

**THE OKEMOS HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**2023-2024**

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Commented [1]: tbd

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## TABLE OF CONTENTS

Mission Statement.....	6
Map of Okemos High School First Floor.....	8
Map of Okemos High School Second Floor.....	9
Introduction.....	10
General Information.....	11
School Hours and Schedule.....	11
Arrival and Departure from School.....	11
Building Hours.....	11
Daily Schedule.....	11
FLEX Schedule.....	12
Early Release Schedule.....	12
Homeroom.....	13
Unexpected School Closing or Dismissal.....	13
COMMUNICATIONS.....	13
Student Education Records.....	13
Directory Information.....	14
Military Recruiting Representatives.....	15
Public Address System.....	15
Student Message Board.....	15
Telephones.....	15
Identification.....	15
LOCKERS.....	15
TRANSPORTATION.....	16
Bus Policy.....	16
Student Vehicles.....	16
Bicycles.....	17
MISCELLANEOUS.....	17
Fire Drills, Disaster (Tornado) Drills, Lock Down Drills.....	17
Driver Education.....	18
Medication.....	18
Accidents – Students.....	19
Lost and Found.....	19
Work Permits.....	19
Evening Use of Building.....	19
Guests.....	20
Cafeteria and Food.....	20
Library Media Center.....	20
Recreational Activities.....	22
CLASSES.....	22
Scheduling.....	22
Drop/Add Policy.....	22
Recommended Course Loads.....	25
Reduced Schedule.....	25
Graduation.....	26
Graduation Requirements.....	26
Graduation Requirement Waiver Procedures.....	28
Personal Curriculum Option.....	29

Personal Curriculum Modification Procedure.....	29
Courses.....	30
Guided Study Hour.....	30
Guided Independent Study.....	30
Wilson Talent Center (WTC).....	31
Field Trips and Excursions.....	34
Auditing Courses.....	34
Testing Out Policy.....	35
Alternate Placement of Incoming Freshmen.....	37
Guidelines Regarding Credit Earned Externally.....	37
Correspondence Courses and Extension Study.....	38
Credit Courses Taken Abroad.....	39
Extended Travel – Travel Abroad.....	39
Concurrent College/OHS External Enrollment Program.....	39
State Mandated Dual Enrollment Program.....	40
Section 21f of the State School Aid Act of 2013.....	43
Summer Study.....	45
Early College.....	45
Repeating Courses.....	45
Transfer Students.....	46
ACADEMICS.....	46
Student Personal Learning Device (PLD) Policy.....	46
Textbooks.....	49
Homework.....	50
Grading.....	50
Report Cards and Grading.....	50
PowerSchool.....	51
Credit/No Credit.....	51
Incompletes.....	52
Grade Change Policy.....	52
Security and Integrity of Classroom Assessments.....	53
Final Exam Policy.....	53
Credit Recovery.....	53
Edgenuity (formerly known as E2020).....	53
Graduation Alliance.....	55
Make-up Exams, Tests and Daily Work.....	55
Excused Absence.....	55
Unexcused Absence.....	56
Attendance.....	56
Absence Reporting by Parent/Guardian.....	56
Attendance Rules and Regulations.....	57
Excused Absence.....	57
Unexcused Absence.....	57
Permit to Leave School/Closed Campus.....	58
Planned Absence Procedure.....	59
Extended Travel.....	59
Additional Information.....	60
Tardy Rules and Regulations.....	60
Appeals.....	61

Guidance and Counseling.....	61
What do counselors do?.....	61
Student Assistance Program.....	62
Student Support Groups.....	63
Student Conduct and Citizenship.....	64
Student Rights and Responsibilities.....	64
Self-Advocacy.....	64
Search and Seizure.....	64
Fraternities.....	65
Student Dress Code.....	65
Public Display of Affection.....	66
Sexual Harassment.....	66
Hall Conduct.....	67
Assembly Conduct.....	67
Okemos High School Commencement Code of Conduct.....	68
Student Code of Conduct.....	69
Offenses.....	.70
Penalties.....	81
Classroom Discipline Procedure.....	82
Detention.....	82
<del>Saturday School.....</del>	<del>82</del>
Temporary Alternative Placement Program (TAPP).....	82
Suspension.....	83
Expulsion.....	85
Okemos High School Athlete/ Student Leader Code of Conduct.....	87
Calendar.....	87
Offenses.....	88
Penalties.....	89
Self Disclosure.....	91
Chemical Assessment.....	91
Disciplinary Process and Appeal Process.....	92
OHS Student Leader Code of Conduct Form.....	94
Student Activities.....	95
Extra/Co-Curricular Participation Policy Statement.....	95
Activities.....	95
Fund Raising.....	96
Dances.....	96
Posters.....	97
Student Government.....	97
High School Athletics.....	97
Clubs and Organizations.....	97
Integrated Communications Network Policy (Voice, Video, Data and Internet Networks.....	99
Web Accessibility Statement.....	104
Substance Abuse Policy.....	105
Assistance and Referral.....	106
Student Discipline.....	106
FERPA.....	106
Regulations on Distribution or Posting of Printed or Written Matter.....	107

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Appeal Process.....	108
Understanding Concussion.....	108
School-Related Performance/Presentation Pledge.....	111
Authorization for Administration of Prescription Medicine.....	112
Authorization for Administration of Non-Prescription Medicine.....	113

**OKEMOS PUBLIC SCHOOLS  
MISSION STATEMENT**

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

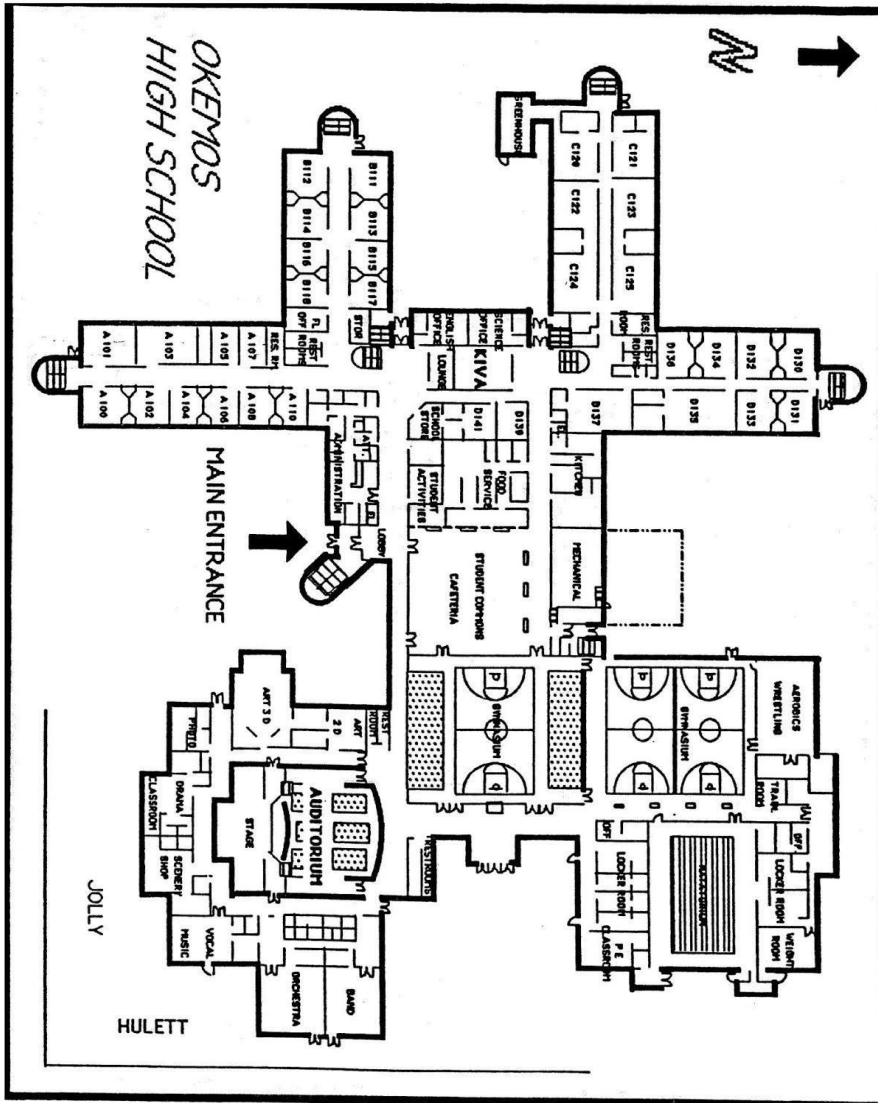
**OKEMOS HIGH SCHOOL  
MISSION STATEMENT**

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.

DELETE MAPS

Commented [3]: Poor resolution; unused; unnecessary.







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. Stephen Keskes  
Assistant Superintendent  
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. ~~Timely is defined as within 1-10 minutes after the conclusion of the event.~~

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. Although this may appear as an inconvenience, please be reminded that our top priority at Okemos High School is to ensure the safety of everyone.~~

Commented [4]: unnecessary

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. ~~when it is locked.~~ The school building opens at 7:15 a.m. All silo doors and west side entrances are locked at ~~8:00~~ 7:45 a.m. on school days. The counseling office is open from 7:00 a.m. until 3:30 p.m.

Commented [5]: unnecessary

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Daily Schedule

PERIOD	START	END
1	7:45	8:43
2	8:50	9:48
3	9:55	10:53
A LUNCH C Hallway, D Hallway, Art, PE	10:53	11:28
4	11:28	12:26
4 ALL IN CLASS	11:28	11:58
4 A Hallway, B Hallway, Music, B. Harrod	11:00	11:58
B LUNCH	11:58	12:26
5	12:33	1:30

6	1:37	2:35
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**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 C Hallway, D Hallway, Art, PE	11:25	11:50
4	11:57	12:45
4 ALL IN CLASS	11:57	12:20
4 A Hallway, B Hallway, Music, B. Harrod	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 C Hallway, D Hallway, Art, PE	10:34	11:04
5	11:11	11:51
5 A Hallway, B Hallway, Music, B. Harrod	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.

#### Homeroom

~~Every student is assigned to a homeroom. Homerooms do not meet on a regular basis, but will be scheduled as needed. In most cases, homerooms will meet immediately after second hour class, for generally ten minutes. When homerooms are held, they are considered an integral part of the school day. The business conducted in homerooms is important and any student who is absent unexcused from homeroom will be assigned a detention.~~

Commented [7]: Homeroom doesn't exist.

#### 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). 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

Public Address System

~~To minimize class interruptions, public address announcements will be kept to a minimum and the P.A. system will be used only with administration approval. Weekly announcements will be viewed in the cafeteria on the message board during all lunch periods and at the start of FLEX on Thursdays on the high school cable TV channel. See OHS website – “school-to-home communication” for video announcements.~~

Commented [8]: unnecessary

Student Message Board

~~Occasionally parents/guardians may need to leave messages in cases of emergencies. When it is necessary to leave a message for a student, the student’s name is placed on the electronic message board, which appears on monitors in hallways during change of class. Class time is not interrupted to deliver messages in person.~~

Commented [9]: doesn't exist

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 attendance main office staff. The school is not responsible for any items stored in a

Commented [10]: no need to specify attendance

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. A fee of \$40.00 will be charged for each sticker annually. Should the student require a sticker for the second semester only, a fee of \$20.00 will be charged.

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

~~Student vehicles are to be parked in the student parking lot east of the school. If a vehicle driven by a student has not been registered and is in the student parking lot, a parent conference, a detention, a Saturday School or revocation of driving/parking privileges for the remainder of the semester may be imposed, depending upon the severity and frequency of the offense. Vehicles will be parked in a reasonable and regular fashion in a north-south direction to protect automobiles from damage and pedestrians from harm.~~

~~If a student violates the Code of Conduct that was also outlined in the road map to success assembly,~~

**Commented [11]:** unnecessary.

**Commented [12]:** road map doesn't exist; unnecessary

~~including, but not limited to, 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, an administrator will meet with the student. Discipline may include a detention, contacting parents/guardians, a conference with parent(s), and/or removal of driving privileges for a period of time. Unlicensed motor driven vehicles are not to be driven on school property. The Okemos Public Schools assumes no responsibility for damages to or theft from any car on school property.~~

#### 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.

##### **In case of a fire drill:**

1. Prepare to leave immediately. Do not take time to gather up specific objects.
2. Follow the evacuation route for that room.
3. Move quickly out of the building and well away from the building (at least 150 feet).
4. Do not re-enter the building until the official re-enter signal has been given.

##### **In case of a disaster drill:**

1. Follow directions given by the teacher.
2. Move quickly to the designated shelter area and assume a kneeling position with face to an interior wall.
3. Pull sweater or outer clothing over face - cover face with arms and hands.

##### **In case of a lockdown drill:**

1. Follow directions given by teacher/administration.
2. Move quickly and quietly to the designated shelter area in the classroom or to the closest open room where there is space for lockdown shelter.
3. Remain in the lockdown shelter area until distinctive sound and/or P.A. announcement signals all clear.

#### 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.

#### Driver Education

Students who wish to take Driver Education should contact Community Education at 706-5020.

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### 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.

#### Lice

~~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.~~

**Commented [14]:** unnecessary and goes against best practice which is to NOT exclude children from school

#### 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.

#### Evening Use of Building

~~Because there are a great number of people and organizations using our building after school hours, all afternoon and evening meetings must be approved through the administration. Regular school activities will not be displaced by outside agencies.~~

~~Students participating in an activity are reminded to:~~

**Commented [15]:** we have a process for evening use: unnecessary here

1. ~~Have a faculty sponsor/supervisor complete a Use of Facilities form for use of school properties.~~

~~These forms can be obtained in the high school office and must be returned one week prior to the event, signed by the sponsor.~~

- ~~2. Remain within the area of the activity as specified on the Use of Facility form.~~
- ~~3. Protect school property and clean up after the function.~~
- ~~4. Request audio-visual equipment on the Use of Facilities form.~~

~~The Assistant Principal approves building use requests.~~

#### Guests

~~All guests must register at the High School Office as soon as they arrive on campus. Student visitors are discouraged from attending classes or being on campus during school hours.~~

~~Where students have a guest during school hours, they must pick up a Guest Request Form from the receptionist in the main office prior to the day of the visit. The Guest Request Form must be signed by the student's teachers and given to the receptionist at the time of the visit. A note or phone call from the parent/guardian of the host will be necessary for the guest to remain in school. Guests will be limited to a one day visit. Guests of students are expected to conduct themselves in accordance with the Code of Conduct.~~

~~In the case of a parent expressing interest in visiting their student's classroom, Board Policy 1250/R1250 will apply. ([www.okemosk12.net](http://www.okemosk12.net))~~

**Commented [16]:** unnecessary. guests, on rare occasions will be approved by admin.

#### 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

~~In the library we strive to:~~

- ~~● Create a welcoming learning environment that fosters creativity and individual growth.~~
- ~~● Support the school curriculum by providing a diverse collection of print and digital resources.~~
- ~~● Teach students information literacy and research skills so that they can be efficient and effective users of information.~~
- ~~● Provide authentic learning activities respecting the individual learning styles and abilities of our students.~~
- ~~● Promote the life-long love of learning and reading.~~

**Commented [17]:** unnecessary

~~Our library media center is a learning commons for students and teachers with a current collection of fiction and nonfiction titles, magazines, audio books, and reference books. Our library collection of~~

14,000 items which is available to students through the library website. By logging into our District Online Catalog, students and teachers may access eBooks and digital audio. Research Databases provide students with scholarly articles and current events. Teachers have access to a video library and may stream video through Video on Demand and United Streaming. In addition, we maintain an archive of school yearbooks dating back to 1923.

The Okemos High School has WiFi throughout the building. Students are assigned a personal device (tablet with keyboard) at the beginning of the year. The library is the collection spot for repair of these devices. Temporary devices and laptops are loaned to students while the repair on their device is being done.

Our library media center has seating for over 90 students, so it is often used for tutoring and group study. In addition, it has three computer labs with printers, a copier for students, a meeting room and a professional library.

#### 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.

Library Hours are posted on the library web site and at the entrance to the Library.

- ~~Students are welcome to study in the library before school, during lunch and after school without a pass.~~
- ~~According to Okemos High School rule, students coming from a class need a pass from their teacher and are to remain in the library until the end of the hour, unless the teacher has made prior arrangements.~~

Commented [18]: unnecessary

What does the library staff do?

- ~~The staff helps teachers teach and students learn. Never hesitate to ask for help! Always check with the library staff if you can't find something or to be sure you've located the best material for your needs.~~
- ~~Our Teacher Librarian prepares book talks and lessons on the use and integration of technology and information. Freshman orientations introduce our new students to the staff and services.~~
- ~~Reading for leisure is promoted on the school library book blog, March is Reading Month Activities, reader advisory groups and individually. Our library program is developed in partnership with:
  - Okemos Department of Media and Technology (technology integration)
  - State of Michigan Library ....MeL (database and ebook collection)~~

- REMC 13 – Ingham County’s Regional Educational Media Center (database and video streaming)
- Our part time library clerk maintains and circulates the library print collection, process new books, supervises students, and helps students and teachers with computer problems.
- You can learn more about our library program by visiting our Okemos High School Library Web Page and following our activities on the blog: *Balancing Books and Technology*.

Recreational Activities

Recreational activities unrelated to school clubs or organizations, such as horseback riding, skate boarding, golfing, roller skating, roller blading, the use of mini bikes, etc. are prohibited on school grounds. Students who wish to play hacky sack may do so outdoors.

Commented [19]: unnecessary. Hacky sack? lol

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.

~~Any request for a schedule change must be accompanied by a form signed by parents/guardians. Such forms will be available in the guidance office.~~

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#### **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** and ~~community service~~ when this is done within the first twenty (20) days of **either semester**.
2. In the case where a **guided study hour or reduced schedule** is added in place of a class within the first twenty (20) days of the semester. However, the addition of one of these placements in a student's schedule must be made in the hour of the school day in which the class that is being dropped occurs.
3. A class may be added in place of a guided study hour within the first ten (10) days of the semester where an academic class is added; or within fifteen (15) days where a nonacademic class is added. However, the guided study hour that is dropped must not be a guided study hour that was added earlier in the drop/add process in the place of a course for credit.
4. 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. , Eemergency situations, and exceptional cases, will be considered by administration on an individual basis throughout the semester.

Commented [21]: outdated practice

Commented [22]: guided study is gone

#### **ADDITIONALLY:**

Commented [23]: unnecessary. outdated practice in many cases

1. ~~Drops from class after the twentieth (20) day of the semester will result in an academic failure in the course dropped and the student will be allowed to add only a guided study hour in place of the course dropped.~~
2. ~~A student may elect to take a course on a credit/no credit basis, if the option is elected within the first twenty (20) days of the semester.~~
3. ~~A student may drop a course to audit a course, with approval of the teacher of the course to be audited, within the first twenty (20) school days of a semester.~~
4. ~~In all cases, a student must begin a drop/add request with a contact to the student's counselor.~~
5. ~~Counselors will inform students for whom a drop/add request is written to continue with their schedule until officially notified of the approval of the drop/add request.~~

6. It will be the responsibility of the student to contact the registrar to determine whether the drop/add request has been approved or denied.

**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.

#### PROCEDURE FOR SECOND SEMESTER COURSE CHANGES

Commented [24]: unnecessary

1. Drops and adds for the entire school year are held during the summer months. There will be no drop/adds for either semester of the school year once school has begun, except for those cases noted in the section entitled DROPS AND ADDS AFTER THE SCHOOL YEAR HAS BEGUN in the DROP/ADD POLICY.
2. In the case of a student who receives a first semester grade of "E" in a year-long course and the student, parent/guardian, and school believe the student would benefit from an alternate placement, a drop/add will be allowed for the second semester (working through the student's counselor).

#### 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.

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.

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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.

~~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.~~

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~~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.~~

#### Recommended Course Loads

~~A normal course load is made up of no more than five (5) solid (English, Science, Social Studies, Math, and World Language) unit courses plus an elective. Exceptions to this will be addressed on an individual basis with the counselor.~~

Commented [26]: "normal" is individualized; unnecessary

#### 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. Since classes are in session during the period(s) students have been allowed to waive, courtesy and respect for the educational environment dictate that students who waive a full schedule be out of the halls and off campus. Students must be off campus by the beginning of the class period they have waived. Students who waive a class period in the early part of the day must not be on campus until the start of their first class.

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**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, it is felt that students should be encouraged to 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** is deficient 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.

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### **Graduation Requirements**

Okemos High School offers a comprehensive program of studies which meets the needs of students of varying levels of interests and abilities. Its graduation requirements are based on a philosophy of education which is geared toward the provision of a broad-based program of studies for all of its students.

Commented [30]: unnecessary

Minimum graduation requirements are established by the State of Michigan and the Michigan Department of Education and are known as the Michigan Merit Curriculum. The Okemos Board of Education shall ensure that each student in the Okemos Public Schools is offered the curriculum necessary to meet these requirements.

### **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*.

Post secondary plans must be considered before pursuing a certificate of completion instead of a Michigan Merit Curriculum diploma. The MMC was crafted using a standard that prepares high school graduates for immediate employment or college enrollment. While a student with a certificate of completion may still pursue either or both of these paths, opportunities may be limited. It is difficult to predict how individual employers might view an applicant with a certificate of completion. A student with a certificate of completion may enroll in a community college, though might not be eligible for certain programs or financial aid. Likewise, there may be broad diversity between certificate of completion transfer policies among four year colleges, if such policies are even in place. Students with a certificate of completion would be considered for military enlistment on a case by case basis and may be encouraged by recruiters to complete General Equivalency Diploma (GED) testing.

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### Certificate of Completion Procedures

1. Application for a certificate of completion may be made by the student and/or by the student's parents/guardians, in writing by the first day of the second semester of the student's senior year. Parental/guardian consent indicated by parent's signature is necessary on the application of any student under the age of 18 years.

Commented [32]: in rare cases, handled by the special ed caseload provider

2. Students intending to apply for a Certificate of Completion must discuss the application with a counselor and secure the counselor's signature on the application prior to requesting the Certificate of Completion.

3. The written request for a certificate of completion is to be filed with the principal.

4. The decision to grant or deny a certificate of completion request will be made by the principal. The decision to pursue a certificate of completion for special education students may be made through the IEP process.

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** and to attend a minimum of six (6) class periods per semester 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, Chemistry or Physics, ~~or their approved alternative,~~ **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).

Commented [33]: more clear

~~In addition, students must incorporate twenty hours of online experience in grade six (6) through twelve (12) into their required credits as outlined in the Okemos High School Guide to Curriculum for Students and Parents and the Okemos High School Student Parent Handbook.~~

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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.

Graduation Requirements Waiver Procedures Not to Include Waiver from MMC Courses

~~Okemos High School offers a comprehensive program of studies which meets the needs of students of varying levels of interests and abilities. Its graduation requirements are based on a philosophy of education which is geared toward the provision of a broad-based program of studies for all of its students. However, it is recognized that under some circumstances very few students for demonstrable reasons will be unable to fulfill the requirements. Therefore, a waiver may be considered according to the following guidelines and procedures:~~

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**GUIDELINES FOR THE WAIVER**

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1. ~~Except in case of physical disability, a waiver from any graduation requirement will be~~

~~considered as a last resort.~~

- ~~2. Waivers will not be granted prematurely. The student shall have demonstrated sincere attempts and efforts to meet the graduation requirements before asking for the waiver from them. An Educational Development Plan (EDP) drawn up with the counselor shall be required in the freshman year. The EDP is a roadmap for the student's four years at high school and is updated annually.~~
- ~~3. Even in the process of considering and granting waivers, the position of Okemos High School will be to attempt alternative ways of meeting the graduation requirements as opposed to waiving completely or partially from them.~~

#### **GENERAL WAIVER PROCEDURES**

- ~~1. Application for a waiver may be made by the student and/or by the student's parents/guardians, in writing. Parental consent indicated by parent's signature is necessary on the application of any student under the age of 18 years.~~
- ~~2. Students intending to apply for a waiver must discuss the application with a counselor and secure the counselor's signature on the application prior to requesting the waiver.~~
- ~~3. The written waiver request when completed is to be filed with the principal.~~
- ~~4. The decision to grant or deny a waiver request will be made by the principal.~~

~~\* Any student seeking a waiver of the graduation requirements who is denied a waiver by the principal may appeal to a designee of the superintendent and ultimately to a committee of the Board of Education.~~

#### 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 Study Hour

Commented [37]: no guided study

~~The guided study hour provides students an opportunity to work on assignments. Guided study hour is taught by a certified teacher and consists of short instruction, followed by monitored individual study.~~

- ~~1. Prompt and regular attendance will be required.~~
- ~~2. Students who elected a guided study hour will be assigned a Saturday School for their fourth unexcused absence from the guided study hour and each unexcused absence after the fourth one. The parent/guardian and student will be informed of this action by email and by telephone. Should a student fail to serve a Saturday School, the student will receive a one day suspension.~~
- ~~3. Students assigned to guided study hour after having failed a class due to poor attendance, or after having lost credit due to excessive tardies, will be assigned a Saturday School for each unexcused absence they acquire in guided study hour. Parent/guardian and student will be informed of this action by email and by telephone. Should a student fail to serve the Saturday School, the student will receive one day suspension from school.~~

### 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.

~~Information about Wilson Talent Center presentations and visits are listed in News and Notes and announced in FLEX videos. Students can also get information by speaking with their counselor, or see Mrs. Henry in the Counseling Office. For more information about specific programs, please reference the Wilson Talent Center website at [www.inghamisd.org/wtc/](http://www.inghamisd.org/wtc/).~~

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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.

#### ~~Wilson Talent Center Policy~~

Commented [39]: unnecessary

#### A. ~~Attendance:~~

- ~~1. WTC, it's off site programs, and LCC programs (offered in conjunction with WTC) have strict guidelines for attendance. WTC students should refer to the handbook given to them by WTC or LCC at the beginning of the school year for a detailed explanation of the attendance policy.~~

~~Off site and LCC programs which require the student/parent or guardian to provide~~



\_\_\_\_\_ transportation depend upon regular daily attendance. If an individual's transportation suddenly becomes an issue, the student may be required to sacrifice the semester of coursework.

2. FLEX or Altered Schedule at OHS

\_\_\_\_\_ When there is an altered schedule at OHS, WTC students will be expected to attend the CACC program during its regular time.

~~Whenever Okemos busses do not run and the student has transportation, the student is encouraged to attend the WTC program. However, the student will need to pick up a One-Day Permit on the preceding day, if the student plans to drive or ride with another student to the WTC.~~

3. OHS Snow Days

\_\_\_\_\_ On snow days when OHS is closed and WTC is open, no OHS WTC student will be obliged to attend. The absence will be excused and will not count against accumulated absences at WTC.

4. Homecoming

\_\_\_\_\_ Homecoming assembly at OHS is an excused absence with no attendance penalty for afternoon WTC students. Students must, however, be present in the guided study class for the hour(s) before assembly. Only those students whose names are turned in to the contact counselor by the guided study hour teacher will be excused from the WTC.

5. OHS Special Activities

\_\_\_\_\_ Only students playing a role in an OHS special program such as a music or drama assembly, field trips, or an important class meeting will be excused from WTC with no penalty on WTC attendance records. However, the contact counselor must be informed in advance so that WTC can be notified.

B. Transportation:

\_\_\_\_\_ WTC students are required to ride the Okemos School bus to and from the Center unless other arrangements have been made through the OHS advisor/counselor. The WTC busses leave at 7:45 a.m. for the morning session and 11:15 a.m. for the afternoon session. There are a limited number of programs for which bus transportation is not provided. Students will be issued a permanent driving permit. Students must request these permits from the WTC Assistant Principal.

\_\_\_\_\_ Students missing the bus to the Center will be required to attend the guided study hour unless a parent/guardian calls the counselor or guidance secretary and gives permission for the student to drive to the Center or ride with a friend. If a

~~missed bus results in an absence at WTC, this absence will be unexcused at WTC.~~

~~For an occasional special need, e.g., doctor or dental appointment, a one day driving permit can be issued to a student only if parent/guardian calls the contact counselor or guidance secretary to give permission for the student to drive to WTC.~~

~~Parents/guardians must also be contacted to give permission for a student to ride in the automobile of another student.~~

C. ~~Discipline:~~

~~All suspensions from OHS will also be a suspension from WTC. The OHS attendance office will notify the WTC of all suspensions.~~

D. ~~Tours and Internships:~~

~~Since WTC is an extension of our home school program, no parental permission form will be required for group tours and individual student internship.~~

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.

Auditing Courses

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- ~~1. PRIOR approval to audit a course must be obtained from the teacher whose course will be audited. The administrator in charge of scheduling must also be notified of this arrangement and give approval. The teacher may choose to place certain stipulations on the auditing student relative to homework, tests, participation, etc. in the form of a contract approved by the administrator responsible for scheduling.~~
- ~~2. A student may drop a class within the first twenty (20) days of a semester to audit a class, rather than attend guided study hour. This must be done with the approval of the teacher of the course to be audited and the administration.~~
- ~~3. Neither credit nor grade will be given for auditing a course and a form to that effect must be signed by the student, parent/guardian, teacher, and administrator.~~

4. ~~The attendance expectations for a student auditing a course will be the same as that for students who are taking the course for credit.~~

5. ~~THE COURSE SELECTED FOR AUDIT CANNOT BE CHANGED TO CREDIT STATUS~~

6. ~~If class size increases, the student auditing the class may be asked to drop it at any time.~~

7. ~~If the auditing student causes any discipline problem in the class, the student will be dropped from the course and placed in guided study.~~

8. ~~In some instances, a student who has failed a course because of poor attendance, may audit the course with administrative approval and teacher approval.~~

### 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**, ~~test 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:

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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** ~~might~~ be required to complete assignments in advance of the testing out period and submit those assignments at that time of the testing out period.

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Testing out should not be viewed as a “correspondence course” experience, whereby students study material for a period of time and then attempt a final exam at a later date. The purpose of testing out is to enable students who have acquired a proficiency and skill in certain subject areas to demonstrate their proficiency and progress in the subject area without being required to enroll in courses which are composed of material the student has already mastered. Indeed, our experience has been that the percentage of students who successfully test out of a course is low.

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Additionally, students and parents/guardians should be aware that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills, which are nurtured by daily contact with the instructor.

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. A successful test out will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to course sequence. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as to satisfy one of the four credits in math required to graduate. 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 who successfully test out of a course may not receive credit thereafter for a course lower in course sequence in the same subject area. While students may choose to test out of any course offered by OHS and may participate in testing out multiple times, 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.

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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.

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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 case of testing out of a world language that is not offered by Okemos High School, the requesting family may be required to assist in the process of identifying a qualified evaluator.

The procedure for testing out shall include:

1. ~~It will be necessary for s~~ **Students must submit** to 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.** A student seeking to test out of a math course must have a signature from the student's current math teacher confirming the appropriate sequential nature of the request. 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.

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2. Due to budget constraints, Okemos High School will no longer be able to distribute texts or supplemental resources for check-out during the summer months. Instead, a **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 ~~within the three weeks preceding the start of the school year~~ **the week following the last week of school.**

Commented [47]: moving the date to spring; want students to enjoy summer and not worry about testing out or studying

4. When a student successfully tests out of a course in August **June**, a schedule change for the next school year will, in most cases, be necessary. ~~This necessity occurs when the student has included in the student's schedule for the next school year, the course out of which the student successfully tested. Since the schedule change will occur just days before the school year begins and perhaps after the scheduled drop-add days, a student might have to accept a revised schedule that does not include preferred teachers and/or preferred class hours.~~ 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.

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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.**

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### Alternate Placement of Incoming Freshmen

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Middle school students may receive alternate placement for courses in the high school by presenting evidence of competence to pursue the alternate courses by virtue of successful completion of a middle school course. However, middle school credit cannot affect the number of credits a high school student must earn to meet graduation requirements. Example: In French, a student may acquire a strong enough background in the middle school French program to be placed in second year French upon entering high school; however, that student would not receive credit toward graduation for the French taken in middle school.

If you have questions or concerns, please contact a guidance counselor.

### Academic Program Options for Advanced High Ability Learners

Commented [51]: new standardized, district policies

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.

**Commented [52]:** Everything above this comment to the previous comment is the new, standardized language vetted by staff and Stacy Bailey

#### Guidelines Regarding Credit Earned Externally

Okemos High School grants external credit accordingly:

1. Through summer school study
2. Through independent study programs
3. Through study abroad
4. Through work study programs
5. Through extension, correspondence, and online courses
6. Through dual enrollment

Where these courses for external credit are in the areas of math, science, social studies and English, the course must meet the Michigan High School Content Expectations.

Additionally, the following conditions must be met:

Credit through extension, correspondence, and online courses. The school may accept credit earned by a student through correspondence or extension study towards satisfying the requirements for graduation, providing the course has been approved by the principal in advance of the student's enrollment. Such credit shall be earned through the satisfactory completion of courses offered by an institution accredited by one of the regional accrediting associations, AdvancEd or the Commission on International and Trans-Regional Accreditation (CITA).

See also Correspondence Courses and Extension Study cited below.

#### Correspondence Courses and Extension Study

Correspondence courses are generally discouraged. However, where the school feels that this study is appropriate and useful to the pupil concerned, it will be considered. Also, correspondence courses may be used to assist in making up deficiencies or enriching the pupil's program.

1. The mandated credits of the (22) credits required for graduation may be taken externally only from an approved educational institution accredited by AdvancEd or CITA and must align with the high school content expectations.

The activity portion of The Board of Education course, Foundations of Physical Education, which is required for graduation, may not be taken externally

2. Students who desire a correspondence program for a course which is not among the mandated credits of the twenty two credits required for graduation, must take that course from an educational institution accredited by AdvancEd or CITA.
3. Students should initiate all requests for external credit with their counselor where they will fill out an External Credit Form, which will be signed by the counselor. The student will then submit this form to the principal for consideration. Counselors will be informed of the principal's approval or disapproval.
4. 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.

5. In the case of seniors enrolled in correspondence courses and extension study programs, it is strongly advised that the student and parents/guardians require the school granting the external credit to report the final grade/credit to Okemos High School by the Thursday prior to graduation. If the credit is not received at OHS by the Thursday prior to graduation, it is likely that there will be insufficient time to process the credit to ensure participation in commencement.

See also Guidelines Regarding Credit Earned Externally cited above.

#### Credit Courses Taken Abroad

In the case of a course taken abroad, prior approval shall be requested of the principal, if the student is seeking credit for the course. It is recommended that the credentials received be attached to the student's transcript.

#### EXTENDED TRAVEL – TRAVEL ABROAD

Generally speaking, there will be no credit granted for travel abroad. Absences for purposes of travel are addressed in the OHS Attendance Policy and are not allowed in excess of five (5) school days. Extended absences for purposes of travel may require that the student become inactive at OHS for a period of time and continue the student's studies through an approved correspondence program approved by AdvancED or CITA, with the permission of the principal. Okemos High School counselors can assist students and parents/guardians in the process of selecting correspondence courses.

**Commented [53]:** we are NOT giving HS credit for traveling. We are not engaging in a correspondence program.

1. 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.
2. Generally speaking, there will be no credit granted for travel abroad. See Extended Travel – Travel Abroad.
3. Students enrolled in CHAMP (Cooperative Highly Accelerated Math Program) at Michigan State University earn two math credits at Okemos High School for one-year enrollment in math at MSU. Credit earned in CHAMP will not have a letter grade designation entered on the transcript. A passing grade in CHAMP will be recorded as a "G" and a failing grade will be recorded as an "H". Neither impacts the grade point average.

#### 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 the student 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, the ACT PLAN and the ACT. The MME legislation indicates that the Superintendent of Public Instruction is to:

\_\_\_\_\_ determine qualifying scores for each subject area component of a 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 three other examinations – the ACT, the ACT PLAN assessment and the College Board PSAT assessment. 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 ACT Plan or PSAT. The ACT Plan, PSAT and ACT 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.

\_\_\_\_\_

\_\_\_\_\_ The passing scores on the readiness assessments are shown below:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21

ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

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 families' financial obligation to the post-secondary institution might be considerable. Therefore, parents/guardians are advised to consult with the post-secondary institution for actual costs before making a final decision concerning Dual Enrollment.

#### **Process for State Mandated Dual Enrollment**

1. Student consults with their counselor.
2. Counselor consults the State Mandated Dual Enrollment Application Form.
3. Counselor determines whether or not the student qualifies for state mandated dual enrollment status.
4. Counselor provides the State Mandated Dual Enrollment Application Packet. The student must follow the directions on the packet specific to Michigan State University or Lansing Community College. Completed packets must be signed by the parent/guardians and returned to the counselor.
5. Counselor forwards the completed Application Form and the Verification of Eligibility Letter to

the principal.

6. Principal signs the Verification of Eligibility Letter and sends a copy of both the Application Form and the Verification of Eligibility Letter to the parents/guardians, the OPS director of finance, the student's counselor, and the OHS registrar.
7. 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.

Okemos Public Schools (the "District") strongly believes that face-to-face classroom instruction at the middle and high school levels is the best learning environment for students. Thus, if the opportunity exists for students to enroll in a course offered at the middle or high school, students are strongly encouraged to do so. Another option for students is offered through Section 21f of Michigan's State School Aid Act. Under Section 21f, students are permitted to enroll in up to two online courses per semester. A student may only enroll in more than 2 online courses in a semester if:

- 1) The District determines it is in the student's best interest;
- 2) The student agrees with the District's recommendation; and,
- 3) The District develops an education development plan in collaboration with the student, kept on file by the District.

Students, other than newly enrolled students or students in extenuating circumstances as determined by the [Superintendent/Principal/other administrator], must request to enroll in an online course under 21f in the spring during the school-wide registration process.

Okemos Public Schools strongly believes that a student should only choose online courses if (1) a desired course is not offered by one of the Okemos Public Schools or (2) a student's course schedule presents a conflict which prohibits the student from enrolling in a course offered at Okemos High School.

In addition, the District may deny a student's request to enroll in an online course if (1) the course is not offered for credit, (2) the student previously earned the credits that would be provided by completing the course, (3) the course is inconsistent with the student's graduation requirements or post-secondary plans, (4) the student does not possess the prerequisite knowledge or skills to be successful in the course, (5) the student failed previous online coursework in the same subject in the two most recent academic years, (6) the course is of insufficient quality or rigor as determined by the District, (7) the cost of the course exceeds the amount identified in Section 21f(10), unless the student's parent or guardian agrees to pay the excessive cost, or (8) if the school-wide registration window is closed.

**Expectations:** Online learning presents challenges that are different from the face-to-face classroom experience. This type of learning requires a high degree of self-discipline and motivation, the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting, and the ability to deal with isolation that may occur from this form of individual learning. To be successful in an online class, a student must be a self-starter with a strong sense of direction and the ability to set goals and follow through. A successful online student will work independently, stay on task and maintain a regular schedule of logging on and keeping up with readings, course assignments, homework and other expectations. An online class is different, not necessarily

easier or harder, and the added factor of self-motivation and self-discipline may cause additional challenges.

### **Section 21f of the State School Aid Act of 2013**

A statewide catalog, maintained by Michigan Virtual (MV), contains the syllabi for online courses offered by any Michigan district and MV. Any online course in which a student chooses to enroll must be for credit, consistent with graduation requirements, and of sufficient quality or rigor. All courses in the MV catalog are approved by the Okemos School Board. Requests for credit/no-credit and drops and adds will follow existing Okemos High School policies and timelines. Likewise, students who enroll in Advanced Placement courses are required to take the AP Exam.

**Cost:** If Okemos High School (9-12) approves a student to enroll in an online course, the course must be one of the six classes necessary for full-time enrollment. The District will pay up to 1/15th of the District's per-pupil foundation allowance toward the cost of the course. The student/parent will bear any cost above that amount. If Kinawa School (6) or Chippewa Middle School (7-8) approves a student to enroll in an online course, the course must be one of the student's seven necessary for full-time enrollment. The District will pay up to 1/18th of the District's per-pupil foundation allowance toward the cost of the course. The student/parent will bear any cost above that amount. The student/parent will bear the cost of any online course taken in addition to the student's full-time class schedule.

**Grades:** 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.

**As Prerequisites for OHS Courses:** Courses taken through 21f for which the prerequisite is less than the that for a similarly titled OHS course **do not** qualify as a prerequisite for a later OHS course. In these situations a student must also test out via the OHS testing-out procedure. For example, the prerequisite for OHS Chemistry is Algebra 2, while the prerequisite for MIVHS Chemistry is Algebra 1. A student seeking enrollment in OHS AP Chemistry and who took MIVHS Chemistry must earn the testing-out score required for OHS Chemistry (90%).

### **Additional Requirements:**

Students enrolled in 21f courses must report to their mentor/teacher of record's classroom for the first 2 weeks of the semester to obtain crucial information from their mentor. Students participating in virtual courses must report to their mentor/teacher of record on the official count day in October or February, depending on the semester in which the course takes place, and at least once a week for the following four weeks for each semester's count day reporting. Students are required to take their final exams at Okemos High School with the assigned mentor/teacher of record.

Okemos High School students enrolled in a 21f course may only leave the building if their 21f course is scheduled during hours 1 or 6 and permission is granted by the parent/guardian. Students scheduled for 21f courses during hours 2 or 5 **may only leave the building if they are also enrolled in a 21f course consecutively with hours 1 or 6. Students not enrolled in a 21f course hours 1 or 6** are expected to report to their mentor/teacher of record and remain in the designated location for the entire class period.

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 semester, 21f grades are posted in PowerSchool and will be recorded on the student's transcript.

### **Appeal Rights**

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. A primary district that denies a pupil enrollment request for this reason shall enroll the pupil in a virtual course in the same or a similar subject that the primary district determines is of acceptable rigor and quality.
- 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)*

### **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.

Fines and costs are assessed based on the deterioration of the textbook. When a textbook is issued, it is assigned to one of the following levels:

Level 1 - NEW	_____	Level 3 - FAIR
Level 2 - GOOD	_____	Level 4 - POOR

When the book is returned, fines are assessed in the following manner:

- No charge \_\_\_\_\_ If the text deteriorates only one level, for example, New to Good
- Assessment of \$5.00 \_\_\_\_\_ If the text has sustained minor damage
- Assessment of 1/3 \_\_\_\_\_ If the text deteriorates two levels, for example, New to Fair or  
\_\_\_\_\_ Good to Poor
- Assessment of 2/3 \_\_\_\_\_ If text deteriorates three levels, for example, New to Poor
- Full replacement \_\_\_\_\_ If the text is completely destroyed or missing
- Other \_\_\_\_\_ \$10 or \$20 (circle one) if the text is damaged beyond the \$5 charge, but  
\_\_\_\_\_ Less than the 1/3 designation.

Music students may be required to submit a \$20.00 deposit for use of musical instruments. All checks should be made payable to the Okemos Public Schools.

Homework

Most high school courses require a reasonable amount of outside preparation. Some work may be done in guided study hour or during the study time in some classes. The remainder of the work must be done outside of school.

If students apply themselves to studying during a period set aside strictly for that purpose, they will soon discover that the time necessary for studying is not unreasonable.

Students who are not disciplined and develop study habits will not be able to compete successfully in today's college, or the working world.

Homework must be submitted on dates set by teachers, to avoid loss of credit.

### 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

Report cards will be mailed home within two and one-half weeks of the completion of the marking period. **Final grades will be calculated within one and a half weeks of the completion of the marking period.** Grades sent home at the end of the first nine weeks of semester courses are indicator grades and are not entered on transcripts. Only semester grades are on transcripts. Academic reports may be sent home by teachers periodically during the marking period, by means of e-mail and/or U.S. mail. PowerSchool allows parents/guardians and students to track their student's academic progress online. Parents or guardians may visit the password-protected site at any time to view their student's schedule, grades, attendance and discipline (subject to system availability). The final grade in a course is a composite of the marking periods and the final examination.

### PowerSchool

PowerSchool is the home to school collaboration tool that allows parents/guardians and students to track their student's academic progress online. Parents or guardians may visit the password-protected site at any time to view their student's schedule, grades, attendance and discipline (subject to system

availability). PowerSchool can be accessed through the Okemos Public Schools website [www.okemosk12.net](http://www.okemosk12.net) (see Parent/Students Online Access).

Parents/guardians can set their own username and password. Parents/guardians with a valid, registered email address will automatically receive bi-monthly progress reports for all of their student's classes. Users may choose to personalize the frequency of progress report emails.

### 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. ~~Teacher initiated credit/no credit status for extenuating circumstances will be considered after the first twenty (20) full school days of each semester.~~
9. 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.** ~~However, on a rare occasion, where a student for extraordinary reasons wishes to request credit/no credit in the advanced placement course, a conference will be arranged among the student, teacher, and the student's parents/guardians and such a request will be considered.~~
10. 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.

11. ~~Note: Athletes interested in playing sports in college: The NCAA does accept credit (no letter grade) courses for core course requirements, but computes the grade as the lowest academic grade possible, "D". Any specific questions regarding NCAA eligibility qualifications should be directed to either the guidance office or the athletic office.~~

#### 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.

#### Security and Integrity of Classroom Assessments

~~Students are assessed in multiple ways, including tests, quizzes, projects, and labs to name a few. Students are provided with multiple opportunities to review and learn from their assessments: before school, after school, during class, during FLEX and by appointment with the teacher. Parents/guardians may also make appointments with teachers to review assessments. However, in order to preserve the integrity, authenticity and validity of testing instruments, assessments are not permitted to leave the building, particularly those that are common assessments or are drawn from a test bank.~~

### 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. ~~Writing final exams after the scheduled exam sessions will be preferred.~~

~~NOTE: The Blue Lake International Summer Program is popular among many Okemos High School students. This program occasionally begins rehearsal season while OHS is still in session and conducting final exams. The Blue Lake Attendance Policy excuses student absences to complete final exams at OHS. Final exams may not be taken early by Blue Lake students.~~

### 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.

~~Students who are repeating a course will be assigned a Prescriptive Test which allows them to test out of topics for which they can demonstrate mastery. Students taking a course for initial credit will not be assigned the Prescriptive Test. The passing threshold for standard OHS Edgenuity courses is set at 70%. The passing threshold for any studies Edgenuity course is set at 60%. A student must complete 100% of the course, which includes passing the final exam, before credit will be granted.~~

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 [Guidance 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.

### Make-Up Exams, Tests and Daily Work

#### Excused Absences

~~Students are to attend all examinations and tests unless the student is ill or other excused absence. Daily work missed due to an excused absence must be made up in a reasonable time determined by the teacher. For school related trips of three or more days, the student will be allowed one day for each day of absence to complete missed work. The student is responsible to make arrangements with the teacher for make-up assignments. Students excused from tests or exams are expected to make them up based on the following:~~

- ~~1. Students missing only the day of the test are expected to make up the test on the day they return.~~
- ~~2. Students missing a day or more immediately before the test, where the test was announced in advance, will be expected to make up the test on the day of their return to school, unless new material or a review for the test was presented in their absence. If new material or a review was covered in the student's absence, the student will be given one day to prepare for the test. A teacher may give additional time.~~
- ~~3. Make-up tests will be given in the classroom by the teacher.~~
- ~~4. The exact time of the make-up test will be determined by the teacher. The preferable time for a make-up test is during FLEX period or, before or after regular school hours.~~
- ~~5. Students absent during final exams (whether excused or unexcused) will be awarded an INCOMPLETE (I) in the course and must make up the exam within the time period specified under INCOMPLETES above, to have the INCOMPLETE changed to the final grade.~~
- ~~6. In all cases, it is the responsibility of the student absent to make arrangements with the teacher for the make-up test or exam immediately upon return to school. For second semester exams, students might have to make arrangements with an administrator for the make-up exam.~~
- ~~7. Students at home ill for at least five school days may contact the guidance secretary or the teacher directly by phone or email to request that homework assignments from teachers. These assignments may then be picked up at the guidance office by a parent/guardian. Each teacher's contact information is sent home in September and are available on the Okemos Public Schools website, [www.okemosk12.net](http://www.okemosk12.net).~~

#### Unexcused Absences

~~Students are not able to make up daily work, homework assignments, tests, or quizzes missed on the day of an unexcused absence. Quarter tests and final exams, however, may be made up when missed due to an unexcused absence. Makeup privileges may be appealed to an administrator.~~

~~Students absent during final exams (whether excused or unexcused) will be awarded an INCOMPLETE (I) in the course and must make up the exam within the time period specified under Incompletes, in order to have the INCOMPLETE in the course changed to the appropriate final grade.~~

#### Michigan Student Choice Policy Dissection

~~Options are available for students who object to dissection activities. Upon written request, the school will permit a student who objects to dissection activities to demonstrate competency through an alternative method. Teachers shall provide these students with an alternate project that does not involve participating in or observing dissection and through which they can learn and be assessed on the material required by the course. The alternate project should be selected by the teacher and entail a comparable amount of work to the dissection activity. No student shall be punished or discriminated against based upon the student's decision to opt out of animal dissection activities.~~

#### Assigned Readings

~~Okemos High School provides a challenging curriculum, provoking deep thought and class discussion. As a result, some parents/guardians, in some circumstances, might choose to discuss with the classroom teacher an alternative to assigned readings.~~

#### **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.

**Commented [54]:** I want to separate behavior (missing class) from indicators of learning, grades. I DO think it appropriate to remove privileges if necessary.

"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.

#### Conversion of a Letter Grade to Credit/No Credit based on Excessive Absences

A student may accumulate fifteen (15) total absences in a class in a semester without grade sanction. This total includes unexcused as well as excused absences for personal or family illness. However, the following excused absences are exempt from the cumulative count and will not be added into the total number of absences for a class:

- A. Death of a relative or attendance at a funeral.
- B. Observance or celebration of an established religious holiday or attendance at religious instruction.
- C. School-related and sanctioned events, field trips, competitions and activities.
- D. School-imposed suspensions.
- E. Extended Absence Due To Serious Medical Reasons and/or Homebound Schooling with accompanying medical documentation and approval of the Administration.

Parents/legal guardians will be notified by an automated calling system when their students have been absent to class. This is done in an effort to keep parents/legal guardians informed about their student's attendance and as a reminder to call in about any excused absences. Please contact the main office with questions about these absences.

Parent/guardian and student will be informed of ten(10) total absences in a class by email. Upon receipt of the fifteenth (15) absences from class per the criteria listed above, the student's grade for the course will be converted from a letter grade to credit/no credit. The student will receive a S grade if they successfully complete the course. The student will receive a U grade indicating loss of credit due to excessive absences.

#### Appeals process:

1. If the parents or guardians wish to appeal the grade conversion, they must meet with an administrator within seven school days after receiving notification from the school to review the excessive absences.
2. The administration reserves the right to all final decisions regarding attendance appeals.

#### 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 ~~after parental contact has been made by phone~~. The attendance secretary will, at that time, make every effort to contact the parent/guardian. If parents/guardians are unavailable by phone and the student must leave school, another responsible adult specified on the emergency card will be contacted. If the persons named on the emergency card are unavailable and the administration believes the student should leave school, the school will call a responsible adult suggested by the student for permission to leave school.

Failure to sign out before leaving campus **or before being called out** may result in a detention, ~~Saturday School~~, **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.

### **Extended Travel—Travel Abroad**

~~Generally speaking, there will be no credit granted for travel abroad. Absences for travel are addressed in the OHS Attendance Policy and are not allowed in excess of five (5) school days. Extended absences for travel may require that the student become inactive and continue the student's studies through an approved correspondence program, i.e. institutions accredited by AdvanceEd or Commission on International and Trans-Regional Accreditation (CITA) and with the permission of the principal. OHS counselors can assist students and parents/guardians in selecting correspondence courses.~~

### **Additional Information**

~~When parents/guardians are out of town, they are asked to notify the school of the person responsible for their student in their absence. The school may contact parents/guardians for verification of student absence upon the parent's return.~~

~~Parents/guardians are expected to contact the school each day, or portion, that their student is absent.~~

~~The secretary will inquire as to the reason for the absence.~~

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.

~~Parents/guardians wishing to obtain assignments for their student during an absence, may contact the guidance office (706-4920) or contact the teacher directly by telephone or by email. Teachers' telephone extension numbers are listed on the OHS webpage (www.okemosk12.net).~~

~~When a student receives an attendance grade conversion, the grade conversion will remain on the transcript in addition to any grade earned when retaking the course.~~

~~If students are waiting for a teacher after the class period has begun, they must remain in the classroom, or at the door (if the classroom is locked). If a student leaves, the student will receive an unexcused absence.~~

#### 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. ~~A student may not have more than eight (8) tardies in a semester per class.~~ 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, ~~Saturday school~~, or **in-school suspension**) ~~and finally, a conversion of a letter grade to credit/no credit based on excessive tardies.~~
- F. Attempts will be made to notify parents/guardians by the automated phone 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 ~~and by a personal phone call~~ of the student's additional disciplinary consequences as outlined in section D above.
- G. ~~The following tardies are exempt from the cumulative count and will not be added into the total tardies in a semester:~~
  - 1. ~~School-Related Activities~~

2. ~~Religious Observance~~
3. ~~Tardiness Due To Injury, Disability, or Illness/Appointment~~

H. ~~Teachers may include a participation grade in their grading system, and may consider attendance in the participation portion of the grade.~~

I. ~~Tardies will not be counted toward absences.~~

J. The appeal process for tardiness shall be the same as that for absence.

### Appeals

~~Appeals of a failing grade being assigned for a marking period or semester due to the accumulation of absences (excused or unexcused; tardiness) must be filed within five (5) school days from the date on the notice letter to appeal. If the appeal process is activated, the student will remain in class until the appeal process has been exhausted.~~

### 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!**

#### WHAT DO COUNSELORS DO? HELP YOU!

~~Your school counselor is on staff as a resource to you — the student. Here is a list of reasons why you should get to know your school counselor and take advantage of the many ways they can make your life a little easier.~~

#### COUNSELORS CAN HELP YOU...

##### With School

- ~~Identify your talents and paths to develop them.~~
- ~~Decide which classes you want and need to take.~~
- ~~Find the source of any problems you're having with school work, and solutions to help you get on track in every class.~~

##### With Relationships

- By listening to your thoughts and feelings, to help you get through difficulties with parents/guardians, friends or teachers.
- Make decisions when you don't know what to do.
- Meet with you and your teacher, as a neutral third party, when there are problems in your relationship.

With Career Planning

- Learn more about various careers.
- \_\_\_\_\_ . Prepare for job applications and interviews.
- \_\_\_\_\_ . Write a resume.

With College

- Determine the best type of college for YOU.
- Schedule and prepare for college entrance exams.
- \_\_\_\_\_ . Get through the college and scholarship applications processes.
- \_\_\_\_\_ . Arrange to meet with admissions directors at the college(s) of your choice.

With Life

- When you're just not happy, figure out why and how to bounce back.
- Learn to organize your time so you can manage class assignments, exam preparation, extra-curricular activities, and possibly a part-time job simultaneously without "dropping the ball".
- Learn how to adapt to changes—good and bad—that sometimes come along in life.

Take time to meet with your counselor in the counselor's office to talk about whatever is on your mind, and how the counselor can help.

Each student has been assigned to a specific counselor; however, a student may see the counselor of the student's choice. It is hoped that each student will get acquainted with the student's counselor early in the school year. Students generally keep the same counselor all four years at Okemos High School.

One responsibility that a counselor has to the counselor's students is helping students plan a four-year program. The selection of courses that meet the requirements for graduation and entrance to college or trade school is important. After careful consideration, and some consultation, each student and the student's counselor should select the curriculum that best suits the student and the student's goals.

Student Assistance Program (SAP)

The Student Assistance Program is a school based program designed to provide help to at-risk, troubled, and harmfully involved students. Students may be provided at school assistance such as: meeting with a counselor, participating in groups and talking with trained staff. The program acts as the liaison referring students to a licensed agency able to provide appropriate assistance. As a result, students are provided support and intervention and the school is better able to provide quality education. Students are referred to the SAP by school personnel, friends or family members. The programs impacts relate to the academic and/or social development of youth including, but not limited to:

- |                       |                       |
|-----------------------|-----------------------|
| Substance Abuse       | Depression            |
| Academic Difficulties | Health Related Issues |
| Suicide               | Neglect               |
| Sexuality Issues      | Family Issues         |



## Social Issues

## Loss/Grieving

In the case of a substance abuse offense, students suspended from school may have the length of their suspension reduced if they attend an assessment at an approved agency and follow that agency's recommendations which could include in or out of school counseling, in or out patient treatment, support groups, tutoring, or family education seminars. The District shall have no responsibility for outside assessment placement costs.

SAP offers several support groups which operate at varied times throughout the school year.

### Student Support Groups

The guidance counselors provide support groups, on an as needed basis, to deal with substance abuse and other issues. These groups meet during school hours once a week in the counseling meeting room. To minimize time away from class, the support group will meet during a different class hour each week. The absence from class to participate in these groups will be treated as an excused absence.

The Recovering Students Support Group is a support group that follows either inpatient hospitalization for substance abuse or thirty A.A. meetings within a thirty day period of time. The Recovering Students Support Group involves students whose lives have been personally impacted by their use of drugs/alcohol. The group provides further education and support for the recovering student.

The Concerned Persons Support Group involves students who are affected by someone else's alcohol or other drug use. The purpose of the group is to provide a safe place for students to discuss sensitive problems due to others alcohol/drug abuse.

The Critical Issues Support Group educates students on substance abuse and peer pressure. The time will be equally split between new information and student sharing. Students will be asked to come to the sessions with an open mind. There will be no intention of labeling students in this support group as

drug or alcohol users. The support group experience will give students the opportunity to take an honest look at themselves.

The Students Of Family Change Support Group is for students whose parents/guardians are or are in the process of divorce or separation. Participating students are having difficulties or are students that have coped well and serve as positive role models for their peers. The group allows students to discuss their feelings and develop ways to cope with their parents'/guardians' divorce/separation.

## 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.

Students are responsible for being obedient and maintaining self control. They are expected to maintain a courteous, respectful attitude when talking with school personnel and each other.

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.

#### Self-Advocacy

~~Self-Advocacy is a life-long skill, and students should feel comfortable in talking with teachers, counselors and administrators when working through academic, disciplinary or interpersonal concerns.~~

~~In order to self-advocate, it is important that students follow the established process:~~

- ~~1. First, talk to the adult involved (e.g.: the teacher, coach, etc.).~~
- ~~2. Second, contact the assigned counselor.~~
- ~~3. Third, contact the assigned assistant principal.~~
- ~~4. Fourth, contact the high school principal.~~

#### 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.

#### Fraternities

~~Fraternities, sororities, or secret societies are an obstruction to education and are prohibited. An organization whose active membership is composed wholly or in part of pupils that requires approval of the members for admission of new members, rather than the right of a pupil who is qualified by the regulations of the school to be a member, are prohibited organizations.~~

#### 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, Cheri Meier, 4406 N. Okemos Road, Okemos, Michigan 48864; telephone: 517-706-5006.

Commented [55]: Change!

#### Hall Conduct

1. ~~Halls should be reasonably quiet during class periods.~~
2. ~~Any student leaving a classroom during a class period must carry a pass with the teacher's signature. The student must go directly to the student's destination and return with a pass. Loitering in corridors or lavatories will not be allowed.~~
3. ~~Students should be out of the halls and into their classroom when the class bell rings ending the passing period (see Attendance and Tardy Policy).~~
4. ~~There should be no eating or drinking in the halls at any time with the exception of water in a clear plastic container. Food refuse is unsightly, unhealthy and should be disposed of in the nearest receptacle.~~
5. ~~The use of rolling backpacks is not allowed unless permission is granted by administration based on a student's specific medical need identified by a written physician's statement.~~

#### Assembly Conduct

~~Periodically, assemblies are held for the student body in the auditorium or gymnasium. Student behavior at Okemos High School is exemplary and students are expected to be good and respectful audiences at all school assemblies.~~

~~Assemblies held in the auditorium generally do not allow for audience participation. Students will sit with their teachers and class in designated, reserved seating. Respect for the auditorium dictates that feet not be placed on seats.~~

~~The assemblies held in the gym require courteous attention and polite behavior also. However, on occasion, gym assemblies may be of a more casual and lighter substance than those held in the auditorium.~~

~~Students participating in school sponsored activities, including, but not limited to pep assemblies, school talent show and or other school programs, must complete and sign a performance pledge.~~

#### Student Section Expectations (created by Class of 2020 student leadership)

Students should sit with their grade level classes (front to back 12th, 11th, 10th and 9th grades). The

front area plus the first three rows are designated for seniors only. Seniors with an underclassmen friend can begin sitting in row four.

Remember to "cheer for our team" not against the other team. Use appropriate and positive language. Administration will provide the "cheer box" and speaker. Music must include appropriate lyrics and be played at appropriate times (see next expectation).

Students will be respectful of their peers (especially while the band is playing or the cheerleaders or dance team are performing).

Remember to be safe (body surfing, sitting on one another's shoulders, throwing items are prohibited).

If students want to distribute candy or other items, permission must be obtained from an administrator and the megaphone will be used to coordinate distribution.

OHS students only are permitted in the student section (visit with friends from other schools near the concessions or other designated areas).

Have fun! Be safe! Represent OHS with pride! And, GO WOLVES!

In addition to the OHS Student Section Expectations, all Code of Conduct rules apply. Students must also follow Away venue rules including but not limited to students bringing their own music and speaker systems, noise makers, etc.

#### 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.
2. ~~On the last day of school for seniors, students must be in each class by the time the tardy bell rings. Those who are in the building or on school grounds but not attending classes on this day will be sent home.~~
3. ~~To participate in commencement exercises, students must attend graduation rehearsal at OHS.~~
4. ~~All books must be returned and all assessments and fees paid, in advance of commencement rehearsal. Seniors must have served all disciplinary assignments by the Thursday prior to commencement.~~

5. DRESS CODE AT COMMENCEMENT

Under gowns, boys must wear full length pants (no jeans) and shirts with no lettering. Girls must wear full length pants (no jeans), skirts or dresses and blouses with no lettering. Shoes or sandals must be worn.

Purses and cameras are not to be brought to the MSU Auditorium on the day of graduation, since they cannot be carried into commencement.

6. POSSESSION, USE OR UNDER THE INFLUENCE OF ALCOHOL AND/OR ANY OTHER DRUG

Any student judged by an administrator to be in the possession of, under the influence of or using alcohol and/or any other drug may not go through the commencement exercises. These students will be detained in the lower level of the MSU Auditorium for the length of the commencement exercises. No student will be allowed to smoke on MSU grounds.

7. BEHAVIOR BEFORE AND DURING THE CEREMONY

a. Students are forbidden to bring any distracting materials or objects into the exercises.

b. Vocal demonstrations, comments or disruptive behavior during musical selections or speeches are forbidden. Students must remain seated during the program, except for the time during which they are proceeding to the stage to receive diplomas. There must be no antics by the graduate at the time the student is proceeding across the stage. Antics detract from the formal nature of the occasion and deny the honor due the graduate who will be announced next.

c. Nothing is to be placed on the tops of caps or worn on gowns, such as badges, signs, etc.

8. Diplomas will be mailed within a month following commencement.

9. In the event that a student's conduct at commencement is inappropriate or disruptive, the student's diploma may be withheld until the school is satisfied the issues have been resolved.

**NOTE: Air horns and loud noise makers are prohibited in the MSU Auditorium. We ask families and guests to also honor our graduates by refraining from the use of "noise makers" that cause disruption to the ceremony and are disrespectful to our graduates and their families.**

**All seniors must report to MSU Auditorium forty five minutes prior to commencement. Admission to the graduation exercises will be by ticket only.**

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, ~~Saturday School~~, 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.)

**Commented [56]:** Get rid of all Saturday School

**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- 59days) 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 ~~Saturday School~~, Short Term Suspension (1-10 days) or Long Term Suspension (11- 59 days). Inform local police in serious cases.

Commented [57]: not doing saturday school

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, ~~Saturday School~~ or Short-Term Suspension (1-10 days). Possible Long-Term Suspension (11- 59 days) in serious cases.

Commented [58]: not doing saturday school

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, ~~Saturday School~~ or Short Term Suspension (1-10 days). Possible Long Term Suspension (11–59 days) in serious cases. Possible contact with local police.

Commented [59]: not doing saturday school

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, ~~Saturday School~~ 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 ~~Saturday School~~ 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 ~~Saturday School~~ 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, ~~Saturday School~~ 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, ~~Saturday School~~ 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; ~~Saturday School~~  
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.** ~~The consequences for “non-compliance to a directive” are as follows:~~

~~1st offense: Administrator will assign the student a Saturday School and student may retrieve the  
electronic device from the administrator at the end of the school day.~~

~~2nd offense: One day of In-School-Suspension, and a parent/guardian must retrieve the electronic  
device from the administrator.~~

~~3rd and subsequent offenses: Out of School Suspension, and a parent/guardian must retrieve the  
electronic device from the administrator.~~

~~Violations of the Student Code of Conduct (such as cheating, harassment and illegal activity—to name a  
few) that involve the use of a PED will be handled by administration as outlined in the Student-Parent  
Handbook. Failure to surrender an electronic device upon request from a staff member is considered  
insubordination and will be handled by administration as outlined in the Student-Parent Handbook.~~

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, ~~Saturday School~~ 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 ~~Saturday School~~ 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 and ~~Saturday School~~, 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. Saturday School.~~

Tobacco products: Confiscation and in school suspension-~~Saturday School~~ 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. 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 and documented. Parents/guardians will be notified.

~~In addition to the teacher consequences, if a student is a member of or a candidate for membership in the National Honor Society and has committed a Level I violation of the Academic Integrity Policy, an additional eight community service hours will be required. If the violation occurs while writing a standardized test sponsored by an agency other than Okemos High School, the agency will be notified of the violation. A second occurrence of a Level I violation will be referred to the National Honor Society Faculty Council with the possibility that the student will be disqualified for membership in or dismissed from the National Honor Society.~~

The appeal of a Level I violation of the Academic Integrity Policy shall be:

~~**NOTE:** Prior to initiating the appeal process, a conference must occur between the teacher and the student and parent/guardian within two (2) school days of the reported incident.~~

- 1.—Assistant Principal or designee appeal (517) 706-4900: The appeal shall be made within two (2) school days of the conference with the teacher. A conference will be scheduled with the parent/guardian within two days of the appeal. Decisions will be rendered within two (2) school days of the conference.
- 2.—If the parent/guardian is not satisfied with the disposition at the first level, the parent/guardian may, within three (3) school days of the receipt of the decision, file a written notice of appeal, with the reasons for the appeal, to the Principal's office.

Principal or designee appeal: A conference will be scheduled with the parent/guardian within three (3) school days following the written request for appeal. A decision will be rendered within two (2) school days of the conference.

- 1.—Upon review, the principal or designee may uphold the decision, establish an alternate consequence, or reverse the decision in its entirety.
- 2.—The Principal's decision shall be final.

#### 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)

If a student is a member of or a candidate for membership in the National Honor Society, and has committed a Level II violation of the Academic Integrity Policy, a referral will be made to the National Honor Society Faculty Council with the possibility that the student will be disqualified for membership in or dismissed from the National Honor Society. If the violation occurs while writing a standardized test sponsored by an agency other than OHS, the agency will be notified of the violation.

College Applications: Some colleges require applicants to respond to a question about disciplinary history. The wording of such questions varies and applicants are advised to read such questions or statements closely. Colleges are typically only concerned with disciplinary violations that resulted in out of school suspension or expulsion. Applicants are advised to answer such questions truthfully and, if answering in the affirmative, are advised to describe the incident, and what lessons the applicant learned from the situation. Simply having been suspended is not an automatic disqualification for admission, though being dishonest about disciplinary history can be.

Colleges may pose the same question about a student's disciplinary history to a high school official, such as administrator or counselor. Although disciplinary history is not volunteered, OHS staff will respond to such questions if asked. Maintaining the integrity of Okemos High School reports to colleges requires that OHS staff answer such questions honestly.

Note: Adapted in part from the honor codes of Seaholm High School- Birmingham MI, Thomas Jefferson High School- Alexandria VA, Cliffside Park High School- Cliffside Park NJ, Brookwood High School- Snellville GA, Venice High School Honor Academy- Sarasota FL,

## 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. ~~See Make-Up Exams, Tests and Daily Work for Excused Absences and Make-Up Privileges for Unexcused Absences above.~~

~~Seniors who have not served all disciplinary assignments will not be allowed to participate in the graduation ceremony.~~

### 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.** ~~one detention may be assigned.~~
- ~~2. Teacher will assign one additional detention and parent/guardian contact.~~
3. Student will be sent to administrator; student suspended from class until administration contacts the parent/guardian **regarding** ~~that~~ continued misbehavior ~~can lead to loss of class and credit.~~
4. In-person parent/guardian conference with teacher and administration.
5. ~~If misbehavior continues, a hearing will be conducted before the administration which can result in removal from class for the balance of the semester and loss of credit in class.~~

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

A teacher or ~~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** within two weeks of the date the detention was issued. ~~Detentions may be served on Mondays, Tuesdays, Thursdays and Fridays.~~

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** ~~two-week period~~, **an in-school suspension** ~~Saturday School~~ will be assigned. If the student does not serve the assigned **in-school suspension** ~~Saturday School~~, the student will be assigned an **out-of-school** suspension.

#### Saturday School

~~The administration may assign a Saturday School in lieu of an out-of-school suspension. The Saturday School is held from 8:00 a.m. to 12:00 noon every Saturday in the detention room and is supervised by a paraprofessional. The student in Saturday School is required to study or read and may not eat, drink, sleep, play games or cards, or use any electronic device. Transportation to and from Saturday School is the responsibility of the student's parents/guardians. Should a student disrupt or be insubordinate the student may be removed and given an out-of-school suspension equivalent to the number of days the student was originally assigned to Saturday School. If a parent/guardian is not satisfied with the disciplinary outcome, they can request a conference with the building administrator. Saturday Schools may not be appealed. A student who fails to serve a Saturday School will be given a one day suspension from school.~~

#### T.A.P.P. (Temporary Alternative Placement Program)/In School Suspension

The administration may assign an in-school suspension in lieu of Saturday School or out-of-school suspension. The in-school suspension is held during the school hours in the detention room and is supervised by a paraprofessional.

The students in T.A.P.P. are required to bring their books and school materials. During the day the students will work on class assignments provided by their teachers and may meet with their counselor. The students will receive full credit for work completed while in T.A.P.P. The students will be separated from their peers for the school day and they will not be allowed to participate in extra-curricular activities from the beginning of the first day of T.A.P.P. until the close of the school day on the final day of T.A.P.P. [In the case of a one-day T.A.P.P. assignment, the student will not be allowed on campus after T.A.P.P. or be allowed to participate in school activities scheduled for after-school hours on that day,] with two exceptions — T.A.P.P. imposed for failure to serve Saturday school and T.A.P.P. imposed for leaving campus without signing out. The students may not sleep, play games or cards, or use any electronic device while in T.A.P.P. Should a student in T.A.P.P. cause a disruption, or be insubordinate to the T.A.P.P. teacher, the student will be given an out-of-school suspension equivalent to the number of days the student was originally assigned to T.A.P.P.

The process of appeal for T.A.P.P. will be the same as for 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. ~~with two exceptions — suspensions imposed for failure to serve Saturday School and suspensions imposed for leaving campus without signing out.~~ 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. Before the suspension is issued, the student shall be informed of the specific **misconduct** charges and have the opportunity to respond. ~~to the allegations.~~ The administrator shall provide written or telephone contact, if possible, to the parent/guardian of the suspension, its cause and its length.
2. ~~For short term suspensions less than three (3) days, if a parent/guardian is not satisfied with the disciplinary outcome (1-2 days), the parent/guardian can request a conference with the building administrator.~~
3. Short term suspensions of three to ten (3-10) school days may be appealed.
4. 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.

~~When a student participates in interscholastic athletics/school based leadership roles, the student agrees to abide by the Student Athlete/Leader Code of Conduct throughout the student's high school career. A student may not attend tryouts or practice with a team/run for office/serve in a leadership role/be assigned a role in the play or musical until the student has submitted a signed acknowledgment form agreeing to comply with the Student Athlete/Leader Code. The Student Athlete/Leader Code applies to candidates, members, and managers of all athletic teams/Student Council, ACTION presidents and captains and those students participating in theatre.~~

**Commented [60]:** unnecessary they are students. if we need to develop separate guidelines, I'd rather do that in conjunction with the new AD. We don't need this here. All rules apply at all times for all students.

#### **1. Calendar Application of the Athletic Code**

~~The Athletic Code will be enforced as to *all students* from the first day of practice (including tryouts) for *any* Fall sports team until the conclusion of the 6th hour final examination period of the Spring semester.~~

~~For teams or individual athletes who compete beyond the conclusion of the academic year, the Athletic~~

~~Code will extend through the season, post season and awards night for that team. A student who~~

~~violates the Athletic Code will be subject to disciplinary action as outlined in the Code.~~

A. Time/Place Application of the Athletic Code

The Athletic Code is *not* limited to student conduct at school-sponsored activities or on school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitation as to the place of conduct.

B. "In-Season" and "Off-Season" Penalty

1. Any time period between the first day of practice (including tryouts) for any Fall sports team and the conclusion of the 6th-hour final examination period of the Spring semester. For teams or individual athletes who compete beyond the conclusion of the academic year, the Athletic Code will extend through the season, post-season and awards night for that team.

2. Overlapping Seasons: If two sports overlap (e.g., fall/winter or winter/spring), an athlete who is participating on a team during the current sports season shall also be a participant on the first day of tryouts or practice for the upcoming sports season. A violation of the Athletic Code which occurs during the overlap of two seasons will have the penalty apply to the upcoming sports season. "Overlap" only applies to where all competition for the current sports season has been completed, but the athletic awards banquet has not been held. "Overlap" does *not* apply if the current sports team continues competition. Although the athlete will be eligible to receive any athletic award(s) for the preceding sports season, the athlete will not be permitted to attend the athletic awards banquet for that sports team.

Example: An athlete who participates in winter basketball and spring baseball violates the Athletic Code at a time when the basketball season (a winter sport) has been extended due to tournament play and baseball (a spring sport) is similarly "in season" for tryouts or practices. In an "overlapping season" the penalty would apply to the baseball season. The athlete is eligible to receive any athletic award(s) based on the basketball but will not be permitted to attend the basketball athletic awards banquet.

2. Offenses

The following list of offenses and disciplinary penalties is not all-inclusive. Other misconduct may give rise to discipline.

A. Violation of any team/club/group conduct or training rule established by the coach/advisor and approved by the Athletic Director/Assistant Principal.

B. Violation of the Student Code of Conduct which results in a school suspension.

C. Cumulative or gross misconduct, or conduct unbecoming an athlete and/or student leader.

1) Substance Abuse

- a. ~~Possession, concealment, sale/purchase, bartering, delivery or intent to do so, use or under the influence of:~~
- ~~Tobacco or tobacco products in any form including but not limited to e-cigarettes, vaporizers, chewing tobacco, cigars;~~
  - ~~Alcohol or alcoholic beverages in any form;~~
  - ~~Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute;~~
  - ~~Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.~~
  - ~~Steroids, human growth hormones or other performance-enhancing drugs;~~
  - ~~Substances represented as illegal or performance-enhancing drugs, i.e., "look-alike" drugs; mind altering substances.~~
  - ~~Misused prescription drugs.~~
- b. ~~"Distribution" includes the "hosting" of a party at which the host is aware that any of the substances listed above are provided at the site by any person.~~
- c. ~~It shall not be a violation for an athlete/student leader to use or possess a prescription or patent drug pursuant to a doctor's legal prescription which the student has permission to use in school pursuant to Board Policy. An athlete/student leader shall notify the coach/advisor if the student is taking a prescription medicine, which could alter or affect the student's behavior or ability to participate in physical activity.~~
- 2) ~~Violations defined by the Okemos High School Student Parent Handbook which include but are not limited to: fighting, physical assault, hazing, sexual misconduct, theft, weapons and bullying, including cyber-bullying.~~
- 3) ~~Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction is not necessary to establish a violation of the Athletic Code, but will be determined through an independent school investigation and may result in a penalty.~~

~~If the Athletic/Student Leader Code of Conduct or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.~~

### 3. Penalties

~~The same penalties apply for in-season and off-season violations. Likewise, once a student is~~

elected to a leadership position, penalties apply for violations from the elected date (typically in the spring of the prior school year) until the end of the term. Once a student is assigned a role in a play/musical, penalties apply from that date until the end of the school year. Specific to student athletes, if a student athlete is not currently participating in a sport when the violation occurs, the penalty will be applied to the next athletic season in which the student participates. Also, the severity of the offense, a continuation of misconduct, and/or persistent disobedience, may result in more severe consequences than those outlined below.

A. ~~Code of Conduct and Team Rules Offenses: Violation of Conduct Standards A-B above and the venue is either on or off the athletic field or court.~~

1) ~~First Offense: Violations will be addressed as set forth in the Okemos High School Student-Parent Handbook and by team/club/group rules established by the coach/advisor and approved by the Athletic Director/Assistant Principal.~~

2) ~~Second and Subsequent Offenses: Violations will result in disciplinary action as determined by the coach/advisor and the Athletic Director/Assistant Principal.~~

B. ~~Cumulative or Gross Misconduct, or Conduct Unbecoming an Athlete Offenses: Violation of Conduct Standards C1, C2 and C3.~~

1) ~~Violations by a Student Athlete~~

a. ~~First Offense (student athlete): Suspended from 25% of season's competition or activities from date of infraction. Suspension from games/activities could impact two sport seasons. If the violation occurs when less than 25% of the contests remaining the suspension will be prorated into the next sport in which the athlete participates even though it may carry over into the next school year. Student will lose captaincy or leadership positions for remainder of current school year (this may carry over to multiple sports/activities). Athlete may be allowed to participate in practice for conditioning purposes during the suspension. The suspended athlete may not wear the team uniform during the athletic suspension. Athlete may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling.~~

b. ~~Second Offense (student athlete): Termination of participation in that sport for the remainder of that sport's season and forfeiture of all school athletic awards for that sport. The student will be ineligible to participate on any other athletic school team during that season.~~

~~Athlete may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling. If the second offense occurs within the last 25% of the season, the penalty will carry over to the first 25% of the next sports season in which the student participates.~~

- c. ~~Third Offense (student athlete): Termination of participation in the athletic program and forfeiture of all school athletic awards for one full calendar year from date of infraction. Athlete may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling.~~

~~2) Violations by a Student Leader~~

- a. ~~First Offense (leadership role): Student will lose leadership position for remainder of the school year. Students who violate this policy after club or school government elections in the spring will be removed from office, captaincy, or leadership positions for the next school year. Student may be allowed to participate in meetings/activities after 9 weeks (25%) of suspension which would start from date of infraction, but not in a leadership role. Student may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling.~~
- b. ~~Second Offense (leadership role): Student will lose leadership position for remainder of the school year and forfeiture of all awards for that position. Students who violate this policy after club or school government elections in the spring will be removed from office, captaincy, or leadership positions for the next school year. Student will be ineligible to participate in any meetings/activities or serve in any leadership capacity during suspension. Student may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling.~~
- c. ~~Third Offense (leadership role): The student will be terminated from the leadership position, participation in meetings/activities, and all awards for that position for the remainder of the student's high school career. Student may also be required to participate in mediation/conflict resolution (restorative practices), attend educational classes or counseling.~~

If a student chooses to quit the team/club/group rather than accept the consequences, said consequence shall carry over to the next season/year/sport/activity in which the student chooses to participate. The athletic director or administrator in charge of activities has the ability to make discretionary decisions if major, significant or unique situations are identified.

~~4. Self Disclosure~~

~~An athlete/leader who voluntarily discloses to an Okemos school official or employee a need for assistance for alcohol or substance abuse prior to any report, charge, or complaint under the Athletic/Student Leader Code of Conduct shall be required to follow the chemical assessment/treatment procedures outlined below. Reporting after an incident that might give rise to discipline shall not be "self disclosure". The athlete/leader will not be charged with a violation of the Athletic/Student Leader Code of Conduct, unless it is determined that the~~

athlete/leader has used this self disclosure primarily to avoid a penalty under the Athletic/Student Leader Code of Conduct. This self disclosure exemption is available to an athlete/leader only once during the student's high school career.

A. Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.

B. Any expense incurred for the chemical assessment /treatment program will be the responsibility of the student and not the Okemos Public Schools.

5. Chemical Assessment

A. For the first offense of alcohol, illicit substances, steroids or performance enhancing drugs, the athlete/leader shall be urged to complete a chemical assessment through a licensed agency.

B. For the second violation of alcohol, illicit substances, steroids or performance enhancing drugs, the athlete/leader may be required to complete a chemical assessment and a treatment program through a licensed agency. The athlete/leader and the student's parents may be required to meet at least once with a licensed substance abuse counselor to explain the results and recommendations of the chemical assessment. The athlete/leader may be required to present evidence of good faith participation in the treatment program.

6. Application of Penalties

A. Penalties will not be considered to have been served unless the athlete/leader fully completes the season/year. Quitting the team/club/group is not considered "serving the penalty".

B. The suspended athlete may not wear the team uniform during the athletic suspension.

C. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the first penalty has been served.

D. The offenses will be cumulative during a student's high school career, rather than on a yearly basis.

**Disciplinary Process and Appeal Process**

Before any suspension takes effect, the student shall be verbally advised by either the coach/adviser or Athletic Director/Assistant Principal of the alleged violation and the student shall have an opportunity to respond.

All suspension periods shall begin from the date of the written notice of the Code violation. The athlete/student leader shall be excluded from participation in practices and contests during the

pendency of all appeals. The decision to permit the athlete/student leader to attend practices and contests during the pendency of the appeal is discretionary with the team coach.

1. ~~Level I Appeal – Executive Appeal Committee:~~

~~An athlete/student leader may only appeal the circumstances of the student’s violation of the Code, and not the discipline. An appeal shall be submitted to the Executive Appeal Committee within three school days of the written notice of violation. The appeal shall be submitted to the high school principal. The Executive Appeal Committee is comprised of the principal or the principal’s designee, the athletic director/assistant principal, and one head coach/adviser (for student athletes, the head coach will be selected from the off season coaches. Head coaches from the sport(s) in which the athlete participates shall not be eligible to hear the athlete’s appeal).~~

~~The Executive Appeal Committee shall meet and issue a determination within five school days of the student’s appeal. Written notice of the decision shall be presented to the athlete/student leader, parents/guardians, and Athletic Director/Assistant Principal.~~

2. ~~Level II Appeal – Athletic/Student Leader Appeal Board:~~

~~An athlete/student leader may appeal to the Athletic/Student Leader Appeal Board within three school days of the Executive Appeal Committee’s decision and submitted to the superintendent. The Athletic/Student Leader Appeal Board shall consist of the superintendent or the superintendent’s designee and two members of the Board of Education, as designated by the President of the Board of Education.~~

~~The Athletic Appeal Board shall meet and issue a determination within five school days of the student’s appeal. Written notice of the Athletic Appeal Board’s decision shall be made to the athlete/student leader, parents/guardians, and Athletic Director/Assistant Principal. The decision of the Athletic/Student Leader Appeal Board is final.~~

**OKEMOS HIGH SCHOOL**

**2018-2019 STUDENT LEADER CODE OF CONDUCT FORM**

This form must be on file with your leadership advisor prior to participating as a member.

Circle all that apply: \_\_\_\_\_ ACTION \_\_\_\_\_ Student Council \_\_\_\_\_ Theater

**1. STUDENT INFORMATION**

Name \_\_\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Home Phone \_\_\_\_\_ Student E-mail Address \_\_\_\_\_

**1. CODE OF CONDUCT ACKNOWLEDGEMENT AND AGREEMENT**

By signing the acknowledgement form, the student leader and the student's parent/guardian agree to abide by the rules and procedures set forth in the Okemos High School Student Leader Code of Conduct throughout the student's career at Okemos High School. Prior to participation, the student leader and the student's parent/guardian must sign and return this form.

We have read the Okemos High School Student Leader Code of Conduct and agree to follow and support the standards of conduct and procedures contained therein as a condition of participation in student leadership.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**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, ~~no younger than ninth grade or older than 20 years old (exceptions for guests over 20 may be approved by the principal).~~ Middle school students are not permitted to attend OHS dances.

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Each organization sponsoring a dance is expected to pay its own expenses and all profits are for use by

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~~that organization with administrative approval. The assigned assistant principal supervises all arrangements for dances and should be contacted as soon as an organization decides to have a dance. All dances must be scheduled at least two weeks in advance.~~

- ~~▪ Homecoming dance hours are from 8:30 p.m. until 11:00 p.m.~~
- ~~▪ Winter Ball is from 8:30 p.m. until 11:00 p.m.~~
- ~~▪ The Junior/Senior prom hours are 6:30 p.m. 10:30 p.m. to accommodate dinner and dancing. Students must arrive prior to dinner within the designed arrival window established by administration. Each junior and senior may only purchase two prom tickets (for themselves and one guest). Freshmen and sophomores are not allowed to buy prom tickets. Freshmen and sophomores may only attend prom if invited as the guest of a junior or senior.~~

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.

~~Okemos High School is proud of all our students who accept responsibility for maintaining appropriate and respectful decorum at school dances. Together, students, parents/guardians and high school staff resolve to support behavior (including dance “style”), which promotes OHS dances as events that are welcoming and comfortable for all students.~~

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~~This environment will be achieved by adherence to the following provisions:~~

- ~~▪ Dance style will not include “grinding”, “freak dancing” or other overtly sexually suggestive actions.~~
- ~~▪ For the safety of everyone, dancers will maintain sufficient space on the dance floor for chaperones to circulate.~~

~~Every attempt will be made by the dance sponsors, the school administration, and chaperones to structure the dance in a way that encourages compliance with the provisions.~~

~~If a student does not comply with the provisions, a verbal warning will be issued. If noncompliance continues after the warning, the student will be excluded from the dance and may be subject to additional discipline as appropriate.~~

#### 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.

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See the ~~Athlete/Student Leader Code of Conduct~~ within this Student Parent Handbook for further information.

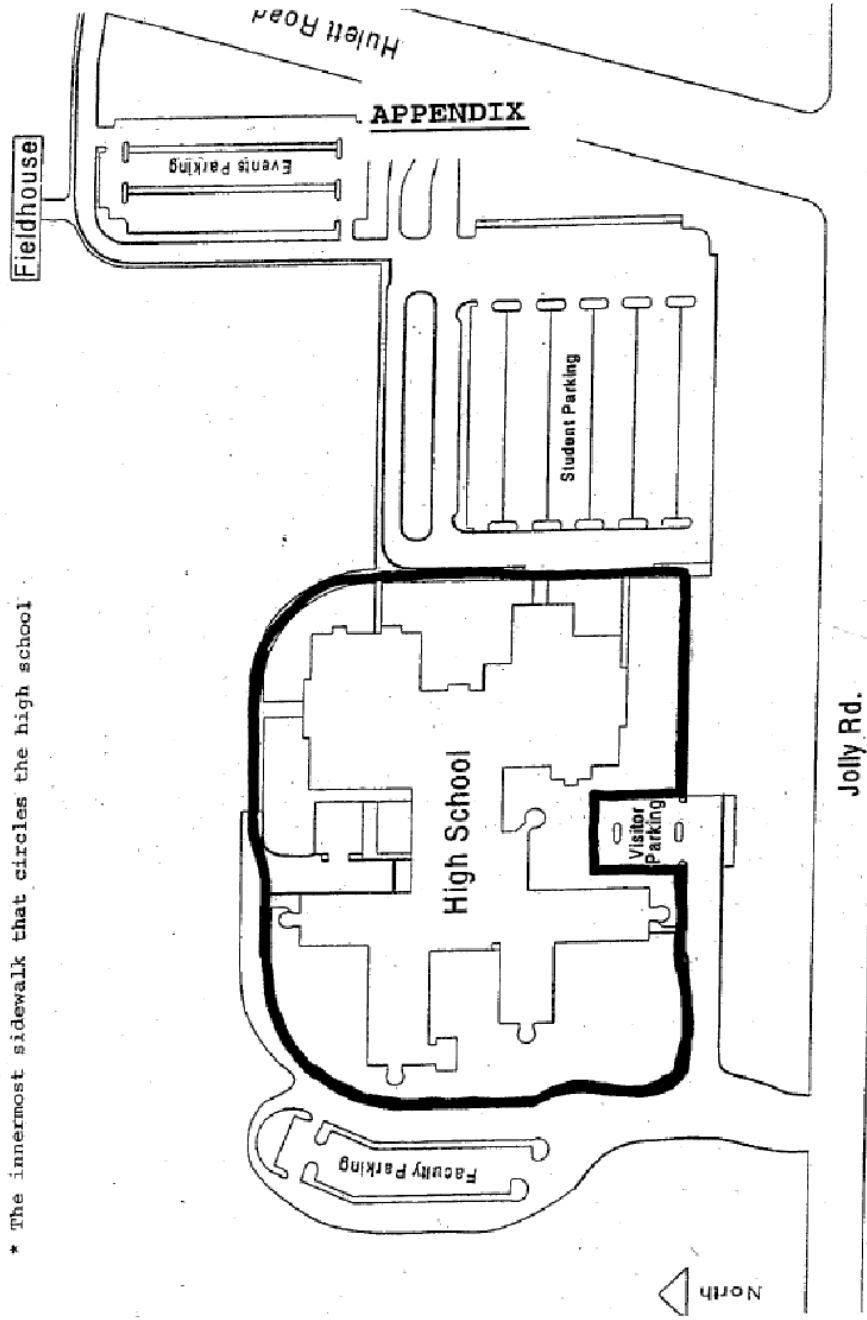
**Commented [65]:** unnecessary. all students can be leaders and we're not qualifying one kid as more of a leader than others for disciplinary purposes. antiquated

**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 HIGH'S CLOSED CAMPUS BOUNDARY

\* The innermost sidewalk that circles the high school



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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.
    - o Devices that are lost or stolen need to be reported to the school's main office immediately.
    - o 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.
    - o 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.

**9. 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)

[Stephen Keskes](#), Assistant Superintendent HR

Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-5006  
stephen.keskes@okemosk12.net

**Commented [67]:** change to Mario? Stacy?

Section 504 and Title II Coordinator (students)

Heather Pricco, Director Special Education Department

Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-4829  
heather.pricco@okemosk12.net

Title IX Coordinator

[Stephen Keskes](#), Assistant Superintendent HR

Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-5006  
stephen.keskes@okemosk12.net

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Web Accessibility Coordinator

Matt Ottinger  
Department of Technology  
Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-5041  
webmaster@okemosk12.net

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.

A. 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.

B. 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.

#### Understanding Concussion

Beginning on July 1, 2013 Public Acts 342 and 343 (Concussion Laws) will go into effect in the State of Michigan. These laws require all levels of schools and youth sports organizations to educate and train staff, notify parents/guardians of the law, and monitor all possible youth concussions or head injuries. As acknowledgement that you have been provided this information, a signature will be required on the OHS Registration Card.

#### **Some Common Symptoms**

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Headache  
Pressure in the Head Nausea/Vomiting  
Dizziness  
Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light  
Sensitive to Noise  
Sluggishness  
Haziness

Fogginess  
Grogginess  
Poor Concentration  
Memory Problems  
Confusion  
"Feeling Down"  
Not "Feeling Right"  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)



- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

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

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

Okemos High School  
School-Related Performance/ Presentation Pledge

Aware that the high school \_\_\_\_\_ is presented/performed before a diverse community audience composed of high school students, faculty, and often parents/guardians as well as children who are not of high school age, I make a commitment and pledge to present/perform at the scheduled event the exact material, script, activity and language that is approved by the faculty advisor prior to the scheduled event.

As relates to pep assemblies, I understand that the purpose of pep assemblies is promote unity, enthusiasm and school spirit and is not to be an opportunity for a class or group of students to make fun or to demean other classes or groups of students. I also understand that all competitions, games or other activities will be conducted fairly and allow all classes the opportunity to win.

References to or use of the following are strictly forbidden:

1. \_\_\_\_\_ sex and sexual innuendo;
2. \_\_\_\_\_ violence;
3. \_\_\_\_\_ alcohol and other drugs;
4. \_\_\_\_\_ suicide;
5. \_\_\_\_\_ weapons (to include display of weapons);
6. \_\_\_\_\_ obscenity and/or abusive language;
7. \_\_\_\_\_ discrimination/personal put downs and/or direct reference by name to school staff, students, parents/guardians i.e. school community persons;
8. \_\_\_\_\_ material/performances that contain(s) profanity in its/their original form.

Only students who are currently enrolled at Okemos High School may audition for and/or perform in OHS programs. Exceptions may be made only in the case of assemblies and programs performed during school hours and supervised by school administration.

Additionally, performers/presenters may not engage the audience in dialogue in a manner that can incite inappropriate behavior nor may they invite members of the audience to leave their seats to join performers/presenters on stage or invite the audience to come to the front aisle in the orchestra pit area or onto the floor during a pep assembly. Audience members must remain in or at their seats throughout the performance/presentation.

Failure to comply with this pledge will be grounds for disciplinary action which may include suspension from school and/or other disciplinary action as stated in the Okemos High School Student/Parent Handbook. Additionally, any video of an offensive performance/presentation that is made by the Okemos Public Schools for public viewing, will be edited to completely remove the entire act/presentation in which the offensive performance/presentation occurs.

\_\_\_\_\_  
\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**OKEMOS PUBLIC SCHOOLS**  
**Authorization for Administration of Prescription Medication**

Student Name \_\_\_\_\_ School \_\_\_\_\_

Birth Date \_\_\_\_\_ Grade \_\_\_\_\_ Date form received \_\_\_\_\_

***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:  
 No  Yes, supervised  Yes, unsupervised

The student may carry this medication  Yes  No

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: \_\_\_\_\_

**OKEMOS PUBLIC SCHOOLS**  
*AUTHORIZATION FOR ADMINISTRATION OF  
NON-PRESCRIPTION MEDICATION*

Student Name _____	Teacher _____	Date form received _____
Birth Date _____ Grade _____	School _____	

***To be completed by a parent***

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

Reason for Medication \_\_\_\_\_

Instructions (schedule and dose to be given at school) \_\_\_\_\_  
\_\_\_\_\_

Anticipated Duration \_\_\_\_\_

The student is both capable and responsible for self-administering this medication:

\_\_\_\_\_ No      \_\_\_\_\_ Yes, supervised      \_\_\_\_\_ Yes, unsupervised

I give my permission for my child, \_\_\_\_\_, to carry the above medication with him/her during the school day. It is understood that the medication that is being carried cannot be shared with other students.

*Please attach any additional information you feel necessary for the school to know regarding the administration of this medication.*

**Parent Consent:**

I request that \_\_\_\_\_ receive the above medication at school according to the standard school policy.

I request that \_\_\_\_\_ be allowed to self administer the medication at school according to the school policy.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Relationship \_\_\_\_\_

Phone #'s: Home \_\_\_\_\_ Work \_\_\_\_\_ Emergency \_\_\_\_\_

Physician Name: \_\_\_\_\_ Physician Signature: \_\_\_\_\_

