



Oakland Opportunity Academy (OOA)
Student/Parent Handbook 2018-2019

OaklandSchools

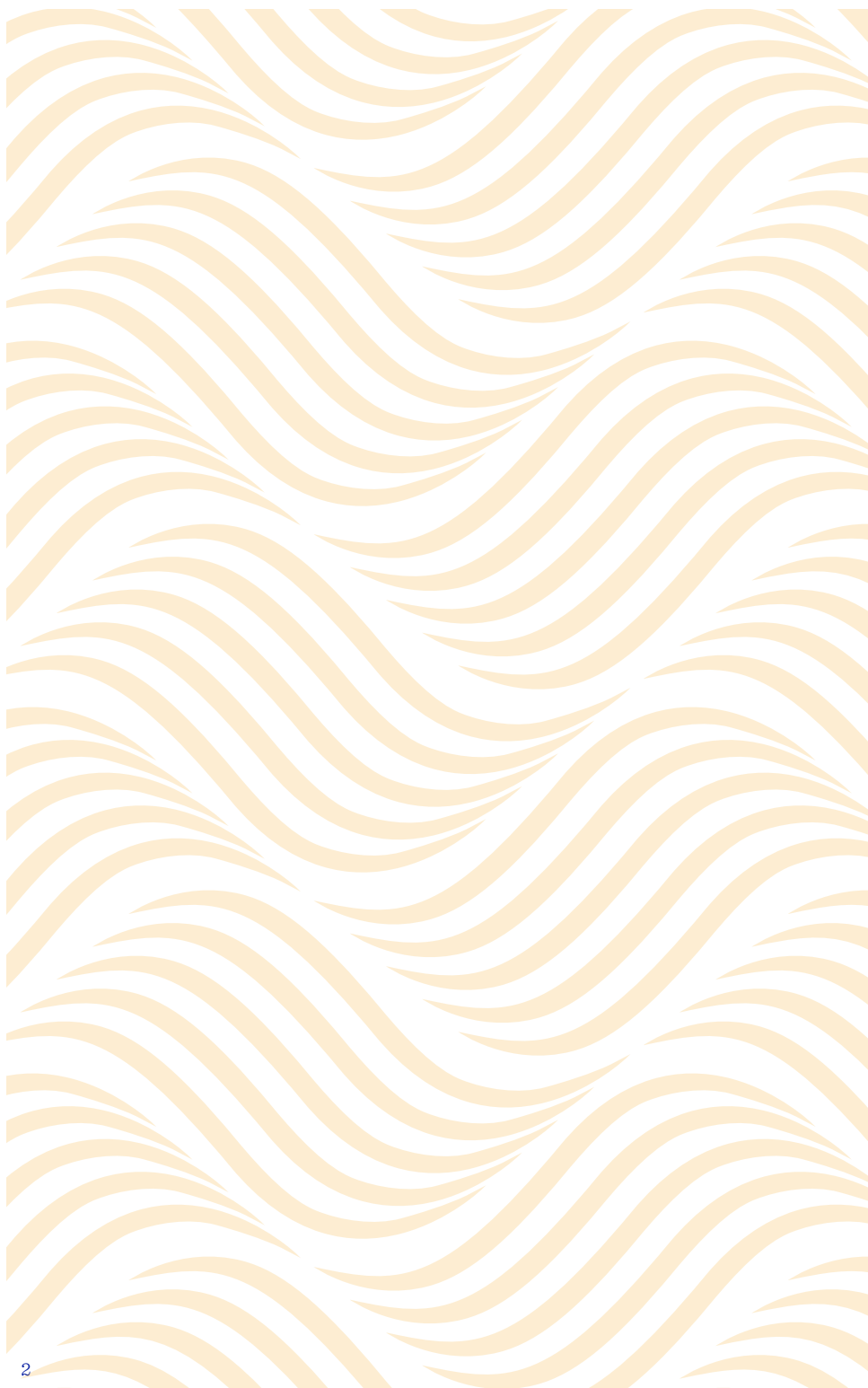


TABLE OF CONTENTS

2018-2019 Student and Instructional Staff Calendar.....	4
Welcome!.....	5
Administration and Services.....	6
General Information.....	8
Academic Conduct.....	11
Student Attendance Policy.....	12
Student Code of Conduct.....	16
Definitions - Student Discipline Actions.....	23
Campus Procedures.....	31
Technology Code of Conduct.....	45
Handbook Compliance Form.....	57
Signature of Parent and My Student.....	57
Consent for Use of Likeness and Work Product Form.....	58
Military Opt-out Form.....	58
School Messaging System Consent Form.....	59
Annual Notice for Directory Information and Student Privacy Form..	60
Signature of Parent and My Student.....	61

2018-2019 STUDENT AND INSTRUCTIONAL STAFF CALENDAR

September 3, 2018.....	Labor Day
September 4, 2018.....	First Day for all Students (Tuesday)
November 22 - 23, 2018.....	Thanksgiving Holiday (No School)
December 24, 2018 - January 4, 2019.....	Winter Break (No School)
January 7, 2019.....	Students Return
January 18, 2019.....	End of 1 st Semester Progress Friday
January 21, 2019.....	Martin Luther King (No School)
January 21, 2019.....	Start of 2 nd Semester
February 18 - 19, 2019.....	Mid-Winter Break (No School)
February 20, 2019.....	School Resumes for OOA Staff & Students
April 1 - 5, 2019.....	Spring Break (No School)
May 27, 2019.....	Memorial Day (No School)
June 20, 2019.....	Last Day for Students

Important Phone Numbers for the Oakland Opportunity Academy

Office: 248.668.5679

Attendance: 248.668.5674

Administration: 248.668.5678



WELCOME!

The Oakland Opportunity Academy (“OOA”) offers a unique environment for you to receive your diploma, plus the technical, academic, and workplace skills necessary for your career and college preparation. You will notice a number of differences between the OOA and traditional schools. These differences include the following:

Academic Instruction

Academics are provided in blended instruction combining direct and online instruction directly supported by certified Instructors in the core subject areas. Personalized instruction to individuals or small groups is part of each day, and student progress is closely monitored to ensure students stay on target for their credit goals, as provided by their sending district counselor. Academic courses are available online for all students, allowing for self-paced learning at all times.

Career Focused Instruction

Our educational and training opportunities are structured within offerings we call clusters. These clusters are developed around broad occupational areas and contain many different - but related - career training options for students. These clusters are staffed by specialized Instructors with both Michigan Teaching and Vocational Authorization Certificates. This ensures that the staff has both the necessary technical expertise and the knowledge of best instructional

methodologies. Additionally, the clusters are designed to facilitate learning, not just deliver a sequence of instruction. This allows the student to better manage their instruction plan, work cooperatively with other students, and progress at their own pace. Clusters allow us to provide the highest level of curriculum, meet the needs of a diverse population of students, and maintain the highest level of quality possible.

Personalized Learning Plan

Each student at OOA is recognized for their educational and personal learning needs. Barriers that have caused difficulty in school are addressed. School anxiety and personal difficulties are addressed by all staff, including social work support and resources. The Social Emotional Learning needs of each student are of primary importance at OOA.

AdvancED

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

ADMINISTRATION AND SERVICES

Administrative office

All visitors to OOA must report to the Administrative Office (Office) upon entering the building. Office hours are 10:00AM to 8:00 PM Monday - Thursday, 8:00 AM to 5:00 PM Friday. Hours may be adjusted to accommodate student activities and programs.

Student services

OOA students will be served by counselors and support staff from their sending district. On-site services for enrollment, course selection, personal and career goals, assessment and other essential services are available from the OOA staff.

Tests required administered for students each year include SAT, PSAT, WordKeys, M-Step and WIDA.

Counseling/career guidance

The OOA staff supports students and coordinates resources and services such as educational planning, career planning, and/or support for issues or challenges with the students' sending school.

Academic support

Academic support and remediation is available to students. Students will be taught by certified and qualified Instructors and tutors. Students progressing in courses online at home will be assisted by Instructors upon return to campus.

Student activities

OOA provides students with a variety of leadership and competitive experiences with state and student leadership and skill competitions. The Student Leadership Council meets regularly to plan and organize school events throughout the year.

Grades, credit, certificates and certification Students who attend OOA have the opportunity to earn a letter grade from their sending district, a listing of achieved technical competencies, high school credit and certificates. Additionally, students may earn occupational certification/licensing from state and national organizations.

Work habits

Work habits are a set of generic behaviors and aptitudes that are applicable to all clusters and career options. Generally these skills are developed through observation, evaluation, and feedback to the student. Work habit evaluation may be included in the grading process from a career class accounting for as much as 30% of the student grade (e.g., punctuality, dependability, professionalism, etc.).

Grades

Grades are based on demonstration of competence achievement. Course credit is recommended to the sending district when a student completes their assigned course and has achieved a passing grade in a course. Grades are forwarded to sending district for transcripts and graduation requirements.

Credit

OOA will recommend high school credit for students based on the sending district requirement upon successful completion of the academic and cluster requirements. All recommended credits will be compiled by the sending district for graduation requirements.

Skill based certificates

Certificates may be earned in the category, iTeam.

GENERAL INFORMATION

Security Cameras and Electronic Monitoring

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

Uses of Security Cameras

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

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

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

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

Student Transportation to/from OOA

Students may choose the bus services as provided by their sending district to OOA for arrival only. Students must provide their own transportation home. It is the student's responsibility to make sure he/she arrives on time to ride the bus. The normal courtesy expected on any commercial bus is expected on school buses. Bus riding is a privilege and the privilege to ride the bus may be revoked if

the student violates the rules and regulations for bus riders as specified by their sending school district.

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

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

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

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

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

Dress Code and Safety Requirements

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

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

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

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

Service Animal

A qualified student with a disability has the right to be accompanied on District property or to District-sponsored programs and activities by a service animal specially trained for an individual with a disability subject to compliance with these administrative rules. A service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals do not include any other species of animal, whether wild or domestic, trained or untrained.

Exclusion of animals for comfort or criminal deterrent - Animals whose sole function is to provide emotional support, well-being, comfort, companionship or therapeutic benefits or to act as a crime deterrent are not service animals for the purposes of this [Oakland Schools Board Policy and Administrative Rule 7485 – Inclusions of Animals in Instructional Programs](#).

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

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

Note: A complete copy of Oakland Schools Administrative Rule 7485-2 governing service animals is available by contacting the OOA Main Office.

ACADEMIC CONDUCT

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

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

electronic means, or obtaining information from an individual who has taken a test previously is prohibited.

- **Other Situations** – Students who provide or receive unauthorized assistance through written, verbal or electronic means are in violation of this policy. A Student who shares his or her password or secures the password of another student to access the student's work or materials is in violation of this policy.

STUDENT ATTENDANCE POLICY

All OOA students are expected to be motivated and sincerely interested in developing their talents. OOA staff's concern is with those students who choose to be absent regularly and frequently. Students who are frequently absent stifle their opportunity for development and limit their opportunity to gain skills and knowledge that may provide college credit, and career and employment advancement.

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

Student Responsibilities

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

Parental responsibilities.

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

OOA Responsibilities

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

Attendance Success Plan

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

Please note, the attendance phone number is 248.668.5674.

Definition of Terms

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

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

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

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

Exceptions: Extenuating circumstances approved by the Program Administrator.

Student Early Dismissal Procedure

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

Approval of the student's request shall comply with the Release of a Student during the school day policy and guidelines below.

Release of a Student During the School Day

In recognition of the District's obligation to Parents for the health, welfare and safety of students, the Program Administrator shall not release a student during the school day except in emergencies such as welfare and safety of the students, unforeseen weather/building conditions or to a student's lawful custodian as defined by state law. The identification of the student's Parent shall be verified to the satisfaction of the Program Administrator. All written or verbal requests of the Parent shall be verified to the satisfaction of the Program Administrator. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student. Students of legal majority age may be released on their own request if the sending district has provided a copy of completed Parent release form signed by the Parent.

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

No student who has a medical emergency that may be incapacitating can be released from OOA without a person to accompany him/her.

Guidelines for Release of Student During the School Day

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

Before releasing a student during the school day, the Program Administrator or OOA Main Office shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

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

Release of a Student to Parent Who Has Face-To-Face Contact With the Program Administrator

If a Parent, as indicated on the student's permanent record, is not recognized by sight, the Program Administrator or OOA Main Office shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

Written Note or Phone Request from Parent

In the case of a written or verbal authorization by a lawful custodian of record, the Program Administrator shall verify to his/her satisfaction the message as being from the lawful custodian of record by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

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

Leaving OOA Without Authorization

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

Student Publications

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

"District-Sponsored student publication" means any Publication which is composed, compiled, published, or distributed under the official supervision of an employee sponsor.

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

1. Is obscene as to minors according to current legal definitions.

2. Is libelous according to current legal definitions.
3. Creates a material or a substantial disruption of the normal campus activity or the operation of the campus.

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

STUDENT CODE OF CONDUCT

What Is a Student Code of Conduct?

It is very important that all students attending OOA are given the opportunity to pursue a course of study in a safe, well-ordered environment free of any and all situations and misconduct that threatens the educational process. The Student Code of Conduct assures that all programs and activities of OOA are administered and carried out in an appropriate and orderly fashion for the common good of all students, staff, visitors, partners, employees and Parents. The Student Code of Conduct applies, while students are attending classes on OOA, to school property and vehicles (owned, leased or rented), travel on buses, at off-site training locations, at off-site sponsored activities, and to behavior which affects the safety and welfare of other students and staff as well as behavior off-campus that results in a substantial disruption of the school environment.

There are six (6) behavior categories that can result in disciplinary action. What follows is a description of each disciplinary category, disciplinary actions and a definition of terms used in the disciplinary system.

The examples within each behavior category are not intended to be comprehensive, rather they are provided for illustrative purposes only and the Program Administrator is authorized to take such disciplinary action as deemed appropriate based upon each situation.

Category I

The following are examples of violations in Category I:

- Discussing inappropriate subject matters.
- Showing an excessive/inappropriate display of affection.

- Wandering the hallways
- Being outside the building during class time
- In another classroom without permission
- Loitering, remaining or lingering on OOA premises without a legitimate purpose and/or without proper authority
- Having food or drinks during class time without permission
- Throwing of objects
- Disrupting the educational process
- Wrestling or horseplay in class or on school grounds
- Wearing inappropriate attire for a school/work setting
- Being in unauthorized areas
- Academic dishonesty
- Falsifying of information
- Use of electronic communication devices during instructional time, (such as cell phones including those with cameras, iPods, iPads, MP3 players, CD players and laptops) disrupting the educational environment

Category I Disciplinary Action

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

- Warning –Verbal or written warning issued to student
- Parent Contact
- In-School Suspension

Use of electronic communication devices (“ECD”) such as cell phones including those with cameras, pagers, iPod, iPad, MP3 Players, tablet computers, e-readers, laptop computers, global positioning units CD players, and other similar devices) shall be limited to the period before classes in the morning, and after the last class of the regular school day.

Electronic communication devices may be used in the classroom for instructional purposes as authorized by the Program Administrator or with the permission of the Instructor. ECDs may not be turned on or used while in a District vehicle unless given specific permission by the driver, teacher or sponsor of the trip. An ECD may be confiscated when used in violation of this or in a manner that substantially assists in the violation of any other Policy or Rule.

Subject to applicable law and after consultation with the General Counsel’s office the Executive Director of Student Services or the Executive Director of Legal Affairs may search the ECD if there is reasonable suspicion that the student may be engaged in conduct in violation of this rule. If an ECD is damaged, lost, or stolen while on District property, the District is not responsible for recovering or reimbursing the student or his/her Parent for the replacement of the device.

Capturing, recording, possessing, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs or material of a sexual nature, whether by electronic data transfer or otherwise (commonly called texting, sexting, email, etc.) may constitute a violation of applicable state and/or federal law. Any person capturing, recording, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs or material of a sexual nature will be subject to the disciplinary procedures of the District.

ECDs shall not be used to engage in bullying of another student. All incidents of bullying using an ECD shall be reported and investigated in accordance with Policy 8019– Bullying.

The policy governing ECDs is applicable while the student is on school property, at school- sponsored events or on school buses or any other vehicles (owned, leased or rented) provided by the District. Conduct governed by this policy that occurs off school property or outside of school hours may still be subject to discipline if it is a substantial disruption to or interferes with the educational environment of the District.

Category II

The following are examples of violations in Category II:

- Leaving OOA property without permission.
- Talking inappropriately and/or disrespectfully to school personnel or other students.
- Verbal altercation is an incident in which a student engages in verbal communication which is abusive, profane or obscene, or threatening comments are made toward one or more individuals.
- Possessing, using, or sale of tobacco (no smoking on school grounds).
- Possessing, using, or sale of electronic cigarettes/vapor pens.
- Insubordination, as when a student refuses to honor the reasonable requests of staff members.
- Refusing to identify him or herself when requested by a staff member.
- Defying authority as when a student uses obscene language and/or gestures directed toward OOA staff or visitors.
- Violation of safety procedures/guidelines (including inappropriate use of lasers).
- Refusing to wear required safety glasses and/or safety required uniforms and shoes.
- Stealing school property, equipment, or student/staff property or equipment.
- Discriminating and harassing of students on the basis of or related to a student's race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability.

- Engaging in any activity, on or off OOA property, that interferes with, substantially disrupts, or adversely affects the school environment, school operations, or an educational function.
- Use of profane or obscene language.
- Gang activity.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images, or language commonly known as “sexting.”
- Gambling.
- Forgery.
- Habitual disregard for classroom rules.
- Defacing, destruction or abusing OOA property, equipment, tools, books, or furniture.
- Abusing or damaging supplies, equipment or materials belonging to fellow students or staff.
- Cruelty or abuse of any animal.
- Violation of the Technology Code of Conduct, Acceptable Use Policy for Oakland Schools Internet, or Children’s Internet Protection Act.
- Driving violations including careless/reckless and negligent driving to and from OOA, as well as, on OOA property.
- OOA parking violations such as parking without a parking pass and parking in a lot other than the student lot without permission.

Category II Disciplinary Action

Students guilty of violating any offenses in Category II will subject themselves to one or more of the following actions including disciplinary actions in Category I:

- Students guilty of violating any offenses in Category II will subject themselves to one or more of the following actions including disciplinary actions in Category I:
- A Parent/student conference may be necessary.
- Counselor referral.
- Restorative Practices.
- Student Success Plan.
- May be placed on a short-term suspension for one to ten (1-10) days.
- Demand for payment or restitution.
- Possible police contact and report.
- Staff may not recommend student for employment or awards.
- Driving Privileges Revoked – to address driving violations on campus.

Category III

The following are examples of violations in Category III:

- Possessing, using, or selling of alcohol.
- Possessing, using, or selling of controlled substances, illegal drugs.
- Possessing, using or selling drug paraphernalia.
- Bullying, including cyber-bullying.
- Making verbal and/or written threats or acts of intimidation to students/staff.
- Major violations of the Technology Code of Conduct, Acceptable Use Policy, Children's Internet Protection Act Policy such as hacking, visiting pornographic sites, installation of damaging software.
- Stealing District property, equipment, or student/employee property or equipment with an estimated value of \$250 or more per item or in the aggregate.
- Physical Altercation/fighting.
- Multiple or repeated Category I or II violations.

Category III Disciplinary Action

Students guilty of violating any offenses in Category III will subject themselves to one or more of the disciplinary actions in Category I and Category II (see above sections):

- May be reported to local law agencies.

Category IV

The following are examples of violations in Category IV:

- Computer crimes. Taking, possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs or any material of a sexual nature, whether by electronic data transfer (commonly called texting, sexting, email, etc.) or by any other means regardless of whether the action violates state or federal law.
- Instrument or object used by a student as a weapon and is not defined as a dangerous weapon.
- Gun paraphernalia (e.g., gun case, ammunition, targets).
- Incendiary devices (e.g., smoke bombs, fireworks).
- Bomb threat or similar threat.
- Verbal assault at school against an employee, volunteer or contractor.
- Physical assault against another student.
- Criminal sexual conduct against another student in the same school district

- Guilty of gross misdemeanor or persistent disobedience (multiple or repeated Category II or Category III violations), and school officials believe suspension or expulsion is in the interest of OOA.

Category IV Disciplinary Action

Students guilty of violating any offenses in Category IV will subject themselves to one or more of the following actions or combination of actions including Category I, Category II and Category III:

- Prior to recommending the suspension or expulsion of a student for a Category IV violation, Oakland Schools shall consider the Disciplinary Factors (See section identified as Disciplinary Factors).
- The student will be removed from OOA pending an investigation and the outcome of a hearing conducted by the students sending district.
- Appropriate police and state agencies will be notified of any of the above actions.
- Petition for suspension or expulsion with sending district for violation of statutory policy.
- Suspension from OOA for violation of Oakland Schools' policy, administrative rule or Student Code of Conduct.

Category V

The following are examples of violations of Category V:

- Possession of a dangerous weapon*
- Commit arson in a school building or on school grounds
- Commit criminal sexual conduct in a school building or school grounds.
- Pleads to, or is convicted of, or is adjudicated for criminal sexual conduct against another enrolled student in the same school district
- Physical assault at school against an employee, volunteer or contractor

**Dangerous weapon is defined as: a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.*

A student is not required to be expelled for possessing a weapon if the pupil establishes in a clear convincing manner at least one (1) of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another individual for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.

- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

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

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

Category V Disciplinary Action

Students guilty of violating any offenses in Category V will subject themselves to one or more of the following actions:

- Prior to recommending expulsion of a student for a Category V offense, Oakland Schools shall consider the Disciplinary Factors (See section identified as Disciplinary Factors).
- The student will be removed from OOA pending an investigation and the outcome of a hearing conducted by the students sending district.
- Appropriate police and state agencies will be notified of any of the above actions.
- Petition for expulsion with sending district for violation of statutory policy.
- Suspension from OOA for violation of Oakland Schools' policy, administrative rule or Student Code of Conduct.

Category VI

The following is an example of violation in Category VI:

- Possession of a firearm in a weapon free school zone.

Category VI Disciplinary Action

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

- The student will be removed from OOA pending an investigation.
- Appropriate police and state agencies will be notified of any of the above actions.
- Petition for expulsion with sending district for violation of statutory policy.
- Suspension from OOA for violation of Oakland Schools' policy, administrative rule or Student Code of Conduct.
- Rebuttable presumption is not available.
- Disciplinary Factors may not be considered.

NOTE: Under Michigan law, a student who possesses a firearm in a weapon free zone (within the meaning of MCL §380.1311(d)(3) on District property is required to be permanently expelled from all public schools in the State of Michigan.

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

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

DEFINITIONS - STUDENT DISCIPLINE ACTIONS

Instructor Disciplinary Actions

Discipline begins in the classroom. Therefore, the instructor will help the student change his or her behavior in a fair and reasonable manner.

Instructors have the authority to utilize various behavior management techniques to generate positive student behavior. Instructors are authorized to address incidents of minor misbehavior so long as such techniques do not violate Board policies, administrative rules and applicable law. Behavior management by an instructor may include: Student consultation, parent contact, not recommend student for employment, awards, or activities.

For all other conduct, the instructor must handle the matter in accordance with the Student Discipline Process.

Warning

This is a verbal or written notice to the student and Parent that is entered in the student's records.

Administrative Disciplinary Actions - Student Success Plan

This action requires the student and Parent agree to a written Student Success Plan ("Plan") designed to eliminate unacceptable behaviors and increase desirable behavior in accordance with the Code. The Plan will describe the violation, what happened as a result of the violation, and a set of actions by the student, Parent, sending district and OOA staff to correct the problem. The Plan will be monitored for its effectiveness over a specified time period. Necessary modifications will be made. The Plan must be authorized by the Program Administrator.

In-school Suspension

This action is the denial of the student access to a regular class or program for up to three (3) school days. The student is removed from class and assigned to a specific room where classroom assignments will be completed and monitored. An In-school suspension is authorized by the Program Administrator or designee.

Short-term Suspension

A short-term suspension occurs when a student is temporarily removed from OOA up to a maximum of ten (10) school days. During a short-term suspension, the student's right and privileges of attending school, including extracurricular activities are suspended. The Program Administrator or designee may impose a short-term suspension immediately upon a student after notification to the Parent. The Program Administrator may proceed with the suspension without affording a hearing to the student or Parent if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the District or OOA.

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

Long-Term Suspension

A long term suspension is when a student is removed from OOA for more than ten (10) school days and fewer than sixty (60) school days. During a long-term suspension, the student's right and privileges of attending school, including extracurricular activities are suspended.

Oakland Schools will recommend to the student's sending district the expulsion of the student for the commission of a Category IV, V, VI or VII action. Should the student's sending district determine that the student's conduct does not violate state statutory law; Oakland Schools reserves the right to suspend the student from OOA programs.

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

- The student may be removed from OOA pending an investigation and the outcome of the hearing conducted by the student's sending district

NOTE: If a student is suspended from the sending district, the student may also be suspended from the OOA program. Although Oakland Schools is not responsible for disciplinary action taken by the sending district, Oakland Schools recognizes and supports such action when it occurs. Likewise, suspension from OOA may also result in suspension from the sending district.

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

Expulsion

Expulsion of a student means that the student is excluded for sixty (60) or more school days from OOA and all other student District programs. Oakland Schools will recommend to the student's sending district the expulsion of the student for the commission of a Category IV, V, VI or VII action. Should the student's sending district determine that the student's conduct does not violate state statutory law; Oakland Schools reserves the right to suspend the student from OOA programs.

- The expulsion of students by action of the sending district may result in students being prevented from attending any other public school in the State of Michigan.
- Appropriate police and state agencies will be notified of any of the above actions.

Students Eligible for Services Under IDEIA or Section 504

A recommendation for disciplinary action shall consider whether a student with a disability is eligible for services under IDEIA or Section 504 and whether the student's alleged misconduct was a manifestation of the student's disability as provided under Federal and State law.

Disciplinary Factors

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

Prior to suspending a student for any duration or expelling a student, the following seven (7) disciplinary factors ("Disciplinary Factors") will be taken into consideration for that individual student:

1. The student's age,
2. The disciplinary history,

3. Whether the student has a disability,
4. The seriousness of the violation or behavior
5. Whether the violation committed by the student threatened the safety of any student or staff member.
6. Whether the Restorative Practices will be used to address the violation or behavior, and
7. Whether a lesser disciplinary consequence or intervention would properly address the violation or behavior.

Rebuttable Presumption

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

Use of Restorative Practices

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

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

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

Due Process Procedure for Students and Parents

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly in disciplinary proceedings. Oakland Schools adheres to what is termed legally as Due Process in administering the disciplinary policy. This simply means that the student is afforded the opportunity for a fair and reasonable determination of his or her case. The following procedures are followed to ensure due process in those cases where the student's behavior is or cannot be re-mediated in the classroom:

- The Instructor will make a referral to the Program Administrator or designee, describing the situation and what remedial attempts have been made.
- Occasionally, other OOA staff will observe Student Code of Conduct violations outside of the classroom and will make a direct referral to the Program Administrator or designee.
- The referred student will meet with the Program Administrator or designee and the circumstances or details will be reviewed (the Instructor may or may not be present).
- The student will have the opportunity to give an explanation and present evidence on his or her behalf.
- If a student is found to be in violation of the Student Code of Conduct, he or she will be informed of the consequences and/or action plan to address the violation. The Program Administrator or designee will attempt to notify the Parent and the student's sending school of the action. Parents may request a meeting to discuss the decision to take action.
- The student may appeal disciplinary action taken by the Program Administrator or designee to the Superintendent. Any request for an appeal must be made in writing within three (3) school days of the action that is being appealed. Upon the receipt of a request for an appeal, the Superintendent shall schedule a hearing, which shall comply with the minimum due process requirements.
- There shall be no appeal process beyond Oakland Schools for in-school or short-term suspension

Due Process Procedures for Suspensions and Expulsions

Oakland Schools will also adhere to additional due process procedures for disciplinary actions involving suspensions and expulsions.

In-school Suspension

When the student's conduct cannot be remedied in the classroom, the instructor will make a referral to the Program Administrator describing the situation and what remedial attempts have been made. Occasionally, other OOA staff will observe Student Code violations outside of the classroom and will make a direct

referral to the Program Administrator.

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

Short-term Suspensions

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

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

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

Long-term Suspension and Expulsion

When a student engages in conduct within Categories IV through VII, the Superintendent shall refer the student to their sending district with a recommendation for a hearing for long-term suspension or expulsion. Long-term suspension or expulsion will result in the permanent removal of a student from all programs. The Superintendent shall give a written notice of the recommendation for a long-term suspension or expulsion and the charges upon which the long-term suspension or expulsion recommendation is based to the student subject to long-term suspension or expulsion and to his or her Parent. Any notice of a recommendation for a long-term suspension or expulsion shall

inform the student that he or she will be afforded an opportunity for a formal hearing with his or her sending district. Any appeal of the long-term suspension or expulsion shall also be the responsibility of the sending district.

Oakland Schools may participate in the student's long-term suspension or expulsion hearing conducted by the student's sending district.

Should the student's sending district determine a violation of the statutory policy did not occur, Oakland Schools reserves the right suspend the student from its programs. Oakland Schools' reservations of rights shall be included in the student's original long-term suspension or expulsion notice. Hearings and appeals for long-term suspension or expulsion shall conform to the following rules:

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

The hearing before the Executive Director of Student Services shall not be held later than ten (10) calendar days after the date of the notice.

Upon the conclusion of any Oakland Schools' formal hearing, which results in a long-term suspension or expulsion, the Executive Director of Student Services shall make a written report of the findings and results. The report shall be directed to the Superintendent and to the Program Administrator and shall be open to the inspection of the student who is suspended or expelled, and if the student has not attained eighteen (18) years of age, to the student's Parents and counsel.

Formal Hearing Procedure: Long-term Suspension and Expulsion

Any formal hearing provided shall be conducted in accordance with the following procedures:

1. The right of the student to have counsel of their own choice present and to receive the advice of counsel.
2. The right of the student's Parents to be present at the hearing.
3. The right of the student and his/her counsel, Parent to hear or read a full report of testimony of witnesses against the student.

4. The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing.
5. The right of the student to present his/her own witnesses.
6. The right of the student to testify in his/her own behalf and give reasons for his/her conduct.
7. The right of the student to have an orderly hearing.
8. The right of the student to a fair and impartial decision based on substantial evidence presented at the hearing.

Appeals of Long-term Suspensions

Any student or Parent of a student who has been suspended for a long-term or expelled may appeal to the Superintendent by filing a written notice of the appeal with the Superintendent within ten (10) calendar days after receiving written notice of the decision.

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

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

Law Enforcement Agency Involvement

Law enforcement agencies shall be notified of all cases of student misconduct which are defined as criminal under the laws of the State of Michigan and federal law, as applicable.

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

Seclusion and Restraint

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

Restraint.

Corporal Punishment

The use of corporal punishment in any form is strictly prohibited by law and the District.

No teacher, administrator, other employee or volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any Parent.

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

CAMPUS PROCEDURES

Field Trip Guidelines

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

Fundraising

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

Fees, Fines and charges

OOA staff is authorized to collect fees, fines, charges, and deposits. Each OOA

shall prepare and make available upon request a complete list of student fees, charges, deposits and fines.

Fee Schedule

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

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

Fees

The District may charge fees or deposits for:

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

The District shall not charge fees for:

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

Fines

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

Care of Personal Property and Valuables

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

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

Visitors

All visitors to District facilities including OOA must register at the OOA Main Office upon entering and prior to leaving the District facility.

Procedures governing the entry of visitors on District property shall be posted conspicuously at the main entrance to each District facility or near the entrance to such facilities or property if there are no formal entrances.

The authority to prohibit the entry of any person to a District facility or to expel any person when there is reason to believe the presence of such person would be harmful to the good order of the District facility or the safety of students and employees shall be determined by the Superintendent and the Program Administrator. If an individual refuses to leave the District property or creates a disturbance, the Superintendent or the Program Administrator is authorized to contact local law enforcement. Loitering in and on District property is also prohibited.

The Program Administrator is responsible for all visitor approval to OOA.

Guidelines for Visitors to District Facilities and OOA

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

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

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

Classroom Visits

Classroom visits need to be carefully planned so as not to be disruptive. Parent visits shall be scheduled with the instructor and the Program Administrator. Classroom visits are intended to acquaint the Parent with instruction, programs, employees, operation, and/or the facility. Parents shall refrain from giving directions or making evaluations of employees or operating procedures during their visits. If a visit to an OOA leaves a Parent with a concern, this concern should be discussed with the Program Administrator or the Assistant Superintendent of Educational Services.

Requirements for OOA student visitors:

- Visitors must obtain prior approval from the Program Administrator
- Visitors must be 14 years or older.
- Babies and toddlers are not permitted.
- Arrangements must be made at least three (3) days in advance.
- The visitor's sending school is not in session.

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

- Obtain prior approval from the Program Administrator.
- Enter and leave the classroom as quietly as possible.
- Refrain from conversing with the students, instructor and/or instructional aides during class session.

Fire, tornado & school safety drills

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

Illness

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

Accidents

In the case of an accident, no matter how minor, the student is responsible to report the accident to the instructor immediately. OOA is responsible only for immediate first aid.

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

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

Accident reports will be completed for all injuries.

School Closing Procedure

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

In the event of a District, Oakland Schools Technical Campus – Southwest (“OSTC-SW”) or facility closure, students shall not report to OOA. In the absence of such notification, students are required to report to OOA.

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

TV channels/Radio stations:

- WXYZ-Channel 7
- CKLW-800 AM
- WDIV-Channel 4
- WWJ-950 AM
- WJBK-Channel 2

- WJR-760 AM
- WXYT-1270 AM
- WEXL-1340 AM

Change of Address/Telephone Number

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

Telephone Usage and Acceptance of Messages

A student may use a phone in the main office with authorization for school related purposes. Students may be permitted to use a school phone at the discretion of OOA staff.

Administration of Medication

The administration of medication is governed in [Oakland Schools' Policy 8670 – Administration of Medications by Campus Employees](#). In general, the administration of prescribed medication to a student during class time will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine was not made available during school hours. Before any medication is administered to any student, the Program Administrator shall require the written prescription from the student's physician accompanied by the written request of the Parent. Only medication in its original container, labeled with the date of prescription, the time the medication is to be administered, the route of administration, student's name and the exact dosage will be administered. Students who require administration of an emergency medication may have such medication stored with the Program Administrator. Students authorized in writing by Parents may self-administer medication or treatment.

Definitions

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

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

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

Mandatory Disclosure of Medication

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

OOA Administration of Medications – Prescription

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

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

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

Storage and Access to Medications in OOA

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

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

Student Self-administration of Medications

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

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

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

Self-possession and Self-administration

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

1. The student's Parent must submit a completed District permission form for prescribed medication, signed by the Parent(s) and the physician, giving permission to self-possess and self-administer, to the Program Administrator. (Forms are not necessary for students who self-possess and self-administer non-prescription medication except as otherwise required in this policy and administrative rule). The form must be renewed annually, or more often, if necessary. Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions, duration of administration and the physician's instruction that the student may self-possess and self-administer the medication.
2. Medication shall be maintained exclusively and at all times under the student's control while in the school setting.
3. Students who receive authorization to self-administer their medication shall not convey, transfer, or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the Student Code of Conduct.
4. The Program Administrator, at his/her sole discretion may discontinue the student self-possession/self-administration privilege if there is misuse following a consultation with the Parent. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the

action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

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

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

Epinephrine Auto-Injectors (Epi-Pens)

A student may possess an epinephrine auto-injector (“epi-pen”) at an OOA, on District-sponsored transportation, or at any activity, event, or program sponsored by the District or in which the student’s OOA is participating, provided that:

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

Head Lice Policy

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

Communicable Diseases

The District is committed to providing educational services in a safe and healthy environment. The identification, management and reporting of disease in the public school setting is required for the safety and welfare of students

and employees, while also recognizing the rights and needs of the employee or student.

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

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

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

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

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

Advance Notification of Pesticide Management

The District provides advance notice to parents in the event that a pesticide is being applied for the purpose of preventing or managing weeds or common indoor or outdoor pests, such as ants. The notice will include the area being

treated, date of application, purpose and contact information. The notice will be placed on the entrance of the Campus being treated and the front page of the OOA website.

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

Drug-free Schools

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

District property for purposes of this policy shall include premises, buildings and vehicles owned or leased by the District or used by the District for a District-related purpose. District related activities or events include activities or events under the control of the District including but not limited to field trips, competitions and fund-raising activities.

For purposes of this policy, "drugs" shall mean:

1. All controlled substances as so designated and prohibited by federal or Michigan law,
2. Chemicals which release toxic vapors,
3. All alcoholic beverages,
4. All tobacco, tobacco products and electronic cigarettes,
5. Any prescription or over-the-counter medications, except those for which permission to use in the Technical Campus has been granted pursuant to [Policy 8670 – Administration of Medications by Campus Employees](#),
6. "Look-alike" or dummy drugs,
7. Anabolic steroids and other performance-enhancing substances; and
8. Any other illegal substance so designated and prohibited by federal or Michigan law.

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

Any employee or volunteer observing, knowing of or suspecting a student is in violation of this policy shall immediately notify the Program Administrator or designee.

Any student in violation of this policy may be subject to disciplinary action in accordance with Board policy and the Student Code of Conduct. A disciplinary

sanction may include the completion of an appropriate rehabilitation program. The student may also be referred to legal authorities for prosecution.

Substance abuse counseling and rehabilitation services/referrals are available to students through their sending schools.

Searches of Motorized Vehicles, Lockers, and Students Policy 8130

Searches of lockers (defined to mean any District provided storage area for student use) motorized vehicles, students, and students' personal property shall be conducted under the appropriate legal standard, to maintain the safety and security of students, employees, visitors, and District property. Students and students' personal property are subject to searches while on District property, as well as at any school-sponsored activity or event, regardless of its location. Searches shall be conducted by the Program Administrator or his/her designee, in the presence of another adult employee.

Lockers

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

The Board authorizes the Program Administrator or his/her designee to search lockers and locker contents at any time, without notice, and without parental/legal guardian or student consent. Random searches may be conducted pursuant to a method and/or schedule developed by the Program Administrator or his/her designee and approved by the Superintendent. The Program Administrator or his/her designee may seek the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is

summoned, the Program Administrator or his/her designee shall supervise the search.

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

Motorized Vehicles

Student use of a motorized vehicle on District property is a privilege. Motorized vehicles brought onto District property by students are subject to search by the Program Administrator or his/her designee without notice or consent if the Program Administrator or his/her designee have reasonable suspicion to justify the search. In the case of a locked motor vehicle, efforts will be made to have the vehicle unlocked by the student before proceeding with the search.

Students and Student Possessions

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

Electronic Communication Devices

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

Strip Searches

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

Law Enforcement Searches

The Program Administrator or his/her designee shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, the Program Administrator or his/her designee should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

Use of Canines

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

Use of Metal Detection Devices

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

Confiscated Items

Disposition of confiscated items shall be determined by the sole discretion of the Program Administrator or his/her designee. Methods of disposition may include delivering the item to the proper legal authorities for disposition, returning the item to the student or the student's Parent or retaining the item in the possession of the Program Administrator or his/her designee.

Items may be retrieved at the main office. Any items not retrieved by the student/legal guardian by the last day of school will be disposed of at the discretion of the Program Administrator or his/her designee.

Notification to Parents/Guardians

The student's sending district and the Parents of students who are searched will be promptly notified by the Program Administrator or his/her designee that a search has been conducted or canines have been used in the detection of illegal drugs or devices.

Violations of this policy and/or administrative rule may be subject to disciplinary action in accordance with the Student Code of Conduct.

TECHNOLOGY CODE OF CONDUCT

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

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

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

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

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

It is the user's responsibility to make sure that no equipment or software is destroyed, modified, or abused in any way. It is also the user's responsibility to obtain proper authorization prior to the addition, removal, or relocation of any equipment or software.

Individuals must accept responsibility for adhering to the laws governing copyrighted materials.

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

expulsion and/or appropriate legal action.

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

Acceptable Use Policy for Oakland Schools Internet

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

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

The Oakland Schools Internet procedures include:

1. The user shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent him or her as another user unless explicitly authorized to do so by that user.
2. The user will adhere to copyright and license rules and laws.
3. The users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
4. Malicious use is not acceptable. Use will be consistent with accepted community standards. The Oakland Schools Internet will not be used in ways that violate applicable laws or regulations. Examples of malicious use include, but are not limited to:
 - a. Destroying, altering or copying another person's files without their permission.
 - b. Publishing any information which would be abusive, profane, sexually offensive or racially derisive to an average person.
 - c. Accessing obscene, pornographic or other inappropriate material.
 - d. Introducing computer viruses or other material that would disrupt the system.
5. Use of the Oakland Schools Internet Connection and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.
6. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
7. Unsolicited advertising is not allowed. Advertising is permitted on some

mailing lists and news groups if the mailing list or news group explicitly allows advertising. Announcements of new products or services are acceptable.

8. Use of the network for recreational games or other non-education related activities is not allowed.
9. Sharing Internet Identifications (ID) for the purpose of allowing others access to the Internet is not allowed. All violations of this policy that can be traced to an Internet ID will be treated as the responsibility of the owner of that ID.
10. Users shall not reveal personal information such as home address or telephone number to persons they meet on the internet.

Remedial Action

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

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

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

Indemnification

User shall indemnify and hold Oakland Schools and its agents harmless from any claim, expense, liability, or damage arising out of or in connection with use of the system, including, but not limited to telephone charges, database access fees, and software. User shall release Oakland Schools and its agents from any and all claims of any nature arising from use of the Oakland Schools Internet. User shall read the Acceptable Use Policy and agree to abide by its provisions. User understands that violation of the use provisions stated in this policy may result in the loss of privilege of using the Oakland School Internet, or other disciplinary action in accordance with existing Board policy.

Children's Internet Protection Act Policy

The purpose of this policy is to ensure that all Internet safety policies and technology protection measures comply with the provisions of the Children's

Internet Protection Act (CIPA), 47 USC 254(h), as amended. Accordingly, the District shall take all actions necessary and appropriate to implement and enforce this policy with respect to student access to and use of the Internet through the District's computer network, and in accordance with board policies and administrative rules.

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

If a student finds that other users are visiting offensive or harmful sites, he or she should immediately report such use to the Program Administrator or designee. The Superintendent shall be responsible to prepare guidelines which address student's safety and security while using e-mail, chat rooms other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking"), cyber bullying and other unlawful or inappropriate activities by minors online. The Superintendent shall also be responsible to ensure Building Administrators provide education to minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

The District shall utilize filtering software and/or other technologies to endeavor to prevent both adults and students from accessing visual depictions that are (1) obscene, constitute child pornography, or with respect to use of the computers by minors, harmful to minors. The District shall also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such material or any other material, which is inappropriate for students. Internet-filtering software or other technology-based protection systems may be disabled with the permission of the Executive Director of Technology Services or his/her designee, as deemed necessary and appropriate, for purposes of bona fide research or other educational projects being conducted by students. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

materials.

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

Illegal Discrimination, Harassment

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

Prohibited Acts

District employees, other persons associated with the district and students are prohibited from discriminating against students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law), or disability. District employees, other persons associated with the district and students are also prohibited from harassing students on the basis of race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability. Prohibited harassment occurs when a student is subjected to unwelcome statements or behaviors related to his or her race, color, national origin, gender, religion, age, height, weight, marital status, sexual orientation (subject to the limits of applicable law) or disability and:

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

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

Any student who believes she or he has been subjected to prohibited discrimination or harassment shall immediately report the incident(s) to the Program Administrator, his/her designee, a trusted counselor or instructor. Any employee who receives an allegation of prohibited discrimination or harassment from a student is required to immediately report the allegation to the Executive Director of Student Services and the Program Administrator.

Prohibition Against Retaliation

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

Complaints

Oakland Schools provides a specified procedure for any person needing to file a nondiscrimination complaint. The written procedure for filing a complaint may be obtained by contacting the Program Administrator.

Disciplinary Action

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

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

Bullying

The Board is committed to preventing and prohibiting bullying at school, consistent with Section 1310b of the Revised School Code. Bullying and cyber bullying of a student, whether by other students, staff, student teachers/interns, visitors, Board members, parents/legal guardians, contractors, vendors, guests, and volunteers, is prohibited. All students are protected under this policy, and bullying and cyber bullying are prohibited without regard to its subject matter or the motive of the perpetrator. Please refer to [Oakland Schools Policy 8019 – Bullying](#).

Definitions

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

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

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

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

Since “bullying” also includes “cyber bullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyber bullying.”

Bullying and cyber bullying are prohibited at school. “At school” for purposes of this policy means anywhere on school premises, school buses or other school-related vehicles and at any school-sponsored activity, regardless whether the activity is held on school premises. “At school” includes the use of a telecommunications access device or telecommunications service provider owned by or under the control of the District. “Telecommunication access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL §750.219a).

Bullying and cyber bullying that does not occur “at school,” as defined above,

but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Retaliation and False Reports

The Board also prohibits retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying at school. Suspected retaliation should also be reported in accordance with the process set forth in this policy. It is a violation of this policy to knowingly report false allegations of bullying. Retaliation and making false reports of bullying may result in disciplinary action up to and including a recommendation for student expulsion or suspension from a District program.

Confidentiality

The District shall, to the extent permitted by law, maintain the confidentiality of the identity of the students involved in an investigation including the victim, alleged perpetrator, and witnesses. Further, the identity of the students shall only be disclosed to those staff members and school officials necessary to investigate and resolve the complaint.

Under state law, the identity of an individual who reports an act of bullying or cyber bullying shall be kept confidential. The Program Administrator, his/her designee or the school official responsible for conducting the investigation shall ensure that the name of an individual who reports an act of bullying or cyber bullying is withheld from the alleged perpetrator and the perpetrator's parent(s)/ legal guardian(s) and representative(s), and is redacted from any report of bullying or cyber bullying that is publicly disclosed.

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

Reporting Complaints

Every student is encouraged to report any situation he or she believes to be bullying behavior directed toward himself or herself or another student to any of the following persons: a teacher, a counselor, the Program Administrator, his/her designee or other staff member. The method of reporting the complaint may be verbal or written, including electronic forms of communication, or voicemail.

District staff is required to immediately report to the Program Administrator or his/her designee, whenever they have reason to believe a District student has been subjected to bullying at school.

Complaints against the Program Administrator or his/her designee shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President. Complaints against a Board member shall be reported to the Superintendent. Complaints against a volunteer, Parent, student teacher/intern, visitor, contractor, guest or vendor shall be reported to the Program Administrator or his/her designee. Immediate notice to the appropriate School Official or Board member is required.

Limited Authority to Investigate Complaint

In the event the act of bullying occurred on District premises and the alleged perpetrator is a volunteer, parent/legal guardian, visitor, contractor, guest or vendor who refuses to voluntarily cooperate in an investigation, the school official responsible for investigating the complaint shall follow the notification procedures set forth in this policy and document each effort to contact and interview the individual. If a vendor or contractor employs the individual, the appropriate school official shall contact the appropriate official of the vendor or contractor to assist in the investigation. All efforts to contact the vendor, contractor and/or individual shall be documented in writing. The school official shall proceed to gather and collect available information including interviews of witnesses, if any. Further, the District shall take such action as necessary to exclude the individual from the District's premises and the matter shall be referred to law enforcement as permitted or required by law.

Interim Measures

The appropriate school official who is not the subject of the investigation shall determine the need for interim measures to protect the victim, student witnesses and the student(s) who reported an act of bullying at school including, but not limited to, no contact orders, temporary reassignment of victim or perpetrator(s) to his or her home school district or paid administrative leave for a staff member.

Immunity

Under state law, a school employee, school volunteer, student, or parent/legal guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Note: The investigative process is more fully explained in Policy 8019 – Bullying locate on the District's Internet.

Hazing

The act of “hazing” is a crime in the State of Michigan and is prohibited by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents. All hazing incidents shall be reported to the Program Administrator. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this Policy. Students engaging in any hazing or hazing-type conduct will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State law.

Student Education Records

Students have:

1. The right to inspect and review the student’s education records within 45 days of the day Oakland Schools receives a request for access. The Parent or eligible student should submit to the Program Administrator a written request that identifies the record(s) which they wish to inspect. The Program Administrator will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records which the Parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Oakland Schools to amend a record which they believe is inaccurate or misleading. They should write to the Program Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Oakland Schools decides not to amend the record as requested by the Parent or eligible student, Oakland Schools will notify the Parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Family Educational Rights and Privacy Act (“FERPA”) authorizes disclosure without consent. Oakland Schools will disclose personally identifiable information contained in education records without consent to the extent provided by law, including under the following circumstances:
 - a. To school officials with legitimate educational interests. A school official is a person employed by Oakland Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Board of Education; a person or company with whom Oakland Schools has contracted to perform a special task (such as, an attorney, auditor, medical consultant, or therapist); or a Parent or student serving on

an official committee (such as, a disciplinary or grievance committee, or assisting school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill her or his professional responsibility.

- b. Upon request, to officials of another educational agency or institution in which a student seeks or intends to enroll, a Parent or eligible student may request to receive a copy of the record that was disclosed and/or to have an opportunity for a FERPA hearing.
 - c. Directory information will be disclosed unless a Parent or eligible student completes the Opt Out clause on the enrollment form within ten (10) school days of the student's official enrollment date, stating that he/she wishes to exercise his/her right to refuse to let Oakland Schools designate any or all information about the student as directory information. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed, and includes, but is not limited to the student's name, address, telephone listing, name of Parent, date and place of birth, major field of study, program and session, participation in officially recognized activities, grade, dates of attendance, certifications, awards and honors received, the most recent previous educational agency or institution attended and other information that is generally found in directories, yearbooks and programs.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oakland Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Protection of Pupil Rights

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

- Consent to federally funded surveys concerning protected information.

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

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

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

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

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

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

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

HANDBOOK COMPLIANCE FORM

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

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

As a Parent/student, I:

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

SIGNATURE OF PARENT AND MY STUDENT

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

Student Signature: _____ Student Name: _____

Parent Signature: _____ Parent Name: _____

Date: _____ Program Session: ☐ a.m. ☐ p.m.

CONSENT FOR USE OF LIKENESS AND WORK PRODUCT FORM

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

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

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

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

MILITARY OPT-OUT FORM

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

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

SCHOOL MESSAGING SYSTEM CONSENT FORM

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

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

Please note that you may revoke consent to receive these messages at any time by providing written notice to the Program Administrator.

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

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

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

ANNUAL NOTICE FOR DIRECTORY INFORMATION AND STUDENT PRIVACY FORM

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

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

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

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

You may "opt-out" at any time by providing written notification to the Program Administrator.

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

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

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

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

☐ **DO NOT RELEASE** my student's directory information, **EXCEPT** for school publications and school activities.

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

SIGNATURE OF PARENT AND MY STUDENT

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

Student Signature: _____

Student Name: _____

Parent Signature: _____

Parent Name: _____

Date: _____ Program Session: ☐ a.m. ☐ p.m.



Oakland Schools Board of Education:

Dr. Theresa Rich, *President*

Marc Katz, *Vice President*

Connie Williams, *Treasurer*

George Ehlert, *Secretary*

Barbara DeMarco, *Trustee*

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.





OaklandSchools

Oakland Schools
2111 Pontiac Lake Rd
Waterford, MI 48328
248.209.2000
oakland.k12.mi.us