORK**

All work missed due to any absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher upon returning from an absence to arrange for make-up of all work missed. Students absent will have an equal number of days to turn in work missed during the absence. Students assigned to in-school suspension should do the assigned daily work while serving their suspension.

### **ATTENDANCE PROCEDURES**

The following regulations will govern the administration of the attendance policy:

1. Students and parents are responsible for knowing all attendance regulations.
2. Definition of an absence: a student is absent from a class when he or she misses more than twenty (20) minutes of the class.
3. Absence Monitoring and Action: teachers are required to inform administration on an hourly basis of the names of each student absent from class. If a student has four (4) or more attendance points from any class during a semester, the parents of the student will

be notified by letter (4-Day Letter). Parents are encouraged to call the high/middle school office to arrange an appointment regarding the absences.

After the fifth (5th) attendance point is reached, the student may be referred to the school social worker, or the building principal to review the student's time management and prioritization of academics, extracurricular activities, work schedule, and other time obligations.

After the seventh (7<sup>th</sup>) attendance point has been reached from school for an affected hour, a letter notifying the parent/guardian of an impending loss of credit will be mailed home. This letter is known as the 7-Day Letter. The parent/guardian of the student then has the option for appeal to the principal. Attendance Appeal forms are available in the high school office; a phone call to the Attendance Officer (Mrs. Arkwood) can also initiate the appeal process.

### **ATTENDANCE AND SATURDAY SCHOOL AND MORNING/AFTERNOON SESSIONS (HIGH SCHOOL)**

Students may opt to attend Saturday School, a schedule for which will be made available to those students and parents interested for the purpose of recapturing credit for days missed due to unexcused reasons. One period of Saturday School (8 a.m. to 11:00 a.m.), will be equal to 2 periods of class. Ex: a student with 7 unexcused absences in 4<sup>th</sup> period could attend one Saturday School session and "recapture" credit for 3 unexcused absences, thus reducing his/her total to 4 unexcused absences in 4<sup>th</sup> period.

- Similarly, a student may make arrangements to make up, or "recapture" unexcused absences with the office or a teacher before or after school, with the principal's approval.

### **FAMILY TRIPS**

Parents are encouraged to plan vacations around the regular school calendar. If this is not possible, a pre-arranged absence form should be circulated by the student if the family will be vacationing outside of the designated school vacation dates at least one week prior to leaving. Some trips and vacations can have an immeasurable educational value and thus the district should impose no penalty for these absences. This can be accomplished by prearranging the trip through the high school office and completing the agreed upon assignment(s).

The pre-arranged absence forms may be picked up in the main office. The form requires the initials of each teacher and is then brought to the main office. Teachers' initials indicate that the teacher has been informed and is aware of the vacation. The following rules will govern students taking trips or vacations at times other than vacation times designated by the school calendar:

1. If a trip or vacation will result in a student absence, the parents must sign the pre-arranged absence form before the trip or vacation and make arrangements with each teacher regarding homework assignments (see form in office).
2. Coursework or substitutionary coursework provided by the teacher(s) prior to the planned trip, is expected on the day of the student's return to school, or as arranged with the building principal.
3. Coursework will be checked against the plan upon the student's return. Provided the proper steps have been met and all coursework has been completed and turned in to all teachers, the days absent will be recorded as OTH and will not be counted against the

student's attendance record.

### **ABSENCES NOT COUNTED TOWARD SEMESTER LIMIT**

The following excused absences will *not* be counted against the semester absence limit:

1. A parent can verify an absence to excuse their student within 24 hours of the absence. This will excuse the student, but an excused absence will still count toward their attendance point total. An excused absence is 1 attendance point.
2. School-sponsored activities, guidance appointments, scheduled court appearances, or a death in the student's immediate family.
3. Accidents, hospitalization, or severe illnesses which are beyond the student's control, and when:
  - a. The student's parent informs the administration at the start of the period of absence;
  - b. The student returns to school with a statement from a physician as to the number of days it was necessary for the student to be absent;
  - c. The student completes a program of independent study during the period of absence.

Independent study programs require the student to obtain, satisfactorily complete, and turn in assignments to the appropriate teacher in a manner substantially similar to those of students actually in class, or the student completes a program of Homebound Instruction. To be eligible for Homebound Instruction, a student must provide administration with a physician's statement indicating that the student will be absent for at least five (5) consecutive days from school. A student receiving Homebound Instruction will receive instruction from staff designed to keep the student current with the student's schoolwork.

4. Observance of a religious holiday.
5. College Days: Onaway High School wants to support its seniors as they ready themselves to meet their post-secondary plans. Seniors on track to graduate may use up to two days to visit colleges, trades schools, apprentice programs, or other approved training facilities. In order for these days to be excluded from the student's attendance, students must file the proper paperwork (available in the guidance office), have parent/guardian permission, and make up any missed assignments, quizzes, or tests on the day of their return or before leaving. See Mr. Mix for more details.
6. Job Shadowing; Students in grades 9-12 who have good attendance (fewer than 5 unexcused absences the previous semester) may use up to one (1) full day per year (taken in 1/2 day increments) to job shadow a career that aligns with the student's Educational Development Plan. In order for these days to be excluded from the student's attendance, students must file the proper paperwork (available in the guidance office), have parent/guardian permission, and make up any missed assignments, quizzes, or tests on the day of their return or before leaving. See Mr. Mix for more details.
7. Extenuating circumstances when approved by the principal and the student's individual teachers. These circumstances will be recognized and reviewed individually.

## **ATTENDANCE APPEAL PROCESS**

### **STEP I.**

A student may appeal the determination of an absence within five (5) school days of receipt of an Seven-Day Letter or upon other Notice of Absence from the administration or through self-discovery. The appeal will then be heard by the building principal within five school days and a written response will be made within the next two business days..

### **STEP II.**

A. If the parent(s) is not satisfied with the principal's decision, the parent(s) of the student may file an appeal with the School Board's Policy Committee. The written appeal must be received in the Board's office no later than 4:00 p.m., three (3) school days following the receipt of the superintendent's written decision.

B. A form for the appeal is available in the high school office. The appeal must state specific reasons as to why the appeal should be granted.

C. Within ten (10) school days of receipt of the parent(s) written appeal, the Board of Education's Policy Committee will, 1) review the parent(s) written appeal and may obtain additional information, and 2) respond in writing with a decision on the appeal. The Committee may contact the student, parent(s), teacher, or other school official for the purpose of obtaining additional information on the appeal. The committee will issue a written decision on the appeal within ten (10) school days.

D. The Board's Policy Committee's decision will be the final step in the school's appeal process.

Student Status: following the receipt by the principal of a written appeal from a student, the student will continue attending all classes and completing all assigned course work until a resolution is reached during any step in the appeal process. However, for appeals filed by a student or parent(s) after December 1 of the first semester, or April 15 of the second semester a decision under Step II will be decided upon by the building principal and will be a final decision on the matter and no Step III appeal will be available.

## **TARDINESS GUIDELINES**

### **I. PHILOSOPHY**

Punctuality is considered an employability skill. In the adult world, being on time is of tremendous value. The goal of the school is to prepare students for life. Thus, it is imperative for students to be on time.

### **II. TARDY RULES AND REGULATIONS**

Prompt arrival to all classes is an expectation at Onaway Middle/High School. Students not in the classroom at the designated time are considered tardy. If accompanied by a signed pass from a staff member, late students will not be considered tardy.

### **III. CONSEQUENCES FOR EXCESSIVE TARDIES**

It is important that all teachers grade students with respect to employability skills. These skills include communication, teamwork and in this instance, punctuality. Therefore, students will be graded on their attention to this very important employability skill. Ten

percent of the student's final grade will be dedicated to employability skills. A student being tardy to a high school class one time will be given a warning. On the second, and each subsequent tardy, the student will have his employability skills assessment lowered by a percentage point. In this arrangement, a student could potentially earn 100% in a course, but be tardy 6 times and have the grade lowered to an A-.

In the High School, tardiness in excess of what will be assessed for employability skills will be dealt with by the administration up to and removal from the course.

#### **IV. LATE ARRIVALS AND EARLY DEPARTURES**

Students who arrive late must report directly to the office, sign in, and receive an admission slip into class. Arriving late, which is anytime up to nineteen minutes late, will result in a tardy. At the 20 minute-mark, the period of time missed is considered an absence for that class. The only exceptions will be:

- Late arrival of school bus.
- Pass from a staff member for counseling or other school related activity.
- Appointments, emergencies or illness verified by a note or phone call from a parent.

Students who return from appointments during the school day must sign in at the office.

## **DRESS CODE**

We are proud of the students of Onaway Middle School and Onaway High School and we welcome their individuality and sense of style. Therefore, we do not have a severely restrictive dress code, but ask that our students abide by the following simple guidelines:

1. Footwear is required.
2. Clothing displaying profanity or vulgar suggestions or racially inflammatory commentary or artwork will not be permitted.
3. Clothing advertising illegal drugs, alcohol or tobacco products, or that advertise establishments, real and fictitious that promote the same or similar including the degradation of humans or animals, or dealing with death, destruction, or suicide will not be worn.
4. Conspicuously thin garments, bare midriffs, tube tops, overly tight-fitting pants, clothes revealing undergarments, ripped jeans or clothing with holes ripped which reveal skin above mid-thigh, and muscle shirts or cut-offs are not permissible. Professional, tailored sleeveless clothing will be appropriate. Spaghetti straps, fishnet hose wear and the like are not considered professional, therefore, not accepted. The midriff is deemed bare when a student, standing with arms and hands flat against his/her sides, reveals skin. The principal shall make the final decision.
5. Shorts and mini-skirts that come above the middle of the thigh are not acceptable. The principal or designee will make the final decision.
6. The decision to allow hats in individual classrooms during class time will be the decision of the individual classroom teacher and is to be addressed via classroom rules.
7. Spiked jewelry ("dog collars") or chains will not be worn.
8. Shirts exposing excessive skin will not be permitted.
9. Pants are to be worn above the waste-line and not show underwear or boxer shorts.
10. Shirts must be of adequate length to cover their beltline when sitting down.

Any questionable clothing will be at the discretion of the principal or the designated building

representative.

Students violating the dress code will be sent to the Principal Office. They will receive proper attire before returning to class. If appropriate attire is not available, student will be sent to ISS until appropriate apparel is brought in by the parent / guardian. Repeat violators may be assigned to Saturday School and/or face suspension for disruptive behavior by the building principal.

## **EMERGENCY INFORMATION**

### **FIRE DRILLS**

Upon hearing the fire alarm, follow the evacuation procedure posted in each individual classroom. If possible, teachers are to close windows, shut off lights, have their grade book with them, and close classroom doors.

### **TORNADO AND SEVERE WEATHER**

Upon being notified of possible tornado/severe weather, students in main building classrooms are to take cover in hallways under the supervision of their teachers. Students are to sit facing lockers or windowless walls, heads in laps and wait for the all-clear signal (two short rings of the fire alarm).

## **ONAWAY AREA COMMUNITY SCHOOLS INTERNET/COMPUTER ACCEPTABLE USE POLICY GUIDELINES AND REGULATIONS**

Students, parents, and teachers who use district computers and who are responsible for setting up and using an Internet account through the Onaway Area Community Schools must read the following terms and conditions. These terms and conditions summarize and reflect upon board policy. After having read the conditions and terms and signing an agreement to the conditions and terms set forth, an individual may begin using the computers and Internet at the Onaway Area Community Schools. The Network Administrator, without signed acknowledgement of this policy, will not approve assignment of student user name and password. Violation of the agreement may result in any or all of the penalties listed below under the heading of **Penalties**.

### *Goals*

The goal of computer usage and access to the Internet is to establish collaboration and exchange of information between and among individuals and between other schools and institutions. Onaway area community school district, through the use of computers and the Internet, encourages personal growth in technology, information gathering skills, and communication skills.

### *Responsibilities*

Each user must recognize the responsibility in having access to vast services, sites, systems, and people; therefore, the user is responsible for his/her own actions in accessing network services.

Users have a responsibility to other users of the network to be as knowledgeable as possible about the computer and areas of the Internet that they are using.

The user will abide by the policies and procedures of all networks and systems that are accessed. It is the user's responsibility to keep a log of all time spent on the Internet using his/her account and should include the date, time, and description of his/her activity. It is the user's responsibility to periodically check his/her e-mail and delete messages as soon as possible to avoid overloading the network system. The network administrator will clean the system periodically.

## *Penalties*

The use of the Onaway Area Community Schools computers and the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct. The penalties listed here will apply to all abuses of the computers and the Internet. Such abuses include, but are not necessarily limited to the following **violations**:

- Placing unlawful information on a system
- Use of abusive or objectionable language in either public or private messages
- The sending of chain letters or broadcast messages to lists of individuals which would cause congestion or interfere with the work of others
- The sending or receiving of any pornographic or inappropriate materials or test files or files dangerous to the integrity of the network
- The use of another user's account without the proper authorization of the user and the network administrator
- Users have the responsibility for all materials used under their accounts. Failure to report any of the above violations will result in the termination of their account and other possible penalties.
- The deliberate downloading of or implantation of a computer virus or worm or other such disabling contrivance.
- All users will be expected to obey and adhere to existing copyright laws.

### **Penalties:**

1. Loss of computer/Internet privileges for a period of time, up to a full semester or school year.
2. Suspension from school.
3. Payment for damages, in replacement dollars, including servicing of equipment for damages by misuse and violation of this agreement.
4. In extreme cases, such as deliberately planting a virus or worm, or disabling contrivance, expulsion may be a consequence.

**Onaway Area Community Schools  
Acknowledgement of Student Handbook and  
Computer/Internet Acceptable Use Terms**

**I have read, understand and agree to abide by the terms and conditions of the Onaway Middle School / Onaway High School Student Handbook and Internet/computer acceptable use policy. I understand that my student must comply with the terms and conditions of all rules, regulations, policies, and procedures identified in the handbooks and regulations herein and in accordance with board policy. I further understand that these rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.**

**Please Print Full Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Signed by Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed by Parent/Guardian** \_\_\_\_\_

After reading the handbook, remove this form, sign and return it to the middle or high school office within the first week of the beginning of school.

Students without a copy of this acknowledgement form on file in the middle or high school office by the end of the first week of school will not be allowed to practice or participate on any athletic team.

Students without a copy of this acknowledgement form on file in the middle or high school office by the end of the first week of school will not be allowed to use any district owned computer or have access to the Internet.

Students without a copy of this acknowledgement form on file in the middle or high school office by the end of the first week of school may be denied the issuance of textbooks or other school supplies and materials.

**Note: Failure to sign does not alleviate or in any way relieve students from the responsibility of adhering to prescribed rules, regulations, policies, and procedures as outlined in the handbooks/policy contained herein.**

Sign this page and return to office by end of first week of school.



## RIGHTS TO PRIVACY ACT

No Child Left Behind and other current legislation (Public Act 39, 2002—see section entitled STUDENT RECORDS earlier in this handbook) direct public schools to cooperate with Military recruiters and service academies who then may attempt to offer and discuss career and educational opportunities. This information will be repressed by the school if so directed by the parent/guardian.

According to the "Rights to Privacy Act" I would like to request that all information on my student(s) (listed below) be withheld from public knowledge.

**Please rip out this page and return if you choose to withhold this information from Military recruiters.**

---

Name

---

Grade

---

Name

---

Grade

---

Name

---

Grade

---

Name

---

Grade

# **Philosophy and Administration of the Onaway Athletic Program**

## **I. Introduction**

- A. Athletic Mission Statement
- B. Athletic Program Beliefs
- C. Message to Athletes
- D. Message to Parents

## **II. Guidelines**

- A. Definition of Athletic Code/Team Rules
- B. Sportsmanlike Expectations
- C. Philosophy of Winning
- D. General Information
- E. MHSAA Information
- F. Eligibility
- G. Team Rules and Violations
- H. Rules for Suspended Athletes
- I. Team Advancement Guidelines
- J. Dual Sports
- K. Transportation
- L. Varsity Letter Requirements
- M. Season Awards
- N. End of Year Awards

## **III. Athletic Code Violations and Penalties**

- A. Group 1 Violations
- B. Group 2 Violations
- C. Group 3 Violations
- D. Application of Penalties
- E. Self-Admit Policy
- F. Procedures and Appeals
- G. Complaints From Parents and Athletes

# Section I

## Introduction

### **A. Athletic Mission Statement**

Onaway Schools will provide an environment of athletic competition that encourages all students to participate and show desire, dedication, and determination in the pursuit of excellence that will prepare them to be productive citizens and create community pride.

### **B. Athletic Program Beliefs**

The Onaway Area Schools Athletic Program should:

- Teach individuals to be humble in victory and gracious in defeat.
- Provide and maintain quality athletic facilities and equipment.
- Provide and develop quality coaches to ensure an effective athletic program.
- Promote personal development by building positive self-esteem and nurturing positive behavioral and academic habits, while fostering emotional maturity.
- Teach character qualities such as discipline, responsibility, respect for authority, loyalty, and trust.
- Develop valuable life skills such as leadership, communication, teamwork, sportsmanship, goal-setting, and a healthy lifestyle.
- Instill a winning attitude developed through commitment, strong work ethic, sacrifice, perseverance, and quality competition.
- Nourish social development by building relationships and celebrating school spirit.
- Encourage responsible, enthusiastic support at our athletic events.
- Adhere to Title IX directives.
- Recognize and celebrate the outstanding accomplishments of our athletes, coaches, and teams.

### **C. Message to Athletes**

Participation in interscholastic athletics is a privilege, which must be earned by students who continuously adhere to the standards of conduct, both in and out of school, which are listed in the School Student Code of Conduct, the Athletic Code, and the Team Rules established by the team coaches.

The goal of student-athletes is excellence in academics and in athletics. When athletes wear Onaway School colors, they are representatives of Onaway traditions. Participation in Onaway athletics is a privilege that is earned through hard work and respectful behavior in the classroom as well as during athletic practices and contests. High standards of conduct are expected of Onaway athletes. Other students, staff, parents, and members of the community shall closely observe the conduct of an athlete. His/Her behavior should be above reproach at all times.

The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 6<sup>th</sup> grade school year and remains in effect the entire calendar year (365 days), whether they are in-season or out-of-season, both on and off school property until the school experience ends.

Failure to obey the School Student Code of Conduct, the Athletic Code, or the Team Rules will result in disciplinary action up to and including suspension from the team, suspension from school, and/or denial of future participation in Onaway athletics.

Your signature on the Athletic Code Contract acknowledges that you have read, understand, and accept the responsibilities and obligations listed in the Code, and that you agree to cooperate with school personnel in enforcing the Code. Failure to return the Athletic Code Contract signed will not exclude you from the expectations of the Code.

### **D. Message to Parents**

Your student has indicated a desire to participate in the high school interscholastic athletic program. Parents of student athletes also commit themselves to certain responsibilities and obligations, which are outlined in the Athletic Code. Your signature on the Athletic Code Contract, along with the signature of your student-athlete, acknowledges that you have read, understand, and accept the responsibilities and obligations listed in the Code, and agree to cooperate with school personnel in enforcing the Athletic Code. Failure to return the Athletic Code Contract signed will not exclude you or your son or daughter from the expectations of the Code.

Parent(s) of athletes participating in fall, winter, and/or spring sports are encouraged to attend the Athletic Parent Meeting scheduled by the Varsity Coach of each sport at the beginning of each season. Copies of the Team Rules will be distributed and discussed with parents at this meeting.

As fans and spectators at athletic events, parents of athletes play a special role in supporting their athlete, the coach, and the team. Parents of athletes are expected to model good sportsmanship at all athletic events. Failure to adhere to acceptable standards of adult behavior may result in removal from the event and/or future events. All parents are invited to join the Athletic Boosters and become part of the long-standing traditions associated with interscholastic athletic support in Onaway.

## **Section II**

### **Guidelines**

#### **A. Definition of Athletic Code/Team Rules**

The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 6<sup>th</sup> grade school year and remains in effect the entire calendar year (365 days), whether they are in-season or out-of-season, both on and off school property until the school experience ends. In addition, coaches in any particular sport may impose supplemental rules for his/her team as approved by the Athletic Director. In all cases, the team rules must be consistent with the Athletic Code. In the event of a conflict or inconsistency between the Athletic Code and Team Rules, the Athletic Code will control, with the Athletic Director (A.D.) making the final decision.

#### **B. Sportsmanlike Expectations**

A good sport is a true leader within the school and the community. As an athlete of our school, the following points represent sportsmanship behavior you should display:

1. Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community. Conduct yourself in an exemplary manner, before, during, and after contests and events.
2. Learn the rules of your sport thoroughly and discuss them with parents, fans, fellow students, and elementary students to assist both them and you in achieving a better understanding and appreciation of the competition.
3. Treat opponents the way you would like to be treated.
4. Omit intimidating behavior, including taunting, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. This is not acceptable behavior.
5. Wish opponents good luck before the game and congratulate them in a sincere manner.
6. Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will make a positive impression of you and your team in the eyes of the officials and all people at the event.
7. Win with humility; lose with grace. Do both with dignity. Avoid excessive celebrating after a play or at the end of a game.
8. Athletic events are among the most school popular activities for participants and spectators. These games and competitions provide another learning experience in life. Integrity, fairness, and respect, the principles of good sportsmanship, are lifetime values enhanced through athletics.
9. It is expected that all student-athletes will conduct themselves in an orderly and self-disciplined manner at all times, both on and off school property throughout the calendar year. Appearance and personal hygiene should be appropriate for travel and other team appearances, in good taste, and consistent with the expectations of the coach, school district, and other team members.

Any form of unacceptable behavior by any student is subject to discipline, which may include removal from the event, suspension of attendance to all Onaway home athletic events up to a full school year, suspension from school, and/or referral to the local authorities.

#### **C. Philosophy of Winning**

Winning is the primary objective of each contest within the parameters of our Mission Statement and

beliefs.

NO Cut Policy - The purpose of junior high or freshman athletic team is to promote interest, formulate fundamentals, develop young players and create a solid program for the future. Therefore cuts will not be allowed at these levels of play. Since the Varsity team is the culmination of Onaway's athletic experience, winning is a priority and cuts can be made if necessary.

Middle School Athletics - Participation in middle school (7<sup>th</sup> and 8<sup>th</sup> grade) athletics is an introduction of interscholastic sports to student athletes. Recognizing that a strong middle school athletic program is the foundation of a successful high school program, middle school athletic participation should be encouraged by providing as many students as possible with an opportunity to learn the skills and physical requirements necessary for athletic competition. Playing time is guaranteed (except during tournament play) to all members of a team during each contest and will be given out as equally as possible.

Junior Varsity Athletics - (Open to freshman, sophomores, and juniors in special situations approved by the AD) Building on what is learned at the freshman level, the focus of OHS JV teams is to prepare and develop athletes for varsity competition. The level of intensity on the practice field as well as in competition should increase, as should the commitment to the sport by the student athlete. Playing time will be guaranteed (except during tournament play) to the top 12 players in girl's and boy's basketball and volleyball, the top 14 players in baseball and softball, and all athletes in the other sports during each contest, but not equally.

Varsity Athletics - (Open to all OHS students) Varsity level athletics are a culmination of the OHS athletic experience. To be chosen to represent OHS as a varsity athlete is a privilege and an honor that is earned through hard work, effort, and commitment to a sport. The best athletes within OHS, regardless of class level, can make the varsity team. At this level, no one is guaranteed playing time as the best student-athletes should be on the field/court/mat/course when the skills and intensity of the competition requires the best.

All student-athletes should be committed and focused at all practices and events, exhibit the highest skill level, demonstrate good sportsmanship on the field of competition as well as off, and be excellent role models of the Cardinal Tradition. All student athletes are guaranteed sufficient practice time, when possible, to enable them to improve their skills and demonstrate a positive attitude.

## **D. General Information**

Physicals and Athletic Code Contract - All athletes must have on file at the Athletic Director's office a Physical that includes a filled out Emergency Medical Release Form, and a signed Athletic Code Contract before they will be allowed to participate in athletics.

Uniforms - Athletes are financially responsible for the proper care and security of uniforms issued to them. Uniforms need to be returned clean. Any uniforms not returned or returned with major defects will be the financial responsibility of the athlete. The student will not be issued another uniform or be allowed to participate in an Onaway athletic contest until either the uniform is returned or payment is received for the replacement. In the case of a senior athlete, he/she would not be eligible to participate in graduation ceremonies unless the uniform is returned or paid for.

Team Membership – Once an athlete has participated in a full week of practice or made a team through cuts, he/she may not change to another sport without permission from the coach of the sport he/she is dropping and the athletic director. If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out for another sport during the same season.

Injury Permission Slip – An athlete who has been withheld from competition or practice by a health care professional, has received serious medical attention during competition or practice, or injures themselves in a way during a competition or practice and the coach feels the athlete should receive medical attention may not participate in a contest or practice until a permission to resume the activity note is received by the athletic director in writing from a health care

professional. A parent may not allow their son/daughter to participate against the directions of a health care professional.

Athletic Code Enforcement - The Athletic Code applies to all students, regardless of participation status, commencing the first day after graduating their 6<sup>th</sup> grade school year and remains in effect the entire calendar year (365 days), whether they are in-season or out-of-season, both on and off school property until the school experience ends. The athletic code is not limited to school conduct at school-sponsored activities or school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitation as to the place of conduct.

### **E. Summary of Michigan High School Athletic Association Regulations on Eligibility for High School Athletes as Applicable in Oaway Area Community Schools:**

Age - High school students become ineligible if they reach their nineteenth birthday before September 1 of a current school year.

Physical Examination - Students must have on file, in the Athletic Director's office, a physician's statement for the current school year (after April 15<sup>th</sup>) certifying that he/she is physically able to compete in athletic contests and practices.

Enrollment - Students must be enrolled in school prior to the fourth Friday after Labor Day (1<sup>st</sup> semester) or fourth Friday of February (2<sup>nd</sup> semester) for which he or she competes.

Semesters of Enrollment - Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four (4) first semesters and four (4) second semesters of competition and cannot compete if they have graduated from high school.

Semester Academic Records - Students must have passed enough classes that equal or exceed 20 credit hours of instruction per week the previous semester to be eligible to begin playing a sport during the next semester.

Transfer Students - A student in grade nine through twelve who transfers to Oaway High School from another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under MHSAA exceptions. The Athletic Director should be notified immediately of the transfer and will determine the eligibility of the student.

Undue Influence - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause the student to become ineligible for a minimum of one semester.

Limited Team Membership - After practicing or participating with a high school team, students cannot participate in any athletic competition not sponsored by his/her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

All-Star Competition - Students shall not compete at any time in any sport under MHSAA jurisdiction in All-Star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment..

Awards and amateurism - Students cannot receive money or other valuable consideration, for participating in MHSAA sponsored sports or officiating in interscholastic athletic contest, except as allowed by the MHSAA handbook. Students may accept, for participation in an MHSAA sponsored sport, a symbolic or merchandise award, which does not have a value over \$25.00. Banquets, luncheons, dinners, trips, and admissions to camps or events are permitted if accepted "in kind." Awards in the form of cash merchandise, certificated, or any other negotiable document are not allowed.

Disqualification: Regulation V Section 3 (D)

The following policies for disqualification shall apply in all sports.

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld from competition for at least the next day of competition for that team.
2. Failure of the school, for any reason, to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament, or during the last regular season day of competition.
3. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
4. If the playing rules for sport specify an additional penalty, more rapid progression, or use of such a progression for other violations, the playing rules apply.

## **F. Eligibility Concerning Previous Semester Records, Current Semester Grades, and Daily Attendance.**

Previous Semester Record - The MHSAA requires that students must have passed enough classes that equal or exceed 66 2/3% credit hours of instruction per week the previous semester to be eligible to begin playing a sport during the next semester.

Current Semester Grades – The OHS Board of Education has established academic standards for participation in interscholastic athletics. Students meeting these standards are eligible to participate in athletic contests.

- OHS requires student-athletes to be passing all classes with a “D” grade or better in order for them to be eligible to participate in athletic contests. Academic progress will be determined at the end of every week.
- Student-athletes who do not meet academic eligibility standards in each class during a weekly check will be placed on probation for one week for each particular class that he/she has a grade of D- or lower.
- Athletes may practice and participate in all athletic contests during the probationary period.
- After the probationary period, those students-athletes who raised the grade/grades in question to passing status may continue to play in games with no penalty.
- If a student-athlete, after the probationary period, is still failing one or more courses he/she was on probation for, he/she will then be determined ineligible for athletic competition until the failing grade has been raised on a subsequent eligibility check.
- Athletes will be placed on a weekly probation each time they become ineligible in a class.
- Ineligible student athletes will not participate in any contests the week after an unsuccessful probationary period beginning Sunday and running through Saturday.
- Practice eligibility will be left up to the parent(s) and coaches involved. Ineligible athletes will be unable to participate and dress for athletic contests and will remain ineligible until he/she returns to passing status.

Daily Attendance - A student must attend school all day the day of a practice or contest to be eligible to participate. Exceptions will be made for absences due to school-sponsored events, medical appointments, and unforeseen circumstances. The Athletic Director or the building Principal, prior to competition, must approve all exceptions. Team coaches will be responsible for checking the attendance of their athletes prior to starting practice, warming up for a game, or traveling. Athletes who practice in violation of this rule will be suspended for their next day of practice. Athletes who compete in violation of this rule will be suspended for their next date of competition. Suspensions can carry over to the next sports season.

## **G. Team Rules and Violations**

Team rules must be in writing and approved by the Athletic Director prior to the start of the season and will be distributed to athletes at the parent meeting, first tryout, or practice if there are no tryouts scheduled. Parents will receive a copy of the team rules during the required Parent Meeting that the coach schedules at the beginning of the season or upon request. Penalties for violating team rules may not be more severe than the penalties approved by the Athletic Code.

Each coach shall be afforded a reasonable amount of discretion, subject to final approval by the A.D., in interpreting and applying his/her team rules, in determining whether an athletic department rule has been broken, and in setting the appropriate penalty for the athlete who has broken a team rule.

Discipline imposed by a coach and approved by the Athletic Director, which results in suspension or removal from the team may be appealed in accordance with procedures set forth under “Procedures and Appeals.” Pending an appeal, the penalty or disciplinary action imposed by the coach and approved by the Athletic Director shall remain in effect.

## **H. Rules for Suspended Athletes**

1. A student who is suspended from school may not practice or be in attendance at practice. If the school suspension covers the day of a contest, the suspended student may not travel, dress, or sit on the bench with his/her team.
2. An athlete who is placed in in-school suspension (ISS) for any part of the day, excluding teacher directed, may not practice or play in a contest that day.
3. Athletes suspended during the season may forfeit any claim to athletic awards that season, pursuant to Team Rules.

## **I. Team Advancement Guidelines**

The intent of advancing an athlete to a level beyond which he/she would normally play (9<sup>th</sup> grade athletes at the freshman or junior varsity level and 10<sup>th</sup> grade athletes at the junior varsity level) is to provide an exceptionally talented athlete the opportunity to enhance his/her experience and skill development, as well as contribute to the success of the team.

The following Team Advancement Guidelines must be followed:

- The Head Varsity Coach is responsible for making the initial recommendation regarding who should be considered.
- The proposed team advancement must be discussed and approved by the A.D., the Varsity Head Coach, and the parent(s)/guardian prior to any discussion of the opportunity with the athlete. Academic progress, emotional maturity, and peer relationships, as well as athletic ability will be considered in these discussions.
- Serious consideration should be given to the effect the advancement will have on the team the athlete may move to and the team the athlete may leave.
- If the athlete is advanced, every effort will be made to provide an adequate amount of playing time, which provides the opportunity to improve his/her skills.
- The team advancement decision must be assessed regularly by the coach, the athlete, and the parent(s)/guardian. The placement decision may be reversed.
- If an athlete is advanced for a second time during the season, permanent placement at the higher level will continue until the end of the season.
- Jr. High athletes at Onaway cannot, by MHSAA rule, be advanced to the freshman level and above.

## **J. Dual Sports**

High School students may participate in up to two sports per season provided all team and MHSAA rules governing practices and contests are abided by.

Students in dual sports may not practice for a combined total of more than three hours in any one given day. Students in dual sports will identify a primary and a secondary sport and shall always attend primary practices over secondary practices, primary contests over secondary contests, primary contests over secondary practices and secondary contests over primary practices.

Dual sport athletes who commit an athletic violation will not participate in an athletic contest until they have served out their consequence in their primary sport.

## **K. Transportation**

All members of an athletic squad must travel to and from all away contests in school-sponsored transportation. Deviations may be granted by the building Principal or Athletic Director on an individual trip basis.

1. Parents may make a request in person and sign a release form that is with the coach at the contest, requesting the athlete be allowed to ride with parent/guardian from the contest.
2. Parents may allow their child to ride home from a contest with another adult as long as prior (before the bus leaves) written permission has been confirmed by the Athletic



Director or Principal. The adult that the child is being released to must still sign a release form that is with the coach at the event.

3. Athletes may not be released to anyone that is under 21 years of age except an immediate family member (brother or sister).
4. Parents may not give approval to ride home with another parent over the phone.

### **L. Varsity Letter Requirements**

All participation requirements are with the expectation that the athlete finishes the season in good standing.

Football – Participation of 8 quarters or team membership for the regular season.

Girls Basketball – Participation in 4 games or team membership for the regular season.

Golf – Team membership for the regular season or at the discretion of the coach.

Boys Basketball – Participation in 4 games or team membership for the regular season.

Volleyball – Participation in 4 matches or team membership for the regular season.

Wrestling – Team membership for the regular season or at the discretion of the coach.

Competitive Cheer – Team membership for the regular season or at the discretion of the coach.

Baseball – Participation in 8 games or team membership for the regular season.

Softball – Participation in 8 games or team membership for the regular season.

Boys & Girls Track – Participation in 5 meets or team membership for the regular season

### **M. Season Awards**

Awards will be presented when the season has been successfully completed. An athlete will only receive one chenille letter the first time they letter in a Varsity sport. An athlete shall not receive more than one Varsity letter award during his/her school career. Certificates shall be presented to each athlete should he/she earn more than one award. A plaque will be awarded for the third and fourth year Varsity awards.

- 1<sup>st</sup> Year – Certificate, Chenille Letter
- 2<sup>nd</sup> Year – Certificate
- 3<sup>rd</sup> Year – Certificate, Plaque
- 4<sup>th</sup> Year – Certificate, Plaque

### **N. End of Year Awards**

Outstanding Athlete Award – This award goes to the most outstanding senior male and female student-athlete.

Claude Morrison Scholar-Athlete Award – This award goes to a senior male and female student-athlete who has made a contribution to a team in at least one sport and has a GPA over 3.5.

Dick Dunn Award – This award goes to any male and female student that has demonstrated overwhelming desire, dedication, and determination in a varsity sport over the past year.

Sportsmanship Award – This award goes to a senior male and female athlete who has displayed excellent sportsmanship throughout their athletic career.

Cardinal Commitment Award – This award goes to any senior athlete who receives at least nine (9) varsity letters for their outstanding dedication to athletics.

Charlie Schaar / Fred Elowsky Award: This award goes to a male and female athlete that shows service to their school through support of athletics.

# Section III

## Athletic Code Violations and Penalties

All athletes agree to abide by the following Code of Conduct, which prohibits illegal or inappropriate actions.

Allegations of Athletic Code violations may be made to the Athletic Director at any time. Allegations made by students or adults not employed by the school district in some capacity must be presented in writing to the Athletic Director who will investigate and determine the validity of the accusation prior to administering any disciplinary action. Onaway Area Community School employees, including coaching staff, are obligated to report any and all allegations of athletic code violations to the Athletic Director as soon as they become aware of said violation.

Violations of the Athletic Code accumulate throughout the athlete's high school career. Seventh or Eighth grade students who violate the Athletic Code will be put on probation during their ninth grade year. If the athlete does not violate the Athletic Code as a freshman, the athlete will be removed from probation. If a violation does occur during the athlete's freshman year, the athlete will be penalized at the level of violation they have accumulated since the beginning of their 7<sup>th</sup> grade school year. After probation has been completed in good standing, these then Junior High Students would be eligible for the "Big 5" awards.

The fact that an athlete is not formally petitioned or charged and/or convicted of any infraction, misdemeanor or felony, shall not prevent the building Principal or Athletic Director from making an independent investigation determination as to whether such actions by the athlete are a violation of these rules. The building principal or Athletic Director may determine that a violation of these rules occurred if there is reasonable cause to believe a violation of these rules has occurred. Police charges, other than traffic violations, immediately constitute an Athletic Code violation.

Dual sport athletes who commit an athletic violation will not participate in an athletic contest until they have served out their consequence in their primary sport.

### **A. Group 1 Violations**

1. Actions by a student or athlete at home or away contests that would be deemed as unsportsmanlike conduct (i.e., obscene gesture, unsportsmanlike conduct toward official, etc.).
2. Actions by an athlete at home or away contests that would bring disfavor upon the school.
3. Leaving the site of an away contest without permission.

#### Group 1 Penalties

The student will be suspended from attending at least the next home athletic contest and the athlete will be suspended from his/her team for at least the next contest. Subsequent #1 violations could result in longer suspensions. The suspensions may carry over to the next sport season in which the student may attend or athlete participates.

Athletes suspended for Group 1 violations shall be allowed to practice during the period of suspension.

### **B. Group 2 Violations**

1. Use or possession of tobacco in any form.
2. Use, possession, or being under the influence of alcohol.
3. Actions, in or out of school, which result in being charged with a misdemeanor offense, other than a traffic violation. (Misdemeanor Offenses include larceny, malicious destruction of property, or any citations pertaining to drugs or alcohol.)
4. Hazing, which is defined as any initiation, harassment, or invidious act that results in personal injury as a result of intent.

Citations / Documentation from the Sheriff's Department will initiate the disciplinary actions regardless of any pending charges.

#### Group 2 Penalties

### First Violation

The first Group 2 violation of an athlete's career will result in exclusion from competition for 30% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 20% of the next season's contests of any sport in which he/she participates.
- Group 2 Violation #4 that results in loss of playing time or school attendance for the student that is victimized per medical or other clinical evidence—may result in up to permanent banishment from OMS/OHS sports depending on the severity of the injuries incurred. In this instance the A.D. and the building Principal shall make the decision jointly.

### Second Violation

The second Group 2 violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

### Third Violation

The third Group 2 violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

### Fourth Violation

The fourth Group 2 violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

### Additional Consequences of Group 2 Violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the AD, forfeit the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation with the consultation of the A.D., may withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified.
3. Athletes that are serving first and second violations are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. In addition, the student athlete is expected to attend all games from which he/she is suspended and to sit with the team in street clothes.

## **C. Group 3 Violations**

1. Use, possession, or being under the influence of any illegal or controlled substance (other than physician prescribed) including steroids and other illegal performance enhancing drugs.
2. Actions, in or out of school, which would be deemed felonies under the criminal code.

### Group 3 Penalties

### First Violation

The first Group 3 violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

- If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

### Second Violation

The second Group 3 violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

### Third Violation

The third Group 3 violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

### Additional Consequences of Group 3 Violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the A.D., forfeit the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation with the consultation of the A.D., may withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified.

## **D. Application of penalties**

1. Penalties shall not be considered served unless the athlete fully completes the season during the suspension. Quitting the team is not considered "serving the penalty". If the penalty takes the athlete through to the end of the season, the suspended athlete must continue attending practice and games to count the penalty as served.
2. The suspended athlete's attendance and participation at practice and attendance at contests will be as follows:
  - a. The athlete must attend and participate at practice.
  - b. The athlete must attend games and will ride the team bus unless otherwise academically ineligible.
3. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the penalty for the first offense has been served.
4. Application of offenses can go together. Ex. One group 1 and one Group 2 Penalty will be combined for a subsequent punishment. Serving a Group 2 for 30% and then receiving a Group 3 will result in more than a 75 % violation.

## **F. Procedures and Appeals**

The following procedural steps will apply in all cases where a student athlete is alleged to have violated the Athletic Code or Team Rules.

1. An alleged Group 1, 2, or 3 violation by an athlete should be brought to the attention of the A.D., in writing. If the A.D. believes that there is a probability that the athlete in question committed a violation of the Athletic Code or Team Rules, the A.D., the building principal, or both, will confront the athlete with the alleged violation and ask for a response. After hearing the athlete's response, the A.D. may: (1) further investigate; or (2) render a decision as to whether or not the athlete has violated the Athletic Code or Team Rules. If the A.D. decides that a violation has occurred, the consequences will be as set forth under Group 1, 2, or 3 penalties. The athlete, his/her parent(s), and the head coach of the sport in which the athlete is participating at the time of the alleged violation will be informed of the violation and the athlete will be

removed from participation in competition. Written notice of the A.D.'s decision regarding the alleged violation will be further provided to the athlete, his/her parent(s) and the coach within five school days.

2. After receiving notification of the A.D.'s decision to remove an athlete from participation, the athlete and/or parent(s) may request a hearing with the Superintendent to dispute either the nature of the charges or the consequences imposed upon the athlete. The hearing will occur within five school days of the request.
3. The principal or the A.D. may temporarily suspend an athlete from participation in athletics prior to a hearing if an athletic event is scheduled to occur before a hearing could reasonably be held.
4. The purpose of the hearing will be to determine if there is sufficient evidence to show that a violation has occurred, and if so, to determine the appropriate penalty. If the Superintendent determines the athlete has violated the Athletic Code or Team Rules, the consequences will be as set forth in the Athletic Code or Team Rules. However, the Superintendent may increase, reduce, or otherwise modify consequences imposed by the A.D. or head coach.
5. If the athlete and parent(s) are not satisfied with the above decision, they may appeal to the Board of Education. The penalty imposed on the athlete will remain in effect until the outcome of the appeal. A committee of the Board of Education will meet with the athlete and parent(s) within five school days to determine if the decision will be upheld. The Board committee will notify the athlete and parent(s) in writing of its decision on the appeal within three school days following the hearing.

### **Flagrant Unsportsmanlike Conduct**

Flagrant unsportsmanlike conduct will be determined on a case by case basis. The determination can be made by the coach, athletic director, principal, or superintendent. Due to not being able to specifically define this conduct, the final determination must be made jointly by two of these separate individuals.

Examples of what may be considered flagrant unsportsmanlike conduct would be striking or verbally disrespecting an official, striking a player on or off the playing field, portraying obscene gestures at a crowd or opposing team, etc. These examples include, but are not limited to actions that will be considered flagrant unsportsmanlike conduct.

#### **First Violation**

The first flagrant unsportsmanlike conduct violation of an athlete's career will result in exclusion from competition for 30% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 20% of the next season's contests of any sport in which he/she participates.

A flagrant unsportsmanlike conduct that results in loss of playing time or school attendance for the student that is victimized per medical or other clinical evidence—may result in up to permanent banishment from OMS/OHS sports depending on the severity of the injuries incurred. In this instance the A.D. and the building principal or superintendent shall make the decision jointly.

#### **Second Violation**

The second flagrant unsportsmanlike conduct violation of an athlete's career will result in exclusion from competition for 75% (rounded to the nearest whole number) of the next consecutively scheduled events in any sport.

If the suspension is not completed in one sports season, it will be carried over to the next sport season in which the athlete participates. (Example: An athlete is suspended after the eighth football game in a nine-game season. He/She will miss 10% of the football season, which would consist of the last game plus 65% of the next season's contests of any sport in which he/she participates.

### Third Violation

The third flagrant unsportsmanlike conduct violation of an athlete's career will result in dismissal from the athletic program for one calendar year from the date of the violation. If the athlete has participated in an athletic contest after the date of the violation, the dismissal will be one calendar year from the date of the last participated in athletic contest.

### Fourth Violation

The fourth flagrant unsportsmanlike conduct violation of an athlete's career will result in elimination from participation in all future athletics at Onaway Area Community Schools.

Additional Consequences of flagrant unsportmanlike conduct violations:

1. In addition to the penalties listed above, the athlete may, at the discretion of the AD, forfeit the privilege of attending other athletic or co-curricular activities.
2. The A.D. or the head coach of the sport in which the athlete is participating at the time of the violation will withdraw or remove any team or individual honors or awards for which the athlete has otherwise qualified, after the first violation.
3. After the first violation, the athlete will not be considered for any of the year end overall athletic awards.
4. Athletes that are serving first and second violations are expected to fulfill all team obligations by attending all practices and actively participating as directed by his/her coach. In addition, the student athlete is expected to attend all games from which he/she is suspended and to sit with the team in street clothes.

## **G. Complaints From Parents and Athletes**

Most complaints are a result of a misunderstanding and can be resolved with a conversation between the individuals involved. An athlete is advised to meet with his/her coach as the initial step in resolving any misunderstanding. If the athlete is unwilling to meet with the coach, the parent(s) are encouraged to schedule a meeting with the coach. A coach should never treat an athlete differently as the result of a parent complaint, action, or opinion. Coaches should comply with the A.D.'s directives, Team Rules, Athletic Code, and the School Code of Conduct.

1. If the concern is not satisfactorily resolved after meeting with the coach, the athlete, and/or parent(s), it should be discussed with the A.D. informally in an attempt to resolve the situation.
2. If the athlete and/or parent(s) wish to make a formal complaint to the A.D. about the coach, it should be put in writing with a copy provided to the coach.
3. The A.D. will investigate the complaint, and discuss the concern with the coach and the Head Varsity Coach of that particular sport. The investigation may include observation of practice sessions and/or contests by the A.D. The results of the investigation and subsequent action(s) to be taken to resolve the complaint will be documented in writing by the A.D. and a copy provided to the parent(s)/guardian, coach, and his/her file.
4. If the formal complaint is not satisfactorily resolved by the A.D., the athlete and/or parent(s) may appeal, in writing, to the superintendent. The Superintendent will meet with the parties involved in a further attempt to resolve the situation.
5. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may appeal to the Board of Education of Onaway Area Community Schools, in writing.