

**Additional Handbook Updates**  
*To be shared at the Aug. 6 Board Meeting*

<b>Topic:</b>	<b>Common Handbook Title</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>
<b>Where:</b>	<b>Cover Page and Header</b>
<b>What:</b>	<b>Student and Family Handbook</b>

<b>Topic:</b>	<b>Policy Statement</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>
<b>Where:</b>	<b>Place as footer of the Table of Contents (or somewhere at beginning of handbooks)</b>
<b>What:</b>	<p style="text-align: center;"><b>Policy Statement</b></p> <p>The Okemos Student and Family Handbook is designed to provide a general overview of rules and expectations for the community. For a complete list and detailed content of policies of the Board of Education policies, please visit the <a href="#">Board policies page</a> of our website.</p>

<b>Topic:</b>	<b>Points of Contact</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>
<b>Where:</b>	<b>Place between the Web Accessibility Statement and Table of Contents</b>
<b>What:</b>	<p style="text-align: center;"><b>Points of Contact Reference Chart</b></p> <p>District staff and administrators are available to help answer your questions and address your concerns. This chart can guide families to the person who can best help them get support at each step. This chart is also available on the district website.</p> <p><b>NOTE:</b> Chart for Visual Reference will be added once complete.</p>

<b>Topic:</b>	<b>Screen Time/Technology Use</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>

<b>Where:</b>	<b>Place under Technology → Personal Learning Device</b>
<b>What:</b>	<p style="text-align: center;"><b>Screen Time/Technology Use</b></p> <p>Okemos Public Schools provides students with meaningful and innovative learning opportunities, which includes the integration of technology into the classroom environment and district provided “one to one” devices as tools to support learning.</p> <p>Students in grades 5-12 should turn off and charge computers outside of school hours in preparation for the next school day.</p> <p>Families should be aware that students will access school technology during school hours, with older (secondary) students having more use than younger (elementary) students. We encourage families to visit the <a href="#">National Sleep Foundation</a> for information on screen time use and impacts on student sleep after hours.</p> <p>Additionally, as a district we are committed to the Health and Safety of all of our students. As part of our commitment we have a Securly Filter on all our students school issued devices. Securly is a K-12 filtering tool that prevents students from accessing inappropriate or distracting content on the web. It also provides data for administrators to see what content students are accessing over time and alerts on concerning search terms, such as those referencing weapons, grief, self-harm, and sexual content. Coupled with the school-based filter, Securly Home provides families with a report of what sites their child is on or topics they may be searching.</p>
<b>Topic #8:</b>	<b>Align Extended Absence Policies</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>
<b>Where:</b>	<b>Place under Registration and Records → Attendance</b>
<b>What:</b>	<p style="text-align: center;"><b>Extended Absence Policy</b></p> <p>Students who leave school for an extended absence (more than one week) will not be provided with assignments in advance. Parents or guardians may request textbooks, but the responsibility for learning during this period lies with the family.</p> <p>Planned Absences, Personal Convenience Absences, Trips/Vacations: Students are expected to attend classes while school is in session. The school calendar includes generous vacation periods, so absences for trips or personal convenience during school time are discouraged.</p> <ul style="list-style-type: none"> <li>● Parents must notify the main office at least two days in advance for the absence to be excused.</li> </ul>

- Students and families are responsible for making necessary arrangements for missed coursework and assessments with their teachers and must notify teachers in advance of the absence.
- Students must request homework prior to departure and arrange a time to make up missed tests or quizzes (if appropriate) at a time acceptable to the teacher.

**Missed Assignments/Work:**

- If a student has been absent for more than two days, parents should call the guidance office before 9 a.m. on the third day to arrange for assignment pick-up. A 24-hour notice is necessary to gather assignments since staff are teaching during the school day. Assignments can be picked up in the guidance office after school.
- Secondary students should email their teachers for missed assignments when they are absent.

**Planned Absence Procedures** (Okemos High School Only for anticipated absences of three or more days):

1. Obtain a planned absence form from the attendance office.
2. Present the form to each teacher for signature and to list assignments with completion dates as determined by the teacher.
3. Take the completed form home for parental/guardian signature.
4. Submit the fully completed form to the attendance clerk in the attendance office before the planned absence begins.

Excused absences for travel will be granted only for family travel up to five school days. Parents/guardians seeking exceptions should contact building administration.

**Additional Information:**

- In cases of excessive absences, a physician's note may be required.
- The school may request the district nurse to make a home visit to determine if any help is needed.
- For prolonged illness or absence due to contagious disease, the principal may require a physician's certificate for re-admission to school.

<b>Topic:</b>	<b>Clarification of Excused vs Unexcused Absences</b>
<b>Add to:</b>	<b>All Levels - OHS, CMS, KMS, Elementary</b>
<b>Where:</b>	<b>Place under Attendance</b>
<b>What:</b>	<p><b><u>Excused Absence</u></b></p> <p><b>An absence is recorded as “excused” when a student is not present, however communication regarding the missed time at school has occurred.</b></p>

**Unexcused Absence**

**An absence is recorded as “unexcused” when a student is not present and communication regarding the missed time at school has NOT occurred.**

**Topic:** Generative Artificial Intelligence Chart

**Add to:** Elementary Handbook (already included at the secondary levels)

**Where:** Place under Technology → Acceptable Use Policy of AI

**What:**

**Use of Generative Artificial Intelligence (A.I.)**

In order to help students to acquire new knowledge and skills, as well as to build their knowledge and skills progressively over time, teachers must have access to students' authentic displays of learning. Sometimes, those skills can be ethically and productively enhanced in very positive ways using generative AI, and at other times, teachers will prefer that students complete assignments without using generative AI. This will likely depend upon the skills/knowledge being assessed.

Therefore, these levels may be used by teachers to communicate their expectations for students' use of AI to complete various creative assignments both in and out of the classroom.



**AI RECOMMENDED**

Generative AI is recommended for use in completing this assignment or project. Students are encouraged to explore AI tools and techniques to enhance their work.



**AI PERMITTED**

Generative AI is permitted but not required for completing this assignment or project. Students can choose to use AI tools and techniques if they believe it will improve their work.



**AI RESTRICTED**

Generative AI use in completing this assignment or project is restricted. Students are expected to complete the work using only their own knowledge and skills.

	Properly cite any AI-generated work products.	Properly cite any AI-generated work products.	
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