

**THE OKEMOS HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK**

**2023-2024**

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# **OKEMOS PUBLIC SCHOOLS MISSION STATEMENT**

Together...Educating with Excellence, Inspiring  
Each Learner for Life.

## **OKEMOS HIGH SCHOOL MISSION STATEMENT**

The mission of Okemos High School is to educate all students in a supportive, challenging, and structured environment to become life-long learners whose performance is a credit to themselves and a benefit to society.

The information in this handbook is intended to serve as a guideline for students and parents/guardians and should not be considered all-inclusive.

## INTRODUCTION

This handbook is intended to provide guidance and general information to students and parents/guardians. It is not intended to be all inclusive and is subject to interpretation by the administration and the Board of Education. The handbook may be amended at the sole discretion of the administration and the Board of Education.

More detailed Board of Education policies are available online or at the Superintendent's office.

### Citizenship

During the 2003 school year, the Okemos High School students collaborated to develop the following statement:

We, the citizens of OHS, behave honorably. We respect all people, facilities and rules. We strive to be responsible, honest and positive. We have school pride and willingly participate in our school and community.

One of the major purposes of an attendance policy and a student code of conduct is to assist the student in the development of the qualities of responsibility and respect for the rights of others. It is hoped that students will view the regulations as a necessary and desirable means by which the school provides each student with the most favorable atmosphere for learning. Reasonable expectations of student behavior in school complement those of the home and society.

### Non-Discrimination

It is the policy of the Okemos Public Schools not to discriminate on the basis of sex, religion, national origin, disability or race in its educational programs, activities or employment policies as required by Title IX and Title IV of the 1972 Education Amendments. Inquiries regarding compliance with Title IX and Title IV may be directed to:

Mr. Mario Martinez  
Director of Human Resources  
4406 N. Okemos Road  
Okemos, Michigan 48864  
(Telephone: 706-5010)

or

Director of the Office for Civil Rights  
Department of Education  
Washington, D.C.

## GENERAL INFORMATION

### SCHOOL HOURS & SCHEDULE

The safety of our students is of vital importance to the Okemos High School faculty and staff. Supervision is a key component of ensuring safety of all students.

#### Arrival and Departure from School:

Students who remain on school grounds after regular school hours (7:15am – 3:00 pm) must be in areas supervised by school personnel. Areas where supervision may take place include, but are not limited to: participation in athletics, conferencing with a teacher in the teacher's room, or being pre-registered to participate in an adult supervised after-school program. **Students, if you are not with a coach, advisor, or other adult after school, you must exit the building by 3pm. It is your family's responsibility to coordinate timely transportation. Safety is paramount, and we cannot allow students to be unsupervised after 3pm.**

Additionally, students are expected to leave school premises after any school-sponsored event (athletic events, dances,

etc) in a timely manner.

Arrival after 8:00 a.m.:

Exterior doors (including the gym lobby and doors next to the band room) will be locked at 8:00 a.m. with the exception of the main entrance doors. Students who arrive at school grounds after 8:00 a.m. should park in the student lot and walk to the main entrance doors located off the visitor lot.

Early Release Days:

Students must exit and be off of school grounds by 1:00 p.m. There will be no supervision due to staff participation in professional development activities. Students may only be in the building if accompanied by a coach or parent/guardian.

Building Hours:

The school office is open from 7:30 a.m. until 3:30 p.m. The school building opens at 7:15 a.m. All silo doors and west side entrances are locked at 7:45 a.m. on school days. The counseling office is open from 7:00 a.m. until 3:30 p.m.

Daily Schedule

PERIOD	START	END
1	7:45	8:43
2	8:50	9:48
3	9:55	10:53
A LUNCH	10:53	11:28
4	11:28	12:26
4 ALL IN CLASS	11:28	11:58
4	11:00	11:58
B LUNCH	11:58	12:26
5	12:33	1:30
6	1:37	2:35

FLEX

FLEX is an academic enhancement period of 50 minutes between second and third hours on Thursdays of most school weeks. FLEX provides students with additional access to their teachers for extra assistance, to make up missed work/tests, pursue quiet study, or sign up for special focus rooms (e.g. writing lab, computer lab, music practice). Students are required to attend and be academically engaged in FLEX.

FLEX Schedule

PERIOD	START	END
1	7:45	8:32
2	8:39	9:26
FLEX	9:33	10:31
3	10:38	11:25
A LUNCH	11:25	11:50
4	11:57	12:45
4 ALL IN CLASS	11:57	12:20

4	11:32	12:20
B LUNCH	12:20	12:45
5	12:52	1:40
6	1:47	2:35

### Early Release Schedule

The required professional development time for our teachers has been restructured into two-hour blocks. This restructuring of time allows our teachers to meet in “professional learning communities” (PLC) to focus on improving teaching quality contributing to student learning. For safety and supervision reasons, students must not be in the building before or after these hours unless accompanied by a coach or parent/ guardian.

PERIOD	START	END
1	7:45	8:22
2	8:29	9:06
3	9:13	9:50
4	9:57	10:34
A Lunch	10:34	11:04
5	11:11	11:51
5	10:41	11:21
B Lunch	11:21	11:51
6	11:58	12:35

Please access the district website for an updated list of Early Release dates for the 2022-2023 school year.

### Unexpected School Closing or Dismissal

Severe inclement weather can cause an unexpected closing or dismissal of school. In such cases, parents/guardians will be informed by an Alert Now phone call and an announcement on local radio and television stations, including the Okemos Schools Channel and the Okemos Public School’s website, ([www.okemosk12.net](http://www.okemosk12.net)). Severe inclement weather, causing school to be dismissed or canceled, will automatically cancel all scheduled school activities, including athletic practice, games, special events, club meetings, dances, etc. If a snow day occurs on the day when a final exam is scheduled, the exam will be held on the next school day. All other final exams will follow in their scheduled order.

### **COMMUNICATIONS**

#### Student Education Records

##### Notice of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians, students over eighteen years of age (“eligible students”), and parents/guardians of dependent students certain rights with respect to education records.

Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student’s education records

maintained by the district within forty-five days of the district's receipt of a written request for access. A parent or eligible student should submit to the school principal a written request that clearly identifies the record(s) the student wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student's records may be inspected. A parent requesting copies of his or her student's records shall be required to reimburse the school district for the costs incurred in granting the request. Reimbursement shall be limited to actual mailing costs, cost of copying at 25 cents per page, and the cost of labor. In calculating the cost of labor incurred in duplication and mailing, the school district will not charge more than the hourly wage of the lowest paid school district employee capable of retrieving the information. A requestor will not be charged when the cost is less than \$20.

2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal. This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise of the student's right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's tasks. A school official has a legitimate educational interest if the student needs to review an education record to fulfill professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

4. Right to Complain: A parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

### Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as “directory” information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

Directory information includes: student’s name, parent or guardian, address, telephone number, date of birth, class designation, dates of attendance, extra-curricular activities, achievement awards or honors, weight and height of members of athletic teams, photographs, videos or recordings of performances or events and school or school district previously attended. Public performances and sporting events may be televised on the district’s cable channel and cannot be altered to prevent display of a student’s identity.

Unless a parent or eligible student advises the district in writing within fourteen days of receipt of this notice that they do not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to:

Dr. Daniel Kemsley, Principal  
Okemos High School  
2800 Jolly Road  
Okemos, Michigan 48864

### Military Recruiting Representatives

High school students and their parents/guardians may prevent disclosure of a student’s name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to:

Dr. Daniel Kemsley, Principal  
Okemos High School  
2800 Jolly Road  
Okemos, Michigan 48864

### Telephones

Public telephones are located in the main office. These phones are to be used for after school activities or for important personal calls during the school day. School office phones are to be used for school business only.

### Identification

Students and all other persons, on request, must identify themselves to school authorities in the school building, on school grounds, or at school-sponsored events.

### **LOCKERS**

Lockers are issued through the attendance office. Questions or problems relating to lockers should be directed to the main office staff. The school is not responsible for any items stored in a locker. If a student's locker or lock is damaged and the student is found culpable, the student will be charged. Lockers are held jointly by the school and the student. The school reserves the right to inspect a locker anytime and locker privileges can be revoked for abuse of the locker.

### **TRANSPORTATION**

### Bus Policy

Students are expected to conduct themselves in a responsible manner and are subject to the Code of Conduct while getting on, off, at the bus stop, and riding the bus.

Bus drivers handle routine discipline problems. If there is continual misconduct by a student after the driver has attempted to resolve the problem, the driver will complete a Bus Misconduct Notice. Copies will be forwarded to the parents/guardians, the administration, the student and the transportation office. The parent(s) will sign and return the notice to the bus driver the next day.

If the problem continues, the driver will again fill out a Bus Misconduct Notice and contact with the building administrator. The administrator shall meet with the parents/guardians and the student and take appropriate action which may include a warning, a conference with the parent(s) and/or the bus driver, and/or removal from the bus for a period of time.

In cases of a severe act of misconduct, a student may be suspended from the bus. The building administrator will be notified and a conference scheduled with the administrator, driver, a parent and student as soon as possible.

Appropriate discipline shall be instituted including after school detention or suspension from school. Students may also be subject to school discipline, including suspensions and expulsions.

Students are encouraged to walk down the side of the street or on the sidewalks to and from the bus stop.

### Student Vehicles

All student vehicles must be registered at the high school main office. Registration will include name, address, phone number, make and year of car, and license plate number. Other pertinent information may be requested at the time of registration.

A parking sticker will be issued for each vehicle and the sticker must be displayed in the rear window on the driver's side. There is no fee to attain a parking pass.

ALL VEHICLES MUST BEAR A PARKING STICKER BY THE END OF THE SEVENTH FULL SCHOOL DAY AFTER THE SCHOOL YEAR BEGINS.

### Bicycles

All bikes are to be parked and locked in the bike racks during the school day. No bikes are to be parked inside the school buildings under any circumstances.

## **MISCELLANEOUS**

### Fire Drills, Disaster (Tornado) Drills, Lockdown Drills

Fire, disaster, and lockdown drills instruction will be specific to each area in the building. Teachers and administration will review with students the evacuation routes, shelter areas, and lockdown procedures for specific classrooms at the beginning of the year.

### AED Locations

Our building has four AEDs, two located at the intersections of the academic wings, one in the attendance office, and one in the training room.

### Medication

An authorization for administration of medication may be obtained and must be returned to the attendance office

where it is necessary for prescription and non-prescription medication to be administered during school hours. All needles used for injections must be deposited in the red sharps container, located in the attendance office.

The medication is kept in the clinic and is administered to students by the attendance secretaries. The following are requirements for the school to administer medications to students:

1. All first-time doses must be given by parents/guardians.
2. Administration of over the counter medications (OTC) require a doctor's signature on the non-prescription medication form.
3. Changes in administration from the original prescription will require a new label received from a pharmacy. Staff cannot accept verbal orders from parents/guardians that request changes to the original prescription.
4. The school will not stock OTC medications including antiseptic sprays, or any topical medications.
5. All students that self-carry or have EPI-Pens in the office must have a medical action plan on file with parents and physician's signature. Therefore, students will need to schedule an appointment with their physician before school begins.
6. When new medications are received in the office they should be counted with parents. Controlled medications must be counted with parents and both parties should sign the appropriate form to confirm the count.

#### SELF-POSSESSED/SELF-ADMINISTERED MEDICATION

Definitions: Medication refers to both prescription and non-prescription medication and includes those taken by mouth, by inhaler, injected (EPI-PEN), eye or nose drops, or applied to the skin.

Self-possession means that under the direction of the student's physician, the student may carry medication on the student's person to allow for immediate and self-determined administration.

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

1. The student's parent/guardian must provide the school with written permission and request that the school allow the student to self-possess and self-administer medication. See appendix.

The parent or guardian request/permission and physician's instruction must be renewed annually, or more often if necessary.

2. Written instructions, including the physician/provider instruction that the student may self-possess and/or self-administer medication, must be provided to the school and must include the name of the student, name of the medication, dosage, time to be administered, method of administration, and duration of administration. See appendix.
3. All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
4. The building administrator may discontinue the student self-administration privilege upon advance notification to parent/guardian. If a student is under an Individual Education Program (IEP) or Section 504 Plan, the action

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

5. If a student is found distributing medication to other students, the student may be subject to disciplinary penalties.

#### Accidents – (Students)

If a student is injured in a classroom, the supervising teacher must immediately notify the attendance office and seek assistance. A student injured during the school day must be brought to the attendance office, if it is practical to do so. In all cases, the attendance office must be notified immediately and emergency help/paramedics may be sought if necessary and parents/guardians notified.

#### Lost and Found

Lost and found articles are kept in the main office on the first floor. All found articles, including books, should be turned in to the main office at once.

#### Work Permits

Students work permits are available in the main office. Before the permit is issued, an "Offer of Employment" signed by an employer must be presented to the main office. Students must present proof of age before obtaining their permit.

#### Cafeteria and Food

The cafeteria is open during student assigned lunch periods. Lunch must be eaten in the cafeteria or in the designated areas on the school grounds. The library is not available to students during their lunch hour unless an academic reason exists.

There should be no eating or drinking from pop bottles, cans and coffee mugs in the halls or classrooms at any time. Water in clear plastic bottles is permissible. Food refuse must be disposed of in the nearest receptacle.

Students are responsible for cleaning up papers, bags, trays and leftovers and depositing them in the waste containers provided in the cafeteria after finishing lunch.

#### Library Media Center

Library Rules and Policies:

- Behavior in the Library
  - Everyone is expected to be courteous and to respect their fellow students, the school staff, the library facility, its furnishings and the library materials.
  - Ask for a library hall pass to use the restroom or water fountain.
  - No food, candy or drink
- Circulation
  - Books are checked out for two weeks and may be renewed. There are no overdue fines. We ask that books are returned in a timely manner, so that others might read them.
  - Damaged or lost items must be paid for.
  - If a book or any other library item is not available because it's already checked-out, see the library staff. The item can be placed on reserve. When the item becomes available, it'll be held for you and you'll be notified.
- Print responsibly! Know the number of pages you are printing before printing. Report printing problems immediately.

#### CLASSES

## Scheduling

The school year consists of two semesters. Each semester is divided into two terms (marking periods). Course registration takes place in the early spring for the following year.

One-half credit is earned by the satisfactory completion of a semester's work in a course which meets daily for one period. The Okemos High School Guide to Curriculum lists all course descriptions and are available to students prior to registration.

## Drop/Add Policy

### **DROPS AND ADDS IN THE SUMMER**

Students may drop and add classes for both semesters according to the summer drop and add procedure, which is outlined in a letter sent home to students and parents/guardians in early June and posted on the OHS website (Back to School folder). Drops and adds will be considered according to the following guidelines:

1. Physical inability to take a class due to accident or illness is reasonable cause for a schedule change.
2. Special education caseload students may change their schedules in consultation with their counselors and resource teachers.
3. Any student whose schedule reflects an obvious error may change the schedule.
4. A change in a student's academic standing as a result of classes taken over the summer may cause a schedule change. A lack of a prerequisite for a course may cause a schedule change, as well.
5. Some drops and adds may be considered to accommodate other requests to alter schedules. However, the ability to honor such requests will be limited, based on an effort to balance classes and balance teachers' overall assigned student loads to create an optimal learning environment.
6. The disparity in class size between the same course offered the same hour at the high school cannot exceed four (4) students.

NOTE: In attempting to change a student's schedule, in response to a student request, a disparity that exceeds four (4) students between two sections of the same course in another class hour cannot be created.

### **DROPS AND ADDS AFTER THE SCHOOL YEAR HAS BEGUN**

No classes will be added to a student's schedule for either semester once the school year has begun, except:

1. For credit to be earned in co-op, work experience, Links, or Independent Study, or for students seeking a Reduced Schedule when this is done within the first twenty (20) days of either semester.
2. Requests for schedule changes in cases involving inappropriate placement of a student in an academic area may occur in the first two weeks of school. Any academic level changes after the first two weeks will be effective at the beginning of the second quarter. Emergency situations, and exceptional cases, will be considered by administration on an individual basis throughout the semester.

**NOTE:** In order to maintain continuous athletic eligibility, a student is required to be enrolled in, and successfully complete four credit-bearing courses each semester.

## Advanced Placement Policy

All application forms for admission to an AP course shall bear the following statement to be signed by both the student and the parent/guardian. No student shall be considered an applicant for an AP course until this statement has been signed and submitted to the AP teacher.

Okemos High School offers the Advanced Placement Program of studies for talented students who are capable of doing college level work. There is an application/ selection process for admission to each Advanced Placement course. Students who take Advanced Placement courses are required to take the Advanced Placement Examination in that area which is given annually in May. The Advanced Placement exam is an integral part of the Advanced Placement course, and the content of the exam shapes the framework of the course. Students taking Advanced Placement courses are making a commitment to excellence, and the Advanced Placement Examination provides both a unity of purpose and the measure of integrity of the course experience. Fairness to all (the others in the class, the teacher, and the colleges seeing AP on a transcript) decrees that all students complete the requirements of the Advanced Placement course by taking the Advanced Placement Examination.

There is an Advanced Placement Examination fee that the student must pay. However, there is a fee reduction provision for any student who may have difficulty paying it. If a student has difficulty paying the fee, the AP Coordinator should be contacted and arrangements to discuss fee reduction will be made.

On occasion, OHS will administer AP exams to students who do not attend Okemos Public Schools, with the advice and consent of the AP coordinator.

OHS will administer AP exams to the following:

- A. An OHS student who is enrolled in one or more AP courses offered at OHS:
  - 1) The student must have applied by the early February deadline and must have been selected for enrollment for the following school year.
  - 2) The AP course and any related fees must have been paid in full by the stated deadline.
  - 3) The student must be committed to taking the AP exam(s) in May.
- B. An OHS student who is NOT enrolled in one or more AP courses offered at OHS but who desires to take AP exam(s) given in May for one of these AP(s):
  - 1) The student must register for the AP exam(s) before the tests are ordered (typically in October) that he/she wishes to take an AP exam for an AP course currently offered at OHS but in which the student is not enrolled.
  - 2) The student who anticipates taking an AP exam is responsible for his/her own preparation materials independent of Okemos High School.
  - 3) In the case(s) of preparation through an online program and/or colleges, support will not include teacher oversight.
  - 4) The student must pay to the OHS AP coordinator, the AP test and any related fee(s) before the tests are ordered (typically in late October).
  - 5) The student must be committed to taking the AP exam(s) in May or pay penalties charged by ETS (Educational Testing Service) for failure to take the exam.
- C. An OHS student who desires to take the AP exam(s) in AP courses not currently offered in the curriculum at OHS:
  - The student must register for the exam during AP exam registration in the fall.
  - The student who anticipates taking an AP exam is responsible for his/her own preparation materials independent of Okemos High School.
  - In the case(s) of preparation through an online program and/or colleges, support will not include teacher oversight.
  - The student must pay to the OHS AP coordinator, the AP test and any related fee(s) by the posted deadline (typically early November).

- The student must be committed to taking the AP exam(s) in May or will pay penalties charged by ETS (Educational Testing Service) for failure to take an exam.

### Reduced Schedule

Reduced Schedule is the provision of the school program that permits students to either begin their school day later than first period or terminate their school day before the end of sixth period.

Although Michigan law requires students to attend 1,098 hours of instruction in the school year (hours could be changed by the State of Michigan after publication of this handbook), students in good credit standing may request a reduced schedule and waive the State of Michigan requirement based on their ability to provide evidence that their educational needs are best served by a reduced schedule. Permission of parents/guardians and the school administration is required for a reduced schedule.

Once students have been approved for a full or reduced schedule, they must remain on that schedule for the balance of the semester.

A student may not leave campus during the school day and return for classes. Therefore, a student on a reduced schedule must have classes scheduled consecutively in the school day and may only have a reduced hour during 1st or 6th period.

### GRADUATION

1. In most cases, students should stay in school the full four years and take enrichment courses to fill out their programs. If the student and parents/guardians have a strong desire for graduation in less than four years, then the student, parents/guardians and counselor must confer on the matter. Early Graduation Intent Forms are available in the Counselor's Office.
2. A student who needs only one-half credit or more needed for graduation, will be expected to take a full load while in attendance. This "full load" will consist of a minimum of six classes or five class hours and an approved reduced schedule.
3. Participation in commencement shall be optional if the student has met all graduation requirements.
4. Students with an IEP who have met all of the graduation requirements but have not met their post-secondary transition goals may participate in the commencement exercises. However, the student will not be issued a diploma or be coded as a graduate until the post-secondary transition goals have been met.
5. Students who are on the Certificate of Completion track may participate in the commencement exercises on time while enrolled at Okemos High School. Participation will be made at the discretion of the student's IEP team and in collaboration with the student's parents/guardians.

### Certificate of Completion

The board may issue an alternative certificate known as "certificate of completion" for students who do not meet all of the requirements of the Michigan Merit Curriculum for a high school diploma. A certificate of completion, however, has no legal standing as a substitute for a diploma. Application for a certificate of completion may be made by the student and/or by the student's parents or guardians as outlined in board policy 6156.2 as well as the Okemos High School *Student-Parent Handbook*.

Note: Students who are on the Certificate of Completion track may participate in the commencement exercises one time while enrolled at Okemos High School. Participation will be made at the discretion of the student's IEP team and in collaboration with the student's parents/guardians.

### **Graduation Requirements**

Beginning with the graduating class of 2019, each student is required to be enrolled in a full-time schedule until the student reaches a minimum of twenty-two (22) credits to graduate from Okemos High School, of which 18 credits (subject to modification in some areas as provided by statute) will be comprised of:

1. Four (4) credits in English, which must include Literature and Composition 9 as well as Literature and Composition 10, or their approved alternative.
2. Four (4) credits in mathematics, which must include: Algebra I, Geometry, Algebra II, and math in the senior year.
3. Three (3) credits in science, which must include: Physical Science and Biology, along with an additional science credit.
4. Three (3) credits in social studies, which must include: One (1) credit in U. S. History to include Geography, one (1) credit in World History to include Geography, one-half credit (.5) of American Government, and one-half (.5) credit of Economics.
5. One-half (.5) credit in Skills for Health and Life. No personal curriculum modifications.
6. One-half (.5) credit in Foundations of Physical Education.
7. Two (2) credits in World Language: may substitute 1 credit for state-approved CTE program or VPAA credit.
8. One (1) elective credit, (listed in alphabetical order): Career and Technology Education (Business and Computer Education, Career Center, Life Management Education, Technology Education) or Fine Arts (Art, Drama, Music).

To achieve the on-line requirement in the Michigan Merit Curriculum, students will be involved in structured learning activities that utilize technology with intranet/intranet-based tools and resources as the delivery method for instruction, research, assessment and communication. These activities may include one or more of the following: WebQuests, blogs, wikis, podcasts, videocasts, online research, online field trips, online simulations, educational gaming, electronic portfolios, test preparation and career planning tools.

### **Personal Curriculum Option**

Okemos High School students and parents/legal guardians have the right to request a Personal Curriculum (PC) which modifies certain requirements of the Michigan Merit Curriculum as permitted by state law [and as outlined in board policy 6156.1 as well as the Okemos High School Guide to Curriculum for Students and Parents and the Okemos High School *Student-Parent Handbook*.] All requests will be reviewed for eligibility before any modification is executed.

### **Personal Curriculum Modification Procedure**

Under certain circumstances, such as where a student anticipates great difficulty meeting the Michigan Merit Curriculum's Algebra II requirement, a student seeks to increase the rigor of the Michigan Merit Curriculum in a specific

subject area, or a student with an active Individualized Educational Plan (IEP) who needs to modify credit requirements based on a documented disability, a Personal Curriculum may be pursued.

To initiate a Personal Curriculum:

1. The student must have a complete Educational Development Plan that reflects the need to modify the curriculum.
2. The Personal Curriculum must be requested by a parent, legal guardian, or emancipated student, by the student with the permission of the parent or legal guardian, or by a teacher.
3. The requested modification must be an allowable Personal Curriculum Modification as determined by the Michigan Department of Education.
4. A Personal Curriculum Development team will review the request. This meeting must include but is not limited to the student, the parent/guardian, and the counselor. Students with an active IEP should also include the school psychologist when appropriate.\*
5. If agreed upon, a completed Personal Curriculum request will be forwarded to the superintendent or designee for signature and approval.

\*Note: A Personal Curriculum Development team must be separate from the IEP team.

Once a Personal Curriculum has been approved by the superintendent or designee, the parent is responsible to monitor the student's progress toward completion of the Personal Curriculum on a quarterly basis.

For the most current information regarding the Michigan Merit Curriculum and the Personal Curriculum Modifications, please visit [www.michigan.gov/mde](http://www.michigan.gov/mde).

## **COURSES**

### **Guided Independent Study**

1. Guided Independent Study is a program reserved for students doing advanced work in a subject in which they have a firm foundation. Freshmen are not eligible for Guided Independent Study.
2. Guided Independent Study for either semester should be initiated during the registration period.
3. In addition to completion of the application, the student must obtain a Guided Independent Study Program Outline for the course. Goals and projects shall be stated and agreed upon between student and independent study teacher. The Program Outline should be completed during the registration.
4. Both the application and the program outline will be discussed with the student's counselor during registration.
5. Final approval for Guided Independent Study rests with the principal or a designee.
6. Permission will be granted for Guided Independent Study after registration only by approval of the principal. Guided Independent Study will not be offered as a substitute for scheduled courses being offered except where scheduling conflicts arise.
7. All Guided Independent Study course work must be completed daily in a teacher's classroom during a specific class hour, and the course must appear on the student's schedule for credit/letter grade in that specific class.

8. The student is responsible for reporting to the Guided Independent Study teacher daily so that attendance is accurately recorded.
9. No more than one course in Guided Independent Study may be taken per semester.

### Wilson Talent Center

The Wilson Talent Center and its off-site programs are extensions of the Okemos High School program. Only Junior and Senior students from Okemos High School can obtain specialized occupational learning experiences in 12 different career clusters. Selected Okemos High School extra-curricular and social activities will still be available to students. Students will graduate and receive a regular diploma from Okemos High School, however, they will also receive a certificate of program completion from the Wilson Talent Center. Programs range from a 1 to 2 year commitment. There are several opportunities to earn college credit within each program.

Offerings through the Wilson Talent Center will permit students to:

- Achieve an employable skill to prepare for the world of work immediately upon graduation from Okemos High School
- Get a head start on a pre-professional career goal with work experience before graduation from high school.
- Prepare for a more interesting, higher paying, part-time job to offset the cost of a college education.
- Prepare learners for the workplace of the future and the pursuit of lifelong learning opportunities.
- Give students advanced college placement and, in some programs, give college credit that is transferable to several different universities.

The Wilson Talent Center is located five miles south of OHS in Mason, MI. Students can earn 3.5 credits per academic year by attending classes at the Wilson Talent Center. Classes at the Wilson Talent Center are offered in two time-block periods: The AM Session begins at 8:00 a.m. and concludes at 10:40 a.m.; the PM Session begins at 11:35 p.m. and concludes at 2:15 p.m. Bussing is provided to and from the Wilson Talent Center for both sessions. Students who attend the Cosmetology program will need to provide their own transportation (which includes Saturday morning sessions and extended daily hours to meet certification requirements). There is the potential for a student to attend a full day schedule at the Wilson Talent Center, and this is determined on a case by case basis. A student must have met all graduation requirements prior to attending a full year at Wilson Talent Center, or they must be fulfilling the necessary credits within the classroom (they cannot be taken through the Wilson Talent Center Edgenuity program).

In order to enroll in a program at the Wilson Talent Center, interested students in their 10th or 11th grade years will attend a mandatory presentation (typically held in late October), and must complete a mandatory program visit (a few dates typically in late November or early December). Applications are due by the end of January, and program acceptance letters are sent out in March. If a student misses the initial enrollment window, there is an open-enrollment time period, typically in April, where interested students can visit any program that still has openings. Upon completion of an open-enrollment visit, a student would then be eligible to apply to that program.

During any given school year, there may be significant differences between WTC, Okemos and Eaton calendars. Generally, the Okemos Public Schools calendar is adhered to except in the following instances:

- a. Grade marking cut-off dates may necessitate the student receiving a grade of “Incomplete” until grades are

issued from the alternate site.

- b. If the alternate site begins earlier in the school year or extends later, the student may be required to attend classes even though Okemos may not be officially in session.
- c. Whenever Okemos is not in session but the alternate site is holding class, the student is encouraged to attend class, and in some instances may be required to attend class.

## **TESTING OUT POLICY**

Consistent with the Michigan School Code, Okemos High School provides the opportunity for eligible students grades 7-12 to “test out” of any high school course. Students may request to “test out” rather than enroll in a course by receiving a qualifying score on one or more assessments selected by the district that measure the student’s understanding of the subject area content expectations or guidelines specified in the Michigan Merit Curriculum as permitted by state law [and as outlined in board policy 6160 as well as the Okemos High School Student-Parent Handbook].

Testing out is also an option for students who have failed a course at OHS. If a student wishes to test out of the course the student has failed, rather than repeat the course, the student must contact the school no later than a week after receiving the end-of-year report card.

In order to earn credit by testing out, students will need to exhibit mastery of the subject matter of the course by attaining a grade of not less than C+ (based on the OHS grading scale as cited in the Okemos High School Student-Parent Handbook) in a final examination-like test or final activity(ies) for the course. Other activities required for a course and by which the student may be asked to demonstrate mastery in the course for the purposes of testing out include but are not limited to portfolios, performances, papers, projects, or presentations. Testing out exams to determine mastery will be organized as follows:

1. A year-long course will employ a single test-out period of up to three hours, and a one semester course will employ a single test-out period of up to one and one-half hours.
2. In world language, two test-out periods will be employed: one for oral testing and one for written testing.

Where other activities are required to demonstrate mastery in a course for the purpose of testing out (in place of or in addition to a testing out exam), the student may be required to complete assignments in advance of the testing out period and submit those assignments at that time of the testing out period.

A student successfully testing out of a course will be awarded credit in that class and a “pass” with no letter grade recorded on the transcript and no effect on the grade point average. The Board of Education has determined that successfully testing out of a course will not count toward the twenty-two (22) credits required for graduation from OHS. Students can only attempt to test out of any specific course once. Students may not attempt to test out of a course in which they have previously earned credit.

Students who wish to test out of a world language course must have either completed the previous course in sequence, or complete the test out for the previous course in sequence, prior to attempting the higher course in sequence. Students may attempt to test out of multiple levels of world language courses in the same testing out window.

If a student possesses competency in a world language, which is not offered by the district as a course, the student may receive high school credit in that world language, if the student demonstrates proficiency in the world language by means of a test out experience and/or competency test or other measure. In these cases, the requesting family may be required to assist in the process of identifying a qualified evaluator.

The procedure for testing out shall include:

1. Students must submit requests to test out of courses in order to be included in the test out opportunity. The Testing Out Registration Form must be completed and returned to the student's school counselor by May 1.

All requests to test out of math courses will be reviewed by the OHS Math Department to identify the next course in sequence. If a student requests to test out after May 1 and there is already another student who has requested that same test, the late student is allowed to sign up, but if they are requesting a test that has not already been requested, they cannot.

2. A list of texts along with supplemental resources will be made available mid-June. Students will receive information about the test and information about each course for which they register to test out. The information will include a course description, a course syllabus, and a description of test out requirements.

3. The dates for testing out will be the week following the last week of school.

4. When a student successfully tests out of a course in June, a schedule change for the next school year will, in most cases, be necessary. A student entering 7th or 8th grade who has successfully tested out is not guaranteed enrollment in the next course in sequence at OHS. In cases when an available class is not compatible with their CMS schedule, students may elect to complete the course through 21f.

5. Most often, admission into an advanced placement course in a particular department requires a certain grade (A or B) in all previously completed prerequisite courses. Therefore, students are advised that the achievement of a C+ grade for testing out of a course that is a prerequisite for an advanced placement course might not be adequate for admission to an advanced placement course to be taken later in the student's high school career. These prerequisite courses for advanced placement courses are listed in the advanced placement course descriptions found in the *Okemos High School Guide to Curriculum for Students and Parents*.

It is strongly recommended that a student not attempt to test out of a course that is an immediate prerequisite for an advanced placement course. Knowledge gained in an immediate prerequisite course is essential for success in advanced placement courses.

Exams given during testing out are not a diagnostic tool. Exams are used for placement purposes only. Therefore, exams will not be distributed to students/families for their review nor will school personnel hold separate meetings to discuss exam scores. Students/families will, however, receive the student's exam score and indication of their pass/fail status.

### **Academic Program Options for Advanced High Ability Learners**

At Okemos Public Schools, we recognize and honor the individual learning needs of each and every student. Our full-time Gifted & Talented Coordinator works with educators and families to identify students' needs, and our high-quality educators provide differentiation and acceleration to support the student's learning. All of our program options are listed in building course offerings. An overall summary is provided below:

### **OPS Math Offerings & Sequence**

Okemos High School

- AP Calculus AB
- AP Calculus BC
- AP Statistics

### **OPS Additional Programming Opportunities**

Okemos High School

- AP Computer Science
- AP Computer Science Principles
- AP Art
- AP Biology
- AP Chemistry
- Honors Physics
- AP World History
- AP United States History
- AP United States Government
- AP Psychology
- AP French
- AP German
- AP Spanish

### **Dual Enrollment**

Dual Enrollment allows students to begin taking dual enrollment classes in the 9th grade and continue to take up to ten dual enrollment courses overall in grades 9-12. The Michigan Department of Education (MDE) administers the Dual Enrollment Program.

### **Dual Enrollment Guidelines**

*Board of Education Policy 6160*

Dual Enrollment allows students to begin taking dual enrollment classes in the 9th grade and continue to take up to ten dual enrollment courses overall in grades 9-12. The Michigan Department of Education (MDE) administers the Dual Enrollment Program.

## **State Mandated Dual Enrollment Program**

Effective, April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students who are in the dual enrollment program in paying tuition and fees for courses at Michigan public or private colleges or universities (the dual enrollment program applies only during the academic school year), if all of the following conditions are met:

1. The student has earned a Michigan Merit Examination (MME) endorsement in the content areas in which he/she intends to dually enroll, if such an endorsement is available. The student is eligible to take courses in subjects for which there are no endorsements such as computer science, vocational education, world language courses not offered by the school, and fine arts programs, as permitted by the district.
2. Public Act 594 of 2004, one of the pieces of legislation that created the MME, requires the Michigan Department of Education to set the passing scores on the readiness exams that are used to determine eligibility for dual enrollment. These readiness exams are the MME, the PSAT, and the SAT. The MME legislation indicates that the Superintendent of Public Instruction is to:  
determine qualifying scores for each subject area component of readiness assessment that indicates readiness to enroll in a postsecondary course in that subject under this act.  
For sophomore and junior students who wish to take advantage of dual enrollment, but do not have MME scores (since the MME is not taken until the spring of the junior year), the Office of Educational Assessment and Accountability (OEAA) has established passing scores on two other examinations, the College Board PSAT assessment and SAT. Students seeking dual enrollment in the sophomore year will need a qualifying ACT score, since they will not have had the opportunity to take the PSAT. The PSAT can be used by juniors to qualify for dual enrollment. Once juniors participate in the MME in the spring of their junior year, their MME scores will be used for dual enrollment decisions. Okemos Public Schools will not fund a student's dual enrollment until Okemos High School is in receipt of the qualifying scores.
3. The student is enrolled at Okemos High School in at least one high school class. The student's high school schedule is shortened in proportion to the number of college classes in which the student is dually enrolled.
4. The college course(s) is an academic course not offered at OHS. An exception to this could occur if the Board of Education determines that a scheduling conflict exists which is beyond the student's control.
5. The college course is not a hobby, craft, recreation or physical education course and is not a course in the subject areas of theology, divinity, or religious education.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the student's foundation allowance, adjusted to the proportion of the school year the student attends the post-secondary institution.

If a student meets all of the above conditions, is approved to register at the post-secondary institution, registers for a course and then later decides to drop the course, the student will be responsible for the tuition.

After Okemos Public Schools pays their portion of the dual enrollment fee, be aware that the family's financial obligation

to the post-secondary institution might be considerable. Therefore, parents are advised to consult with the post-secondary institution for the actual cost before making a final decision concerning Dual Enrollment.

### **Dual Enrollment Policies**

For eligibility in the Concurrent Dual Enrollment Program:

1. Applicants must be working toward graduation requirements at Okemos High School.
2. Three – four semester hours of credit at an accredited institution (e.g. LCC, MSU) will equal one (1) semester credit at OHS.
3. Credits earned by correspondence, concurrent dual enrollment, extension or online courses (excluding 21f) will not have a grade designation entered on the transcript nor have an effect on the grade point average. Students may elect to apply external credit (correspondence course, dual enrollment, extension, or summer school) to the OHS transcript as credit only, indicated by a “G” on the transcript and having no impact on the grade point average, or as a letter grade, which will impact the grade point average. Students may wait until the grade has been issued before indicating their decision on the External Credit Form. The institution from where the student took the course will also be noted.

Note: Student eligibility ends when a student has: completed high school; or completed ten college courses; or received DE funds in four past academic years.

### **Dual Enrollment Process**

1. Students and parents should begin by reading MSU and LCC's dual enrollment programs and their course catalogs.
2. Students should then talk to their counselor to ensure they have selected approved college courses. Non-approved classes will not be allowed to be taken as a part of the student's OHS schedule nor will the district pay for any portion of these classes.
3. Students will need to request "dual enrollment" in PowerSchool during spring registration (for either one or both semesters of the following school year) and submit a Request to Dual Enroll form.
4. Students are then required to follow directions outlined on MSU or LCC's websites regarding how to apply to the school and enroll in approved courses.
5. Students are encouraged to choose classes that do not interfere with their OHS classes.
6. Parents/guardians will be responsible for tuition and fee payment to the post-secondary institution, minus the amount the law requires the school district to pay. In the event that a student enrolls in a course taught in a post-secondary institution according to the state mandated dual enrollment program and the student subsequently withdraws from the course, the student and a parent/guardian will be responsible for reimbursing the school district for any payments made by the school district to the postsecondary institution.

### **MSU GATE Programming**

Our close proximity to Michigan State University provides additional opportunities for student learning through the Office of Gifted and Talented Education (GATE). Students can enroll in year-long enrichment programs including Cooperative Highly Accelerated Math Program (CHAMP), Intensive Studies in Humanities, Arts, Language, and Literature (ISHALL), Amo Linguam Latinam (ALL), Michigan's Accelerated NihonGo for Americans (M.A.N.G.A), Accelerated Chinese

Experience (ACE) and Langue pour Etudiants Avances de Francais (LEAF). Some of these courses are offered on a rotating basis. MSU GATE establishes the academic criteria to determine student eligibility.

The CHAMP program was created for students in districts without advanced math programming. Since the Okemos Public Schools has a strong, full year advanced math program with direct and daily access to our teachers, we generally have fewer students participate in CHAMP.

Note: These courses are NOT paid for by the district, however, some of our families select these programs to meet the needs of their child.

#### **Okemos High School Enrollment:**

- Students that are completing courses through MSU-GATE will have an open spot in their schedule. Students can choose to:
  - Enroll in a course of their choice
  - Reduce schedule by one hour
- Students are responsible for OHS content and assignments missed during MSU-GATE classes.
- Absences are marked as “school related” and do not count toward total absences.
- Students earn two credits for each year of enrollment. High School students may elect to apply credit from these programs to their high school transcript as credit only, indicated by a “G”, or as a letter grade. Students may wait until the grade has been issued before indicating their decision on the External Credit Form.

#### **Okemos High School Post-MSU GATE**

- CHAMP
  - Students who have completed two years of CHAMP should sign up to test out of:
    - Precalculus (score < 77%, recommended for Precalculus; score 77-92% recommended for Calculus; score > 92% allowed in AP Calculus AB)
    - Precalculus Honors (score < 77% recommended for Precalculus Honors; 77-92% allowed in AP Calculus AB; > 92% allowed in AP Calculus BC)
    - If students do not attempt to test out or do not earn a desired score they may take Calculus.
- ISHALL
  - It is highly recommended that students plan to continue taking English credits, as colleges are more likely to require that students take English credits each year of high school.
  - Eligible for AP English, need to contact AP teacher for application
    - Not guaranteed a spot in AP English at Okemos High School if the sections are full with upperclassmen.
    - Could elect to complete AP English on Michigan Virtual University
  - May take senior-level English electives
  - May take Michigan Virtual English electives
- LEAF
  - Eligible for AP French, need to contact AP teacher for application
- ALL
  - Program culminates with AP Latin course
- M.A.N.G.A
  - Program culminates with AP Japanese course

- ACE: Chinese
  - Program culminates with AP Chinese course

### **Wilson Talent Center**

The Wilson Talent Center (WTC) currently offers 18 program options for high school juniors and seniors. Students attend WTC for half of a day and spend the other half at their local district. Students have the opportunity to earn high school credit (three credits per year), articulated and/or direct college credit as well as numerous state and national certifications. Programs are either one year or two. We also have many students who choose a one-year program their junior year and take another one-year program their senior year.

We offer programs in 12 different career clusters including:

- Agriculture, Food & Natural Resources (BioScience Careers)
- Architecture & Construction (Construction Technology)
- Arts, A/V Technology & Communications (New Media)
- Finance (Business & Risk Management)
- Health Science (Health Foundations, Medical Assistant, CA-Patient Care Technician & Sports Medicine & Rehabilitation)
- Hospitality & Tourism (Culinary Arts)
- Human Services (Career Start & Cosmetology)
- Information Technology (Cybersecurity & Digital Forensics and Programming & Mobile Applications)
- Law, Public Safety, Corrections & Security (Criminal Justice)
- Manufacturing (Precision Machining and Welding Technology)
- Science, Technology, Engineering & Mathematics (Engineering Technologies)
- Transportation, Distribution & Logistics (Automotive Technology)

### **State School Aid Act – Section 21f: Online Courses**

*Board of Education Policy 6158*

The State of Michigan has taken action to expand digital learning options implementing Section 21f of the State School Aid Act. These options allow families to request their child, in grades 6-12, to be enrolled in no more than two (2) online courses in place of a currently scheduled course.

It is imperative that families assess whether or not an online course is ideal for their child. This learning environment is a non-traditional setting and lacks face-to-face classroom instruction and support. The research shows that not all students are well-suited for this style of learning. Consequently, families should carefully consider the following:

- Can your child create and maintain a study schedule without face-to-face interaction with a teacher?
- Can your child self-advocate and seek help within a virtual setting?
- Does your child possess the independent study habits and motivation needed to complete an entire course online without direct supervision?
- Does your child have the reading, writing, math, and computer literacy skills to succeed in a class that is completely online?

- Additional information is contained with the parent Guide to Online Learning at: <http://media.mivu.org/institute/pdf/parentguide.pdf>.

This option is limited to online classes the district offers or that are listed within the state online course catalog available at <https://micourses.org>. While all of these classes have been reviewed from each sponsoring local district, in many cases, courses may not meet the rigor of courses for Okemos Public Schools from a credit or our graduation requirements; thus they are subject to administrative approval.

Should you choose to enroll your child in an online courses, please be advised of the conditions listed below:

- The highly qualified teacher providing the content for the course will only be available remotely via email or possibly phone and *will not* be an Okemos Public School employee.
- The assigned mentor does not replace the role of the teacher.
- Your student will be required to work independently outside of the traditional classroom setting and will not be present with an OHS teacher or classmates during that subject.
- Students will be expected to take their online class in their building. OHS seniors are permitted to work off-campus if they are scheduled for an MVU course during their last period of the day.
- If approved, both parent and student must complete the 21f Online Learning Course Contract to verify their understanding of the expectations.
- Once enrolled in an online class, students may not withdraw from the online course to enroll in a different online class or a course in their home school.
- The student must complete the online course on or before the last day of the OPS semester/trimester in which they are enrolled.
- It is strongly recommended that students do not plan on taking one semester of a course virtually and then one semester of a course traditionally. Students can miss out on important curriculum topics depending on the order of the units online vs. in school. For example, students should not take Virtual Biology A and then take traditional Biology B in school.

### **Cost**

Okemos High School (9-12): The approved online course(s) must be one of the student's six required classes per semester. The district will pay up to 1/12th of the district's per pupil foundation allowance toward the cost of the course. The student/parent will bear any cost above that amount.

### **Grades**

Okemos High School (9-12) courses taken through 21f will be included on the OHS transcript and designated as such, including the letter grade earned. If a student wishes to take the course for credit only, refer to the Credit/No Credit policy.

### **Prerequisites for Courses**

Successful completion of a 21f course will be accepted for continued progression in the student's learning.

Example: A student passing MVU Algebra I will continue in the math sequence to Geometry.

Courses taken through 21f for which the prerequisite is less than that for a similarly titled OPS course do not qualify as a prerequisite for a later OPS course. In these situations a student must also test out via the testing out procedure.

Example: The prerequisite for OHS Chemistry is Algebra 2, while the prerequisite for MVU Chemistry is Algebra I. A student seeking enrollment in OHS AP Chemistry and who took MVU Chemistry must earn the testing out score required for OHS Chemistry (90%).

### **Honors Pathway Prerequisites**

The MVU course catalog does not offer Honors courses. Past experience has shown that high acceleration of the math pathway through virtual courses may result in future challenges when students are in higher level math courses, beginning with Algebra 2 and continuing through Calculus. Therefore, it is HIGHLY recommended that students on the Honors Pathway do not take MVU courses in substitution of OPS Honors classes.

For that reason, if students on the OPS Honors track choose to take an MVU math course, the student must receive a 92% or higher on the virtual course to stay on the Honors pathway with the next course in sequence.

Example: A student on the OPS Honors track passing MVU Algebra I must receive a 92% or higher on the MVU course to progress to Honors Geometry.

### **Attendance Requirements**

Kinawa School (6) or Chippewa Middle School (7-8): Students enrolled in 21f courses must report to their mentor/teacher of record's classroom daily. In rare circumstances, students may be permitted to complete the course off-site if permission is granted by administration and parent/guardian. It is important to note that the semester/trimester start and end time may differ from the OPS calendar. Days off and holiday breaks may also differ depending on the provider.

Okemos High School (9-12): All students enrolled in 21f courses must report to their mentor/teacher of record's classroom daily. Exception: Okemos High School seniors who are enrolled in a 21f course may only leave the building if their 21f course is scheduled during their last hour of the day and permission is granted by the parent/guardian. Students are required to take their final exams at Okemos High School with the assigned mentor/teacher of record. It is important to note that the semester/trimester start and end time may differ from the OPS calendar. Days off and holiday breaks may also differ depending on the provider.

### **Learning Progress**

Parents/guardians of students enrolled in 21f must create an account in Michigan Virtual (MV) to monitor their student's progress and receive progress checks from MV instructors. Instructions for doing so are included within the 21f application. At the end of each grading period, 21f grades are posted in PowerSchool and will be recorded on the student's transcript.

### **Registration**

Parents should use the Online Class Enrollment Form found on the district website. Deadlines for requesting enrollment in this will be consistent with the established Okemos Public Schools course selection timelines. These deadlines are important as online enrollment impacts staffing and schedule considerations.

### **Course Denial**

If a student is denied enrollment in a virtual course by the District, the school shall provide written notification to the student and parent which indicates the reasons for denial. The reasons for denial are as follows:

- The pupil is enrolled in any of grades K to 5.
- The pupil has previously gained the credits that would be provided from the completion of the virtual course.
- The virtual course is not capable of generating academic credit.
- The virtual course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content.
- The pupil has failed a previous virtual course in the same subject during the 2 most recent academic years.
- The virtual course is of insufficient quality or rigor.
- The cost of the virtual course exceeds the amount identified in subsection (9), unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds this amount.
- The request for a virtual course enrollment did not occur within the same timelines established by the primary district for enrollment and schedule changes for regular courses.
- The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subdivision does not apply to a request made by a pupil who is newly enrolled in the primary district.

(Subsection quoted from: THE STATE SCHOOL AID ACT OF 1979 (EXCERPT) Act 94 of 1979, 388.1621f, Virtual courses; definitions)

### **Appeal Rights**

A student may appeal a denial for enrollment in a virtual course to the Assistant Superintendent for Curriculum and Instruction and must do so in writing, including the reasons why the enrollment was denied and the reason why it should be approved. The school district has five days to respond to the appeal after it is received. If it is determined that the denial does not meet the criteria above, the District will enroll the student in the virtual course.

(Language based on THE STATE SCHOOL AID ACT OF 1979 (EXCERPT) Act 94 of 1979, 388.1621f, Virtual courses; definitions)

### **External Credit Guidelines**

*Board of Education Policy 6158*

External credit programs are increasingly available and popular with students to make up credit deficiencies or for academic enrichment. By definition external credit is granted by organizations separate from Okemos High School. External credits may be applied to the OHS transcript only when needed to satisfy graduation requirements and only from educational institutions that have been approved by the Michigan Department of Education that Okemos High School partners with, which includes online providers limited to those listed on Michigan's Online Course Catalog.

1. Coursework that satisfies specific graduation requirements may be taken externally only from an approved accredited educational institution and must align with the Michigan Merit Curriculum and Okemos Board of Education requirements.

2. It is strongly advised that senior students submit external credit documentation to Okemos High School by the Thursday prior to graduation. If documentation of course completion is not received by then, it is unlikely that there will be sufficient time to process the credit to ensure participation in commencement.
3. Approved external credit may be recorded as credit only, indicated by a “G” on the transcript and having no impact on the grade point average, or as a letter grade, which will impact the grade point average. Students may wait until the grade has been issued before indicating their decision. The institution through which the student took the course will be noted on the OHS transcript.
4. External credits not specifically satisfying graduation requirements or necessary to achieve the twenty-two credits required for graduation will not be recorded on the OHS transcript. Students may self-report such credits to post-secondary institutions as desired.
5. External credits may or may not serve as prerequisites for advanced courses, and testing out may be required. It is strongly recommended that any student wishing to complete credits outside of OHS consult with their school counselor to ensure satisfactory progression.
6. Credits earned during previous full or part-time enrollment in a district outside of Okemos Public Schools are considered “transfer credits” and therefore not governed by the External Credit Policy.
7. It is strongly recommended that students in need of credit recovery do so through OHS. In the event that circumstances prevent participation in the OHS program, credits for recovery earned through any Michigan public school or an online program from Michigan’s Online Course Catalog will be accepted.

### Summer Study

Students who wish to make up deficiencies in credit or who wish to take courses for enrichment will be granted permission by the student’s counselor to do so in a summer program. The student may take such courses in any approved secondary school summer program. However, all credits earned in an approved summer school program will not have the letter grade designation entered on the transcript, nor will that letter grade have an effect on the student’s grade point average.

Credits and a letter grade earned by correspondence, dual enrollment, extension, or summer school (i.e. credits earned external to Okemos High School) for the purpose of repeating an OHS course in which the student received a grade below “C”, will not have the letter grade designation entered on the transcript, nor will that letter grade have an effect on the student’s grade point average.

The student should check the student’s proposed plan of study with the student’s counselor to make certain that the summer study will transfer to the OHS transcript.

### Early College

Early College Programs are designed for students entering their junior year of high school who are looking for an opportunity to move into a college environment. Students will earn up to sixty college credits or an associate’s degree as they are completing their high school requirements. This is a rigorous program for motivated students.

The Early College (TEC) and Capital Region Technical Early College (CRTEC) are partnerships between Ingham Intermediate School District (ISD) and Lansing Community College or Wilson Talent Center. Students can earn up to 60 college credits tuition free.

#### The Early College at LCC (TEC)

While enrolled with TEC, students will leave Okemos High School and spend grades 11-13 at Lansing Community College.

#### Capital Region Technical Early College at Wilson Talent Center (CRTEC)

While enrolled with CRTEC, students will be part time at Okemos High School and part time at Wilson Talent Center for grades 11 and 12. They will spend grade 13 on a college campus, depending on the program in which they choose to enroll.

After successfully meeting the MMC requirements, students enrolled in Early College programs may participate in a commencement ceremony with their graduating class. The diploma will not be released to the student until they have completed the early college program requirements and OHS has been notified.

#### Repeating Courses

1. Without Teacher Recommendation: Students who achieve a grade of "C-" or lower may repeat the course without teacher recommendation but can receive credit for the course only once. The repetition of the course must take place at Okemos High School as part of the student's regular schedule. The transcript will reflect only the higher grade. An exception will exist in the case of an elective course in which performance and skill practice are the goals. In this case, a student may choose to repeat the course more than once and all grades must appear on the transcript. With regard to class size, preference will be given to students who have not yet taken the course.
2. With Teacher Recommendation: Students who repeat courses based on teacher recommendation may earn credit and a letter grade for each completed semester.

#### Transfer Students

For international students returning to their home countries, **Two (2) sets of the following documents will be copied and notarized for families:**

1. A letter to document the dates of enrollment, signed by the principal, notarized by the administrative assistant.
2. Copies of report cards, signed by the parent, notarized by the administrative assistant.
3. Copies of standardized testing results, if available.

#### Diplomas:

1. A minimum of one year's attendance at OHS is required to obtain a diploma. HOWEVER, exceptions may be made for incoming transfer students. If a student meets the OHS requirements and has not attended at least one year in the Okemos district, the student's counselor will review the circumstances and make a recommendation to the principal.
2. In those cases which involve only a few months of attendance in the Okemos district, it may be requested that the sending school grant the diploma if the student so desires it. A diploma may be awarded from the district of the sending school as long as requirements are met for graduation in the sending school's district.

#### Exchange Students

Exchange students will be categorized as 9th, 10th or 12th grade students for the purposes of providing accurate state

testing data relevant to Okemos Public Schools students.

## **ACADEMICS**

### **Student Personal Learning Devices (PLD)**

The Personal Learning Devices will become a critical component of the classroom instruction as we move forward; therefore students do not have the option of declining a district provided device. Students will be required to use their school issued device during the school day to provide continuity for classroom instruction. The intent is for students to use the devices both in school and at home. Additionally, students are required to use school-provided Google accounts for classroom assignments.

#### Bringing the Device to School:

- It is expected that students will have their fully charged device at school each day. Teachers will be designing their lessons and classrooms based on students having access to their device.
- If students fail to bring their device to school or bring it uncharged, they are responsible for getting the course work completed as if they had their device present and working.
- If a student repeatedly fails to bring their device to school, they may be required to turn in and check out their device from school.

#### Student Use in Classrooms:

- Use of the device in the classroom is at teacher discretion.
- Students are expected to take their device to each class each day unless told differently by the teacher.
- Devices in the classroom are to be used for teacher approved educational purposes only.
- The use of ear buds/headphones and other accessories in class are at teacher discretion. Earbuds/headphones will not be provided by OPS.

#### General Care:

- Treat this equipment with as much care as if it were your own property. Students may be assigned the same device for multiple years.
- Do not attempt to alter, modify or upgrade the device in any way. Doing so may void the warranty.
- Any and all support or repair will be handled through the district. PLEASE DO NOT CONTACT ANY OUTSIDE VENDOR (i.e., Geek Squad, device manufacturer) FOR REPAIR OR SUPPORT ISSUES.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the equipment clean. For example, don't eat or drink while using the device. \*It should be noted that liquids cause immediate damage to electronics.
- Do not put stickers or use any type of markers on the device.
- District issued carrying cases and/or device covers must be used at all times.
- Close the device when it is not in use or it is being transported.
- Never use a chemical to clean the screen or keyboard (i.e. Windex, bleach wipes). Use a soft, dry, lint-free cloth when cleaning the device.
- Do not lean on the top of the device or put excessive pressure on the screen.
- Device should always be stored in a safe, secure location. Avoid extreme temperatures.
- Unattended devices found by staff will be moved to a designated location in the building.

#### Student Printer Use:

- Use of a school printer is for educational purposes only and will be at the discretion of the teacher.
- Installing a printer for home use is allowed.

Use of the device is prohibited in the following areas/situations:

- Locker Rooms
- Bathrooms
- The cafeteria
- Areas used for the purpose of changing clothes
- Any other areas as designated by administration

Device Camera/recording:

- Users shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorization by a teacher or administrator in compliance with OPS policies and procedures. This applies both in and out of the school setting.
- Use of any recording, video or camera functions without a subject's consent is strictly prohibited.

Device Problems:

- It is the student's responsibility to report device issues as soon as they occur.
- The student must take the device to the Library Media Center (LMC) as soon as possible.
- If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.

Discipline:

- Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the *Student Handbook*. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the *Student Handbook*.
- Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations.

Device Damages and Care/Loss or Theft of Devices:

- In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages. Repeated damage offenses may result in loss of the device for the remainder of the year (a daily check out device will be provided).
- The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.
- Devices that are lost or stolen need to be reported to the school's main office immediately.
- If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
- If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.

**Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.**

Checking Out and Returning a Device at the End of the Year:

- Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
- Devices will be returned at a specified time at the end of the school year so they can be checked for

serviceability.

- It is the student's responsibility to maintain the power adapter and cable. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
- If a student transfers out of the OPS during the school year, the device must be returned at that time.
- This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

**Disclaimer:**

The Okemos Public Schools makes no guarantees of any kind, whether expressed or implied, for the Integrated Communications Network or the device. The Okemos Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. OPS staff and Board of Education members are released and indemnified from:

- Any damages users may suffer including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, interruptions in service, or other reasons.
- Any fees, expenses or damages a user incurs as a result of use, or misuse, of the ICN. The district retains the right to seek monetary restitution from the user.
- Any claims, causes of action and damages of any nature arising from the use, or inability to use, the ICN.
- Unauthorized financial obligations, identity theft or fraud resulting from District-provided access to the Internet and/or email.

**Terms and Conditions:**

All Terms and Conditions as stated in this document are applicable to the Okemos Public School District. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, and the United States of America. These Terms and Conditions are subject to change with proper notification to the registered users.

Revised 07/14

Textbooks

Textbooks, paperbacks, library books and other instructional materials are loaned to students for their use. Students will care for these items and return them in sound condition.

When a student withdraws from a class, the student must return the text. If the book is not returned upon withdrawal from the class or at the time of the final exam, and/or if the book is damaged, the teacher will fill out the Unreturned Book and Damage Assessment Form and give a copy to the student.

Grading

A student's grade point average will be computed according to the following scale:

A	=	4.00	100% - 93%
A-	=	3.80	92 - 90
B+	=	3.50	89 - 87
B	=	3.00	86 - 83
B-	=	2.80	82 - 80
C+	=	2.50	79 - 77
C	=	2.00	76 - 73

C-	=	1.80	72 - 70
D+	=	1.50	69 - 67
D	=	1.00	66 - 63
D-	=	.80	62 - 60
E	=	.00	
W	=	.00	(indicates a failure for attendance reasons)
	G	=	Satisfactory -- Credit (used for Credit/No Credit courses)
	H	=	No grade/no credit
I	=		Incomplete
S	=		Credit Earned, but no grade given due to excessive absence
U	=		Loss of credit due to excessive absences

Grades will be sent home at the end of the first nine weeks of semester courses. These are indicator grades and will not be entered on transcripts. Only final grades issued at the end of the semester will be transcript grades.

### Report Cards and Grading

Final grades will be calculated within one and a half weeks of the completion of the marking period. Only semester grades are on transcripts. The final grade in a course is a composite of the marking periods and the final examination.

### Credit/No Credit

Students, after consulting with teachers, and with the approval of their parents/guardians, may request placement on a credit/no credit status for any combination of one credit during the school year. The following conditions must be met:

1. This request must be made within the first twenty (20) full school days of each semester.
2. Forms for requesting the credit/no credit status may be obtained in the Guidance Office.
3. Completed forms must be submitted to the counselor for the counselor's signature no later than within the first twenty (20) full school days of each semester.
4. A passing grade in a course taken credit/no credit will be recorded as a "G" grade and does not impact the grade point average.
5. A failing grade for a course taken credit/no credit is recorded as an "H" grade. (No credit is granted; does not impact the grade point average.)
6. The grading guidelines for credit/no credit will be the same as that for students taking the course for a letter grade.
7. It will be the teacher's option to cancel the credit/no credit status for a student whose performance is counterproductive to the goals of the credit/no credit program and/or inappropriate for the classroom. In this case, the student will be placed on the traditional letter grade status, with the permission of the principal.
8. It is assumed that students enrolled in an advanced placement course are capable of doing college level work for credit and a letter grade. Requests for credit/no credit in an advanced placement course are contrary to the purposes of the course; therefore, grades in advanced placement courses are not eligible for credit/no credit designations.
9. Credit/no credit is extended at the end of the semester and is reflected on the transcript as "G" or "H" (See

points 4 and 5 above). However, a letter grade will be provided at the end of the first and third quarters to indicate a student's progress in a credit/no credit course.

### Incompletes

The grade of INCOMPLETE (I) may be issued to students at the discretion of the teacher with administration approval and if a student is absent during final exams. Time periods for converting an INCOMPLETE (I) to an academic grade shall be:

Semester I = ten school days after report card notice of an Incomplete (I).

Semester II = no later than June 30 after the INCOMPLETE was earned.

If a student with an INCOMPLETE (I) does not complete the course work or final exam within the specified time period, a grade of "E" will be assigned and averaged into the final grade in the course.

### Grade Change Policy

A grade given to a student by a teacher shall not be changed unless the teacher who gave the grade concurs with the grade change or a review panel recommends a change in the grade to the superintendent.

A student or the student's representative may request a semester grade change from the teacher who gave the grade. The proponent of the grade change must submit the request within thirty (30) days of the start of the semester following the semester in which the contested grade was given.

In the event the teacher does not concur with such a request, the student or student's representative may bring the issue to the building principal for further discussion. After discussion with the principal, the student or student's representative may appeal to a review panel to consider the request. The principal will cause a review panel to be established.

A review panel shall consist of the Superintendent of Schools or designee, a member of the Board of Education selected by the board president, and three teacher representatives selected by the teacher union: one elementary, one middle school, and one high school. The review panel will be convened according to regulations established by the Superintendent of Schools, and the review panel decision will be final.

### Final Exam Policy

Teachers are required to assign a final experience (exam, paper, project, presentation or concert\*- to name a few) for each semester of their course, a portion must take place in a meaningful way during the 70-90 minutes set aside during final experience week. The entire final experience should represent learning and/or progress in the course and make up 10-15% of the student's semester grade.

\*Concerts may take place outside the window of the final experience week.

No semester-end examinations will be administered prior to the formal examination schedule. If extenuating circumstances exist requiring a variance from this policy, an appeal may be made to the principal. The principal will, after conferencing with the teacher, determine whether a compelling reason exists for a variance.

### Credit Recovery

#### Edgenuity

Edgenuity, is an online credit recovery program available to OHS students. Some Edgenuity courses may be modified to

more closely reflect OHS courses and may share the same course title. Others may be quite different and cannot easily be modified, and have a unique course title. Edgenuity courses are not approved by the NCAA for the purpose of collegiate athletic eligibility.

Edgenuity courses may be taken during the summer, for which students must register and pay a fee. Details for summer enrollment are available on the OHS website each spring. During the school year students may be enrolled in Edgenuity as part of a Guided Study hour during either semester, for which no fee is required. The following students are eligible to register for Edgenuity courses:

1. Any student who was previously enrolled, but did not earn credit in a course specifically required by the Michigan Merit Curriculum.
2. Any student lacking credit in a course specifically required by the Michigan Merit Curriculum and unable to include that course in his or her remaining schedule, with administrative approval.
3. Students who need to compete elective credit to achieve the required total of 22 credits for graduation. Strategies for Academic Success may be taken by any OHS student and does not require enrollment in summer school or Guided Study.
4. Any student who completed make up credit and as a result is out of sequence for a course. For example, a student who does not earn credit in the first semester of Algebra 1 may make up that credit during the second semester, then continue the Edgenuity Algebra 1 course during the summer in order to enroll in the next course in the math sequence.
5. Any student with an active Individualized Education Plan (IEP) who receives one class period or more of resource per day and seeks enrollment at the Capital Area Career Center (CACC). These students are eligible to take Edgenuity credit proportional to their daily resource schedule at no charge.
6. Any student with an active IEP whom the IEP committee determines will significantly benefit from enrollment in Edgenuity as part of the student's resource services. Students who work on Edgenuity courses in their assigned resource hour must still have their tests "unlocked" by the Guided Study teacher.
7. Students unable to attend the regular school day due to prolonged illness or suspension, with administrative approval. These students are eligible to take approved Edgenuity courses at no charge and may receive a letter grade.

Credit earned through the Edgenuity credit recovery program will be recorded on the transcript as a "G" and will replace the previous grade if applicable. This indicates that credit was earned and has no impact on the cumulative grade point average, other than the removal of the failing grade.

Students who achieve a grade between a "D-" and a "C-" for a course in their regular OHS schedule are not allowed to repeat the course on Edgenuity for the purpose of raising the grade. Consistent with the Repeating Courses policy, such courses must be repeated as part of the regular OHS schedule.

Credits earned in an Edgenuity program through a school other than OHS are treated as external credits. External Credit and Summer Study policies apply. With administrative approval, students enrolled in Edgenuity due to prolonged illness or as part of an active IEP may be granted letter grades for their Edgenuity courses.

Registration forms for the after school and summer Edgenuity programs may be obtained from the Counseling Office and require a counselor signature. Program fees and schedules are determined on a yearly basis. A student who withdraws from an Edgenuity course may receive a full refund up to the second day of that session. After the second day of that session, no refund will be issued. Edgenuity courses must be completed by the end of the session or

semester in which they were begun. Students who do not complete their Edgenuity course during the assigned session must re-register, pay an additional course fee (if applicable), and start over from the very beginning of that course. Appeals may be submitted to the building principal or director of special education.

Students are allowed to complete more than one Edgenuity course in a semester session but must do so sequentially. That is, a student may register for more than one course at a time, but must complete one course before beginning the next one.

### Graduation Alliance

Graduation Alliance provides a research-based approach to alternative education which is holistic in nature, pairing time and place flexibility with the social-emotional supports that many at-risk and non-traditional students require in order to stay on track for graduation and successfully transition to life after high school. Students who attend the program are given technology and internet access, proactive online and in-person mentors, highly-qualified teachers, 24-hour virtual tutoring center, credit monitoring, and a flexible schedule to help promote success. While a student is enrolled through the Graduation Alliance program, they are considered an Okemos High School student.

Students enrolled in Graduation Alliance may participate in athletics if determined eligible according to Michigan High School Athletic Association rules. Students may participate in OHS sponsored extracurricular activities and events with prior approval from the building principal. Students who have successfully met graduation requirements through the Graduation Alliance by the Thursday prior to their original expected date of graduation may participate in commencement ceremonies with their graduating class. All students who complete Graduation Alliance may receive an OHS diploma.

### ATTENDANCE

Regular school attendance is an important component of learning for students. Good attendance benefits students academically as well as socially. Group learning assists students to communicate, to gain perspectives and to accept responsibility – all important components of adulthood. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Days missed from school cannot be completely recovered as the classroom experience is unique and cannot be fully replicated. We must work as a team-parents, students, teachers, and administrators-to ensure that absences are limited to necessities such as illness, family emergencies, funerals, or school-related absences.

### Attendance Procedures and Expectations

When a student must be absent, parents or guardians must call the attendance office (706-4916) to excuse the absence. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, **MUST BE VERIFIED BY A CALL FROM THE PARENT/LEGAL GUARDIAN WITHIN 24 HOURS OF THE ABSENCE.** The parent/legal guardian may call the school at any time; voice mail is available after hours. If a call is not received by 3:00 PM the day of the absence, the absence will be unexcused. If a call is not received by 3:00PM the day following the absence, the absence will remain unexcused. This notice must be made on the day of the absence or by 3:30 p.m. of the following day. The attendance secretary will answer calls during business hours - 7:30 a.m. to 3:30 p.m. An answering machine will receive phone calls after 3:30 p.m.

Illness that occurs during the school day must be reported to the attendance office by the student and every effort will be made at that time to contact the parent/guardians to report the illness. No student may leave campus during the school day without following the Permit To Leave School policy stated below. Okemos High School is a closed campus for the entire school day, including lunch hours. Students leaving school for illness may not return to school grounds/activities for the remainder of the day without permission from an administrator or designee.

More than 10 unexcused absences will result in an administrative conference, and may result in a truancy referral or loss of privileges such as attendance at extracurricular events, athletic events, dances, or prom. A combined total of 15 excused and unexcused absences will result in a loss of privileges.

"Parent or guardian" means the mother, father, their designee, or the legally designated guardian of the student. Although 18-year-old students are recognized as adults, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. Eighteen-year-old students are not eligible to excuse their own absences.

"Designee" would indicate an adult, at least 21 years old, whom a parent or legal guardian might leave in charge of the child's attendance if the parent or guardian is out of town. The school must be notified of this arrangement prior to the parent's absence

### Attendance Rules and Regulations

A student is absent from class if the student is not present in the classroom ten minutes after the bell marking the beginning of class has rung.

### Excused Absence

The following are examples of absences for which a parent or guardian may excuse students by calling the attendance office:

1. Illness/Appointment
2. An appointment that cannot be scheduled outside of school hours
3. Emergency
4. Religious Observance
5. Planned Absences (See Planned Absence Procedures in this policy)
6. Death in the Family
7. 1 or 2 days where parent/guardians or sibling is being deployed or is returning from military service.

The following are excused absences for which no parental call is necessary:

1. Field Trip or School-Related Activity
2. Suspension from School

Students who have excused absences, or are on suspension, will be allowed full make-up privileges - homework assignments, quizzes, and chapter, unit, quarter and final exams.

### Unexcused Absence

Unexcused absences occur when a parental phone call excusing the absence has not been received. Students who have unexcused absences will only be allowed to make up quarter and final exams. Make-up privileges may be appealed to an administrator.

The Administration will not excuse students when the students are in the building or on school grounds during class time but not in their assigned classroom. Absences from class to study for another class are not excusable.

### Permit to Leave School/Closed Campus

Okemos High School is a closed campus for the entire school day, including lunch. Once students arrive on campus, they may leave only for emergency or an appointment that cannot be made for after school hours.

A student may only leave campus early after a parent or other approved adult listed in PowerSchool has called to excuse them before they leave. Students leaving campus must sign out with the attendance secretary.

Failure to sign out before leaving campus or before being called out may result in a detention, in-school Suspension and/or out-of-school suspension under the Student Code of Conduct.

### **Planned Absences, Personal Convenience Absences, Trips/Vacations**

Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so absences of this type taken during school time are discouraged. Parents must notify the main office at least two days in advance for the absence to be excused. Students will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence. Students must request homework prior to departure and arrange time to make up missed tests or quizzes (if appropriate) at a time that is acceptable with the teacher. On the first day back to school from this type of absence, the work that was due on the day(s) of the absence(s) must be turned in.

### **Planned Absence Procedures**

The planned absence procedure and form is required for an anticipated absence of three or more days. Excused absences for travel will be granted only for family travel up to five (5) school days. Parents/guardians seeking exceptions to this rule must appeal to the administration.

To arrange a planned absence of three (3) or more days:

1. Students must obtain a planned absence form from the attendance office.
2. Students must present the planned absence form to each teacher. The teachers will sign the form, and list the assignments with completion dates, as determined by the teacher for the student.
3. The student must take the completed form home for parental/guardian signature.
4. After the form is completed by all parties, the completed form must be submitted to the attendance clerk in the attendance office before the planned absence commences.

### **Additional Information**

Where there is excessive absence, a physician's note may be required. The school may ask the district nurse to make a home visit, to determine if any help may be needed.

For prolonged illness or absence due to contagious disease, the principal may require a physician's certificate for re-admission to school.

### **Tardy Rules and Regulations**

Students tardy to class delay and/or disrupt the learning process, show disrespect for fellow students and teachers and generally demonstrate a disregard for their commitments.

- A) Passing time will be seven (7) minutes.
- B) A student is deemed tardy to class if that student is not in the classroom by the time the bell has rung marking the beginning of class. A student will be considered absent when the student arrives to class more than ten minutes after the class period has begun.
- C) A student is arriving to class after the bell has rung marking the beginning of class who has a written note or pass from a staff member or an administrator excusing the tardy will not be deemed tardy. Only written notes from a staff member or an administrator will be accepted.

- D) When a student obtains a sixth tardy in a semester, per class, the student will be assigned a detention. When a student has the ninth (9) tardy, the student may be assigned disciplinary consequences (attendance contract, loss of privileges, detention, or in-school suspension).
- E) Attempts will be made to notify parents/guardians by the automated calling system of each tardy. Further, parents or guardians will be informed by email when a student receives the sixth (6) tardy in a class. When a student receives the ninth (9) tardy, parents/guardians will be informed by email of the student's additional disciplinary consequences as outlined in section D above.

## **GUIDANCE & COUNSELING**

The Guidance and Counseling Department at Okemos High School is designed to be an integral part of the total educational process. Counselors will work with the teachers and administrators to help ensure that each student will have a valuable educational experience.

Most of the counselors' time will be spent in discussion with students. Therefore, a student should not hesitate to see a counselor about any concern that might occur, whether personal, educational or vocational.

Students who wish to see a counselor must make an appointment in the guidance office during change of class, lunch or other free time. The guidance secretary will give the student an appointment pass, which the student shows the teacher before coming to the guidance office. Counselors can help with school, relationships, career planning, the college admissions process, and with life!

## **STUDENT CONDUCT & CITIZENSHIP**

### **Student Rights and Responsibilities**

The Okemos Public Schools recognize that education is a basic right; that students have certain rights of citizenship as guaranteed in the Constitution of the United States and that citizenship rights must not be deprived without due process of law.

A basic responsibility of those who enjoy the rights of citizenship is to respect and obey the law of the state and federal governments.

Certain standards of student conduct are necessary to assure that individuals seeking to express their rights do not conflict with the rights of others. Student behavior will reflect favorably on the individual student and the school, and will show consideration for fellow students and create a harmonious school atmosphere. To accomplish this, it is the responsibility of students, parents/guardians, teachers, and the community to establish rules and regulations which promote the best possible learning environment.

### **Search and Seizure**

1. The administration retains the right to search areas assigned to students (such as lockers, desks, computer accounts, e-mail messages, etc.). Students do not have any reasonable expectations that such areas are private.
2. Student personal property may be seized by school authorities if the items are illegal, stolen, prohibited or are determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
3. School authorities may also search a student's person or personal property, to enforce school rules, if such authorities have a reasonable suspicion that items that are illegal, stolen, dangerous, prohibited or threaten safety or the educational process, and are likely to be found on a student's person.

## Backpacks

Students are expected to store their backpacks in their lockers. Students requiring the use of the backpack must provide medical documentation. If approved, administration will allow that student to carry their backpack on their person. Students who refuse to store their backpacks in their lockers will be subject to disciplinary consequences.

## Student Dress Code

### Dress Code Philosophy

The dress code for students attending Okemos Public Schools supports equitable educational access and is intentionally written in a manner that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### We Believe . . .

- Students should be able to dress comfortably for school and engage in the educational environment without fear of discipline or body shaming
- School staff should support a positive school environment that focuses on the development of the whole child without the additional and often uncomfortable burden of dress code enforcement
- The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s)
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. Students MUST wear while following the basic principle:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

### Examples that SUPPORT our basic principle:

- Head coverings must allow the face to be visible to staff and must not interfere with the line of sight of any student or staff
- Religious headwear
- Hoodie sweatshirts
- Leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing

### Examples that DO NOT support our basic principle:

- Racist messaging, images, or symbols (e.g., swastika, Confederate flag, etc.) on all clothing and accessories
- Violent language, weapons or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Bullet proof vest, body armour, tactical gear, or facsimile
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or

consistently marginalized groups

- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as personal protective equipment (PPE) or as a religious observance)

#### Dress Code Implementation

- School staff will have conversation with the student who is not adhering to the dress code to discuss the standards. The conversation with the student will be restorative in nature. School administration may direct students to change clothing or contact home for a change of clothes.

These dress codes shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

#### Public Display of Affection

Students' demonstration of affection for one another must always be in an appropriate manner. Faculty and/or administration will intervene if they determine that a student's conduct is in conflict with publicly acceptable behavior, obscene, distracting or disruptive to the teaching and/or learning environment.

#### Sexual Harassment

Sexual harassment is unlawful under both State and federal law and is contrary to an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, contractors or applicants for employment by students, employees, board members, volunteers or contractors.

Sexual harassment is defined as:

- A) Unwelcome sexual advances; or
- B) Unwelcome requests for sexual favors; or
- C) Intimidating, hostile or offensive verbal, non-verbal or physical conduct of a sexual nature when:
  - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment or application, or a student's education status, receipt of educational benefits or services, or participation in school activities; or
  - 2) Submission to or rejection of such conduct by an individual is used, explicitly or implicitly, as a basis for decisions affecting employment, a student's educational status, receipt of educational benefits or services, or participation in school activities; or
  - 3) Such conduct has the purpose or effect of unreasonably interfering with employment, a student's education, or creating an intimidating, hostile, or offensive environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates a sexually intimidating, hostile, or offensive employment or educational environment.

Copies of the policy are available from the sexual harassment monitor, Mario Martinez, 4406 N. Okemos Road, Okemos, Michigan 48864; telephone: 517-706-5006.

#### Okemos High School Commencement Code of Conduct

Okemos High School is proud of the tradition of excellence and decorum that graduating classes have established at commencement exercises for many years. Graduation is seldom an event enjoyed solely by the graduates. Parents/guardians, grandparents, family and friends often come great distances to be a part of this proud day.

Therefore, it is incumbent upon all of us associated with commencement to provide a program that will be enjoyed by everyone in attendance. Participation in commencement is a privilege, not a right. To assist in the effort to present a commencement of appropriate decorum, the following requirements must be met:

1. Any student who engages in serious inappropriate behavior in the last few days and weeks of school may be denied participation in the commencement ceremony as per the code of conduct, offenses and consequences, in the *Student/Parent Handbook*. Further, if the inappropriate behavior is determined to be a senior prank, the student(s) will be denied participation in the commencement ceremony.

### Student Code of Conduct

Students have the right to an education in a safe and orderly learning environment, free from substantial disruption. Recognizing the importance of maintaining a positive learning environment, an atmosphere of mutual respect will be provided for students and staff. When self-discipline fails, regulations for management of school behavior must be enforced.

The administration, in its discretion, may employ restorative practices involving students, parents/guardians, and administration in an attempt to acquire a firm commitment for cessation of the inappropriate behavior.

In all disciplinary cases, the administration may elect to employ after school detention, suspension, restorative practices and/or other disciplinary measures deemed appropriate and not specifically outlined here, in lieu of or in addition to other discipline. (See below for description of penalties.)

**The severity of the offense, a continuation of misconduct, and/or persistent disobedience, may result in more severe consequences than those outlined here including a recommendation for expulsion.**

The following may be considered when applying the Code of Conduct to a student's behavior:

- Cooperation/honesty;
- Level of disruption to the learning environment;
- Prior infractions/ offenses;
- The student's age;
- Responsibility or level of ownership and willingness to make changes;
- Severity of offense;
- Whether restorative practices are a better option;
- Whether lesser interventions would address the behavior; and
- Discipline involving students with disabilities will be applied in a manner consistent with applicable student discipline procedures as well as federal and state laws.

Additionally, per the Statewide School Safety Information Policy, Okemos Public Schools must notify the appropriate law enforcement agency when an adult or student commits any of the following offenses on school property, on school sponsored transportation or at school sponsored activities: armed subject or hostage, suspected armed student, weapons on school property, death or homicide, drive by shooting, physical assault (fights), bomb threat, bomb threat call, explosion, arson, sexual assault (criminal sexual conduct), robbery or extortion, unauthorized removal of student (kidnapping), threat of suicide, suicide attempt, larceny (theft), illegal drug use or overdose, drug possession, drug sale, vandalism or destruction of property, minor in possession of alcohol, bus incident or accident, and stalking.

These rules apply to any student who is on school premises, traveling to and from school (public or private transportation), including at a bus stop; on a school vehicle; at a school-sponsored or school related event; or whose

conduct at any time or place interferes with the operations, discipline, or general welfare of the school and student body.

The following list of offenses and disciplinary penalties is not all-inclusive. Other misconduct may give rise to discipline. **Violation of any of the following may result in student discipline, up to and including permanent expulsion from school.**

### Offenses

1. Fighting: This involves two or more individuals who are involved in physical contact with the intent to do bodily harm. (see offense #2)

Conference and Short Term Suspension (3-10 days), Long Term Suspension (11- 59 days) or possible expulsion, based on the degree of violence.

Inform local police in instances where anyone involved in the fight or altercation receives an injury requiring emergency medical attention.

2. Physical Assault on a Student: Intentionally causing or attempting to cause physical harm to another through force or violence. The Michigan Revised School Code requires school districts to suspend or expel a student enrolled in grades 6 or above who commits a physical assault against another student. MCL 380.1310

Conference and Short Term Suspension (5-10 days), Long Term Suspension (11- 59 days) or possible expulsion, based on the degree of violence.

Inform local police in instances where anyone involved in the assault or altercation receives an injury requiring emergency medical attention.

3. Written or Verbal Threats Directed Toward a Student: Any intentional threat or offer to do bodily harm to another by force, under circumstances which may create a fear of actual harm. Threats made by electronic means, even if sent from off campus may result in discipline.

Conference and Short Term Suspension (1-10 days) or Long Term Suspension (11-59 days). Possible expulsion in serious cases. Inform local police in serious cases.

4. Assault, Intimidation and/or Verbal Assault Directed Toward an Adult:

a. Intimidation and/or verbal assault directed toward an adult: The Michigan Revised School Code requires school districts to suspend or expel a student enrolled in grades 6 or above who commits a verbal assault at school against an employee, volunteer, or contractor, or who makes a bomb threat or similar threat directed at

a school building, other school property, or a school-related event. This includes any intentional threat or offer to do bodily injury to another by force, under circumstances which may create a fear of actual harm. Threats made by electronic means, even if sent from off campus may result in discipline. ("At school" means "in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises." MCL 380.1310 and MCL 380.1311).

Conference and Short Term Suspension (3-10 days) or Long Term Suspension (11-59 days). Possible expulsion in serious cases. Report will be filed with local police.

b. Assault on adult: The Michigan Revised School Code requires school districts to permanently expel a student enrolled in grades 6 and above who commits a physical assault (intentionally causing or attempting to cause physical harm to another through force or violence. MCL 380.1310 and MCL 380.1311a) at school against an employee, volunteer or contractor.

5. Extortion/Blackmail/Coercion: Forcing someone to do something against their will.

Conference and-Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days). Inform local police in serious cases.

6. Bullying/Harassment/Intimidation: Any gesture or written, verbal, graphic or physical act, or any electronic communication, including cyberbullying\* that occurs at school, that a reasonable person, should know may have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying may also constitute harassment and intimidation. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, or electronic communication that is reasonably perceived as motivated by a student's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic including racial and ethnic slurs. See Okemos Public Schools' Bullying policy, #5143.

*\*Cyberbullying is defined as the use of information and communications technologies such as, but not limited to, email, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group, that is intended to harm others.*

Conference and Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police in serious cases.

7. Hazing: An intentional, knowing, or reckless act by a person alone or with others that is directed against an individual and that the person knew or should have known endangers the physical or emotional health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society corps, cooperative, club, service group, social group, athletic team or similar group whose members are primarily students at an educational institution.) Hazing includes, but is not limited to, the following:

a. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

b. Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

c. Activity involving consumption of a food, liquid, alcoholic beverage, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

d. Activity that induces, causes or requires an individual to perform a duty or task that involves

the commission of a crime or an act of hazing.

Conference and Short Term Suspension (1-10 days) or Long Term Suspension (11--59 days).

Possible expulsion in serious cases. Inform local police in serious cases.

8. Disruptive Behavior: Behaviors or actions that constitute or result in disruption to the school program, including, but not limited to, in the classroom, hallway, and cafeteria. This includes recording and/or encouraging fighting, unauthorized tampering with school property and equipment. This also includes unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away.

Conference and Detention, or Short-Term Suspension (1-10 days). Possible Long-Term Suspension (11- 59 days) in serious cases.

9. Insubordination: Insubordination: Failure to comply with handbook or school regulations; reasonable directions or instructions of school personnel; refusal to identify self to school personnel. This includes being in an unauthorized area; refusal to leave school grounds at the request of authorized personnel; refusal to store backpacks and containers larger than 8x4x3 inches in assigned locker; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties.

Conference and Detention, or Short Term Suspension (1-10 days). Possible Long Term Suspension (11--59 days) in serious cases. Possible contact with local police.

10. Dress Code: School staff will have conversation with the student who is not adhering to the dress code to discuss the standards. The conversation with the student will be restorative in nature. School administration may direct students to change clothing or contact home for a change of clothes.

11. Dangerous Driving: Failure to follow communicated traffic flow (i.e. driving around cones), disruptive parking, dangerous behavior in the parking lot, leaving campus or transporting others off campus without permission.

May result in removal of driving privileges for a period of time. Conference and Detention, or Short Term Suspension (1-10 days). Possible Long Term Suspension (11- 59 days) in serious cases. Possible contact with local police.

11. Leaving Campus Without Signing Out: Any area outside the sidewalk which encircles the school building, is considered an unauthorized area unless a student has left school under the school's Attendance Policy.

Conference and/or Short Term Suspension (1-10 days).

12. Conspiring With or Assisting Another to Violate Any School Rule: Student will be subject up to and including the same disciplinary penalty associated with the rule violated.

13. Failure to Comply with Discipline Assigned by a Teacher and/or Administrator: Conference and progressive discipline (Detention to In-school Suspension to Out-of-school Suspension).

14. Unauthorized Distribution of Posted or Written Matter: Includes sale of materials on school property. (See Policy Statement Concerning Distribution or Posting of Printed or Written Matter District Policies.)

Conference and Detention,-or Short Term Suspension (1-10 days).

15. Unauthorized Areas/Loitering: OHS is a closed campus and students must remain on or within the sidewalk that surrounds the school building (see pg. 91). Students are not to be in the parking lot during the school day. Loitering anywhere on campus will not be permitted.

Students are to leave the building promptly at the end of their school day and/or of their academic or extracurricular activities.

Students are to be in areas where they are assigned at all times and should take the most direct route to classes. Students may not hinder the flow of traffic anywhere in the building or block entrances and exits. Students are to remain in the cafeteria, tiled floor area outside the cafeteria/gym, and lower A/B common area during lunch. Students must have a pass from a staff member to be in the library or academic wings during lunch.

Conference and Detention, or Short Term Suspension (1–10 days).

16. Use of Personal Electronic Devices (does not apply to school provided devices): Personal Electronic Devices (PEDs) are defined as any student owned laptop, smartphone, cell phone, tablet, music player, personal digital assistant or any other device with inbound/outbound communication capabilities.

Okemos High School recognizes that PEDs can be valuable tools/resources for staff and students. The intent is to allow teacher directed usage of PEDs for educational, time management and communication purposes, while also providing opportunities to educate stakeholders on appropriate use of electronic devices in an educational setting. This policy allows students to bring their own device to school and use it within the educational setting at the teacher’s discretion. Use of PEDs will remain a privilege when used responsibly and properly, and can be revoked at any time per administrative discretion.

**Earbuds/Headphones**: Students must be able to hear the intercom and directives from staff at all times to ensure safety. For this reason, students are not allowed to wear both earbuds/headphones outside of the classroom. The teacher may allow the use of both earbuds/headphones in the classroom.

**PERMITTED**

Classrooms at teacher discretion  
Before or after school hours  
Hallways during passing time  
Cafeteria

**NOT PERMITTED**

Bathrooms/locker rooms  
Assemblies  
Classrooms with guest teacher  
(unless prior written permission from teacher)

Use of any recording, video or camera functions without consent of subject is strictly prohibited.

Students are responsible for following classroom rules regarding use of PEDs and are subject to discipline handled by the classroom teacher. While in the classroom, cell phone and earbud/headphone use at OHS is at the teacher's discretion.

1st offense: Confiscation of device, detention

2nd offense: Confiscation of device, administrative contact with parents/guardians; possible detention, or in school suspension.

3rd offense: Confiscation of device (parent/guardian may need to pick it up from administrator), progressive discipline

If a student refuses to give the electronic device to the teacher, the teacher will contact an administrator or designee who will confiscate the electronic device from the student and write a referral for insubordination.

Please refer to District Guideline Policy #4214 and 5144 for further details regarding electronic communications and student expectations.

Okemos Public Schools is not responsible for theft of the device or for allocating resources to troubleshoot issues. Students should take precautions to avoid theft and check their user's manual that came with the device for technical support.

17. Sexual Misconduct & Behavior:

a. Criminal Sexual Conduct, as defined by Michigan law (MCL 750.520b,c,d,e,g) including but not limited to unwelcome sexual touching or sexual penetration by force or coercion.

Expulsion. Conviction is not necessary for the district to expel. Inform local police.

b. Sexual Harassment: Including unwelcome sexual advances, unwelcome requests for sexual favors or intimidating, hostile or offensive verbal, non-verbal or physical conduct of a sexual nature. See Sexual Harassment Policy.

Conference and Short Term Suspension (1-10 days), Long Term Suspension (11- 59 days) or possible expulsion. Inform local police as appropriate.

c. Sexual Activity: Inappropriate sexual behavior, even when consensual, on school property or during school related activities.

Conference and Short Term Suspension (5-10 days), Long Term Suspension (11-59 days) or possible expulsion. Inform local police as appropriate.

d. Indecent Exposure: Displaying one's private parts to one or more people in public view, usually with the intent to shock the unsuspecting viewer.

Conference and Short Term Suspension (3-10 days), Long Term Suspension (11- 59 days) or possible expulsion. Inform local police as appropriate.

18. Use or Possession of Obscene/Abusive Materials: Possession, transmission and/or sharing of pornographic or otherwise sexually offensive material, including on electronic devices, such as computers, cameras and cell phones.

Conference and Short Term Suspension (1-10 days).

19. Use of Abusive/Offensive Language: Any gesture or written, verbal, graphic or physical act (including electronically transmitted acts) that includes the use of abusive/offensive language. This includes, but is not limited to, swearing, racial and ethnic slurs, and abusive/offensive comments about one's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, or socioeconomic status.

Conference and Detention, or Short Term Suspension (1-10 days).  
Possible Long Term Suspension (11- 59 days) in serious cases.

20. Forgery: Includes possession of school forms or falsifying phone calls, other than bomb threats.

Conference and or Short Term Suspension (1-10 days).

21. Damage to Property: Including school property or property of school personnel, or other students; vandalism. Damaging or hacking into computer systems. (See offense #31 and Acceptable Use Policy, below) This includes, but is not limited to, replacing the device's operating system (re-imaging), or installing any of the following: hacking tools such as network scanners, spyware, chat groups, advanced port scanner, unauthorized software or games/gaming websites, Virtual Private Networks (VPNs). (See Acceptable Use Policy).

Conference, Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police in serious cases. Students will be required to pay all cost of replacement or repair.

22. Theft and/or Possession of Stolen Property:

Conference and Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police in serious cases. Make restitution for stolen property.

23. Breaking and Entering: Including the school building and all school grounds.

Conference and Short Term Suspension (3-10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police in serious cases. Make restitution for damaged property.

24. False Fire Alarm/False Calls/Alerts to Law Enforcement and 911

Conference and Short Term Suspension (5-10 days) or Long Term Suspension (11-59 days).  
Notify Fire Department in all instances. Inform local police.

25. Arson: Intentionally setting a fire, or attempting to set a fire. The Michigan Revised School Code requires school to permanently expel a student who commits arson on school property.

Expulsion as mandated by the Michigan Revised School Code. MCL 380.1311  
Inform local police and local fire department.

26. The Possession, Use or Threat to Use Fireworks, Explosives, Bombs, or Bomb-Like Device(s):

Conference and Short Term Suspension (3-10 days) or Long Term Suspension (11-59 days).  
Possible expulsion in serious cases. Inform local police and local fire department.

27. Threats of Violence: Including but not limited to, bomb threats, shootings, suggestions of bringing or having weapons on school property, etc. directed at students, staff, a school building, school property, or a school-related event. Includes threats communicated verbally, electronically (such as social media, text, etc.), written, and all other forms of communication. Threats will be taken seriously and are not considered jokes. See appendix for full statement from the Ingham County Prosecuting Attorney.

Conference and Short Term Suspension (10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police.

28. Substance Abuse: Includes drugs, marijuana, alcohol, inhalants, abuse of prescription drugs, and look-a-likes or intention to do any of the preceding.

Voluntary agreement to undergo alcohol and/or drug assessment could result in having the suspension reduced, in accordance with the Student Assistance Program guidelines. See Substance Abuse Policy.

- a. Possession, concealment, use or under the influence of:  
Conference and Short Term Suspension (5-10 days) or Long Term Suspension (11-59 days). Possible expulsion in serious cases. Inform local police.
- b. Sale/purchase, bartering, delivery, or intent to do so:  
Conference and Short Term Suspension (10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Inform local police.

Substance abuse discipline:

In the discipline of students involved with drugs, the following factors will also be considered: the potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to habituate users; the degree and kind of involvement with drugs by the student; the number of other students affected; possible profit motive; the number of times the student has been disciplined for drug involvement previously; the overall disciplinary record of the student; the student's willingness and desire to participate in an approved substance-abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services as approved by the district.

- a) The administration may determine to suspend and/or expel the student.  
b) Notification of law enforcement officials.  
c) Notification of county health officials.

The principal or designee will require that provided documentation from school administration be completed by a health care professional to determine the student's successful completion or participation in a treatment program before recommending reinstatement to school.

29. Possession of Devices and/or Apparatuses: Designed for and/or associated with use of controlled substances, e.g. to include but not limited to e-cigarettes/vaporizers and associated chargers and batteries, a marijuana pipe, roach clip, rolling papers, and devices used to inhale controlled substances.

Conference and Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days).  
Inform local police in serious cases.

Voluntary agreement to undergo alcohol and/or drug assessment could result in having the suspension reduced, in accordance with the Student Assistance Program guidelines. See Substance Abuse Policy.

30. Tobacco Products: Including, but not limited to, chewing tobacco, cigars and/or lighters.

- a. Possession of tobacco products and/or lighters:  
Lighters: Confiscation, Conference and detention.  
Tobacco products: Confiscation and in school suspension or Short Term Suspension (1-10 days).

- b. Use of tobacco products:  
Conference and Short Term Suspension (1-10 days).

31. Possession of Weapons:

a. Michigan law requires expulsion for possession of a dangerous weapon on school property, or a school vehicle or at a school event. A “dangerous” weapon is a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

Expulsion is mandatory if the weapon constitutes a “dangerous weapon” as defined by Michigan law. Inform local police in all instances.

b. As a matter of School District policy, the Board of Education may expel a student for possession which may be used to cause or threaten harm to others such objects include, but are not limited to: BB gun, pellet gun, airsoft gun, paintball gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray and any item intended for use as a weapon.

Conference and Short Term Suspension (5-10 days) or Long Term Suspension (11- 59 days).  
Possible expulsion in serious cases. Inform local police in serious instances.

32. Academic Integrity: The Academic Integrity requires high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student’s search for knowledge is a true and honest reflection of that effort.

A. Level I – Violation

1. Submitting another’s assignment as one’s own.
2. Knowingly allowing another student to use an assignment or test to submit as his or her own.
3. Looking at another’s test or essay and submitting the work as one’s own.
4. Knowingly assisting another student to misrepresent the content or authorship of the student’s school work.
5. Using any type of notes or technology without teacher approval.
6. Plagiarism, including but not limited to:
  - a. quoting or paraphrasing directly all or part of someone else’s written or spoken words without documentation within the body of the work.
  - b. presenting an idea, theory, or formula originated by another person as one’s own.
  - c. using information, which is not common knowledge, including statistics and demographics, without documenting the source.
  - d. copying or pasting from the Internet or another document material that is not one’s own without documentation from the source.
7. Using ChatGPT during any part of the writing process or for any classwork will be considered plagiarism, unless explicitly permitted by a teacher.

Level I violations of the Academic Integrity Policy will be addressed by the classroom teacher and documented. Parents/guardians will be notified.

B. Level II – Violation

Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

Level II violations of the Academic Integrity Policy will be addressed by the teacher and administration and documentation will occur.

Conference, Suspension (1-10 days)

## **PENALTIES**

If a student has not completed the student's discipline before the end-of-year semester final exam schedule commences, the student will not be allowed to take final exams.

### Classroom Discipline Procedure (Progressive)

Teachers are expected to use progressive discipline which includes:

1. Explanation of established classroom rules, disciplinary procedures, and consequences.
2. Teaching, modeling, and practicing appropriate behavior throughout the year.
3. Parent/guardian contact where a pattern of misbehavior exists or where there is extreme misbehavior.

Where a student's behavior is inappropriate and/or disrupts the class, the following procedure will apply:

1. Teacher will speak to student regarding inappropriate behavior and notify their parent/guardian. If appropriate, the teacher may write a referral.
2. Student will be sent to administrator; student suspended from class until administration contacts the parent/guardian, to inform parent/guardian regarding continued misbehavior.
3. In-person parent/guardian conference with teacher and administration.

In extreme class misbehavior, an administrator, in consultation with the teacher, may elect to skip progressive steps.

### Restorative Practices

In an attempt to change behavior, students who engage in misconduct may be required to participate in restorative practices in lieu of, or in addition to, suspension or expulsion. Restorative practices will typically 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. This includes conversations facilitated by an administrator, counselor or teacher that focus on building a common understanding of a conflict/situation through face to face dialogue in order to restore relationships and a sense of community. No person who claims to be the victim of unlawful or unwelcome harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Procedures:

- 1) A meeting is established for the students and the adult facilitator. (Depending on the severity of the incident, parents/guardians may or may not be notified.)
- 2) Three (3) key questions that guide the process are:
  - What happened?
  - Who was affected and how?
  - How do we make things right?
- 3) The level of success and personal accountability achieved through steps 1 and 2, as well as the seriousness of the misconduct will determine if further disciplinary action is warranted.

### Detention

An administrator may assign a student to an after-school or lunch detention for class misbehavior or other infractions. Detentions must be served by the date specified on the detention notice.

A student and his or her parent/guardian(s) will be presented with an electronic or hard copy, if necessary, of the detention notice with the offense and the number of detentions assigned. A copy will be sent to the student's parents/guardians.

If the detention has not been served within the specified time period an in-school suspension will be assigned. If the student does not serve the assigned in-school suspension the student will be assigned an out-of-school suspension.

#### Short Term Suspension (1-10 school days)

A principal or designee may suspend a student from school or any school function for up to ten (10) school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. A suspended student is allowed full make up privileges - homework assignments, quizzes, chapter, unit, quarter, and final exams.

1. Before the suspension is issued, the student shall be informed of the specific misconduct and have the opportunity to respond. The administrator shall provide written or telephone contact, if possible, to the parent/guardian of the suspension, its cause and its length.
2. Short term suspensions of three to ten (3-10) school days may be appealed.
3. Appeals of three to ten (3-10) day short term suspensions may be appealed following the procedures below:

Level of Review: Principal or designee at (517) 706-4900: The appeal shall be made within two (2) school days of the suspension. A conference will be scheduled with the parent/guardian within two school days of the appeal. Decisions will be rendered within two (2) school days of the conference. The principal or designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The decision of the principal or designee shall be considered final.

#### Long Term Suspension (11- 59 school days)

The superintendent or assistant superintendent may suspend a student from school or any school function eleven to ninety (11- 59) school days for violation of the Student Code of Conduct.

A student on suspension is not allowed on campus, including extra-curricular participation or activities from the time the suspension is imposed until midnight of the final day of suspension. A suspended student is allowed full make up privileges - homework assignments, quizzes, chapter, unit, quarter, and final exams.

If a student is suspended early in the school day, the student can be sent home once parent/guardian contact is made and that day will be counted as a day of suspension.

1. The principal or the designee may suspend a student pending the long term suspension hearing before the superintendent or assistant superintendent. The reasons for the suspension pending the long term suspension hearing shall be noted in the charges submitted to the student and parent or guardian. Where a suspension is issued pending a long term suspension hearing before the superintendent or assistant superintendent, the hearing shall be held at the earliest possible time.
2. For 11-20 day suspensions the assistant superintendent will conduct a hearing scheduled with the parent/guardian and school administration.

For 21- 59 day suspensions, the superintendent or assistant superintendent shall conduct a hearing scheduled with the parent/guardian and school administration.

The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to bring relevant fact or character witnesses.

At the disciplinary hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:

- Opening statement by the superintendent or assistant superintendent
- Opening statement by the school
- Opening statement by the student or representative (usually the parent or guardian)
- Presentation of school's position
- Opportunity for student to ask questions, clarify issues brought forth by school and/or superintendent or assistant superintendent
- Presentation of student's position
- Opportunity for school and/or superintendent or assistant superintendent to ask questions, clarify issues brought forth by student
- Final statement by school
- Final statement by student
- Final questions by superintendent or assistant superintendent

The superintendent or assistant superintendent will deliberate upon the evidence and determine the outcome. The superintendent or assistant superintendent shall make a determination solely upon the evidence presented during the hearing.

3. The superintendent or assistant superintendent shall make a written report to concerned parties within five (5) school days containing the findings and the decision concerning long term suspension. The report shall also include the student's appeal rights.
4. For suspensions greater than twenty (20) days, administration will develop an academic plan to promote the continued education of the student. It is the student's responsibility to participate and engage in the programming set forth in the plan to ensure academic progress.
5. The parent/guardian may, within three (3) school days of receipt of the decision, file a notice to appeal with the superintendent for the appropriate level of review.
6. Long term suspensions of 11-20 school days may be appealed following the procedures below:

Level of Review: The Superintendent. A conference shall be scheduled with parent/guardian within three (3) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. For suspensions and/or expulsions between 11 and 20 days, the decision of the superintendent is final.

Long term suspensions of 21-59 school days may be appealed following the procedure below:

Level of Review: The Board of Education. A hearing will be scheduled with the parent/guardian within ten (10) school days following the request for appeal. A decision will be rendered within three (3) school days of the conference. The Board or subcommittee of the Board may uphold the suspension, establish an alternate suspension of lesser

severity, or

reverse the suspension in its entirety. The decision of the board or subcommittee of the board shall be considered final.

### Expulsion

Expulsion is the termination of enrollment for an extended period of time in excess of sixty (60) or more consecutive school days up to permanently. A student may be expelled only by action of the Board of Education following recommendation by the building administrator or designee. The expelled student will not be allowed to enter school property, attend or participate in any school or school-related activities, including but not limited to, athletic, music, drama, club events, dances, prom, award and recognition events, and commencement.

Permanent Expulsion (State Mandated): Termination of enrollment permanently, subject to possible reinstatement as prescribed by the Revised School Code. A student may be permanently expelled only by action of the Board of Education following recommendation by the building principal or designee. Matters which will result in a recommendation for permanent expulsion to the Board of Education include arson (intentional setting of fires), criminal sexual conduct, physical assault against a school employee or student (grade 6 and above), and possession of a dangerous weapon. Reasonable and deliberate decisions will be made cooperatively by the administration and faculty in cases where serious extenuating circumstances exist.

If a student possesses a firearm or dangerous weapon in a weapon free school zone, the board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon
- The student did not knowingly possess the weapon
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

### Procedures for Expulsion:

1. The principal or designee may suspend a student pending an expulsion hearing by the Board of Education. The reason(s) for the suspension pending the expulsion hearing shall be noted in the charges submitted to the student and parent/guardian. Where a suspension is issued pending a hearing before the Board of Education or Board committee, the hearing shall be held at the earliest possible time.
2. The Board of Education shall conduct a hearing scheduled with the parent/guardian and school administration.
  - The hearing will be conducted as a special meeting of the Board of Education in accordance with the Open Meetings Act.
  - The parent/guardian may request in writing that the hearing be conducted in a closed session meeting of the Board of Education as permitted by Section 8(b) of the Open Meetings Act.

- The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to bring relevant fact or character witnesses.
3. At the hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:
- Opening statement by the Board
  - Opening statement by the school
  - Opening statement by the student or representative (usually the parent or guardian)
  - Presentation of school's position
    - Opportunity for student to ask questions, clarify issues brought forth by school and/or Board members
  - Presentation of student's position
    - Opportunity for school and/or Board members to ask questions, clarify issues brought forth by student
  - Final statement by school
  - Final statement by student
  - Final questions by board members

The Board will deliberate on the evidence and determine the outcome. The Board shall make its determination solely upon evidence presented during the hearing. In accordance with the Open Meetings Act, the vote on the Board's decision will take place in open session.

4. The Board of Education shall make a written report to concerned parties within five (5) school days containing the findings and the decision concerning expulsion. (Michigan law does provide for possible reinstatement and enrollment in alternative education programs and strict discipline academies.)
5. A record shall be kept of the Board of Education hearing in accordance with the Open Meetings Act; however, in accordance with Michigan law, student name(s) and student personal representatives will not appear in the official minutes of the meeting.

### **OKEMOS HIGH SCHOOL ATHLETE/STUDENT LEADER CODE OF CONDUCT**

Representing OHS in interscholastic athletic competition/a leadership role is a privilege and not a right. Students who participate in interscholastic athletics/leadership roles are expected to **represent the highest ideals of character** by exemplifying good conduct, citizenship, sportsmanship and training. The student's conduct and citizenship reflect on the student athlete/student leader, his or her club/group/team, our school, and our community.

### **STUDENT ACTIVITIES**

#### **Field Trips and Excursions**

Students are required to travel with the team coach, the sponsor of the activity, or some other faculty representative to and from the place visited as arranged by the district. Every participant is expected to go and return with the group unless alternative arrangements have been made and approved by the administration or the athletic department.

Parental permission forms for field trips are required. Forms are available in the main office area. Students on authorized field trips are considered in attendance and have full make-up privileges. For field trips of three or more days, the student will be allowed one day for each day of absence to complete missed work. The OHS Student Code of Conduct applies to all students while on field trips.

#### **Extra/Co-Curricular Participation Policy Statement**

OHS students have a wide range of student activities in which they may become involved. Student Government, clubs, class activities, publications, drama, athletics, and music offer exciting choices. Each student can benefit from involvement in at

least one area of interest to supplement the student's fine academic program. Any student wishing to start an activity or become involved with one should contact an administrator.

The opportunity for participation in a wide variety of student selected activities is a vital part of the student's educational experience. A comprehensive and balanced activities program complements the instruction and enables students to take advantage of the student's education. Participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student. Participation in these activities will provide students with the opportunity to develop personal values, skills and a positive attitude toward work and leisure time activities.

The athletic and fine arts programs will be available to all students who demonstrate an interest in participating, regardless of individual abilities. Accordingly, appropriate skill levels will be established within activities, when feasible.

An individual student who attempts to participate in several co-curricular activities simultaneously may find a conflict of obligations. If a student cannot fulfill the obligation of a school activity without repeated scheduling conflicts, the student may have to withdraw from one or more activities.

The student should exercise caution when gaining membership on teams and in activities where conflicts are likely to exist. Students have a responsibility to minimize obligations where obvious conflicts in practice and performance times occur. When a conflict arises THE STUDENT must notify the faculty sponsors/coaches involved immediately.

When a conflict occurs the sponsors/coaches will work out a solution that minimizes pressure on the student. If a solution cannot be found, an appeals committee consisting of the two sponsors/coaches of the activities involved, the athletic director and the assistant principal in charge of student activities will decide based on:

- The relative importance of each event. (Performance vs. Practice)
- The importance of each event to the student.
- The relative contribution the student can make.
- The length of time the events have been scheduled.
- Discussion between the school and the parents/guardians.
- Any other contributing factors.

Once the decision has been made and the student has followed that decision, the student will not be penalized in any way by either faculty sponsor or coach.

### **Activities**

All student-organized activities, such as dances, plays, pep assemblies, concerts, or fundraisers, etc. must be sponsored by either Student Government, one of the four classes along with their advisor and elected leaders, or a school club or organization. All activities must have an adult advisor, prior approval of the advisor and administration, and must be on the school calendar no later than February 15.

### **Fund Raising**

All fundraising activities must have prior approval from class/club advisors, student government, and administration. Sales of candy or other edibles by groups, clubs, and other school organizations are limited to before and after school hours, and the lunch hours, outside the cafeteria. Fundraising sales are not permitted in the hallways during change of class or in classrooms during class time.

### **Dances**

Dances are sponsored by school organizations. No more than two dances per month will be scheduled. All arrangements for dances must be made by the organization's faculty sponsor. Any students who leave the dance will not be allowed to return. Students may bring one guest (student not enrolled at OHS) to a dance. Students bringing a guest to a dance

must complete a **Dance Guest Request Form** to be approved by an administrator. Guests of Okemos High School students must be current high school students. Middle school students are not permitted to attend OHS dances.

No bags or containers larger than 8x4x3 inches will be permitted into dances or post prom. Students are not permitted to bring outside beverages or food into dances unless given prior approval by an administrator.

### Posters and Bulletins

To streamline communication and to ensure the cleanliness of our building, posters and bulletins that have been approved by school staff will be placed on the bulletin boards across from the attendance office. Advertisements for school dances and student government campaign materials may be placed throughout the building. Any outside organization that is not a sanctioned school club or activity must submit posters or bulletins to an administrator for approval. These organizations are limited to one poster. The daily announcements are reserved for school clubs and activities only.

### Student Government

Please see the Student Government Handbook located at [OHS Clubs & Groups](#).

### HIGH SCHOOL ATHLETICS

See the *Okemos Athletic Department Parent-Athlete Handbook* for information regarding the registration fee, eligibility, etc.

### CLUBS AND ORGANIZATIONS

OHS maintains an updated list of clubs and groups, along with descriptions, meeting times, and club advisor contact information, on the high school website. Please visit [OHS Clubs & Groups](#).

### **Okemos Public Schools**

4406 N. Okemos Road  
Okemos, MI 48864

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### **District Network Resources and Internet Safety - Regulations** **[Updated per Board Policy]**

All users of the District Network Resources must comply with the following regulations, which have been specifically established to protect our educational community and the district's networks.

#### **1. Computer Network:**

- A. A network account is provided for **educational purposes only**.
- B. Acceptable Network use by district students and staff include:
  1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
  2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that support education and research.
- C. A network account is to be used only by the authorized user. The sharing of logins, passwords or accessing in another user's accounts and/or data is prohibited.
- D. Users are expected to abide by the generally accepted rules of Network Etiquette (Netiquette) including:
  1. Be polite. Do not send abusive messages or ones containing inappropriate language.
  2. Do not reveal your personal information (address, social security number, phone number, etc.) or that of other students/colleagues.

- 3. Do not wastefully use finite resources (paper, network/email storage space, etc.)
- 4. Do not use the network in such a way that you would disrupt the use of the network by others.
- E. Email/Social Media/Messaging may not be used to spam, advertise/sell personal property, for commercial activities, or for political lobbying for personal gain. Messages relating to or in support of illegal activities will be reported to legal authorities.
- F. Uploading, downloading or transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited and may be reported to legal authorities.
- G. Users may access educational materials for school use via the Internet. Compliance with Copyright notices and/or Terms and Conditions pertaining to a Web site is required. Plagiarism, in any form, is prohibited.
- H. Non-educational, inappropriate communication including, but not limited to, instant messaging, network messaging, and chat rooms, is prohibited.
- I. Accessing, transmitting, submitting, posting, publishing, or displaying any inappropriate or illegal material including, but not limited to, defamatory, inaccurate, abusive, obscene, profane, sexually oriented, bullying, threatening, racially offensive, or harassing is prohibited and may be reported to legal authorities.
- J. Student network files may be purged at the end of the school year. It is the student's responsibility to back up any files the student wants to retain.
- K. The network account, email account and network files of a user who leaves the district may be deleted. It is the student's responsibility to back up any files the student wants to retain.
- L. The Children's Online Protection Privacy Act requires website operators to obtain parental consent before collecting information from children under the age of 13. In certain instances, the District may act as an intermediary and provide the required parental consent on behalf of a student when the website is used for educational purposes
- M. A staff member wishing to design and publish a web site must read and adhere to the district's Web Page Development Guidelines and Policy.

## **2. Equipment:**

- A. The user will utilize district hardware (computers/printers/scanners, etc.) with care. Food, drink and candy must be kept away from any hardware.
- B. To protect logins/files, users must restart or shut down the computer after use or when the computer will be unattended for a period of time.
- C. Users are always responsible for their assigned device. Users must take appropriate security measures at all times such as setting a passcode and/or logging out when necessary.

## **3. Security:**

- A. It is the responsibility of every user to notify a staff member or administrator who, in turn, must notify the Department of Media & Technology if the District Network Resources policy violation or security problem involving the District Network Resources or Internet is identified. The user must not in any way communicate and/or demonstrate the problem to others.
- B. Attempting to login to the network as any other user or disclosing another user's login and password is prohibited.
- C. Any user identified as a security risk or having a history of technology violations may be denied access to the District Network Resources.

## **4. Software:**

- A. Downloading of unlicensed, malicious, illegal or inappropriate software from the Internet is prohibited and may be reported to legal authorities.
- B. Unauthorized copying, use or altering of licensed or copyrighted software is prohibited

## **5. Tampering:**

- A. Tampering with, or activities that threaten the integrity and/or security of any network, computer operating system, software or materials (including, but not limited to, hacking into the District network(s), downloading or installing files

that will compromise the network(s), dual booting devices, removal of district computer policies, removal of anti-virus software, transmission of worms, viruses and other malicious codes, and accessing any device or data without proper authorization) is prohibited and may be reported to legal authorities.

- B. Any attempt to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content).

## 6. Internet Safety

- A. In compliance with CIPA (Children's Internet Protection Act passed by Congress on 12/15/00) Internet filtering is in place for every networked computer to prevent access to inappropriate material on the district network. Internet filtering is provided by the district, both in and outside of the school setting for students. It is impossible to control access to ALL material on the Internet. The OPS firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Okemos Public Schools. Furthermore, during student Internet use in school facilities, District staff will make reasonable efforts to supervise student access and use of the Internet.
- B. To help ensure student safety and citizenship in online activities, students and staff will be educated about:
  - 1. Appropriate online behavior.
  - 2. Safety and security while using email, chat rooms, social media, and other forms of electronic communications.
  - 3. The dangers inherent with the online disclosure of personally identifiable information.
  - 4. The consequences of unauthorized access (e.g., "hacking") and other unlawful or inappropriate activities.
  - 5. Cyberbullying awareness and response.

## 7. Video Network:

- A. All programming to be aired over the district's broadcasting system must be approved by the Department of Media & Technology.
- B. Programming which may be in violation of someone's civil rights, or that is discriminating in nature or content, or inappropriate for the educational audience is prohibited.
- C. Inappropriate language or behavior is prohibited from Okemos Channel programming.
- D. Student programming and use of equipment must be adult supervised at all times.
- E. Copyrighted materials or programming must be used in accordance with district policy and applicable laws.

## 8. Student Personal Learning Devices (PLD)

The Personal Learning Devices will become a critical component of the classroom instruction as we move forward; therefore students do not have the option of declining a district provided device. Students will be required to use their school issued device during the school day to provide continuity for classroom instruction. The intent is for students to use the devices both in school and at home. Additionally, students are required to use school-provided Google accounts for classroom assignments.

- A. Bringing the Device to School:
  - 1. It is expected that students will have their fully charged device at school each day. Teachers will be designing their lessons and classrooms based on students having access to their device.
  - 2. If students fail to bring their device to school or bring it uncharged, they are responsible for getting the course work completed as if they had their device present and working.
  - 3. If a student repeatedly fails to bring their device to school, they may be required to turn in and check out their device from school.
- B. Student Use in Classrooms:
  - 1. Use of the device in the classroom is at teacher discretion.
  - 2. Students are expected to take their device to each class each day unless told differently by the teacher.
  - 3. Devices in the classroom are to be used for teacher approved educational purposes only.
  - 4. The use of ear buds/headphones and other accessories in class are at teacher discretion. Ear buds/headphones will not be provided by OPS.

C. General Care:

1. Treat this equipment with as much care as if it were your own property. Students may be assigned the same device for multiple years.
2. Do not attempt to alter, modify or upgrade the device in any way. Doing so may void the warranty.
3. Any and all support or repair will be handled through the district. PLEASE DO NOT CONTACT ANY OUTSIDE VENDOR (i.e., Geek Squad, device manufacturer) FOR REPAIR OR SUPPORT ISSUES.
4. Do not remove or interfere with the serial number or any identification placed on the device.
5. Keep the equipment clean. For example, don't eat or drink while using the device. \*It should be noted that liquids cause immediate damage to electronics.
6. Do not put stickers or use any type of markers on the device.
7. District issued carrying cases and/or device covers must be used at all times.
8. Close the device when it is not in use or it is being transported.
9. Never use a chemical to clean the screen or keyboard (i.e. Windex, bleach wipes). Use a soft, dry, lint-free cloth when cleaning the device.
10. Do not lean on the top of the device or put excessive pressure on the screen.
11. Device should always be stored in a safe, secure location. Avoid extreme temperatures.
12. Unattended devices found by staff will be moved to a designated location in the building.

D. Student Printer Use:

1. Use of a school printer is for educational purposes only and will be at the discretion of the teacher.
2. Installing a printer for home use is allowed.

E. Prohibited Areas:

Use of the device is prohibited in the following areas/situations:

1. Locker Rooms
2. Bathrooms
3. The cafeteria
4. Areas used for the purpose of changing clothes
5. Any other areas as designated by administration

F. Device Camera/Recording:

1. Users shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorization by a teacher or administrator in compliance with OPS policies and procedures. This applies both in and out of the school setting.
2. Use of any recording, video or camera functions without a subject's consent is strictly prohibited.

G. Device Problems:

1. It is the student's responsibility to report device issues as soon as they occur.
2. The student must take the device to the designated technical support location as soon as possible.
3. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.

H. Discipline:

1. Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the Student Handbook. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the Student Handbook.

2. Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations.
- I. Device Damages and Care/Loss or Theft of Devices:
    1. In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages.
    2. Repeated damage offenses may result in the parent/legal guardian being billed for the damages and/or loss of the device for the remainder of the year (a daily check out device will be provided).
    3. The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.
      - Devices that are lost or stolen need to be reported to the school's main office immediately.
      - If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
      - If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.

**Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.**

- J. Checking Out and Returning a Device at the End of the Year:
  1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
  2. Devices will be returned at a specified time at the end of the school year so they can be checked for serviceability.
  3. It is the student's responsibility to maintain the power adapter and cable.
  4. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
  5. If a student transfers out of the OPS during the school year, the device must be returned at that time.
  6. This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

**Disclaimer:**

The Okemos Public Schools makes no guarantees of any kind, whether expressed or implied, for the District Network Resources or the device. The Okemos Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. OPS staff and Board of Education members are released and indemnified from:

- a) Any damages users may suffer including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, interruptions in service, or other reasons.
- b) Any fees, expenses or damages a user incurs as a result of use, or misuse, of the District Network Resources. The district retains the right to seek monetary restitution from the user.
- c) Any claims, causes of action and damages of any nature arising from the use, or inability to use, the District Network Resources.
- d) Unauthorized financial obligations, identity theft or fraud resulting from District-provided access to the Internet and/or email.

**Terms and Conditions:**

All Terms and Conditions as stated in this document are applicable to the Okemos Public School District. These Terms and

Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, and the United States of America. These Terms and Conditions are subject to change with proper notification to the registered users.

OKEMOS PUBLIC SCHOOLS- Web Accessibility Statement

Okemos Public Schools (OPS) recognizes the importance of making digital information provided on the District's website accessible to students, prospective students, parents, employees, guests and visitors with disabilities, particularly those with visual, hearing or manual impairments or who otherwise require the use of assistive technology to access information.

This website is coded to comply with both the Americans With Disabilities Act and conforms level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0. Users who wish to view these specifications can do so at: Web Content Accessibility Guidelines 2.0. These guidelines explain how to make web content more accessible and the District is working to educate our staff so that the content they may post on their classroom websites will be compliant with the guidelines and be accessible to all visitors.

Okemos Public Schools strives to adhere to the accepted guidelines and standards for accessibility and usability as comprehensively as possible on this website

If you cannot fully access the information on the District's website, please communicate specific issues with the District's Web Accessibility Coordinator. We will make every effort to provide the information to you in an alternate format and/or make the necessary improvements to ensure the information is accessible.

Formal complaints regarding accessibility concerns may be filed through our Section 504 and Title II grievance procedure. The following persons have been designated to handle inquiries and/or complaints regarding the non-discrimination policies:

Section 504 and Title II Coordinator (adults)  
Mario Martinez, Director of Human Resources  
Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-5006  
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### Substance Abuse Policy

The consumption or possession of mood or mind-altering chemicals, substances, or paraphernalia interferes with a healthy educational environment.

The school strives to prevent drug abuse and help drug abusers through educational programs, rather than exclusively punitive means.

"Drugs" shall mean: all dangerous controlled substances prohibited by Michigan statute; chemicals which release toxic vapors; alcoholic beverages; "look alikes"; anabolic steroids; inhalants; mind altering substances; and any other illegal substances prohibited by law.

Any employee, student or person(s) shall report to the principal or designee any student suspected of possessing, selling, using or being under the influence of inappropriate substances while attending school functions.

The principal or designee will investigate the report and determine if a violation has occurred.

#### Assistance and Referral

If the principal or designee, after an investigation, concludes that chemical dependency or abuse exists, efforts will be made to assist the student and/or parents or guardians.

The need to protect the school community from harm and exposure to drugs shall be balanced against the due process rights of the individual and the opportunity to rehabilitate a student within a wholesome school environment.

The school shall provide a listing of community and private agencies that can offer assistance. Any services or materials rendered or provided by professionals outside the school will be the student's and/or the parents' or guardians' responsibility. The school has no responsibility for payment for such services.

#### Student Discipline

In the discipline of students involved with drugs, the following factors will be considered: the potential harm of the specific drug itself, the physical hazard posed by it, and its tendency to habituate users; the degree and kind of involvement with drugs by the student; the number of other students affected; the student's possible profit motive; the number of times the student has been disciplined for drug involvement previously; the overall disciplinary record of the student; the student's willingness and desire to participate in an approved substance-abuse program or to seek help from professionals, organizations, or other individuals qualified to provide services as approved by the district.

- a. The administration may determine to suspend and/or expel the student.
- b. Notification of law enforcement officials.
- c. Notification of county health officials.

The principal or designee may require documentation of a student's successful completion or participation in a treatment program before recommending reinstatement to school.

#### FERPA Policy

Copies of the district's FERPA policy may be obtained from:

Mrs. Heather Pricco  
Director of Special Education  
Okemos Public Schools  
4000 N. Okemos Road  
Okemos, Michigan 48864

Regulations – Distribution or Posting of Printed or Written Matter

Approval Process:

An actual or truly representative copy or sample of the printed or written material to be distributed or posted, with an indication of the number of copies that are intended to be distributed or posted, shall be submitted to the building principal or designee.

- 1) The material to be distributed or posted must contain a notation of the person(s) or group distributing/posting the material.
- 2) A request from any person outside the school to distribute or post material must contain contact information of the person(s) or group making the request. This includes name, address, and a telephone number.

Within three (3) school days from receipt of such material, the principal or designee shall review and reasonably determine whether distribution or posting of such material would be foreseeably likely to cause substantial disruption of or material interference with school activities or is otherwise legally prohibited.

- 1) Acceptable items include, but are not limited to, materials or postings announcing school-sponsored activities, school-sponsored clubs, and/or student council activities such as prom, food drives, special events; as well as items such as student art work.
- 2) Unacceptable items include, but are not limited to, any material that could create the following kinds of disruptions and distractions:
  - a) Substantial disruption of normal classroom learning.
  - b) Fights, vandalism, or rampant behavior.
  - c) Rejection of administrative authority.
  - d) Disorderly student demonstrations, student walkouts, or lack of student cooperation.
  - e) Abusive or vulgar language directed at other students, teachers or administrators.

Examples of unacceptable items include, but are not limited to:

- a) Literature which attacks ethnic, religious, racial or other legally protected groups, publications that may create hostility and violence, pornography, obscenity and similar materials not suitable for distribution in the schools.
  - b) Materials denigrating to specific individuals in or out of school.
  - c) Materials designed for commercial purposes, such as those designed to advertise a product or service for sale or rent.
  - d) Materials advocating illegal activities or the use of illegal substances.
  - e) Materials which are designed to solicit funds, unless approved by the superintendent or designee.
  - f) Any material not consistent with the educational mission of the school district.
- 3) Distribution or posting of materials not prescribed above, which the principal reasonably believes would not materially disrupt class work or involve substantial disorder or the invasion of the rights of others, will be permitted, although such distribution or posting may foster or cause distractions similar to the following:
    - a) Orderly group discussion.
    - b) Speech-making.
    - c) Additional distribution of material.
  - 4) The distribution or posting of material by computer will be governed by the district's Use of Technology Policies (6300, 6301 and 6302).

The principal or designee will provide the requestor with written approval or disapproval within the above-mentioned three (3) school day period.

- 1) A written notice of disapproval must contain the reasons for the disapproval.
- 2) Should approval or disapproval not be issued within the three (3) school day period, the distribution will be deemed to have been approved.

Distribution/Posting Process:

- A) The distribution or posting of approved material may take place at a time reasonably proximate (considered to be within one-half hour before school begins and after school is out and during lunch periods at areas designated by the principal or designee).
- B) Distribution or posting may not take place in classrooms during classroom sessions.
- C) All distribution or posting must be orderly, with the area kept free of loosely scattered material, and must comply with other facility directives.

Appeal Process:

Any person denied approval may appeal to the superintendent of schools or designee. The superintendent or designee will, within five (5) school days of receipt of such appeal, review the matter and provide a written response. The decision of the superintendent is final.

**OKEMOS PUBLIC SCHOOLS**  
**Authorization for Administration of Prescription &**  
**Non-Prescription Medication**

Name of Student _____	Teacher _____	Date form Received
Birth Date _____ Grade _____	School _____	
Is this student enrolled in child care? (Please circle) Yes No If Yes, in KEEP ____ or Before/After ____?		

*To be completed by a Physician*

Diagnosis/Purpose of Medication \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Time \_\_\_\_\_

Anticipated Duration \_\_\_\_\_ (if indefinite, so state)

Form of Medication/Treatment  Tablet/Capsule  Liquid  Inhaler  Injection  Nebulizer

How is medication to be given (schedule and dose to be given at school)? \_\_\_\_\_

\_\_\_\_\_

Should the school be aware of any adverse reactions or precaution? \_\_\_\_\_

\_\_\_\_\_

The student is both capable and responsible for self-administering this medication: in the office (Elem)

No  Yes, supervised

The student is both capable and responsible for self-administering and carrying this medication (KIN & above)

No  Yes, unsupervised

Date \_\_\_\_\_ Physician \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

The undersigned parent/guardian authorizes the Okemos Public Schools through its administrators and/or staff to administer medication or to supervise the taking of medication by my child.

It is understood that the undersigned parent/guardian shall immediately notify the school personnel in writing in the event the prescription shall be discontinued or modified.

The medication must be brought to school in a container appropriately labeled by a physician or pharmacy. Refills of the prescription shall be the responsibility of the parent/guardian.

Further, the undersigned shall release and indemnify the school district and its employees from any liability or damage which may result to the student from the administration of said medication as prescribed by the physician.

Signature of Parent/Guardian _____	Date _____
Home Phone: _____	Cell Phone: _____
Emergency Phone: _____	
Name of Doctor: _____	Doctor's Phone: _____