



STUDENT/PARENT HANDBOOK
2023-2024

WEST BRANCH Learning Lab 2479 South M-76 West Branch, MI 48661 (989) 343-9070 (989) 343-9080	Gladwin Michigan Works! Learning Lab 110 Buckeye St Gladwin, MI 48624 (989) 426-8571 Ext. 1320
---	---

MISSION STATEMENT

The mission of the Alternative Educational Academy of Ogemaw County is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students’ individual needs and circumstances.

VISION STATEMENT

“Recognizing Unlimited Potential”

ALTERNATIVE EDUCATION

Alternative Education is designed to serve 12- to 22-year-olds (grades 6-12) who, for any number of reasons, have fallen behind in traditional high school or have dropped out of school. Special areas of service include: life-competency skills, vocational education, and remediation. Credits for Alternative Education may be transferred from previous high schools or vocational schools. Credits will be evaluated according to the standards established by the Academy Board of Education.

GRADUATION REQUIREMENTS

Eighteen (18) CREDITS ARE REQUIRED FOR GRADUATION

1. Four (4) credits in English
2. Four (4) credits in mathematics.
3. Three (3) credits in science.
4. Three (3) credits in social studies.
5. One (1) credit in health education
6. One (1) credit in visual, performing or applied arts.
7. Two (2) credits in world language
8. Must have taken all portions of the State of Michigan’s 11th grade Michigan Merit Exam

NO STUDENT WILL BE ALLOWED TO GRADUATE BEFORE THEIR COHORT CLASS.

Students who enter the program may not graduate before their cohort class has graduated. The cohort class is determined by adding four years or eight semesters to the time the student enrolled in grade 9.

COURSES OFFERED

All students enrolled in the Alternative Educational Academy of Ogemaw County will be enrolled in virtual courseware. Coursework will be completed by the student at home on the Internet and/or at the AEA learning lab.

Language Arts: English 6, English 7, English 8, English 9, English 10, English 11, English 12, Advanced English

Math: Math 6, Math 7, Math 8, Pre-Algebra, Algebra I, Geometry, Algebra II, Integrated Math, Consumer Math, Financial Math, Probability and Statistics

Social Studies: Social Studies 6, Social Studies 7, Social Studies 8, U.S. History, World History, World History Survey, World Geography, Government, Economics

Science: Science 6, Science 7, Science 8, Biology, Chemistry, Physics, Integrated Chemistry and Physics, High School Earth and Space Science

Arts: Art History and Appreciation

Health: Health, Physical Education

World Languages: Spanish I, Spanish II

Electives: Academic Success, Essential Career Skills, Career Explorations

CTE (online): Architecture & Construction, Graphic Design & Illustration, Accounting, Principles of Health Science, Computer Programming, Principles of Information Technology, Law-Public Safety-Corrections & Security, Principles of Engineering & Technology, Game Development, Agriculture-Food & Natural Resources, Professional Photography, Principles of Business-Marketing & Finance, Child Development & Parenting, Applied Medical Terminology, Principles of Hospitality & Tourism, Principles of Manufacturing, Marketing-Advertising & Sales, Drafting & Design, Principles of Transportation-Distribution & Logistics, Audio/Video Production, Culinary Arts, Digital Interactive Media, Entrepreneurship, Introduction to Android Mobile App Development, Introduction to iOS Mobile App Development, Sports and Entertainment Marketing, Robotics, Principles of Human Services, Introduction to Cybersecurity, Web Technologies, Principles of Education and Training, Principles of Government and Public Administration

*Courses may be modified to meet the needs and educational level of the student.

TESTING-OUT OF COURSES

The Alternative Educational Academy of Ogemaw County will grant credit for a course if a student demonstrates reasonable mastery of the subject matter by completing the End Of Semester exam and earning a score of 77% or higher. Students must schedule test-out exams with their teacher-mentor and are required to take the exam at the learning lab.

CAREER TECH CENTER

AEA students have the opportunity to participate in the Career Technical Education options offered by C.O.O.R. ISD. The following programs are available to students who are at a junior or senior grade level.

Automotive Technology
Cosmetology

Medical Occupations
Welding
Public Safety
Recreational Engines

DUAL ENROLLMENT

AEA students in grades 9 through 12 may take up to ten postsecondary courses. The AEA will assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME. Students interested in dual enrollment, should discuss this opportunity with their teacher-mentor.

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

CR - Credit
NC - No Credit
I - Incomplete
W – Withdrawal

GRADE LEVEL

AEA students are assigned to their grade level according to Michigan Merit Curriculum credits earned, not age or previous grade level. The grade levels and credit equivalencies at the Alternative Educational Academy of Ogemaw County are:

9th Grade: 0-4 credits
10th Grade: 4.5-9 credits
11th Grade: 9.5-13.5 credits
12th Grade: 14-18 credits

HIGH SCHOOL EQUIVALENCY

Students, ages 18-22, may prepare for the GED exams at the Alternative Educational Academy. If it is determined the best educational option, students will be enrolled in online GED preparatory courses. Students wishing to take the GED subject area exams, must first pass the subject area pre-test. Upon passing each official subject area exam, students will be awarded 1.0 high school credit. To earn a State of Michigan High School Equivalency diploma, students must pass all four subject area exams: Math, Language Arts, Social Studies, and Science.

RECORDS RETENTION

The Alternative Educational Academy of Ogemaw County uses the Records Retention and Disposal Schedule for Michigan Public Schools for the management of student, public, pupil accounting records.

AEA ENROLLMENT POLICY

The Director of Alternative Educational Academy has discretionary power in the case of transfer students or previously homeschooled students in relation to number of credits needed, program direction, and attendance at AEA learning centers.

ACADEMIC GUIDANCE SERVICES

All students enrolling in classes will be advised by AEA staff. At the initial enrollment there will be an evaluation of the credits and scheduling of the courses needed to earn a diploma. The director, teaching staff, and School Success liaison are available throughout the year to assist the student with any problems that may arise. Our staff is eager to make your educational experience a successful one, so please do not hesitate to call on us for help.

RESIDENCY

A student must meet the following requirements:

- Reside in the state of Michigan
- Be out of school. If enrolled in a school, the Academy must be determined the best educational environment for the student.

REQUIRED DOCUMENTATION: birth certificate

The AEA, according to the Revised School Code, section 1135, requires the person enrolling a new student for the first time to provide either a certified copy of the pupil's **birth certificate** or any other reliable proof of identification and age along with a notarized affidavit explaining the inability to produce a copy of the child's birth certificate.

The pupil's identity and birth may be verified through a variety of documents, including:

1. Birth certificate/copy of birth certificate
2. Baptismal certificate (indicating date/place of birth)
3. Court records
4. Governmental records (county, military, immigration)
5. Doctor of hospital records with a sworn statement
6. Family records (passport)
7. Life insurance policy

ATTENDANCE REQUIREMENTS

Students are required to log in and complete assignments in their classes a **minimum** of two times per week. Students must also have weekly, two-way **academic** communication with their on-site teacher/mentor at the Alternative Educational Academy of Ogemaw County. The two-way communication can be achieved through email, phone, text, Facebook messenger, face-to-face conversation, virtual meeting, or through the Plato/e2020 discussion boards. The communication must be between Wednesday and Tuesday of each week school is in session.

The AEA of Ogemaw County requires students to be placed in the appropriate attendance tier to support their academic success. Students will be placed in their attendance tier by their teacher-mentor. Students may be moved to a different tier depending on their current success, academic standing, teacher-mentor communication, and attendance history.

TIER THREE	Student is required to attend the learning lab for 3-5 days per week	Requirements for ALL Tiers: <ul style="list-style-type: none">· WEEKLY progress in your coursework.· WEEKLY two-way communication with your teacher· Lab attendance for mandatory assessments
TIER TWO	Student is required to attend the learning lab 2 days per week	
TIER ONE	Student is required to attend the learning lab 1 day per week	
TIER ZERO	Student is not required to attend the learning lab, except for mandatory testing (NWEA, MSTEP/PSAT/SAT/ACT/MME)	

Students who fail to log in to their classes and do not contact their teacher/mentor for two consecutive weeks will be at risk of losing their AEA enrollment. Should this occur, a drop warning will be sent in the mail informing the student and family that the student will be withdrawn from the AEA after 5 business days. Students under the age of 18, will be considered truant.

End of Semester Exams

AEA students complete their coursework at their own pace, individualizing their educational experience to best fit the needs of each student. Because each student completes courses at different times throughout the year, End of Semester exams must be scheduled with their teacher/mentor. End of Semester exams may be taken when all course assignments (tutorials, discussions, mastery tests, post-tests, and activities) are completed and approved by the teacher/mentor. Students will be proctored by an Alternative Educational Academy of Ogemaw County staff member either in person or online as they take their exam. An End of Semester exam score of 60% or higher is required for course credit to be issued.

Michigan General School Laws - Section 1561

Every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages 6 and 18 years, shall be required to send such child, equipped with proper textbooks necessary to pursue his or her school work, to the public school during the school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled; provided, that in School Districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than three quarters in any one year, but the absence of no child shall be permitted for any two consecutive quarters.

It shall be the duty of the attendance officer of the district, whenever notified by the teacher, superintendent, or other person of violations of this act, and the county attendance officer, when notified by the county superintendent of schools, to investigate all cases of non-attendance at school, and if the children complained of are not exempt from the provisions of this chapter under the conditions named in section 1561, then the attendance officer shall immediately proceed as provided hereinafter in this chapter. When a child has been repeatedly absent from school without valid excuse or is failing in school work or gives evidence of behavior problems and after attempts to confer with the parent or other person in parental relationship to such child have failed, the county superintendent of school may request the attendance officer to notify such parent or other person in parental relationship by registered mail to come to the school or to a place designated by him at a time specified to discuss the child's absence or failing work or behavior problems with the proper school authorities.

RE-ENROLLMENT OF PREVIOUS AEA STUDENTS

Students who were previously enrolled at the Alternative Educational Academy are not guaranteed re-enrollment when dropped for inactivity or lack of communication with their teacher-mentor. Re-enrollment will occur at the discretion of AEA staff and may include a probationary period of 30 days to determine if the AEA is the best educational placement for the student.

TRANSPORTATION

The Alternative Educational Academy utilizes the Ogemaw County Public Transit (OCPT) and Gladwin City/County Transit (GCCT) to transport students living within the transit service area to and from our learning labs. Students utilizing this service are required to attend the AEA learning lab for a minimum of 90 minutes with on-task activity recorded in their online courseware. Although the AEA pays for this service, students/parents are required to call Transit to set up their transportation schedule. If a ride needs to be cancelled or rescheduled, it is the responsibility of the parent/student to do so. If the bus arrives at the scheduled location and the student is not available, the student/parent is responsible for paying for that missed ride. Multiple missed rides may result in the student losing access to this transportation service.

The OCPT and the GCCT are not part of a school bus system and are not operated by the school. Students must adhere to all rules and regulations set in place by the OCPT and GCCT. Failure to do so may result in the student losing access to this transportation service.

When scheduling your transit ride, please be aware that the OCPT and the GCCT provides demand/response service covering a large geographic area. The bus may arrive at your location before or after the scheduled time of pick up.

Ogemaw Transit Corporation
Phone: 989-345-5790

Gladwin City/County Transit
Phone: 989-426-6751

The AEA of Ogemaw County has one school van available for student transportation during field trips and other special events. Students under 18 years of age must have a signed permission slip on file to ride in the school van.

Students may drive their personal vehicle to school. Students under 18 years of age may not leave school in another student's vehicle without written permission from their parent or guardian.

SCHOOL CLOSINGS OR DELAYS

If school is unexpectedly closed, the cancellation will be posted on the school Facebook page, a phone call or text message will be sent to the student and/or parent phone number on file, and the public transit will be notified to not transport students to the learning centers. Severe weather closings or delays coincide with Ogemaw Heights High School for the West Branch learning lab and Gladwin Schools for the Gladwin learning lab. Remember: Even if the labs are closed, students will still be able to access their coursework online from another location and are expected to do so.

SCHOOL CALENDAR 2023-2024

Aug 10: Summer School Ends

Aug 22: Staff Return

Aug 28: School Begins

Sept 1-Sept 4: No School

**Sept 29: AEA lab open for ½ day,
closing at 12:00**

**Oct 27: AEA lab open for ½ day,
closing at 12:00**

Nov 15: No School

Nov 22-24: No school, Thanksgiving

**Dec 15: AEA lab open for ½ day,
closing at 12:00**

Dec 25-Jan 5: Winter Break

**Jan 26: AEA lab open for ½ day,
closing at 12:00**

**Feb 23: AEA lab open for ½ day,
closing at 12:00**

**Mar 15: AEA lab open for ½ day,
closing at 12:00**

Mar 25-Apr 1: Spring Break

**April 25- April 26: School Closed for
staff PD**

**May 17: AEA lab open for ½ day,
closing at 12:00**

May 27: No school-Memorial Day

June 7: Last Day of School

June 11: Summer School Begins

ILLNESS

If a decision is made that the student should be sent home, parents of students under 18 will be notified. No medical service, other than emergency first aid, will be given by school personnel. If, in our professional judgment, it is necessary to transport your student by ambulance to a medical facility, it will be the financial responsibility of the student/parent.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Academy Director.

IMMUNIZATIONS

Immunizations are required by law in order for a student to attend school. Any students except those who transfer into the school district after the start of school have until the end of the second week of October to complete all immunizations. After this date, the student will not be allowed to attend until the requirements are met. This legal responsibility lies with the parents. Parents wishing to be waived of the

immunization requirements will need to visit their local Health Department to obtain a waiver form.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or their parent/guardian should contact the director.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal Individuals with Disabilities Education Act (IDEA) and State law. Contact the AEA at (989) 343-9070 to inquire about evaluation procedures and programs.

ELECTRONIC DEVICES

Electronic communication devices may be used during break time and during lunch. These devices are not necessary in school, but rather, a privilege. In the event that any device creates a disturbance to the educational process (i.e. phone calls, texting, use of social media, video calls, etc...) the device may be confiscated until the parent is able to come to the school to discuss the matter. If a second infraction occurs, further disciplinary action will be taken.

Phone calls may not be taken in the classroom. We ask that parents refrain from making cell phone calls, sending emails, text messages or instant messages to students during learning time. If you need to reach your child during the school day, you may call the school at (989) 343-9070 (West Branch) or (989) 426-8571 (Gladwin).

CODE OF STUDENT CONDUCT

The Alternative Educational Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a

responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate response to student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:

The Code of Student Conduct applies before, during, and after school:

- When a student is at school.

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle (including public transit transportation to/from school), or at a school-sponsored activity or event, whether or not it is held on AEA or other school premises;

- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

Student misconduct is classified into three levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrator, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

SEPARATION FROM LEARNING LAB:

A separation from the learning lab occurs when a student is separated for one (1) school day, up to and including (10) school days and may not physically attend any of the AEA learning labs. During a separation from school, the student is expected to continue attending virtually in their online courses from another location.

SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular

activities, are suspended.

EXPULSION:

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

LEVELS I, II, AND III VIOLATIONS

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

LEVEL I VIOLATIONS:

1. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

2. Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

3. Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

4. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

5. Inappropriate Dress and Grooming

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the learning and teaching process.

6. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed here.

7. Leaving School without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

8. Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others. Because of our proximity to local businesses, this includes revving of engines and excessively loud music.

9. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices etc.

10. Profanity and/or Obscenity toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student or staff member

11. Sexual Harassment (Level I)

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

12. Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of a school district, including all activities or events supervised by the school district.

13. Vaping

A student, regardless of age, will not use or possess vaping devices in any area under the control of the school district, including all activities or events supervised by the school district.

14. Tardiness

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

15. Technology Abuse

A student will not violate the district's "Technology Use Guidelines."

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

All state and federally mandated reporting of student violations is the sole responsibility of the Alternative Educational Academy.

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed
- Separation from the learning lab from one (1) school day up to and including ten (10) school days
- Law enforcement agency notification.

LEVEL II VIOLATIONS:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III

violation.

1. Bullying/Harassment/Intimidation

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic; including cyberbullying. Please see our complete bullying policy located in this handbook.

2. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

3. Failure to Serve Assigned Detention or Complete a Behavior Contract

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

4. False Identification

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated. If a student honestly believes he was in imminent danger of receiving serious injury and used no more force than necessary to protect himself it may be considered self-defense.

Domestic violence is defined as one household member putting another household member in a state of terror, fright, intimidation, threat, harassment, or molestation. This law requires a police officer to take one of the two parties involved into custody. This law includes dating relationships and “the household” will be considered “the school”.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

7. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten

the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

10. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

11. Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

12. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

13. Profanity and/or Obscenity toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

14. Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

15. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

16. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

17. Trespassing

If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school

suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the school district board of education or its designees for long-term suspension or expulsion
- Law enforcement agency notification
- Denial of driving privileges

LEVEL III VIOLATIONS:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

5. Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

8. Physical Assault

A student will not physically assault another person.

If a student commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

9. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

10. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

11. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.

12. Verbal Assault against an Employee

Verbal assault, as defined by school board policy states: “Any disrespectful or abusive language including the defiance of rightful authority towards a staff member”.

If a student commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

13. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

14. Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer

- Any destructive device.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
- The weapon was not knowingly possessed by the student
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities

Weapons are not allowed on school property or in a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the director or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

15. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. **SCHOOL**

RESPONSES TO LEVEL III VIOLATIONS:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion.
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county legal authority, the DHS or county community mental health agency (MCL 380.1311[4])
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Staff Authority

The authority of any member of the school staff extends to all students while on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed to participate in, or attend any school activity, regardless of location, during the suspension (including events held by other school districts on weekdays, weekends and/or holidays).

Maintaining Class Progress

When appropriate in the judgment of the director, a suspended student may maintain academic progress under the terms and conditions set forth by the teacher.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the director, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student. After the hearing, the Board of Education or its designee shall issue a decision, including a determination of disciplinary action.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the

decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

Interviews of Students by Police or Other Public Agencies

The Alternative Educational Academy of Ogemaw County endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the director that an interview has taken place.

Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage Robbery or Extortion

Suspected Armed Student Unauthorized Removal of Student

Weapons on School Property Threat of Suicide

Death or Homicide, Suicide Attempt

Drive-By Shooting Larceny (Theft)

Physical Assault (Fights) Intruders (Trespassing)

Bomb Threat, Illegal Drug Use or Overdose Explosion,

Drug Possession or Drug Sale

Arson, Vandalism or Destruction of Property

Sexual Assault, CSC (Criminal Sexual Conduct), MIP (Alcohol), MIP (Tobacco)

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary. Anything found in the course of a search that may be evidence of a law or school rules violation may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the AEA to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including cyberbullying, hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Director is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Director. The student may also report concerns to a teacher who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Assistant Director should be filed with the Superintendent of Iosco RESA. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior toward a student. Reports shall be made to those indicated above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Director or designee shall promptly investigate and document all complaints about bullying or aggressive behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within 3 school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Director. The Director shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally

false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle (including public transportation when used to travel to and from school), or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any other the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical- hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media

postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

M.C.L. 380.131B (Matt’s Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education

NOTICE OF NONDISCRIMINATION

The Alternative Educational Academy of Ogemaw County does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies and to provide further grievance procedures: Jeff Hutchison, AEA Director and Mentor Teacher.

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201. For further information on notice of nondiscrimination, see the following website:
<http://www.ed.gov/offices/OCR/docs/nondisc.html>.

TITLE VI

Nondiscrimination on the basis of race, color and national origin. It is the policy of the Ogemaw Academy not to discriminate on the basis of race, color or national origin in its educational programs, activities, or employment as required by Title VI of the Civil Rights of 1964. If you have questions, contact the Academy Director.

TITLE IX

Title IX of the Educational Amendments of 1971 of the United States Congress specifically states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be

denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance . . . with certain exceptions. The Grievance Procedure is contained in Board Policy. The Academy Director and the Iosco RESA Superintendent will serve as the Title IX Coordinators and can be contacted at:

Alternative Educational Academy of Ogemaw County
2479 South M-76
(989)-343-9070
twilliams@ioscoresa.net

Iosco RESA
27 North Rempert Rd, Tawas City MI
(989)-362-3006 ext 1130

504 of the Rehabilitation Act of 1973

Section 504 prohibits the exclusion, the denial of benefits, and discrimination by reason of disability in programs or activities receiving federal funds. The office of Civil Rights has primary responsibility for enforcing Section 504's provisions with respect to recipients of federal education funds. If you have questions, contact the Academy Director.

The Age Discrimination Act of 1975

Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act's requirements.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Academy Director a written request that identifies the record(s) they wish to inspect. The school official 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 that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The annual notification states that the Ogemaw Academy intends to forward records on request.

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-8520

The Freedom of Information Act (FOIA)

5 U.S.C. § 552, was enacted in 1966 and generally provides that: Any person has the right to request access public records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them. Not all records can be made available; there are nine exemptions to the FOIA that protect certain records from disclosure. A government agency can charge a fee, but it must be limited to actual duplication, mailing and clerical labor costs. The Ogemaw Academy may require a good faith deposit at the time of request. The deposit shall not exceed 1/2 of the total cost. If a request for a record is denied, written notice of the denial will be provided to the requester within five days, or within 15 days under unusual circumstances. A failure to respond within the time limits, or a failure to respond at all, also amounts to a denial. When a request is denied, the public body must provide the requestor with a full explanation of the reasons for the denial and the requester's right to seek judicial review. The FOIA request form can be obtained by contacting the Alternative Educational Academy of Ogemaw County or a request can be sent to the attention of the FOIA Director:

Isosco RESA Superintendent, (989) 362-3006, ext. 130.

NETWORK/INTERNET ACCESS AGREEMENT FOR STUDENTS

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance.

The purpose of this agreement is to establish guidelines for access by student to the Internet and approved electronic mail (hereinafter referred to as the "Network"). Access to the Network is provided to the student for educational purposes and to assist in advancing the curriculum and to enhance lesson

plans.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

The student and his or her parents and/or guardians acknowledge that **it is not possible for the school to restrict access to all controversial or objectionable material** on the Network.

The student and his or her parents acknowledge that the student does not have an expectation of privacy in his or her use of the school's Network or any part of it. **The school reserves the right to monitor the Network, including but not limited to Internet use and approved electronic mail.**

Network access is provided for educational use by the student. Use of the Network for commercial purposes unapproved web based electronic mail or other unauthorized purposes are expressly forbidden.

Network resources (**Edmentum**) are intended for use exclusively by registered users. The student is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Student. **Use of an account by someone other than the account holder is forbidden and may result in loss of credit, access privileges, or dismissal from the program.**

The use of the Network is a privilege, which may be revoked by the school at any time and for any reason. **Any misuse of Network access privileges may result in suspension or revocation of access privileges and/or other disciplinary action as determined by the director. Misuse includes but is not limited to the following;**

- 1. Intentionally accessing or attempting to access files, data, or information without authorization.**
- 2. Impersonating another user on the Network.**
- 3. Activity which is detrimental to the stability and security of the Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.**
- 4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, sexually explicit or obscene material; material protected as a trade secret; defamatory statement; material which would constitute an invasion of race, national origin, religion, height, weight, age and disability.**
- 5. Use of recreational programs or communications during the school day.**
- 6. Installing, downloading, copying or using copyrighted software without proper authority.**
- 7. Intentionally interfering with the use of the Network by others.**
- 8. Intentionally wasting Network resources such as disk space, printer ink or paper.**
- 9. Unapproved web based electronic mail.**
- 10. Disclosing personal information on other students.**

The school does not warrant that the Network will meet any specific requirements that the student may

have, that service will not be interrupted or that information obtained on the Network will be accurate or complete. **The school will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time)** sustained or incurred in connection with use of inability to use the Network by the Student. Use of the Network and any information or data obtained through the use of the Network is at the users own risk.

The student agrees to delete messages from his or her personal mailbox on a regular basis in order to avoid unnecessary use of disk space.

The student may not transfer files, shareware or other software from the Internet or electronic bulletin board services. The student will be liable to pay any costs or fees incurred as a result of any transfers without express permission from the director regardless of whether the transfer was intentional or accidental.

Users violating any provisions of this Network Access Agreement face disciplinary action. The school reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:

1. Suspension or revocation of Network access.
2. Requiring additional training as a precondition to continued use of the Network.
3. Financial restitution for any unauthorized expenses or damages.
4. Confiscation of inappropriate materials.
5. Additional disciplinary action consistent with the student handbook.

In addition, the school may refer matters to appropriate law enforcement authorities. Nothing herein shall be construed as providing that the school must find a violation of the agreement in order to suspend or revoke the access privileges of a student. Use of the Network is a privilege and not a right, and the school reserves discretion to suspend or revoke access privileges for any reason or for no reason.

DIRECTORY INFORMATION (FERPA) – PARENTAL RIGHTS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that The Alternative Ed Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, The Ogemaw Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ogemaw County Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Recognition of your child on the schools website, ex. Student of the Month (This could include

a picture).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information:

*Names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Ogemaw Academy to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within one week following enrollment or simply initial under the FERPA omission statement in the student handbook.

Parental rights under the protection of pupil rights amendment (PPRA)

The Alternative Educational Academy of Ogemaw County will only survey students through mail delivery. Parents will be afforded the right to have their child answer only the questions that they deem appropriate. PROPOSED POLICY

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Ed (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from

students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ogemaw Academy will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Ogemaw Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents 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, D.C. 20202.