

Memo to the Okemos Public Schools Board of Education: Proposed Changes to the Kinawa ⁵/₆ Student and Parent Handbook 2023-2024

Deletions to language in the handbook are indicated using strikethrough. Updates and additions indicated in bold, italicized and underlined.

#1: HEAD LICE (pg. 47):

Update - Remove statement regarding students' return to school to better reflect Okemos' DEI approach.

Head lice are a common condition that can be transmitted where any group assembles regularly, especially among students whose hats and jackets hang close together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your student's head frequently. Look around the ears and back of the neck. Be sure you have good light; stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very easily. Nits do not. If there are lice, notify the attendance office and start treatment immediately. ~~A student may not return to class until your student has been determined to be nit and lice free.~~

#2: LANGUAGE REFERENCING "HOMEWORK" (pg. 31, 57):

Update - Remove references to homework as instructional practices are being adjusted to reduce/eliminate homework.

Pg. 31:

Short Term Suspension

B. Appeal Process

6. A suspended student is allowed full make-up privileges - ~~homework assignments~~, quizzes, chapter, unit, quarter, and final exams.

Pg. 57:

TELEPHONE USE

A Guidance Office phone is available for student use in the event of an **emergency or illness**. We ask that students not use this phone for forgotten items such as gym clothes, ~~homework~~, musical instruments, or to make after-school plans. We hope this policy encourages students to become more responsible for their belongings, avoids interrupting parents at home or work, and keeps students in class so they are not missing instruction.

#3: Saturday School (pg. 26, 29):

Recommendation - Saturday School no longer exists and therefore should not be referenced.

Pg. 26:

Administrative Progressive Discipline

Progressive discipline will ordinarily be utilized when students misbehave or engage in prohibited activities outlined earlier in these regulations. Serious misconduct, however, may subject a student to discipline, up to and including permanent expulsion, for a first offense. Progressive discipline will involve, but not be limited to, the following consequences:

- A. **First referral:** Conference with the student. May include administrative contact with parent or guardian; restorative practices, and/or conflict resolution strategies such as detention; suspension; or expulsion.

- B. **Second referral:** Conference with the student. May include administrative contact with parent or guardian AND ~~Saturday school~~ or suspension (in- school; out-of-school); may include expulsion.

Pg. 29:

A. Types of Suspensions

1. **Short Term.** Suspension imposed by a building administrator for the remainder of the school day and/or up to one (1) to ten (10) days which may include extra and/or co-curricular activities.
2. **Long Term.** Suspension from school attendance imposed by the superintendent or assistant superintendent for eleven (11) to fifty-nine (59) school days, which may include extra and/or co- curricular activities.
3. **Extra/Co-curricular.** Suspension from participation in school-sponsored activities outside the normal school day. This consequence is generally to be used only when misconduct is related to extra or co-curricular activities.
4. **In School.** Suspension from class(es) but attending school; student spends the time in a detention room/area.
5. ~~**Saturday School.** In-school program for secondary students consisting of supervised study time on a Saturday from 8:00 a.m. to 12:00 noon.~~
6. **Snap Suspension.** Removal from a class, subject or activity up to one school day. (See board policy 5114: Snap Suspension.)

#4: TRUANCY REFERRAL (pg. 15):

Update - Updating for a common district approach and to align with OHS handbook language and practice.

ATTENDANCE

Absences – Call 706-4706

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.

The parent/guardian must call the guidance office and give the following information when a student is absent. You may leave a message on 706-4706 24/7.

1. Student's first and last name, teacher and grade
2. Reason for absence

If the school does not receive a call by 9:30 a.m. The parent/guardian will receive an automated phone message stating their child has been marked absent. Leaving your child's classroom teacher a message regarding their absence is not sufficient for reporting an absence. Please call the guidance office, 706-4706.

If a phone is not available, the student must bring a note from home explaining the absence when the student returns to school.

To promote a positive learning environment, we expect all families to have their students in school and on-time in the morning. The administration may require a note from a doctor for excusing prolonged absences.

Parents should excuse 1st hour absences only for appointments and emergencies. Oversleeping may be considered an absence. ~~Ten~~ Twelve absences may result in referral to the Ingham County Truancy Court.

#5: ACADEMIC INTEGRITY (p. 7):

Update - Adding for a common district approach and to align with OHS handbook language and practice.

ACADEMIC INTEGRITY

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.

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. ***The use of chatGPT or other artificial intelligence tools during any part of the writing or composition process will be considered plagiarism and is strictly prohibited.***

Level I violations of the Academic Integrity Policy will be addressed by the classroom teacher.

Additional Notes: The handbook was reviewed for gender-neutral language and corrections were made as necessary. Changes to personnel, event dates, and grammar (without altering context) were also updated.