

Ottawa Area Center



Learn. Serve. Lead.

Student Handbook
& District Resource Guide
2023-2024

(Items in red are new/changes for this school year)

Table of Contents

WELCOME	6
OAC Mission Statement	7
OAC Vision Statement	7
OAC Belief Statement	7
IMPORTANT INFORMATION	8
Ottawa Area Center Website	8
Board Policies	8
Addresses	8
Contact Information	8
OAISD & OAC Administration	8
2023-2024 DISTRICT CALENDAR	9
2023-2024 DAILY SCHEDULE	10
SECTION I: NON DISCRIMINATION	10
SECTION II: EMERGENCY PROCEDURES	11
School Closing	11
Fire	11
Tornado	12
Lockdown	12
Building Evacuation	12
SECTION III: DISTRICT WIDE POLICIES AND PROCEDURES	12
Attendance	12
Attendance Philosophy	12
Attendance Policy	13
Excused Absence	13
Unexcused Absence	14
Truancy and Chronically Absent	14
Student Illness Procedures	15
Communicable Diseases	15
First Aid, Illness, or Injury at School	16
Head Lice	16
Covid Guidelines	16
Student will be excluded from school	17
Students will be excluded from transportation	17
Students may return to school	17
Tube Feeding(G-tube and J-tube)	17
Suctioning	17
DNR/End of Life Procedure	18

STUDENT INJURY PROCEDURE	18
Accident or Injury	18
Concussion Facts	19
Concussion Signs and Symptoms	19
Why Should I Report Symptoms?	19
What should I do if I think my student has a concussion?	19
Concussion Danger Signs	19
Take Care of your Brain	20
SECTION IV: Miscellaneous District Policies	20
Books and Supplies	20
Bullying	20
Children or Adult Protective Services Investigations	21
Mandated Reporters	21
Discipline Procedures	21
Damage to School Property	22
Dress and Grooming	22
Dress Code	22
Emergency Contact Information	23
Fees	23
Food Services	23
Field Trips	23
Homeless Children and Youth	24
Immunizations	24
Law Enforcement Interviews	25
Limited English Proficiency	25
Lost and Found	25
Media Center	26
Protection of Pupil Rights	26
Public Display of Affection	26
Rights of Custodial and Non-Custodial Parents	26
Search and Seizure	26
Student Education Records	27
Right to Request Explanation or Interpretation	27
Right to Request Amendment of Education Records	27
Technology	27
Transportation Services	27
School Vehicle Rules	27
School Vehicle Misconduct Consequences	28
Different Route Requests	29

Video Surveillance and Photographs	29
Withdrawal From School	29
SECTION V: GENERAL OAC POLICIES	29
Enrolling in School	29
Withdrawal from School	29
Student Hours	29
Homebound Services	30
Equal Educational Opportunity	30
Privacy Policy Regarding Student Information	30
Access to School Records	30
Review of Instructional Materials and Activities	30
Student Assessment	30
Transition Planning	30
Grades	31
Parent Involvement	31
Parent Teacher Communication	31
Parent Newsletter	32
Requests to Visit School/Classroom Observations	32
Parental Classroom Visits	32
Procedure for donating equipment	33
Prescriptions for Physical and or Occupational Therapy	33
Security and Safety	33
Student Drop Off and Pick Up	33
Parent/Caregiver picking a student up from OAC must:	34
Community Based Educational Experiences	34
Dean Transportation Information	34
School Cancellations	34
School Delays	35
Information Changes	35
Wheelchair Transportation	35
Notification of Transportation	35
Release of student during school hours	35
Staff Transporting Students	35
Infinite Campus Emergency Messenger Alerts	35
Volunteers	35
Medication Administration	36
Storage	37
Bottle Labeling Request	37
Swimming Pool Guidelines	37

General Pool Guidelines	37
Pool Closing Protocol	38
SECTION VI: DISCIPLINE AND CODE OF CONDUCT	38
Restorative Practices	38
Positive Behavior Supports/Positive Behaviour Behavior Support Plans	39
Discipline Generally	39
Removal for 10 or Fewer School Days	40
Removal for More than 10 and Fewer than 60 School Days	40
Removal for 60 or More School Days	40
Student Code of Conduct	41
SECTION VI: RESOURCES FOR PARENTS	44
The Know Book	44
School Supports Coordinator	44
OAC Parent & Guardian Resources 2023-2024	44
OAC CONTACT LIST 2023/2024	45
APPENDIX A: TITLE IX SEXUAL HARASSMENT	46
APPENDIX B: ANTI-BULLYING	46
APPENDIX C: PROTECTION OF PUPIL RIGHTS	46
APPENDIX D: ACCEPTABLE USE AGREEMENT	46
Resources	

WELCOME

Welcome to the 2023-2024 school year! This handbook has been created as a reference for students and parents in regard to the guidelines and procedures that are followed at the Ottawa Area Center and Ottawa Area Intermediate School District. All information is important and should be reviewed annually by each parent, guardian, or caregiver.

This handbook is intended for use by students and parents, as a guide to the rules, procedures, and general information about the district. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the district and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law, policy and in consideration of the unique needs of our student population.

OTTAWA AREA CENTER PROGRAM

The Ottawa Area Center provides educational programming for students residing in Ottawa Area Intermediate School District who are eligible for special education. The Ottawa Area Intermediate School District includes Allendale, Coopersville, Grand Haven, Hamilton, Holland, Hudsonville, Jenison, Saugatuck, Spring Lake, West Ottawa, and Zeeland.

The focus of programming at the Ottawa Area Center is education. Working as a team we strive to meet the needs of each student. The classroom staff are the central people providing educational services for each student. When needed, the teacher relies on the expertise of physical therapists, occupational therapists, speech and language therapists, physical education teachers, nurses, social workers, psychologists, and ISD consultants, who are all part of the educational team.

The Ottawa Area Center operates on a balanced school calendar.

[2023-2024 OAC Calendar](#)

OAC Mission Statement

“Our mission at Ottawa Area Center is to maximize each student’s success and independence by addressing individual educational needs within a safe supportive environment.”

OAC Vision Statement

“Every student comes first as we celebrate learning.”

OAC Belief Statement

We believe in...

...lifelong learning

...current research, best practices & data-based decision making

...families as equal partners in education

...a cooperative team approach

...working cooperatively with local school districts & community agencies

...creating and supporting a continuum of programs & services that develop a student’s fullest potential as a contributing community member

...building student-centered plans that enhance the quality of life

...facilitating life’s transition

IMPORTANT INFORMATION

Ottawa Area Center Website

<https://www.oaisd.org/schools/ottawa-area-center/>

Board Policies

Board Policies are available at: [OAISD Board Policies](#)

Addresses

10160 96th Ave. Allendale, MI 49404

Contact Information

Main Office: 616-738-8960

Fax: 616-895-4223

Dean Transportation: 616-738-4300

Ottawa Area ISD and OAC Administration

Dr. Kyle Mayer, Superintendent

Julie Gillespie, Deputy Superintendent, Operations

Chris Lamer, Assistant Superintendent of Finance

Katie Flynn, Assistant Superintendent of Teaching and Learning

Michael Rohwer, Assistant Superintendent, Technology Services

David Searles, Assistant Superintendent of Adult Programming

Michelle Ready, Director of Communications and Integrated Marketing

Jennifer Wolters, Director of Special Education Programs

JoAnne Thorsen, Director of Ottawa Area Center

Julia Plaggemeyer, Assistant Director of Ottawa Area Center

Chelsea Dykstra, Assistant Director of Ottawa Area Center

2023-2024 DISTRICT CALENDAR

2023-2024 YEAR-ROUND CALENDAR

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

■ No School	■ Early Dismissal
■ Records Day	■ P/T Conference
■ Open House	■ No School or 1/2 Day All Staff Professional Learning

July 3-14	No School-Staff or students
July 21	No School-Staff or students
July 28	Early Dismissal-All Staff PD
July 31	No School-Staff or Students
Aug. 1-11	No School- Staff or students
August 24	No School-All Staff PD
August 25	No School-Staff or students
Aug. 28-29	No School-New Staff PD
Aug. 30-31	No School-All Staff PD
Sept. 1 & 4	No School-Staff or Students
Sept. 14	Open House 5-7pm
Sept. 22	Early Dismissal-All Staff PD
Oct. 6	No School-All Staff PD
Oct. 20	Early Dismissal-All Staff PD
Oct. 23-27	No School – Staff or students
Nov. 3	1/2 Day-Records Day
Nov. 20-24	Thanksgiving Break
Dec 1	Early Dismissal-All Staff PD
Dec. 22	1/2 Day Staff and Students Holiday Break
Dec. 25-29	Holiday Break
Jan. 1-5	Holiday Break
Jan. 26	No School-All Staff PD
Feb. 2	Early Dismissal-All Staff PD
Feb. 19-23	No School Staff and Students
March 1	No School-All Staff PD
March 7-8	1/2 Day Parent Teacher Conference
March 27	1/2 Day Records Day
March 28-29	Spring Break
April 1-5	Spring Break
April 19	Early Dismissal-All Staff PD
May 23	1/2 Day-All Staff PD
May 24-27	Memorial Day-No School Staff or Students
June 7	1/2 Day Records Day
June 10-21	No School – Potential Make up days 6/10 – 6/14

OAC Operating Hours
Full Day: 8:37am-3:03pm
Half Day 8:37am-11:50am
Early Dismissal 8:37am-1:35pm
Staff Hours: 8:15am-3:45pm

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2023-2024 DAILY SCHEDULE

Full Day: 8:37am-3:03pm

Half Day 8:37am-11:50am

Early Dismissal 8:37am-1:35pm

Staff Hours: 8:15am-3:45pm

*These hours begin July 17, 2023

SECTION I: NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The district prohibits unlawful discrimination, including unlawful harassment and retaliation. The district will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination. “Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the district’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies #4110.

The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The district will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Julie Gillespie
Ottawa Area ISD Human Rights Officer
13565 Port Sheldon Street
Holland, Michigan 49424
jgillesp@oaisd.org or 616-738-8940 ext. 4091

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Julie Gillespie
Ottawa Area ISD Human Rights Officer
13565 Port Sheldon Street
Holland, Michigan 49424
jgillesp@oaisd.org or 616-738-8940 ext. 4091

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Julie Gillespie
Ottawa Area ISD Human Rights Officer
13565 Port Sheldon Street
Holland, Michigan 49424
jgillesp@oaisd.org or 616-738-8940 ext. 4091

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy #5410

SECTION II: EMERGENCY PROCEDURES

School Closing

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the district will notify students, parents, and the general public about the closure in the following manner:

- Parents will be notified by Infinite Campus Emergency Messenger via text and email if school is closed.

Fire

Students and staff are prepared for the event of a building fire by participating in fire drills. During these drills an alarm sounds throughout the building and students and staff exit via the classroom doors. Attendance is taken to ensure the safety of all students.

Tornado

In the event of a tornado watch (where conditions are such that a tornado could exist), the students and staff are instructed to remain inside the building and not participate in swimming. The office staff stays tuned to the weather radio and a person is designated to watch conditions, reporting any suspicious weather activity. When a tornado watch occurs at the dismissal time, a determination will be made regarding postponing the buses. If buses are delayed during a tornado watch, an announcement will occur on our Infinite Campus Messenger System as well as local radio and television stations in the same way it does during school delays or cancellations. Parents are allowed to pick up their children during tornado watch.

In the event of a tornado warning, (where a tornado has been sighted), students and staff proceed quickly to the designated “safe” areas of the building and remain there until the “all clear” announcement, as determined by the weather radio or civil defense. Students and staff are prepared for tornado warnings by practicing regularly. Attendance is also taken during this procedure. Students will not be released to their buses or to their parents during a tornado warning. Parent meetings or other special events in the evening will be canceled in the event of a tornado watch or warning.

Lockdown

In the event of a lockdown, staff will be notified via intercom to shelter students in their classrooms, away from windows and doors. All doors will remain locked. Authorities will be notified.

Building Evacuation

The Ottawa Area Intermediate School District has developed a plan to be implemented during an accidental chemical spill or other occasion causing the building to be unsafe for students. An announcement will be made over the intercom that it is necessary to relocate students to one of the two sites. Staff will load available buses to the site. Announcements will be made via the Infinite Campus Messenger system, as well as radio and television stations and students will be transported to an offsite location and parents will be notified.

SECTION III: DISTRICT WIDE POLICIES AND PROCEDURES

Attendance

Attendance Philosophy

Regular attendance is the single most important factor affecting student achievement. Results of study after study demonstrate that students who attend school regularly do better than those who are frequently absent. Good attendance increases student achievement. Poor or irregular attendance diminishes learning and lowers student achievement.

During normal instructional times, missed school cannot truly be compensated for in any adequate way. Time with teachers, peers, and support staff is invaluable: the absent student misses the opportunity for reciprocal learning and stimulating experiences in our school and community. Classroom learning is a communal endeavor: students learn by example and repetition. Absent students miss the learning that comes from participation in these opportunities in a school setting. Ottawa Area Center's goals for student learning emphasize the importance of each student's success and independence. Students cannot achieve these goals if they are not in school consistently. School missed is learning lost, there is no substitute for attending school. The Ottawa Area Center stresses the importance of regular attendance and punctuality.

Attendance Policy

State law requires attendance in school. Section 380.1561 of the Revised School Code reads, "...the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turned age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday."

Before or on the day that an absence occurs, the parent/guardian shall contact the school office to request that their child be excused. If such a request is not received, the absence shall be considered unexcused. If a call excusing the student has not been made by 9:30 AM, parents/guardians will receive an automated call at 10:00 AM reminding them to contact the office.

If there is a personal or health issue impacting your student's ability to attend school on a regular basis, our school nurses are available to help with health-related questions and our school social worker is available to help with personal or family difficulties. Please let us know so we are able to support you and your student. Feel free to call with questions or concerns.

Continued excessive excused/unexcused absences will result in a follow up call. If absences continue, an attendance meeting may be requested with parents/guardians and school personnel. During the meeting, an attendance plan will be formulated. If absences continue, by law, we are required to contact the truancy officer to assist in attendance.

Excused Absence

- Required court attendance
- Student illness/injury/residential treatment (with doctor's note or verified by parent)
- Medical appointments (with doctor's note would be coded as EM)
- Lice (3 days as a recommendation)
- Observation/celebration of a bona fide religious holiday

- Absences due to Covid-19 related illness
- Travel (5 days in a school year)

Unexcused Absence

Any absence not accounted for above, examples of unexcused absences include, but not limited to:

- Overslept
- Travel (more than 5 days in school calendar)
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented or verified by parent)
- Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
- Willful truancy (skipping/student refuses to attend school per parent/guardian, student refuses to ride bus, or reported as a runaway).
- Siblings or family members have different calendar/schedule
- **Failure to notify school**

Parents/caregivers must notify the school when their child is absent. The school reserves the right to require written excuses, to verify excuses and to investigate the cause of prolonged absences/excessive tardiness.

On the third consecutive day of absence while under a doctor’s care, a note from the doctor with the inclusive dates of treatment might be requested to determine if homebound services are needed.

We understand the nature and severity of some of the medical complications and or behavioral needs that your student may have. We will work with you in collaboration with medical personnel, behavioral/CMH staff, and or outside our organization to put a plan in place to support students coming to school.

Truancy and Chronically Absent

A student is considered truant/chronically absent when absent from school 10% of the enrolled school days for excused and or unexcused reasons. Students who are truant will be reported to the truancy officer as required by law after tiered supports have failed.

A formal attendance plan may be developed and shared with the Ottawa County Truancy Officer.

Notification of absences will be sent to parents according to the table below.

Days Absent	Communication Notification
Any absence not verified by parent/guardian	Automated call/follow up by Attendance Secretary.

3 consecutive absences	Possible call from OAC staff. Attempts to reach alternate contacts may be made for absences not verified by parent/guardian.
10% of school days and/or 5 days in a marking period	Letter of concern, additional support offered, and possible attendance plan created. Attempts to reach alternate contacts may be made for absences not verified by parent/guardian. If contact is not made a welfare check may be initiated with the authorities.
20% of school days	Formal Letter of Truancy/Chronic Absenteeism, attendance meeting scheduled and a call by Director for possible truancy referral (for students ages 6 – 18).

Each case will be evaluated individually, based on the student’s situation. Prior year attendance will also be taken into consideration and may impact notification procedures for the current school year.

*Absences during a global, national, or state pandemic will be taken into consideration when addressing absenteeism. *

Student Illness Procedures

Communicable Diseases

The district, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.
- Students having a communicable disease condition should not be sent to school unless they are no longer contagious. Determination of whether a condition is contagious enough to prevent school attendance should be made by the student's physician or Health Department. If school personnel disagree with this decision, final recommendations on school attendance will be made by the school nurse and school Director or Assistant Director in consultation with the Ottawa County Health Department Communicable Disease coordinator and Medical Director.
- When a communicable disease exists in a classroom in sufficient numbers, parents/guardians will be notified. A form letter and a description of the disease will be sent to parents/guardians. The health department also will be notified of appropriate communicable diseases.
- In order to maintain the health and wellbeing of students and staff, please keep your student home when they are showing signs of illness. Your family physician is most qualified to diagnose and treat your son or daughter. It is not within our nurse’s responsibility to make medical diagnosis.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school will be seen by OAC's nursing staff. When the school nurse determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the district will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law which may include contacting child or adult protective services.

Students showing symptoms of a communicable disease may be sent home. The district may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

Currently, MDCH and MDE recommend a policy that focuses on excluding active infestations only. Active infestations are the presence of live lice or nits found within one-quarter inch of the scalp. Nits found beyond one-quarter inch of the scalp are more than likely hatched or are no longer viable. Any student with live lice (or nits within one-quarter inch of the scalp) may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Any student with nits (farther than one-quarter inch from the scalp) should be allowed in school.

Covid Guidelines

With the lifting of the COVID Emergency Order, there will be some changes in the way in which we proceed in handling COVID related situations in the future.

As far as questions related to illness symptoms, both staff and students, we will be adhering to our current illness policy and guidelines. Keep in mind, viral illnesses are most contagious 1-2 days prior to symptoms starting until 3-5 days after symptoms started, while symptoms are acute and at their worst. Once you have been fever free, without the use of fever reducing medications, for 24hrs and symptoms are improving, you are able to return to school.

Students who test positive will need to stay home through day 5 from when symptoms started. The student may return on day 6 as long as symptoms are improving and fever free for 24hrs without the use of a fever reducing medication. No mask will be required upon return to school.

There is no longer any required quarantine for exposure to a positive COVID case, even if it is an in the home exposure. Please monitor your student for symptoms after a suspected or confirmed exposure and test if you develop symptoms.

As a courtesy, we will still be notifying by email if your student has been exposed to a positive COVID case. Please have an updated email on file with the office, to ensure receipt of these communications.

Student will be excluded from school

- Unexplained fever greater than 100.4°F oral/tympanic, or 99.4°F axillary. Low grade fevers not related to an infectious process may be allowed as determined by nursing staff and administration.
- Open skin sores with excessive or uncontrolled drainage.
- Unexplained rash
- Diarrhea – more than 3 stools in a 24-hour period, or 2 stools occurring at school.
- Vomiting – 1 episode occurring at school or 2 episodes in 24 hours.
- Persistent cough that disturbs a student's normal activity.
- Other contagious conditions such as but not limited to: chicken pox, pink eye, head lice, impetigo, strep throat, and COVID-19.

Students will be excluded from transportation

- If it is determined that the student needs to be sent home, he/she will be cared for in a place where he/she is comfortable and able to be observed by someone who knows the child well. If indicated, the student shall be cared for in a separate environment to prevent disease transmission.
- Nurse/staff will contact the student's parent/guardian and inform them that their student needs to be picked up from school as soon as possible. It is expected that the parent makes all necessary arrangements to pick up the child in a timely manner.

Students may return to school

- Is symptom free for 24 hours.
- Remains fever-free for 24 consecutive hours without the use of fever-reducing medication such as Tylenol or Ibuprofen.
- Must be diarrhea free for the previous 24 hours.
- Must not have vomited for the previous 24 hours.

Tube Feeding (G-tube and J-tube)

- A written physician's order including type of feeding, amount of feeding and frequency of feeding is required for students needing tube feedings at school.
- Written permission must be received from parents requesting that the treatment be given.
- The family is to provide feeding tubes, feeding bags (if needed), and nutrients.
- The School Nurse will provide in-service training and evaluation on tube feeding procedures. After training and with evaluation, staff will feed students by tube when necessary.
- Tubes will be re-inserted only by the School Nurse. The School Nurse will be called in the event of a problem during the feeding, i.e., stoppage of formula flow, discomfort of child, regurgitation of contents, etc.

Suctioning

- The School Nurse will suction any student in an emergency.

- The School Nurse will suction any student with written orders from the physician and written permission of parent or guardian whenever necessary.
- In the event that a student needs frequent suctioning, a staff member will be taught to do oral suctioning until a nurse can arrive to assess further the needs of the student.
- The School Nurse will perform an annual evaluation of the staff members' suctioning skills.

DNR/End of Life Procedure

- Students may have a Do Not Resuscitate order honored at school as long as the following conditions are met:
 - DNR form is completed in full and signed by the student's guardian and physician, and appropriately witnessed.
 - The form is on file with the school.
 - Form must be completed and filed every year.
 - End-of-life arrangements for students will be evaluated on a case-by-case basis.
- In order to promote continuity of communication regarding plan of care and end of life, the following guidelines exist for discussing DNR implementation with a student's family:
 - Existing DNR orders will be discussed with parents/guardians on a yearly basis
 - When a new DNR order is implemented, staff will be called with all necessary parties and student's parents/guardians to discuss wishes for care at the end of life.
- Should a student pass away at school, the following procedure will be implemented:
 - Staff will notify the student's family immediately.
 - Classrooms will be cleared of classmates and the student will be prepared for family arrival.
 - OAC will call EMS to come and pronounce/transport students.
 - DNR will be presented to EMS upon arrival
 - If a student is an active hospice patient, EMS will not be called. Hospice case managers will be notified instead. It is parents'/guardians' responsibility to ensure that RN has appropriate contact numbers.

STUDENT INJURY PROCEDURE

Accident or Injury

In the event of an accident or injury, the parent/guardian will be immediately notified for any required medical attention. If a parent/guardian cannot be reached, and the injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or a hospital for treatment by ambulance. This action will not obligate the district to assume financial responsibility for treatment.

In the event of a head injury or any significant injury, nurse/staff will notify parents by phone of the incident. If a parent cannot be reached, a message will be left, and staff

will pursue contacting an emergency contact until a live person is reached. A note will also be included in the student folder.

Concussion Facts

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think your student has a concussion, they should not return to play on the day of the injury and until a health care professional says they are OK to return to play.

Concussion Signs and Symptoms

Concussion symptoms differ with each person and with each injury and may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

Why Should I Report Symptoms?

- Unlike with some other injuries, playing with concussion symptoms is dangerous and can lead to a longer recovery and a delay in your student's return to play.
- While the brain is still healing, it is much more likely another concussion could occur.
- A repeat concussion in a young person can result in permanent damage to the brain. They can even be fatal.

What should I do if I think my student has a concussion?

Get checked out. Only a health care professional can tell if your student has a concussion and when it is OK to return to school.

Concussion Danger Signs

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An individual should receive immediate medical attention if after a bump, blow, or jolt to the head or body, she/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse

- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

Take Care of your Brain

A concussion can affect your ability to do schoolwork and other activities. It is important to rest and give your brain time to heal.

SECTION IV: Miscellaneous District Policies

Books and Supplies

The district will provide free instruction to all students and will not charge a fee for materials. Students and parents may purchase additional supplies at their own expense. The district may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the district. The district may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bullying

It is the policy of the district to provide a safe and nurturing educational environments for all of its students. This policy protects all students from bullying behavior regardless of the subject matter or motivation for such behavior. “Bullying” is defined as any unwanted aggressive act (gesture, written, verbal, graphic, or physical, etc.) that has a perceived power imbalance and the behavior is repeated or could be repeated, 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 of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. 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;
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, social, or a combination of all three.

Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Social – 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, e-mails, social media postings, and graffiti.

- [Bullying Policy # 5405](#)

Children or Adult Protective Services Investigations

The district will cooperate with Children or Adult Protective Services (CPS or APS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS/APS access to a student without parent consent if CPS/APS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Mandated Reporters

- The Child Protection Law of Michigan requires the reporting of suspected abuse and neglect to a person under 18 years of age to the Department of Social Services.
- "Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- "Child Neglect" means harm to a child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- As mandated reporters, any staff member working with students at the Ottawa Area Center who suspects abuse or neglect of one of the students will immediately communicate that concern to the Protective Services Division, Department of Social Services by telephone. The reporting staff person must complete a written report on form DSS-3200 (as provided by the Department of Social Services) within 72 hours.
- The same procedure will be followed for suspected abuse or neglect to a dependent student in the Ottawa Area Center who is over the age of 18, with notification to the Adult Services Division.

Discipline Procedures

The Ottawa Area Center's Discipline procedures are based upon individual needs. A multidisciplinary team assists staff in evaluating the needs of students. When intervention is needed, the process involves the following steps:

- Referral by teacher or administrator to behavioral specialist for assessment
- Functional assessment – done by teacher, behavioral specialist, or both
- Developing the plan – done by teacher and behavioral specialist (if needed)
- Obtain consent from administrator and guardian if necessary
- Present to behavior management committee if contains restrictive techniques

Informed consent from administrators and parent/guardian is obtained at any time it is suspected that interventions may pose possible risk of harm to a student, detract from his/her learning opportunities, or reduce his/her freedom of movement. Law and also school policy restrict interventions that present a potential risk.

In the event that a student's behavior presents a significant risk of safety to self or others, due to severe aggression with the intent to cause serious bodily harm to self or others, trained staff are allowed, per law, to perform Non-Violent Crisis Intervention techniques if necessary. These techniques may include the use of seclusion, child control, team control, interim position, and/or transport to a safe destination. These techniques may only be used by CPI trained staff, only in emergency situations, and only until the student is able to regain control of their behavior on their own. If one of the above techniques should be utilized at school, a Behavior Incident Form will be completed within 24 hours of the incident and the parent/guardian of the student will be notified at this time also. It will be determined also if a formal positive behavior support plan is necessary (if not already implemented) by the teacher, behavior specialist, parent/guardian, and any other team members involved in the incident.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;

- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the district at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the district, every school year. All paperwork is sent home in the spring and should be returned promptly. The information should include the family physician’s name, contact information for parents or a responsible adult, guardianship status, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes. The district will not release any student without prior approval by parent or legal guardian or if the contact is not listed on the emergency contact list.

Fees

The district will not charge students a fee to participate in curricular activities. The district may charge students a fee to participate in extracurricular and non-curricular activities to cover the District’s reasonable costs. Students in our post-secondary programs may be asked to pay for an outing, though they may always opt out of it. The district may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The district will provide students with information about the fees charged and the equipment or clothing required.

Food Services

For the 2023-2024 School Year the State of Michigan has approved free breakfast and lunch for all students. This is a new legislative program that goes into effect when we return to school on August 31, 2023. If changes or updates occur, we will update parents and guardians in the weekly Parent Link Newsletter.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student’s parent/guardian before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips. Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the OAC's homeless liaison:

Michell Jaarsma/Michelle Brothers
 10160 96th Ave Allendale, MI
 616-738-8960

mijaarsm@oaisd.org mbrother@oaisd.org

For detailed information about Homeless Children and Youth, see [Policy #5800](#).

Immunizations

For a student entering the district for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption. The student's parents or guardians must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the district with an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the district for the first time or upon entering 7th grade. The district will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with state law.

All students must provide the school with a record showing that your child has received all of the following immunizations:

ENTRY REQUIREMENTS FOR ALL PUBLIC AND NON-PUBLIC SCHOOLS

Age Vaccine	4 years through 6 years	7 years through 18 years Including all 6th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years IF 5 years since

		the last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles, Mumps, Rubella	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal	None	1 dose for children 11-18 years of age
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

*Current laboratory evidence of immunity is acceptable instead of immunizations with antigen.

For more information, please refer to www.michigan.gov/immunize

**All doses of vaccines must be given with appropriate spacing between doses at appropriate ages to be considered valid.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of the school administration. Students may be questioned by law enforcement consistent with [Policy #5410](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the district’s obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student’s equal participation in the district’s instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the district.

Lost and Found

All lost and found items are to be taken to the Office. Families may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each month.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials or to replace the book. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Protection of Pupil Rights

The district respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the district's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Pursuant to Policy # 5105, unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting, and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided with information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

Pursuant to Policy # 5420, to maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the district's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The district may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy # 2140 for an overview of the district's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

[Note: this list is over-inclusive and may be modified to reflect District-specific rules

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.

3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and Board Policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students are allowed one consistent drop-off and pick-up location on their regular bus route. These locations must reside within an OAISD local school district boundary. A parent may request a divergence with the program administrator, who reserves the right to deny any request.

Video Surveillance and Photographs

The district may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The district may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the district; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a District employee.

Withdrawal From School

Students who are their own guardian that are transferring from the district must submit written notice to the building administrator at least 1 week before the withdrawal. Parents/guardians withdrawing their student from the district are asked to notify the district prior to removal in order to give the school time to collect and send the student's file to the receiving school. If the student, parent, or guardian chooses to re-enroll, they must contact their local district special education director.

SECTION V: GENERAL OAC POLICIES

Enrolling in School

The local resident district refers all students to the Ottawa Area Center. If Ottawa Area Center is determined to be an appropriate placement, the enrollment process will be initiated.

Withdrawal from School

Any family who wishes to withdraw their child from the school should contact the director or the local special education director from their district.

Student Hours

Full Days: 8:37am-3:03pm

Half Days: 8:37am - 11:50am

Early Dismissal: 8:37am - 1:35pm

Homebound Services

Homebound services will be offered when an illness or injury restricts a student from coming to school. The student will be required to have a doctor prescription for homebound service to receive this service. Please contact the school director for further information.

Equal Educational Opportunity

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should contact: Jessica Domingues, Director of Special Needs Services at 1-877-702-8600, extension 4020.

Privacy Policy Regarding Student Information

Confidentiality of information must be primary. The Family Educational Right to Privacy Act (F.E.R.P.A.) requires strict observance of the right to privacy and under severe penalty prohibits sharing ANY information about persons or their activities unless a clearly demonstrated need and right to know exist.

- [FERPA – Family Educational Rights and Privacy Act](#)

Access to School Records

Cumulative records are available for review by parent/guardian after a request has been made to the building director at least 24 hours in advance. Student records are confidential.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the director prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions.

Student Assessment

Our students participate in the MI-Access assessment program. MI-Access was developed by the Michigan Office of Special Education and Early Intervention Services to assess educational progress of children with disabilities. This assessment is performance based and utilizes teacher observation and scoring criteria. Similar to its general education counterpart, the M-Step, MI-Access is given at certain ages: 9-14 and 17 years.

Transition Planning

This process allows both the parent and student an opportunity to address questions about the future. Such questions as future employment, living and housing arrangements, transportation, living in the community and utilizing public resources are considered a part of transition planning. Transition planning offers your student a chance to explore options that will assist them in becoming more independent as they begin to leave the educational setting. Development of this

plan is based on your student's individual needs, as well as considering their preferences, interest and abilities, and is part of the IEP meeting discussion.

Grades

The Ottawa Area Center is considered an ungraded school servicing students between the ages of 3-26. Student placement is based on IEP recommendations.

Parent Involvement

The Board has always recognized and esteemed the rights of parents and legal guardians to determine and direct the care, teaching, and education of their children. The Board welcomes and encourages parental/legal guardian involvement in the schools and is committed to a partnership to develop each student's intellectual capability and vocational skills in a safe and positive environment

The following activities are included for parent involvement/communication:

- Regular home-school communication
- Provision of a parent/student handbook
- Parent support activities
- Multiple opportunities for student progress reporting
- Parent volunteer opportunities.
- Involvement in decision making about your student's educational needs
- Participation in school functions or events
- Parent/teacher conferences
- IEP team meetings

If a parent with a student currently attending the Ottawa Area Center is working as a substitute, the parent cannot have their child stay with them during work hours (8:15 AM to 3:45 PM).

Parent Teacher Communication

Communication among families, students, and OAC staff is what helps all of us do our best. We have several communication tools built into our structure for this purpose.

Communication with the staff occurs on a regular basis, in addition to our scheduled conference times that occur each year. Weekly parent newsletters will be emailed (please have a current email address you check on a regular basis on file in the office), as will other written communications on an as-needed basis. Some classrooms use notes or notebooks to communicate on a more frequent basis. You are welcome to call the school to speak with the staff who work with your child. For your convenience, staff members have voice mailboxes to receive messages at any time. The staff are in the building and able to receive direct calls from 8:15 - 8:25 AM and 3:15 - 3:45 PM every day.

The preferred method of communicating information regarding your student is to speak directly with the staff who work with them. There are times when you may need or want to speak with the program Director or Assistant Director to relay a concern or compliment. Due to the time that is spent in classrooms and in meetings, there will be times when you are asked to leave a message for the

Director or Assistant Director. For this reason, you should call to make an appointment rather than drive to the Center without knowing their availability.

Please call the Ottawa Area Center 616-738-8960 to inform us when your student will be absent for illness or any other reason. If the absence is due to a medical appointment or hospitalization, please send in documentation from your doctor's office for attendance verification. Also, it is very important that you notify the school in writing whenever you have any change of address or phone number so we can keep our emergency information current. You may leave your message on voicemail during the times when staff are not present. Also, if your student will be absent from school, notify Dean Transportation at 616-738-4300.

Parent Newsletter

The LINK newsletter will be published weekly. This communication will be distributed electronically, please make sure you have a current email address on file in the office.

Requests to Visit School/Classroom Observations

1. To ensure the safety and security of students and staff, all visitors to OAISD buildings must check-in at the office.
2. Parents/guardians are welcome to observe their child in his/her classroom providing:
 - The observation does not disrupt the instructional process or classroom activities.
 - Staff members are not interrupted while working with students or delivering instructions.
 - Questions are directed to the teacher in charge (not assistants, aides, paraprofessionals, student teachers, etc.) at an appropriate time outside of the instructional program.
 - The observation does not take place during student testing.
 - Observations are opportunities to view lessons/activities that are happening in the classroom.
 - Observations should be kept to a minimum and limited to one hour or the length of the activity.
 - Prior approval by the teacher or administrator is required. If a parent needs to spend time talking with the teacher, a before or after school meeting should be scheduled.

Sometimes there may be extenuating circumstances. Each situation will be considered on an individual basis.

- [Visits/Observation Policy #5105](#)

**Any parent/guardian or visitor to an OAISD building who fails to observe these guidelines or is disruptive may be asked to leave the building. **

Parental Classroom Visits

In order to avoid disruption of the classroom, parental visits should be brief. Prior approval by the classroom teacher or administrator is required. If a parent needs to

spend time talking with the teacher, a before or after school meeting should be scheduled. There are many opportunities throughout the school year for parents to be able to participate in school/classroom activities such as Festival of The Arts (FOTA), classroom parties, field trips, etc. Each situation will be considered on an individual basis. Our goal for the Ottawa Area Center is to be consistent in following these procedures to ensure safety, confidentiality, and instructional time for all students.

Procedure for donating equipment

The school accepts and appreciates donations of wheelchairs and other equipment that can be used by our students. For safety and liability reasons, our district has a safety review process for all donated items. Once the review has been completed, if the equipment is “usable”, we will send the donor a form that can be used for donations on income tax returns. If a donated piece of equipment is not needed by OAC or if it does not pass the safety review process, the donor has the option of taking it back. Donated items deemed safe and usable go into the building and become district property. Please call the office before bringing out items for donation. We also ask you to call before dropping off items such as diapers and formula.

Prescriptions for Physical and or Occupational Therapy

If your student receives physical therapy services, occupational therapy, speech therapy or nursing services, at school per their IEP, a script signed by your physician must be on file at the Ottawa Area Center each school year. For physical therapy services, a signed script is a requirement from the State of Michigan and for occupational therapy, speech therapy and/or nursing services a prescription is required under the rules of Medicaid. Failure to acquire a signed script will result in completing an amendment to your student’s IEP to remove the service.

Security and Safety

Our entryway is secured, and parents and visitors will be required to check-in at the welcome window. Depending on the purpose of the visit, they will be buzzed into the lobby or asked to wait in the vestibule. Anyone entering the building is required to sign in on the visitor sign-in sheet and wear a visitor name tag. Visitors are defined as anyone who is not an OAISD employee and regularly assigned to the Ottawa Area Center. Pick-up and drop-off times for students are from **8:27am-8:37am and 2:53pm-3:03pm**.

Additionally, to maintain consistency with other OAISD buildings and programs and to ensure the safety of our students and staff, our video surveillance system is in effect. Ottawa Area Center cameras are actively recording in the building's hallways, gyms, sensory room, time out areas, secure areas and building exterior.

Student Drop Off and Pick Up

Parent/Caregiver bringing a student into OAC must:

- Upon entering the building, check-in at the welcome window.
- Sign your student into the building on the form provided.

- If it is between 8:27 AM and 8:37 AM - Sign your student in and the receptionist will call the classroom for a staff member to come down to the lobby to bring your student to their classroom.
- There are times it may be appropriate for individual students to walk to their classroom independently (Please work this out with your student's classroom teacher ahead of time.)
- Please contact the office if you know your student will be brought into school late.

Parent/Caregiver picking a student up from OAC must:

- Upon entering the building, check-in at the welcome window.
- Sign the student out of the building on the form provided at the welcome window.
- To sign your student out early or at the end of the day – Sign your student out and the receptionist will call the classroom for a staff member to bring your student down to the lobby.
- All visitors entering the OAC building must wear a visitor name badge, including outside agency visitors (i.e., CMH caseworkers) even if they have their own identification badge.
- Staff members have been directed to escort any visitors in the building that are not wearing a visitor name badge to the office.
- Our staff will be consistent in following these guidelines to ensure safety, confidentiality and instructional time for all students.

Community Based Educational Experiences

Occasionally, off campus field trips or community experiences are planned to support the student's goals. Community experiences are defined as trips during the school day that are part of the OAISD curriculum to enhance the student's learning experience. These trips include, but are not limited to; visiting a grocery store, job sites, and volunteer experiences. A "blanket" permission has been sent to the parent/guardian of each student and will remain in effect until revoked in writing by the parent/guardian. The classroom teacher will notify the parent/guardian on all scheduled field trips. If you do not want your student to attend a specific field trip, inform the classroom teacher in writing prior to the trip. Revocation of permission is not effective until OAISD acknowledges receipt of the written revocation.

Dean Transportation Information

School Cancellations

Please refer to the handbook provided to you by Dean Transportation. If you do not have a handbook, please call Dean at 616-738-4300.

If your local school district is closed due to inclement weather, Dean Transportation will not transport students in your district. The OAC will operate even when several districts in our boundaries are closed. Notification of OAC closures will be communicated by Infinite Campus messenger, phone and text messaging.

School Delays

See information from Dean Transportation Department for school delays. Delays due to weather conditions will be communicated by Infinite Campus messenger, phone, and text messaging.

Information Changes

After the IEP meeting, or temporary placement for new students and/or changes in present student address, the Transportation Departments needs five (5) day's notice prior to transporting students.

Wheelchair Transportation

Transportation must be advised whenever there is a change in a wheelchair, whether it be to a new larger model or changing to a different type of wheelchair. These changes also require five (5) day notice.

Notification of Transportation

If your student will not need transportation one or both ways for any reason, please call Dean Transportation at 616-738-4300.

Release of student during school hours

If your student needs to be picked up during the school day for a doctor's appointment, etc., and will not be riding the bus home, please notify the front office and also inform the student's bus driver and or transportation office.

Staff Transporting Students

Ottawa Area Center staff are not permitted to transport students in their personal vehicles during work hours (8:15 a.m. to 3:45 p.m.). Staff who choose to transport students in their own personal vehicle may do so outside of work hours.

Infinite Campus Emergency Messenger Alerts

The Ottawa Area Intermediate School District utilizes the Infinite Campus Emergency Messenger Alert System. This system will send an automated message to parents via a telephone message to home and/or cell phones and e-mail. This system will be utilized in the event that the entire Ottawa Area Center is closed or delayed due to inclement weather, or any other pertinent information that administration feels necessary to broadcast. School closings and delays will also continue to be broadcast on local television and radio stations. Please contact us to add/update your email address. This will assure you receive emergency information.

Volunteers

We utilize college students, parents, grandparents, and others as volunteers to work with individual students and groups of students and to keep our equipment functional. If you are interested in volunteering, please call Michell at extension 4600. Volunteers must be at least 16 years old and able to perform the volunteer task. Volunteers are not to be left alone with students. When you come in to volunteer, please sign in at the front desk. The OAC will follow the restrictions and recommendations of volunteers in the Safe Schools Return to School Roadmap.

Medication Administration

The student's parent/guardian is responsible for completing the Medication Order Form and thus supplying a written request that medication be administered to the student.

- This request must be accompanied by written physician orders which include the name of the student, medication name, dosage, and route of administration, and time the medication is to be administered.
- Parental requests and physician orders shall be renewed on a yearly basis. New orders must be on file in the nurse's office by the first week of school. Orders from previous years will not be honored, and routine medications cannot be administered without current orders.
- No changes to dose of medication or time of administration shall be made without written physician instruction. Nursing staff may administer medication within 30 minutes of prescribed time unless special arrangements are made.
- Any person giving medications will document administration on the Med Log– which contains the student's name, name and dosage of medication, and date and time administered.
- While at school, medications will be administered by a nurse unless other specific arrangements are necessary. When a student leaves the building on a field trip, the following guidelines apply:
 - Medication may be administered by classroom staff in the presence of another adult. Student name, medication name and dosage, and time will be double-checked by both adults and documented on the field trip medication administration sheet.
 - Classroom staff are responsible for signing meds out from the nursing staff and will be required to initial and sign the medication log upon receiving meds.
 - The nursing staff does not accompany classes on all field trips. Emergency seizure medications are not sent out on field trips that nurses are not attending. A field trip Emergency Seizure Medication form was sent home in the information packets of those students who have these orders. Completion of this form gives permission for your child to attend field trips without his/her emergency medication. The form also includes specific orders as to what measures will be taken in the event a seizure should occur. The completed permission form will be good for the entire school year, unless parents notify nursing staff of specific health changes.
- Students may not self-administer medications at OAC. Exceptions need to be discussed with nursing staff.
- Should a medication error occur, the error will immediately be reported to the administration. Written documentation will be completed, and the student's parent/guardian will be notified promptly. The student's physician will also be notified when indicated.
- In order to maximize student instruction time the school nurses will only dispense medications that need to be administered during school daily.

Please help us out by scheduling as many of your student's medications/treatments to be given at home whenever possible.

- In the event a student passes away, the school nurses will properly dispose of any unused medications here at school. (Unless otherwise indicated by the student's physician.)

Storage

- Medications shall be stored in a locked space, in a locked container.
- Medications shall be in a properly labeled container prepared by a pharmacy or physician, and labeled to include student name, medication name, dosage, and frequency.
- All medications sent in from home will be signed in and counted by a member of the nursing staff.
- Certain emergency medications may be kept with the student for emergent use, but they will remain locked and labeled as previously stated. This needs to be discussed with the nursing staff.

Bottle Labeling Request

- **All medication must be sent to school in pharmacy filled containers.** The label shall contain the student's name, name of medication, dosage and time medication is to be given. The label and physician order shall correspond with the exact same information. We **must** have an order from the physician before giving any medication.
- The nursing staff will be sending reminders home in advance of the date we need a refill of medication.
- When you fill a prescription at the pharmacy, please remind the pharmacist that you need a "School Bottle" as well with the proper label on the bottle.
- In the event of physician ordered changes in a student's medication, the school nurse needs to receive such orders directly from the physician by FAX or by written prescription before the new orders can be instituted.

Swimming Pool Guidelines

General Pool Guidelines

- Whenever students are in the pool, a qualified certified lifeguard will be present to supervise. Additional classroom staff must also be present to provide supervision both in the pool and in the locker rooms.
- Every student is expected to shower with soap immediately before swimming. This is a Health Department regulation. It is also important to shower after swimming to rinse off the chlorine.
- No running or diving is allowed in the pool area.
- Only plastic bottles for shampoo, deodorants and hair conditioners will be allowed in the locker rooms.
- When needed, the nurse will observe skin irritations and rashes before showering to determine if a student should go into the pool.

Pool Closing Protocol

Every time that student has a bowel movement accident in the pool, it must be closed down with no swimming for other classes for the remainder of the day. Our pool closing contingency plan will be followed. In order to keep the pool, open as much as possible, if a student has a bowel movement in the pool, he/she must stay out of the pool for the next two (2) consecutive swimming times. This is in no way viewed as any type of discipline for the student, rather a way to keep the pool open as much as possible for all students. If this is a recurring situation, a staffing should be held to come up with a plan to help remedy the situation. This will be done in conjunction with administration, classroom teacher, school nurses, and pool staff.

SECTION VI: DISCIPLINE AND CODE OF CONDUCT

Restorative Practices

Restorative Practices are practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. The school will consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, harassment, and cyberbullying - before imposing discipline under this policy.

A school board or its designee shall consider using restorative practices as an alternative or in addition to suspension or expulsion under this act. If a school board or its designee suspends or expels a pupil under this act, the school board or its designee shall consider using restorative practices in addition to suspension or expulsion. If a school board or its designee decides not to suspend or expel a pupil for a disciplinary issue, the school board or its designee shall consider using restorative practices to address the disciplinary issue.

Restorative practices may include victim-offender conferences that are initiated by the victim; that are approved by the victim's parent or legal guardian or, if the victim is at least age 15, by the victim; that are attended voluntarily by the victim, a victim advocate, the offender, members or the school community, and supporters of the victim and the offender; and that provide an opportunity for 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. The attendees, known as a restorative practices team, may require the pupil to do 1 or more of the following: apologize; participate in community service, restoration, or counseling; or pay restitution. The selected consequences shall be incorporated into an agreement that sets time limits for completion of the consequences and is signed by all participants. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

Before suspending or expelling a pupil, the board of a school district or intermediate school district or board of directors of a public-school academy, or a superintendent, school principal, or other designee, shall consider each of the following factors:

- The pupil's age.

- The pupil's disciplinary history.
- Whether the pupil is a student with a disability.
- The seriousness of the violation or behavior committed by the pupil.
- Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
- Whether restorative practices will be used to address the violation or behavior committed by the pupil.
- Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

This practice does not apply to a student who is in possession of a firearm in the building. However, this practice does apply to the possession of a dangerous weapon such as a dagger, dirk, stiletto, and knife with a blade over 3 inches.

Positive Behavior Supports/Positive Behavior Support Plans

Positive Behavior Supports teaches a student alternative strategy for addressing the cause (or function) of their behavior (anger, expressing their feelings, coping with difficult situations/changes, and helping meet their needs using less disruptive and more socially appropriate strategies). For safety purposes, a Positive Behavioral Support Plan may also include an emergency intervention plan (which may include the use of emergency seclusion or emergency restraint in accordance with State Board Policy/Guidelines). Data collection and frequent review of this data is an expectation of all educational staff so that skills, techniques, and strategies used to address behavior can be bridged across a student's entire day maximizing learning opportunities and providing a consistent adult response regardless of the setting.

Discipline Generally

The district may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The district will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The district will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices. If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The district reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The district will cooperate with those agencies in their investigations as permitted by law.

The district's rules and policies apply to any student who is on school property or school-affiliated transportation, who attends school or at any school-sponsored

activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct, and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct, and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student

committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of the administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion.

Nothing in the following table limits the district's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the district's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation.

Prohibited Conduct	Potential Consequence(s)
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion

	<ul style="list-style-type: none"> • Police Referral
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

SECTION VI: RESOURCES FOR PARENTS

The Know Book

The Know Book is one tool for connection and collaboration that our partners can use to best serve our community.

[The Know Book](#)

School Supports Coordinator

This year we added a School Supports Coordinator to our staff. The coordinator partners with schools, the community, and families to remove barriers to academic achievement for all students. The coordinator participates in many different ways around the school, but the primary job is to make sure students and families have what they need to be successful. One way this has been accomplished is by connecting families, students, and the school to resources in the community. Michelle Brothers is our School Supports Coordinator and can be reached at at mbrother@oaisd.org or 616-738-8960 ext. 4640

[OAC Parent & Guardian Resources 2023-2024](#)

OAC CONTACT LIST 2023/2024

ADMINISTRATION	OFFICE STAFF	SPEECH THERAPY
<p>JoAnne Thorsen-Director jthorsen@oaisd.org ext.4605</p> <p>Julia Plaggemeyer-Assistant Director jplaggem@oasid.org ext.4606</p> <p>Chelsea Dykstra-Assistant Director chdykstra@oaisd.org ext.4607</p>	<p>Michell Jaarsma mjaarsm@oaisd.org ext.4608</p> <p>Brenda Seymour bseymour@oasid.org ext. 4602</p> <p>Amanda Meengs ameengs@oaisd.org ext.4600</p>	<p>Megan Hojnacki mhojnack@oaisd.org ext. 4773</p> <p>Brenna Jannette bjannette@oaisd.org ext. 4774</p> <p>Nicole Schanski nschansk@oaisd.org ext. 4625</p>

SUPPORT STAFF	NURSING	ADAPTIVE P.E./POOL
<p>Bethany VandenBrand - Curriculum Consultant bvandenb@oaisd.org ext. 4616</p> <p>Erica Vogt - Behavior Consultant evogt@oaisd.org ext. 4777</p> <p>Michelle Brothers - School Supports Coordinator mbrother@oaisd.org ext. 4640</p> <p>Jillian Dossett - Social Worker jdossett@oaisd.org ext</p> <p>Rhonda Metcalf Psychologist/ Student Support Coordinator rmetcalf@oaisd.org ext. 464</p>	<p>Nancy Boersen nboersen@oaisd.org ext. 4792</p> <p>Lyndsey DeWys ldewys@oaisd.org ext. 4791</p> <p>Kate Hewitt khewitt@oaisd.org ext. 4790</p> <p>Madeline Spilman mspilman@oaisd.org ext. 4791</p> <p>Angelique Walter awalter@oaisd.org ext. 4792</p>	<p>Tom Dryer tdryer@oaisd.org ext. 4671</p> <p>Tom Grant tgrant@oaisd.org ext. 4752</p>

OCCUPATIONAL THERAPY	PHYSICAL THERAPY	CUSTODIAL
<p>Darcy Alexander - COTA dalexand@oaisd.org ext. 4773</p> <p>Sarah Grossenbocker - OT sgrossen@oaisd.org ext. 4763</p> <p>Shari Luttikhuizen - COTA sluttikh@oaisd.org ext. 4764</p> <p>Danielle Totten - OT dtotten@oaisd.org ext. 4762</p>	<p>Sarah Hunt shunt@oaisd.org ext. 4757</p> <p>Matt Lefevre mlefevre@oaisd.org ext. 4756</p> <p>Erica Oldewurtel eoldewur@oaisd.org ext. 4734</p>	<p>Brad Westhouse bwesthou@oaisd.org ext. 4793</p> <p>Scott Hale shale@oaisd.org ext. 4795</p> <p>DEAN TRANSPORTATION 616-738-4300</p> <p>WEST OTTAWA FOOD SERVICE 616-786-2101</p>

Appendix A: Title IX Sexual Harassment

[OAISD Board Policy 4110 Sexual Harassment](#)

Appendix B: Anti-Bullying

[OAISD Board Policy #5404 Bullying](#)

Appendix C: Protection of Pupil Rights

[Pupil Rights Notice](#)

Appendix D: Acceptable Use Agreement

[Acceptable Use Agreement](#)

Attachments

[OAC 2023-2024 Calendar](#)

[FERPA – Family Educational Rights and Privacy Act](#)

[Visits/Observation Policy #5105](#)

[Bullying Policy # 5405](#)

[Communicable Disease Policy #4330](#)

[Asbestos Management Plan](#)

[Pesticide Plan](#)

[Video Surveillance Plan](#)

[Drug Free Schools/Substance Abuse Policy # 4320](#)

[Procedural Safeguards](#)

[HIPAA Privacy Notice](#)

[Ottawa Area ISD Board Policies](#)