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| Board of Education<br>Mary Gebara<br>President, 2021-2022 | Okemos Public Schools<br><a href="mailto:board@okemosk12.net">board@okemosk12.net</a><br><a href="http://okemosk12.net">http://okemosk12.net</a> | 4406 Okemos Road<br>Okemos, Michigan 48864<br>Phone: 517-706-5010 |
|---|--|---|

*This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.*

6:00 PM

**MEETING AGENDA**  
**Wednesday, August 17, 2022**

**Community Conference Rm**

**CALL TO ORDER**

Dean Bolton, Katie Cavanaugh, Mary Gebara, Melanie Lynn, Vincent Lyon-Callo, Andrew Phelps and Jayme Taylor

**WELCOME AND MEETING FORMAT**

Welcome to this special meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

**There is one opportunity for public comment:** Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board's secretary prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card for their comments.

**DISCUSSION MOVED FORWARD - Technology Purchases**

Technology Director Tom Isom will present information regarding the purchase of elementary student devices due to increased enrollment and to be funded through the 2019 bond.

**Adequate Information to Proceed**

*Board policy 8344.1 Adequate Information to Proceed indicates that it is the policy of the board not to take action on an item the first time it is brought to the attention of the board at a public meeting.*

That the board waive policy 8344.1 requirements and take action to expedite the purchase of additional student devices.

**CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS**

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that that may or may not be part of the evening's agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

**BOARD REPORTS/REQUESTS**

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

**ACTION ITEMS**

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

### **CONSENT AGENDA**

*In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.*

That the board approve items 1 and 2 for immediate implementation and appropriate action. Item 1: Minutes of the special meeting of August 8, 2022; Item 2: Minutes of the Executive Session Meeting of August 8, 2022.

### **OTHER ACTION ITEMS**

The Other Action Items require additional discussion prior to board action.

#### **Employment - Certified**

*The hiring of all certified employees must be approved by the board of education; employment of support staff shall be in accordance with school district policy.*

That the board approve the employment of Megan Anderson, Orchestra Director at Kinawa and Chippewa Middle School at Step 2, Division I; Melinda Calley, 1st Grade Teacher at Hiawatha at Step 5, Division II; Samantha Crawford, 4th Grade Teacher at Bennett Woods Elementary at Step 1, Division I; Caitlin Ferber, English Teacher at Okemos High School at Step 3, Division I; Kate Fitton, 3rd Grade Teacher at Hiawatha Elementary at Step 4, Division II; Jennifer Gavala, Resource Teacher at Okemos High School at Step 15, Division III; Nathan Heim, ELL Teacher at Hiawatha and Chippewa Middle School at Step 9, Division II; Valerie James, Resource Teacher at Hiawatha Elementary at Step 15, Division II; Reagan Littrell, Resource Teacher at Okemos High School at Step 3, Division I; Stephanie McKay, Resource Teacher at Okemos High School at Step 12, Division II; Zac Moore, 1st Grade Teacher at Hiawatha Elementary at Step 1, Division I; and Kathryn Swords, 3rd Grade Teacher at Bennett Woods Elementary at Step 5, Division II of the teacher salary schedule, effective August 18, 2022 in accordance with sections 1230 (2) and 1230 a (2) of the Revised School Code conditioned upon receipt of acceptable criminal history checks and criminal records checks.

#### **Student-Parent Handbooks**

The elementary level, Kinawa, Chippewa Middle School, and Okemos High School Student-Parent Handbooks provide valuable information about school activities and available services, as well as guidelines for behavior and the students' rights and responsibilities. The handbooks have been updated to reflect current practice, law and board policy. Once approved, handbooks will be distributed to families and updated on the district website.

That the board approve the 2022-2023 elementary level, Kinawa, Chippewa Middle School, and Okemos High School student-Parent Handbooks for distribution to students and parents.

#### **Facility & Grounds Purchase**

*During the August 8th meeting, Director Mark Fargo presented information regarding the purchase of a tractor and pull-behind mower for the district.*

That the board award the purchase of a Kubota tractor and pull-behind mower, submitted by Capital Equipment, not to exceed \$67,9000 funded through the General Fund (Roll Call).

#### **Technology Purchases**

*Earlier in the meeting, Media & Technology Director Tom Isom presented information regarding the purchase of additional elementary student devices funded by the Facilities/Technology/Security/Transportation/Capital Outlay bond.*

That the board award the purchase of 120 Lenovo Yoga laptops, submitted by Trafera not to exceed \$130,680 to be funded by the Facilities/Technology/Security/Transportation/Capital Outlay bond (Roll Call).

### **2022-2023 Calendar Continued**

The Board has proposed additional dates within the 2022-2023 calendar that complies with the State Aid Act and Revised School Code and prefers to establish calendar dates based on agreement with the Association. Absent such agreement, however, the Board has the right and obligation to establish components of the calendar, as permitted by the Public Employment Relations Act ("PERA") and the Revised School Code. The Board acknowledges that the calendar remains subject to negotiations.

waive the reading and adopt the resolution to authorize establishment of certain components of the 2022-2023 school calendar (Roll Call).

### **DISCUSSION ITEMS**

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

### **Turf Field Update**

Superintendent Hood will present information regarding expediting improvements to the turf field including updating with the Wolves logo.

### **ADJOURN TO EXECUTIVE SESSION –Superintendent’s Evaluation**

Pursuant to Section 8(a) of the Open Meetings Act, the board of education may adjourn to Executive Session for the purpose of discussing the superintendent evaluation.

That the board adjourn to Executive Session pursuant to Section 8(a) of the Open Meetings Act for the purpose of discussing the superintendent evaluation (Roll Call).

### **RECONVENE**

Dean Bolton, Katie Cavanaugh, Mary Gebara, Melanie Lynn, Vincent Lyon-Callo, Andrew Phelps and Jayme Taylor

### **ADJOURN**

-



# Okemos Public Schools Media & Technology Department

4406 North Okemos Road, Okemos, Michigan 48864  
Phone: 517-706-5005 | Fax: 517-349-0609

Date: August 16, 2022  
To: Board of Education  
From: Thomas Isom  
Re: Elementary Student Device Purchase

Due to the increased number of new student enrollment for the 22-23 school year, we need to purchase an additional 120 laptops. Money will be allocated from the 2019 Tech Bond to help pay for this purchase. We will again utilize the best pricing, quality, and warranty to purchase these student devices. The device has been tested and in our current students' hands since the 2019 school year. They have been a solid device for our students.

The device we will be ordering is the Lenovo Yoga 11e 5G. The device has an 11.6" Touchscreen Display, 8GB RAM, 128GB Solid State Drive, and an Intel Pentium Silver N5030 Processor. The device also comes with a three-year warranty and accidental damage coverage.

The device will be purchased from Trafera, formally known as Trinity3. Trafera is one of Lenovo's preferred solution providers, which pushed us to the top of the list for product builds and will hold our price at today's rate. I recommend the purchase of 120 devices at the cost of \$1,089.00 each, totaling \$130,680.00

The total cost of this project is not to exceed \$130,680.00

Respectfully,

Thomas Isom  
Director of Media and Technology  
Okemos Public Schools



|   |                |  |
|---|----------------|--|
| <b>Bill to</b><br><b>Okemos Public Schools</b><br><b>Customer No: 72994</b><br>4406 Okemos Rd<br>Okemos MI 48864<br>USA | <b>Ship to</b> | <b>Quote Details</b><br>Created: August 16, 2022<br>Expiration: September 15, 2022<br>Created by: Alyson George<br>alyson.george@trafera.com |
| <b>Estimate No: E000078498</b>  |                |  |

**Contract**  
 MI- REMC SAVE De  
 REMC SAVE Computers and Networking Contract 2019-24

**Products & Services**

| Items and Descriptions  | Overview   | Notes | Qty | Unit Price       | Totals       |
|-------------------------|--|-------|-----|------------------|--------------|
| TP Yoga 11e             | Notebook TP Yoga 11e 5G<br>Notebook TP Yoga 11e 5G 20LNCTOIWW Rx<br>11.6" HD (1366 x 768), LED, IPS, Glare, Touch<br>11.6" HD (1366 x 768), IPS, Touch<br>720p HD with Microphone<br>720P HD, Graphite Black<br>8 GB DDR4-2400MHz (Soldered)<br>128GB Solid State Drive, M.2 2242, PCIe-<br>NVMe<br>Windows 10 Pro 64<br>Intel Pentium Silver N5030 Processor (4MB<br>Cache,Burst Frequency up to 3.10GHz)<br>Integrated Intel® UHD Graphics 605<br>Hardware dTPM2.0 Enabled<br>World Facing Camera<br>3 Cell Li-Ion Battery, 42Wh<br>45W USB-C AC Adapter and Power<br>Cord |       | 120 | \$1,089.00       | \$130,680.00 |
| LENOVO : Three Year ADP | LENOVO : Three Year ADP  |       | 120 | \$0.00           | \$0.00       |
|                         |  |       |     | <b>Subtotal</b>  | \$130,680.00 |
|                         |  |       |     | <b>Tax</b>       |              |
|                         |  |       |     | <b>Total</b>     | \$130,680.00 |
|                         |  |       |     | <b>Net Terms</b> | N30          |

**Terms and Conditions**

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Jonathan Worre**

jonathan.worre@trafera.com



**Trafera**

2550 University Ave W, Suite 315 - S

St. Paul MN 55114

United States

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

**2022-2023**

**PRINCIPAL.....Dr. Daniel Kemsley**

**ASSISTANT PRINCIPAL.....Ms. Allison Cironi**

**ASSISTANT PRINCIPAL.....Dr. Joseph Schmidt**

**ATHLETIC DIRECTOR.....Tempie Brown**

**Okemos High School  
2800 Jolly Road  
Okemos, Michigan 48864**

**Telephone:           706-4900  
Fax:                    351-9786  
Attendance:          706-4916**

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# **OKEMOS PUBLIC SCHOOLS MISSION STATEMENT**

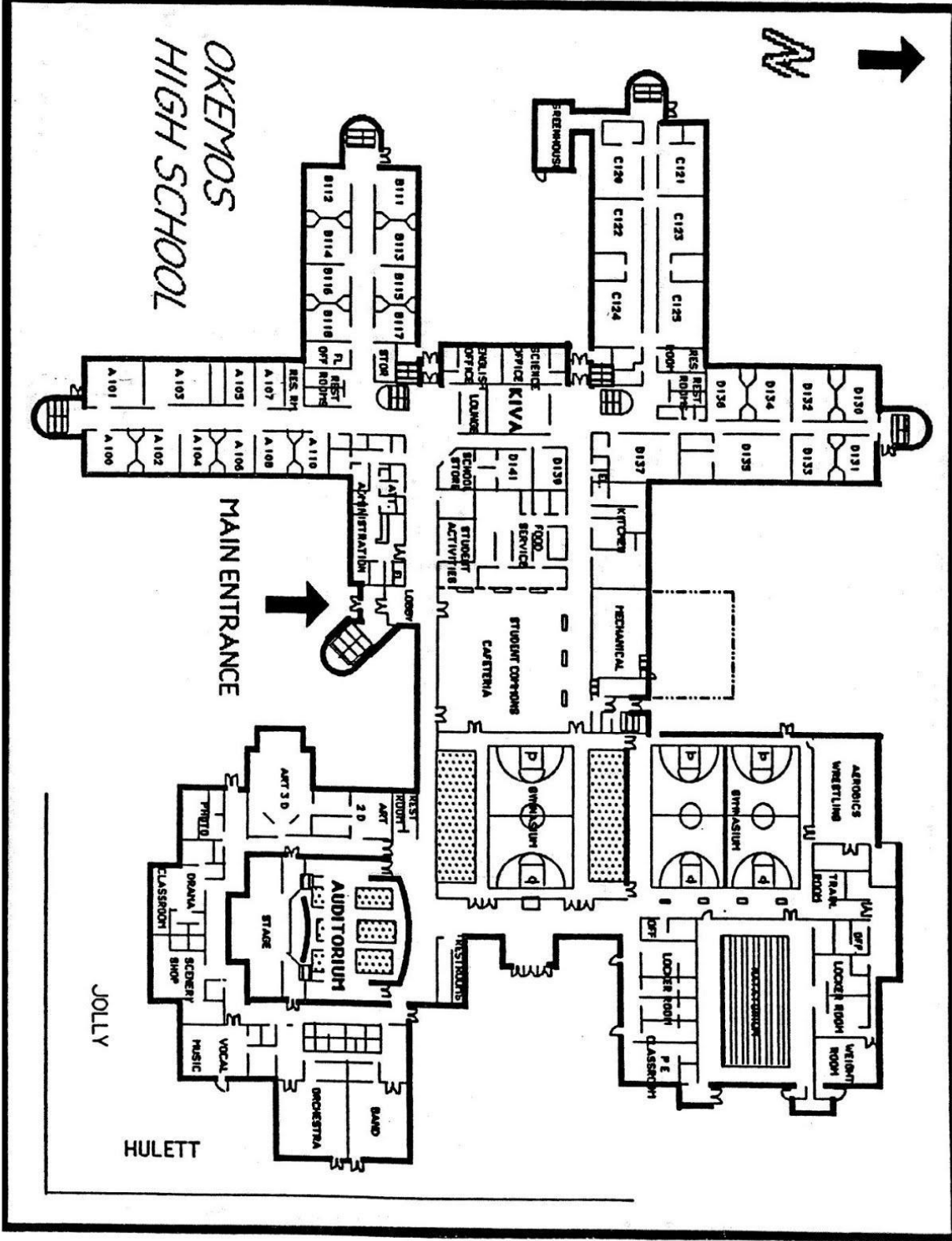
Together...Educating with Excellence,  
Inspiring Each Learner for Life.

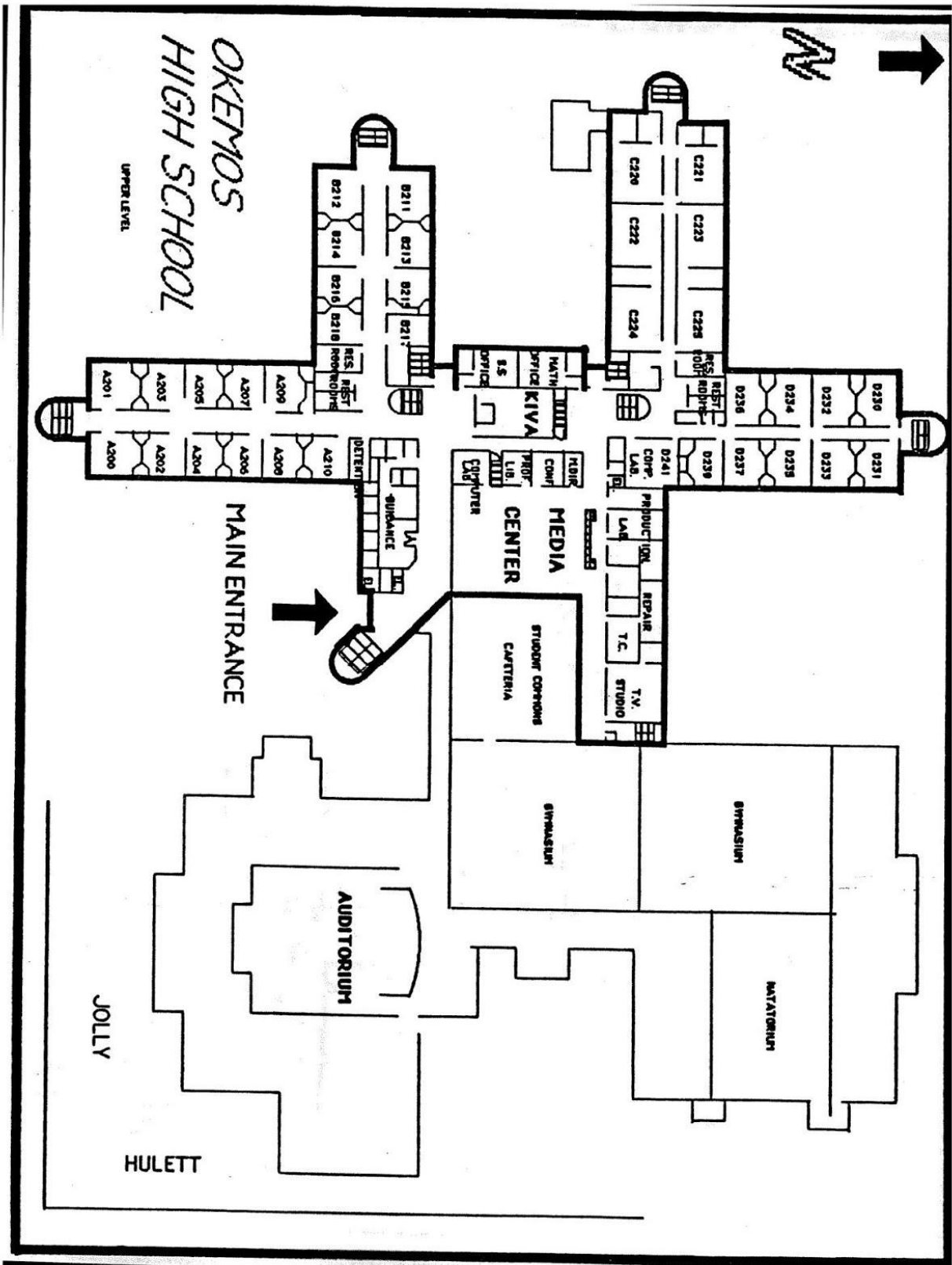
## **OKEMOS HIGH SCHOOL MISSION STATEMENT**

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

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







INTRODUCTION

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

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

### Citizenship

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

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

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

### Non-Discrimination

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

Mr. 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.

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 to 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.

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 a.m. on school days. The counseling office is open from 7:00 a.m. until 3:30 p.m.

Daily Schedule

| PERIOD                                      | START | END   |
|---|-------|-------|
| 1   | 7:45  | 8:43  |
| 2   | 8:50  | 9:48  |
| 3   | 9:55  | 10:53 |
| A LUNCH<br>C Hallway, D Hallway, Art, PE    | 10:53 | 11:28 |
| 4   | 11:28 | 12:26 |
| 4 ALL IN CLASS                              | 11:28 | 11:58 |
| 4<br>A Hallway, B Hallway, Music, B. Harrod | 11:00 | 11:58 |
| B LUNCH                                     | 11:58 | 12:33 |
| 5   | 12:33 | 1:30  |
| 6   | 1:37  | 2:35  |

## FLEX

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

## FLEX Schedule

| <b>PERIOD</b>                               | <b>START</b> | <b>END</b> |
|---|--------------|------------|
|   |              |            |
| 1   | 7:45         | 8:32       |
| 2   | 8:39         | 9:26       |
| FLEX  | 9:33         | 10:31      |
| 3   | 10:38        | 11:25      |
| A LUNCH<br>C Hallway, D Hallway, Art, PE    | 11:25        | 11:50      |
| 4   | 11:57        | 12:45      |
| 4 ALL IN CLASS                              | 11:57        | 12:20      |
| 4<br>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.

| <b>PERIOD</b>                               | <b>START</b> | <b>END</b> |
|---|--------------|------------|
|   |              |            |
| 1   | 7:45         | 8:22       |
| 2   | 8:29         | 9:06       |
| 3   | 9:13         | 9:50       |
| 4   | 9:57         | 10:34      |
| A Lunch<br>C Hallway, D Hallway, Art, PE    | 10:34        | 11:04      |
| 5   | 11:11        | 11:51      |
| 5<br>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.

### Unexpected School Closing or Dismissal

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

## **COMMUNICATIONS**

### Student Education Records

#### Notice of Rights

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

Those rights include the following:

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or

therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's tasks. A school official has a legitimate educational interest if the student needs to review an education record to fulfill professional responsibilities.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

#### Directory Information

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

Directory information includes: student's name, parent or guardian, address, telephone number, date of birth, class designation, dates of attendance, extra-curricular activities, achievement awards or honors, weight and height of members of athletic teams, photographs, videos or recordings of performances or events and school or school district previously attended. Public performances and

sporting events may be televised on the district's cable channel and cannot be altered to prevent display of a student's identity.

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

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

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

#### Military Recruiting Representatives

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

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

#### 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.

#### 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.

#### 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 office staff. The school is not responsible for any items stored in a locker. If

a student's locker or lock is damaged and the student is found culpable, the student will be charged. Lockers are held jointly by the school and the student. The school reserves the right to inspect a locker anytime and locker privileges can be revoked for abuse of the locker.

## **TRANSPORTATION**

### **Bus Policy**

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

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

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

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

Appropriate discipline shall be instituted including after school detention or suspension from school. Students may also be subject to school discipline, including suspensions and expulsions. Students are encouraged to walk down the side of the street or on the sidewalks to and from the bus stop.

### **Student Vehicles**

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

A parking sticker will be issued for each vehicle and the sticker must be displayed in the rear window. 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, 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.

## 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.

### 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:

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))

### 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.

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.

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.

## **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.

#### **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 and community service when this is done within the first twenty (20) days of the 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, emergency situations, and exceptional cases, will be considered by administration on an individual basis throughout the semester.

#### **ADDITIONALLY:**

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

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

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.

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.

### 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.

A student may not leave campus during the school day and return for classes except in accordance with the Okemos High School Attendance Policy. Therefore, a student on a reduced schedule must have classes scheduled consecutively in the school day.

## **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 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.

### **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.

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.

### **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.
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.

## **Graduating Class of 2019 and Thereafter**

Beginning with the graduating class of 2016, each student is required to be enrolled in 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, Biology, Chemistry or Physics, or their approved alternative.
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).

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.

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:

### **GUIDELINES FOR THE WAIVER**

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**

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/).

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

- 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

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 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:

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 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. 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.

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.

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

If a student possesses competency in a world language, which is not offered by the district as a course, the student may receive high school credit in that world language, if the student demonstrates proficiency in the world language by means of a test out experience and/or competency test or other measure. In 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 students 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.**

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.

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 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.

4. When a student successfully tests out of a course in August, 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.

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.**

#### Alternate Placement of Incoming Freshmen

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.

### 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.

#### Concurrent College/OHS External Enrollment Program

This program is designed to provide an opportunity for qualified high school students to earn college credit concurrently with their high school study, college credit, which may count toward a college degree program. Concurrent dual enrollment may also allow for a student to earn credit toward an Okemos High School diploma, according to the Guidelines Regarding Credit Earned Externally, cited above.

For eligibility in the Concurrent Dual Enrollment Program:

1. Applicants must be working toward graduation requirements at Okemos High School.
2. In most cases, applicants must have obtained junior or senior high school standing prior to applying for the program.
3. Three – four semester hours of credit at an accredited institution (e.g. LCC, MSU) will equal one (1) semester credit at OHS.

4. 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.
5. Generally speaking, there will be no credit granted for travel abroad. See Extended Travel - Travel Abroad.
6. 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 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 2-5 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)*

A student may appeal a denial for enrollment in a virtual course to the superintendent of the intermediate district and must do so in writing, including the reasons why the enrollment was denied and the reason why it should be approved. The intermediate superintendent or designee 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)

### 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 2 GOOD

Level 3 FAIR  
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  | = | Loss of credit due to excessive absence |  |
| U  | = | Loss of credit due to excessive tardies |  |

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. 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. 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 area coordinator and 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 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.

"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.

**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 may result in a detention, Saturday School and/or 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 AdvancEd 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](http://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, detention, Saturday school, and/or suspension) and finally, a conversion of a letter grade to credit/no credit based on excessive tardies.
- E. In extreme cases, where credit has been lost in several classes, a student may be placed on a reduced schedule.
- 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.

### 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 program's impacts relate to the academic and/or social development of youth including, but not limited to:

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

### 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.

#### 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 CHIEFS!

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.)

**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- 59days) 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.

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.

9. **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.

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

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. 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 Saturday School.  
Tobacco products: Confiscation and 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.

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, Garden Spot High School- New Holland PA, Palo Alto High School- Palo Alto CA, Staples High School- Westport CT, University of Georgia- Athens GA, Tipton High School- Tipton IN

## **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 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, to inform parent/guardian 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 after-school detention for class misbehavior or other infractions. Detentions must be served 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 two-week period, a Saturday School will be assigned. If the student does not serve the assigned Saturday School, the student will be assigned a 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 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.

1. Calendar Application of the Athletic Code

The Athletic Code will be enforced as to *all students* from the first day of practice (including try-outs) 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, captancy, 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, captancy, 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**

### 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 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.

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

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.

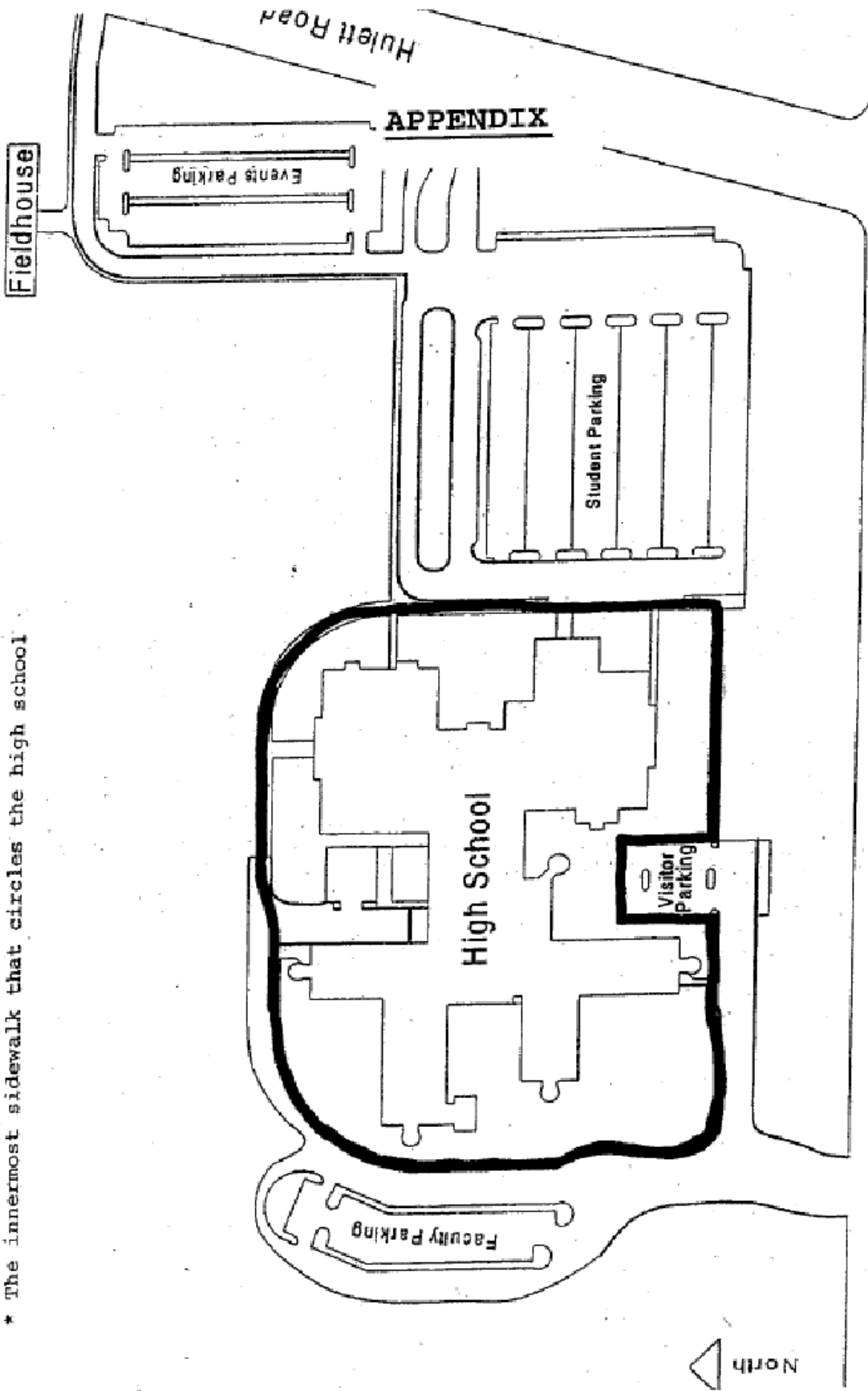
See the **Athlete/Student Leader Code of Conduct** within this Student-Parent Handbook for further information.

### **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



**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

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

Web Accessibility Coordinator  
Tom Isom  
Department of Technology  
Okemos Public Schools  
4406 Okemos Rd.  
Okemos, MI 48864  
517-706-5000  
tom.isom@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 alike"; 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

|                                      |                     |
|--------------------------------------|---------------------|
| Headache                             | Fogginess           |
| Pressure in the Head Nausea/Vomiting | Grogginess          |
| Dizziness                            | Poor Concentration  |
| Balance Problems                     | Memory Problems     |
| Double Vision                        | Confusion           |
| Blurry Vision                        | “Feeling Down”      |
| Sensitive to Light                   | Not “Feeling Right” |
| Sensitive to Noise                   | Feeling Irritable   |
| Sluggishness                         | Slow Reaction Time  |
| Haziness                             | 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 |

## 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 proscription 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

***To be completed by a parent/guardian***

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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 me at school so 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/Guardian 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 \_\_\_\_\_

CAROL A. SIEMON  
INGHAM COUNTY PROSECUTING ATTORNEY

MICHAEL S. CHESTNUT  
Chief Assistant Prosecutor



JOHN J. DEWANT  
Deputy Chief Assistant Prosecutor

Dear Parents/Guardians:

Few events hit home for students and families like a school shooting. They are terrifying and tragic. When students learn of these events on television or on social media, it is natural for them to worry about their own school and their own safety. Unfortunately, some students see these tragedies as an opportunity to gain notoriety and make threats against their schools, teachers, and classmates.

We are all aware of the notable rise across the nation, in our state, and in Ingham County of threats made to our schools and the students, teachers, and other professionals working to educate our children. Although many of the students that have created these situations claim they were just joking, or did not think it was a big deal – it is a big deal. That is why the sheriff, local law enforcement chiefs, school superintendents, and I are reaching out to you. These threats are not viewed as a joke and these acts will be addressed by the school, law enforcement, and the prosecutor's office. These types of threats could lead to criminal charges including: Threat of Terrorism, False Threat of Terrorism, Intentional threat to commit an act of violence against a school, and Use of a Computer to Commit a Crime. The most serious of these crimes carries a potential maximum of 20 years in prison.

While the punishments dictated by the school and criminal justice system are significant, students may also face additional consequences, including:

- Loss of scholarships and federal aid
- Denied college admission
- Being required to disclose pending cases or criminal convictions on job applications
- Denied entry into the military

We urge you to talk to your children about the appropriate use of social media, and the lasting consequences of making threats against our schools. Please stress that there is nothing humorous about threatening to shoot up a school, and there is no such thing as a joke involving the threat of mass murder.

All threats will continue to be taken seriously and may be prosecuted under Michigan law.

By working together, we can provide our children the safe schools they deserve.

Respectfully,

*Carol A. Siemon*

**Law Enforcement:**

Sheriff Scott Wriggelsworth (Ingham County Sheriff's Office), Chief Daryl Green (Lansing Police Department), Chief Larry Sparkes (East Lansing Police Department), Chief Kelly Roudebush (Michigan State University Police Department), Chief Adam Kline (Lansing Township Police Department), Chief Bob Young (Williamston Police Department), Chief Robert Delamarter (City of Leslie Police Department), Chief Johnnie Torres (Stockbridge Police Department), Chief Don Hansen (Mason Police Department), Chief Ken Plaga (Meridian Township Police Department), F/Lt Detrich Speights (Michigan State Police Post 11), Chief William French (Lansing Community College Police and Public Safety)

**Superintendents:**

Amy Hodgson (Dansville Schools), Jeff Manthei (Leslie Public Schools), Brian Friddle (Webberville Community Schools), Dori Leyko (East Lansing Public Schools), Ron Drzewicki (Mason Public Schools), Adam Spina (Williamston Community Schools), Steve Cook (Haslett Public Schools), John Hood (Okemos Public Schools), Jason Mellema (Ingham Intermediate School District), David Hornak (Holt Public Schools), Karl Heidrich (Stockbridge Community Schools), Sam Sinicropi (Lansing School District), Kelly Blake (Waverly Community Schools)

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303 WEST KALAWAZITO STREET 4R • LANSING, MICHIGAN 48933 • PHONE: (517) 483-6108 • FAX: (517) 453-6597  
pa.ingham.org

**Chippewa Middle School 7/8  
4000 N. Okemos Rd.  
Okemos, MI 48864**

Main Office: (517) 706-4800  
Attendance/Guidance Office: (517) 706-4806  
Fax: (517) 347-4189

**Office Hours**

7:15 a.m. - 3:45 p.m.

**School Hours**

8:00 a.m. - 2:45 p.m.

**Early Release Day School Hours**

8:00 a.m. - 12:50 p.m.  
(Lunch is served)

**Half Day School Hours**

8:00 a.m. – 11:10 a.m.  
(No lunch is served)

Mrs. Jody Noble, Principal  
Mr. Andre Ridley, Assistant Principal/Athletic Director  
Mrs. Melissa Schoenl, Administrative Assistant  
Mrs. Brenda Tracy, Attendance/Guidance/Athletic Secretary  
Mrs. Rebecca Fedrigo, Counselor  
Mrs. Mary Stuible, Counselor

*Together...educating with excellence, inspiring each learner for life.*

## ACADEMIC INFORMATION

### COUNSELORS

The counselors aid you, your parents/guardians/guardians, and your teachers by:

- Helping you choose classes to best meet your needs.
- Listening to any concerns which you may have and discussing alternatives with you.
- Administering a testing program so that you, your parents/guardians and your teachers have a better understanding of your abilities and achievements.
- Providing small group experiences to examine middle school issues.

### CLASS SCHEDULES

The school day consists of seven, 50 minute courses. A general daily schedule is made up of the four core courses (Science, English, Math, Social Studies), Physical Education and two electives.

If you feel a schedule change is needed, schedule an appointment with the counselor. Final decisions concerning such changes will be made only after teacher and parent/guardian involvement and other ways of solving the problem have been considered. Elective changes take place during the first two weeks of school or within the first week of a trimester.

### BASE

Chippewa Middle School will follow an adjusted BASE schedule that will feature eight shortened class periods to provide students time for homework support, rehearsals, assemblies, and meetings.

### REPORT CARDS

Report cards will be distributed at the end of each trimester.

### PARENT/GUARDIAN TEACHER CONFERENCES

Your parents/guardians will have an opportunity to meet with your teachers to discuss your academic progress during parent/guardian teacher conferences twice a year. Parents/guardians wishing to meet with teachers throughout the year are encouraged to schedule a meeting directly with the teacher.

### POWERSCHOOL (Online Gradebook)

We encourage students and parents/guardians to utilize PowerSchool to check grades and attendance. Information for establishing an account is shared with families through the guidance office.

## STUDENT RECORD POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- parents/guardians have the right to inspect and review the student's education records and to have the district respond to reasonable requests for explanations and interpretations of the records. parents/guardians should submit to the appropriate administrator a written request that identifies as precisely as possible the record(s) they wish to inspect or review, or receive an explanation or interpretation. The building administrator will make the necessary arrangements within 15 school days following receipt of the request. All records must be examined in the school district office during the business day in the presence of the appropriate administrator or designee.
- parents/guardians have the right to request the amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's privacy or other rights.

The parent should submit to the appropriate administrator a written request, clearly identifying the part of the record they want changed and specify what is inaccurate or misleading within 10 school days from the date the records were examined.

In the event the District decides not to amend the record as requested by the parent, the District shall notify the parent of the decision and advise the parents/guardians of their rights to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

- parents/guardians have the right to consent to disclosure of personally identifiable information contained in the student's education records, 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 or as provided by statute or regulation. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill their professional responsibility.

- Directory information from the student's education record may be disclosed, unless it includes the student's 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, photograph, and school or school district previously attended.
- Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of FERPA. Such a complaint should be filed with the U.S. Department of Education at the following:

Family Policy Compliance Office.  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 202202-4605

A copy of the District's student record policy and implementing regulations are available in each school building or superintendent's office. For more information concerning this notice of the District's policy, please contact Heather Pricco, Director of Special Education, Kinawa School.

## *ATTENDANCE*

The parent/guardian must call the school and give the following information when a student is absent: student's name, grade and reason for absence.

- If the school does not receive communication from the parent/guardian by 8:45 a.m., an automated attendance call will be made.
- If the parent/guardian does not have access to a phone to call the school, the student must bring a note from home explaining the absence when they return to school.
- When a student arrives at school after 8:00 a.m. they will report to the Guidance Office to sign in. A parent/guardian must sign them in, send a note, or call the school explaining the reason for the late arrival.
- To promote a positive learning environment, we encourage all families to have their students in school and on-time in the morning.
- If the student knows in advance that they are going to be absent, they should take a note to the Guidance Office from their parent/guardian giving the dates of the absence. The student will be given a prearranged absence form which the teachers must sign indicating arrangements have been made to make-up assignments.
- Please have your child access their teacher's google classroom for assignments missed while absent.
- In order for a student to leave the building, school personnel must know that the student has their parent's permission. This can be accomplished in one of three ways:

- A parent/guardian can sign the student out in the Guidance Office.
- The student can sign out in the Guidance Office with written permission from the parent/guardian.
- The student can sign out in the Guidance Office after a telephone call from the parent/guardian to one of the office staff.
- Students who frequently receive unexcused absences, tardies, or are caught skipping school will be considered truant and referred to the Ingham County Attendance officer.
- Students will not be allowed to participate in extracurricular activities if unexcused from any portion of the school day. A student is considered unexcused if a student is absent and the parent/guardian has not notified the guidance office.
- If a student is excused for a portion of the day due to doctor's appointment, extended vacation, etc., they must have attended half a school day in order to participate in any extracurricular activities.

## **Departure from School:**

For safety purposes, students who remain on school grounds after 3:00 p.m. 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. Additionally, students are expected to leave school premises after any school-sponsored event (athletic events, dances, etc) in a timely manner.

## ***SKIPPING (unexcused absence from class)***

Any student who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has started, or leaves class before the end of class without permission, will be considered skipping. Administration and/or counselor will meet with the student to find the root cause of why the student is skipping. A restorative reflection sheet will be completed during the student's personal time and presented to the classroom teacher by the student.

## **TARDINESS**

**Morning Tardies:** Parents/guardians may request to excuse a 1<sup>st</sup> hour tardy only in the case of an emergency. A request to excuse a 1st hour tardy must be made within 24 hours of the student having received the tardy. Oversleeping is not a reason to excuse a tardy. We expect that parents/guardians take into consideration the weather and traffic so that a timely arrival at school can be accomplished.

## STEPS TO IMPROVE REPORTING TO CLASS ON TIME:

We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:

**Fourth Tardy** – Parents/guardians are notified, students warned that a fifth tardy will result in a lunch detention via written communication.

**Fifth Tardy** – Parents/guardians are notified. A lunch detention will be served.

**Sixth Tardy and Beyond** – parents/guardians are notified. A forty-minute detention will be served either before or after school. Additional natural consequences will be implemented, and may include any or all of the following: 1) Student is placed on hall restriction (no hall passes); 2) Student is assigned lunch detention; 3) A Behavior Improvement Plan (BIP) for the student is developed.

## **VACATION POLICY**

The Guidance Office should be notified of any vacation. When school is in session, any student who leaves on a vacation for a duration of one week or less in length should make plans for assignments with their academic teachers.

Teachers may, at their discretion, assign the missing work beforehand, or may choose to wait until the student returns to provide missed assignments.

Students leaving school for more than one week will not be provided with assignments. parents/guardians may request textbooks, however the responsibility for learning lies with the parents/guardians.

## **VIDEO/FILM POLICY**

Parental permission will be requested before a student is allowed to view a film with a PG13 or above rating.

## BEHAVIOR POLICIES AND EXPECTATIONS

### SEARCH AND SEIZURE

- The administration retains the right to search areas assigned to students (such as lockers, desks, computer accounts, email messages, text messages, etc.). Students do not have any reasonable expectations that such areas are private.
- 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.
- School authorities may 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.

### BEHAVIOR OF STUDENTS

Students at Chippewa Middle School are expected to behave within the following guidelines:

- Respect the rights of other people in the school, both students and adults.
- Be honest with yourself and others.
- Respect property of others and the school.
- Behave in a way that protects the health and safety of yourself and others.

### BEHAVIOR - IN THE BUILDING

Behavior in the building must provide for the safety of yourself and others and not interrupt the classes in session. You are expected to:

- Walk to your desired location.
- Maintain a reasonable tone and volume level of voice.
- Avoid disturbing classes in session.
- Keep the restrooms clean and safe.
- Refrain from throwing and kicking objects in the building.
- Keep all areas clean and free of litter.
- Refrain from marking on walls, lockers, furniture and other people.
- Refrain from having food or drink in the halls at any time.
- Obey any reasonable request from any staff member.
- Use appropriate language, which excludes racist, sexist, or obscene words.
- Use hall passes at all times.

## **BEHAVIOR - IN THE CLASSROOM**

To provide the best learning environment, teachers will expect the following behaviors in their classroom:

- Come to class prepared.
- Be on time.
- Be an active and willing learner.
- Be respectful.

In each class the teacher is the educational leader and is there to help you learn by participation in a variety of activities. Each teacher and class is somewhat different, but each of your teachers will let you know what they expect you to do and how they expect you to behave. Students must obey any reasonable request of any teacher.

When you have a substitute teacher, aide, or volunteer, you should behave as they request, in addition to your regular teacher's expectations.

To leave the classroom, ask permission from your teacher stating the reason you need to leave the room and the place you are going. The teacher will give you a pass if they consider your reason for leaving to be necessary. Go directly there and return directly to class without other stops that were not agreed to by your teacher. Failure to follow the teacher's specific directions may result in loss of this privilege.

## **ACADEMIC INTEGRITY**

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

- Level I Violations (The following will be addressed by the classroom teacher.)
  - Submitting another's assignment as one's own.
  - Knowingly allowing another student to use an assignment or test to submit as his or her own.
  - Looking at another's test or essay and submitting the work as one's own.
  - Knowingly assisting another student to misrepresent the content or authorship of their school work.
  - Using any type of notes or technology without teacher approval.
  - Plagiarism, including but not limited to:
    - Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
    - Presenting an idea, theory, or formula originated by another person as one's own.
    - Using information, which is not common knowledge, including statistics and demographics, without documenting the source.
    - Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.

- Level II Violations (The following will be referred to the administration.)
  - Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

## **BEHAVIOR - SCHOOL BUS**

School bus transportation is an extension of the school. The same behavior standards in school are expected on the bus. Good behavior on a school bus is even more important because of the safety factor. Pupils are expected to conform to the following bus regulations as developed for the safety of the pupil riders. How well bus riding rules are adhered to and the manner in which they are adhered to may constitute student discipline. Please adhere to the following guidelines:

- Be on time at the designated bus stop. Buses cannot wait for tardy pupils.
- Expect to walk some distance to a bus stop as required by State Regulations.
- Stay off the roadway while waiting for the bus. Form a line to get on the bus.
- Cross in front of the bus when crossing the road or highway, not in the back of the bus.
- Wait until the bus has come to a complete stop before attempting to get off or on the bus.
- Leave the bus only at the consent of the driver.
- Occupy any seat assigned by the driver. Keep feet out of the aisles, off seats and off the backs of seats and refrain, at all times, from moving around while the bus is in motion.
- Sit upright and keep your head, arms and hands inside the bus.
- Observe classroom conduct. Avoid unnecessary disturbing noises. Drivers should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
- Be courteous. Use no profanity or vulgar language.
- Help keep the bus clean. No eating or drinking on the bus.
- Fighting, pushing, shoving or other rowdiness will not be tolerated.
- Report to the driver at once any damage to the bus that is observed.
- There shall be no smoking or drinking on the bus.
- Skateboards, animals and dangerous objects and such are prohibited.
- Students are to use the same bus stop location on a consistent basis.

## **SCHOOL BUS PASS: DISTRICT POLICY**

Please follow these procedures when arranging for a child to ride a bus other than their own. District policy requires that a child be taken to their original destination if these procedures are not observed:

- A note must be written by the parent/guardian (indicating the name of the student their son/daughter is riding with and the bus #) and sent with the student to school. The guidance office will also accept a phone request for alternate transportation arrangements, if done in advance.

- The guidance office will write an official bus pass and return it to the student. Students will be responsible for giving the bus pass to the bus driver.
- The office will not be able to make phone calls regarding bus changes or write notes for students if prior arrangements have not been made by the parent/guardian.
- Occasionally buses are full and do not allow extra riders. Please verify availability with the guidance office.

## **BEHAVIOR - DURING LUNCH**

Students are not allowed to leave the school grounds during lunch period unless your parent /guardian signs you out through the guidance office. Behavior in the cafeteria must provide for keeping the area clean, safe and healthy. Students are expected to abide by the following guidelines, otherwise loss of cafeteria privileges or clean up duty may be assigned.

- Eat only while seated at a table.
- Do not overcrowd tables; sit in appropriate seating.
- Dispose of garbage and recycling in the appropriate containers.
- Keep all food and drink in the cafeteria.

## **BEHAVIOR - OUTSIDE THE BUILDING**

The area around the building is designed for you to enjoy and you may use the grounds on the West side of the building during the lunch hour, within the following guidelines:

- Bicycles must be kept locked in the rack during school hours. Students are not allowed to be near the bike racks during school hours.
- Snowballs are not allowed to be thrown on school property.

## **BEHAVIOR - AT ASSEMBLIES AND PERFORMANCES**

Behavior expectations for students at performances and assemblies are:

- Be quiet during the performance.
  - Whistling, booing, and yelling are not acceptable behavior.
- Remain in your seat. During school day performances, you will sit with a teacher in an assigned area.
- During an evening performance, remain in your seat until the conclusion of the performance.

## **BEHAVIOR - AT SCHOOL AND RELATED FUNCTIONS**

Your behavior during school evening activities, field trips, interscholastic events, camp, and other related trips or activities should reflect well upon you and your school. All school rules that apply during the day also apply at school-sponsored activities. In each of the following instances, violation of the rules may result in a warning, a parent-administrator conference, an after school

detention, suspension or expulsion. Specific action taken may vary on a case by case basis depending on the nature of the offense, previous offenses and the gravity of the situation.

## **RESTORATIVE PRACTICES**

Definition: 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 a teacher that may facilitate conversations 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.

Procedures:

- A meeting is established for the students and the adult facilitator. (Depending on the severity of the incident, parents/guardians/guardians may or may not be notified.)
- Three (3) key questions that guide the process are:
  - What happened?
  - Who was affected and how?
  - How do we make things right?
- 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.

## **PROHIBITED ACTIVITIES**

Involvement or participation in the following prohibited activities will result in disciplinary penalty, up to and including permanent expulsion from school. Other misconduct may also rise to discipline, up to and including permanent expulsion from school. As used in these regulations, “At school” means “in a classroom, elsewhere on school property, 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 property.

### **ARSON**

Intentionally setting fire or attempting to set a fire or doing any act that results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such an act. The Michigan Revised School Code requires schools to permanently expel a student who commits arson on school property.

### **ASSAULT (Physical)**

The Revised School Code defines “physical assault” as 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 grade 6 or above who commits a physical assault at school against another student.

School districts are required to permanently expel a student enrolled in grades 6 and above who commits a physical assault at school against an employee, volunteer, or contractor.

## **ASSAULT (Verbal/Written)**

Includes any intentional spoken or written threat or offer to do bodily injury to another by force, under circumstances that creates a well-founded fear of actual harm. Suspension or expulsion, as determined by the board or its designees, is also required when a student in grades 6 or above commits a verbal assault at school against an employee, volunteer, or contractor.

## **BLACKMAIL, COERCION OR EXTORTION**

Forcing someone to do something against her or his will, such as the act of borrowing or attempting to borrow any money or things from a student unless both parties enter into the agreement freely and without pressure of either an implied or expressed threat.

## **BOOK BAGS/BACKPACKS**

Any bags such as, but not limited to, totes, backpacks, book bags, gym bags, duffel bags, etc. may be used to bring appropriate materials to and from school but are not permitted in the classroom or in the halls between classes.

## **BULLYING POLICY**

*Bullying* (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

**Cyber-bullying** (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

Cyber-bullying 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.

## **BURGLARY/THEFT**

Stealing of school or personal property. This includes keeping a found item that does not belong to you.

## **COMMUNICATION DEVICES**

Personal Electronic Devices (PEDs) are defined as any student owned laptop, cell phone, tablet, personal digital assistant or any other device with inbound/outbound communication capabilities. We believe to be an attentive and an engaged learner, students do not need use of personal electronic equipment used for entertainment during the school day. Students can carry their cell phones during the school day in the off position. If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office. A staff member may pre-approve the use of the device within their classroom setting.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited. Students who violate this policy will have their device confiscated with appropriate administration action.

1st Offense: Student can pick up the device at the end of the school day from the office.

2nd and 3rd Offense: Administration will communicate with parent/guardian; student will be assigned an after school detention; student's parent/guardian will need to pick up the phone at the end of the school day from the office.

4th Offense: Student's right to possess the cell phone or PED at school will be revoked. The device will be checked in and out of the office for an assigned period of time.

Laser pointers are not permitted on school property.

## **CRIMINAL SEXUAL CONDUCT**

Criminal Sexual Conduct is conduct which constitutes 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. Conviction is not necessary for the district to expel. Local police will be informed.

## **DAMAGE TO OR LOSS OF SCHOOL PROPERTY**

Students and their parents/guardians/guardians are responsible for the loss, damage or destruction of school property, including books, musical instruments and materials loaned for student use. If property damage was of a malicious nature, other disciplinary action may be in order.

**DISRUPTIVE CONDUCT** (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away.

## **DISTRIBUTION OR SALE OF PRINTED OR WRITTEN MATTER**

No printed or written matter are to be distributed or sold in a school or on school grounds without prior approval of the school administrator, and no material can be distributed which, either by its content or the manner of distribution, will interfere with the proper and orderly operation and discipline of the school, will cause violence or disorder, or will constitute an invasion of the rights of others. (See board of Education Policy 6145.3)

## **DRUGS, ALCOHOL, TOBACCO**

The use, possession, sale, or transfer of illegal drugs, look-alikes, drug related paraphernalia, inhalants, alcoholic beverages, tobacco, or tobacco-related products is prohibited within the school building, on school premises, or during school sponsored functions. Matches and lighters are not permitted in school. The sale or transfer of over the counter drugs and prescription medication is prohibited. In cooperation with the Meridian Township Police Department, periodic, unannounced visits by the drug dog may be scheduled.

## **FALSE ALARM**

A student shall not knowingly make a false alarm, including but not limited to a false fire alarm, false 911 communication, bomb threat or tampering with Automatic External Defibrillator (AED). Such action is strictly prohibited and shall subject the student to appropriate disciplinary action and referral to local law enforcement officials; law enforcement agencies and the local fire department will be contacted. [Michigan law requires the Board of Education to suspend or expel a student who makes a bomb threat; law enforcement agencies and the local fire department will be contacted.]

## **FORGERY**

The act of fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.

## **GAMBLING**

Participating in an activity for material or financial gain.

## **GROSS INSENSITIVITY**

The act of intentionally directing slurs or demeaning remarks toward others which reflect on their race, religion, ethnic background, sex, sexual orientation, socio-economic status, appearance or abilities.

## **HAZING**

The intentional knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the emotional or physical 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 any of the following that is done for such a purpose:

- Physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- 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.
- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, 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.
- 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.

## **INDECENCY/USE OF ABUSIVE/OFFENSIVE LANGUAGE**

Any gesture or written, verbal, graphic act that includes the use of abusive/offensive language are considered indecent and offensive. 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.

## **INSUBORDINATION**

The failure to respond to or carry out a reasonable request by a staff member.

## **OBSCENITY**

The act of using obscene language by students in verbal or written form or in pictures or caricatures in or on school property.

## **PERSONAL THREATS**

There must be appropriate language used in school. Students found to be making personal threats that would, if acted upon, inflict serious harm and/or death upon students and staff will be immediately removed from class pending administrative investigation and parental contact. Law enforcement agencies may be contacted with the first and succeeding offenses. Progressive discipline will be established as necessary.

## **THREATS OF VIOLENCE**

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. Local police will be informed.

## **POSSESSION OR USE OF A DANGEROUS WEAPON**

In order to provide a safe learning environment for all children, our schools must be weapon free.

Michigan law requires the Board of Education to expel a student for actual or constructive possession of a dangerous weapon on school property or in a school vehicle. Constructive possession means: possession in a student's locker, vehicle, or other property not directly on the students. Michigan law defines a dangerous weapon as a firearm, 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.

As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB guns, pellet guns, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.

School Officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.

## **POSTING OF MATERIAL ON SCHOOL PROPERTY**

To ensure neatness and proper care of school property, no posters or bulletins may be placed in the hallways unless they are approved by an administrator. 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 and it must be placed in an approved area. The daily announcements are reserved for school clubs and activities.

## STRIKING OR THREATENING SCHOOL PERSONNEL OR STUDENTS

The act of hitting or threatening to hit another person may constitute physical, verbal or written assault. [Michigan law requires the Board of Education to expel a student who commits physical assault.]

## VANDALISM

The act of willful destruction of property belonging to another or to the school.

**OTHER CRIMINAL ACTS** - As defined under the laws of the State of Michigan and actions contrary to acceptable school behavior and conduct which interferes with the educational process, or safety to the individual or others.

## DISCIPLINARY ACTIONS

The following are the disciplinary actions which may be used by teachers and administrators to resolve problems of student misbehavior while at school or on the way to or from school.

- Discussion with the student.
- Discussion or note/email with the student's parents/guardians/guardians.
- Assignment of an after school detention. It is the responsibility of the student to notify their parents/guardians/guardians if they must stay after school and to arrange for transportation.
- Conference with student, parent/guardians, teacher, and administrator.
- Suspension - The principal or assistant principal may, by law, suspend a student's right to attend school for a period not to exceed ten (10) days for an infraction of school rules. There are three types of suspensions: in-school suspensions, out-of-school suspensions and snap suspensions.

**Snap Suspensions:** A teacher is authorized to immediately remove and suspend a student from class, subject or activity for up to one school day when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student conduct does not qualify for multiple-day suspension or expulsion in accordance with board of education policy and the Student Code of Conduct.

**In-School Suspension:** The student's right to attend classes is suspended and the student spends the time in the office or designated area at school.

**Out-Of-School Suspension:** The student must leave school grounds and may not return until the suspension has been completed.

**LONG TERM SUSPENSION** - Long term suspension (11-59 school days) shall occur only in accordance with the procedures set forth below.

- Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a long term suspension hearing before the superintendent or assistant superintendent.
- The principal or designee may suspend a student pending the long term suspension hearing, in which case the hearing shall be held at the earliest possible time.
- 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 board members
  - Presentation of student's position
  - Opportunity for school and/or superintendent or deputy superintendent to ask questions, clarify issues brought forth by student
  - Final statement by school
  - Final statement by student
  - Final questions by superintendent or deputy superintendent
  - The superintendent or assistant superintendent will deliberate upon the evidence and determine the outcome. The superintendent or deputy superintendent shall make their determination solely upon the evidence presented during the hearing.

- The superintendent or assistant superintendent shall make a written report to the 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.
- 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.
- The parent/guardian may, within three (3) school days or receipt of the decision, file a notice to appeal with the superintendent for the appropriate level of review. During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. If the student and/or parent/guardian cannot meet within the timelines, then the suspension shall be re-instituted unless this provision is waived by the person or committee hearing the appeal. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return. In such a case, a meeting with the student and/or parents/guardians or guardian shall be held at the earliest possible time.
- 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** - A student may be expelled, for an extended period of time in excess of fifty-nine (59) consecutive school days. A student may be expelled only by action of the Board of Education following recommendation by the building principal or designee.

## **DUE PROCESS PROCEDURES**

The Okemos Public Schools provide a procedure for handling student suspensions. A principal or designee may suspend a student from school for a period not to exceed ten (10) days. If a student is to be suspended, contact is made with the parent or guardian by telephone, if possible, indicating the reason for suspension. Within a period of time as is reasonably necessary following such suspension, the principal or designee shall send a letter to the student's parents/guardians/guardians informing them of the student's misconduct. parents/guardians have the right to ask for an appeal of the suspension.

The appeal of a suspension shall follow these procedures:

**Level of Review:** Principal or designee at (517) 706-4800: 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.

## **SEXUAL HARASSMENT**

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide 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. Copies of the policy are available from the Director of Human Resources at 4406 N. Okemos Road, Okemos, MI 48864, phone: 517-706-5001. (See Board of Education Policy 5142.1.5 to 5116.2)

## **SUBSTANCE ABUSE - ASSISTANCE AND REFERRAL**

In the event the principal or designees, upon conclusion of an investigation, concludes that chemical dependency or abuse exists on the part of the student, efforts will be made to assist the student and/or parents/guardians or guardians in developing alternative courses of action to address this matter.

At a meeting with the student and parent or guardian the nature of the problem will be discussed and suggestions offered on how to eliminate chemical dependency or abuse. The school shall provide a listing of community and private agencies that can offer assistance in this matter.

The school officials shall enforce the appropriate school rules and regulations which lead to suspension and/or expulsion.

Any service or materials rendered or provided by professionals or persons other than school employees will be the responsibility of the student's parents/guardians. The school will assume no responsibility for payment or for making arrangements for such payment.

If the student and family fail to seek treatment and/or chemical dependency symptoms persist, the student's position in school will be in jeopardy and one or more of the following actions shall be taken:

- Additional appropriate actions which lead toward suspension and/or expulsion.
- Notification of law enforcement officials.
- Notification of county health officials.

## **SUBSTANCE ABUSE - USE OF DRUG DOG**

We believe our students want to go to schools which are safe and drug free. In this light, we have involved ourselves with a trained Meridian Township canine (drug dog) to periodically sweep our middle school buildings.

These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action (police notification and implementation of school discipline policy) based on all circumstances. This plan provides another means of attempting to protect all of our students while preserving a safe school that is free of drugs.

## **GENERAL INFORMATION**

### **BUILDING HOURS**

Chippewa Middle School is open between 7:35 a.m. and 3:45 p.m. Students must not be in the building before or after these hours unless accompanied by a teacher, coach or parent/ guardian. Students must be in areas supervised by school personnel or a parent/guardian after 3:00 p.m.

### **EARLY RELEASE SCHEDULE**

The required professional development time for our teachers are structured into two-hour blocks. This time allows our teachers to meet in “professional learning communities” to focus on improving teaching quality contributing to student learning. Please refer to the Okemos Public Schools Calendar for the dates.

### **CLOSING OF SCHOOL**

Alert Now will call all listed phone numbers for the students if there is an emergency or snow day. The school district web page will be updated to reflect school closures and other emergency information. The local radio stations WJIM, WVIC, WITL, WKAR, WILS, WFMK, WHMI, WIBM, Q106, or TV channels WILX-TV, or WLNS-TV will indicate school closing information. If school must be closed during the day due to an emergency, all students will be released when the buses arrive. This will ensure accountability and safety.

## 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 armor, 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 a religious observance or as personal protective equipment (PPE))

## **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.

## **DRESS FOR PHYSICAL EDUCATION CLASSES**

For reasons of personal hygiene and to enhance active participation while minimizing the possibility of injury, all students must have a change of clothing and shoes for physical education activities. This must be clothing and shoes other than what is worn for other classes during the school day. The following clothing shall be considered as appropriate apparel: gym shoes, sweat socks, shorts and shirt.

Students will also be expected to have appropriate clothing for participation in outdoor activities on cold days. Clothing for these occasions can be sweatshirts, sweatpants, or other suitable "play clothes."

## **EMERGENCY PROCEDURES (Fire Tornado, Shelter In Place, and Lockdown)**

Information sheets are posted in each classroom stating directions to follow in case of an emergency. The fire alarm is a special horn as is the tornado alarm. Shelter in Place and Lockdown are made by a P.A. announcement.

Cooperation and alertness are necessary during all drills. Teachers will give further instructions about leaving the building in case of emergencies.

In case of an emergency. . . .REMEMBER!!!

- BE QUIET! No talking except when necessary to make the drill safe.
- WALK! Running or rushing is unsafe.
- REMAIN ALERT! In any drill or emergency, it pays to be calm so the most intelligent course of action can be followed if it becomes impossible to follow the instructions as originally given.

In a shelter in place emergency, students will move to designated areas organized by grade level. Teachers will escort their students to the designated area, take attendance, and then remain with the students. All students will go to the auditorium. Seventh grade students will report to the auditorium and sit in the upper sections. Eighth grade students will also report to the auditorium and sit in the lower sections. All students and teachers will remain in their shelter in place locations until dismissed by the office.

The Okemos Schools have established procedures to follow in the case of an internal or external threat that results in a lockdown situation. These procedures will be practiced and reviewed annually.

## **LIBRARY MEDIA CENTER (L.M.C.)**

The library is available throughout the day to classes and for individual students with a pass. We are open before and after school and at lunchtime with a pass. Library hours are 7:35 to 3:35, Monday thru Thursday and until 3:00 on Fridays. Students may have up to 5 items checked out at a given time for a period of 2 weeks. We have books, ebooks, audiobooks, and magazines available for students' usage. Materials can be renewed if no one is on a waiting list for the item.

Library computers are available to use during school time for classes and assignments. In addition they are available before and after school for appropriate Internet usage. Students are asked to respect that the library is used for studying and reading. Students will be asked to return to their classrooms if they do not use the area responsibly. Gum and food are not allowed in the library. For more information about the library please check us out on the Okemos Schools website.

## **FINES**

Students may be assessed fines for the following reasons:

- Lost/damaged textbooks
- Lost/damaged library books
- Lost/damaged musical instruments
- Lost/damaged combination locks
- Damage to school equipment/facilities
- Student Learning Devices (SLD) and device accessories
- Damages to school property, beyond normal wear and tear, may result in fines.

## **ILLNESS / INJURIES / MEDICATION**

Inform your teacher if you are ill and get permission to go to the Guidance Office. You must receive permission from the assistant principal, principal or secretary before entering the clinic. One of these persons will help you and contact a parent/guardian if you need to go home. We cannot give any medication, including aspirin, unless we have a completed authorization form on file in the guidance office. No over the counter or prescription medication of any kind including vitamins and supplements are allowed on school premises without a signed authorization form on file in the office. Forms can be found on the website for each school.

## **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. 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.

## **AED LOCATIONS**

AEDs are located in the gymnasium hallway, in the hallway across from the library, and in the senior center near its main office.

## **LOCKERS**

Separate lockers are provided for coats and books, musical instruments and physical education clothing. Each student must keep all hall, physical education, and music lockers locked at all times. Each student is responsible for keeping all lockers in good order, and is responsible for any excessive damage or wear. Removal of locks from lockers is strictly prohibited. Students are Responsible for keeping locker combinations confidential. Combinations will not generally be changed for students who willingly give out their combinations. *DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS!* This is very important and is the only way a locker system can be effective. The school retains joint custody and control over student lockers.

## **LOST AND FOUND**

Report lost items immediately to the Main Office. Later you may check the lost and found in the cafeteria or the P.E. office to see if it has been found. Items left in the lost and found will be donated to charity.

## **PICTURES**

School pictures will be taken in September. Students are required to have pictures taken for school records. You may purchase various sizes of pictures if you wish but purchase is not required. More information will be given to you the week before pictures are taken.

## **SCHOOL VISITS**

Okemos Public Schools welcome visits to our middle schools by parents/guardians and other citizens. Classroom visits need to be limited in number and frequency and pre-arranged with the principal and staff. All school visitors must report to the office upon arrival in the building. See District policy regarding school visits. (Refer to Board of Education Policy R1250.)

## **VENDING MACHINES**

Vending products are located inside the cafeteria and outside of the gym. These are for afterschool and evening use.

## **WORK PERMITS**

The State of Michigan provides for the control of employment of minors. All minors under 18 years of age must have a work permit before they can be employed. No work permit shall be issued to any minor under the age of fourteen, with the exception of a student working as a caddie, then the age eleven. Work permits must be obtained in the middle school office. The school has the authority to determine whether or not the student shall be issued a work permit. The "best interests" of the minor is the determining factor.

## OKEMOS SCHOOL BOARD POLICIES

### 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/guardians, 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:

#### **Title IX Coordinator**

Superintendent of Human Resources  
Steve Keskes  
Okemos Public Schools  
4406 N. Okemos Road  
Okemos, MI 48864  
steve.keskes@okemosk12.net  
517-706-5006

#### **Section 504 and Title II Coordinator (Students)**

Mrs. Heather Pricco  
Special Education Director  
Kinawa Middle School  
1900 Kinawa Drive  
Okemos, MI 48864  
heather.pricco@okemosk12.net  
517-706-4829

## **Web Accessibility Coordinator**

Matt Ottinger  
Okemos Technology Department  
4406 N. Okemos Road  
Okemos, MI 48864  
matt.ottinger@okemosk12.net  
517-706-5401

## **Section 504 and Title II Coordinator (Adult)**

Superintendent of Human Resources  
Stacy Bailey  
Okemos Public Schools  
4406 N. Okemos Road  
Okemos, MI 48864  
stacy.bailey@okemosk12.net

Additionally, sexual or racial harassment is forbidden regardless of the source of harassment, e.g. student to student, teacher to student, school employee to student, etc. In the event that a student believes that they have been sexually or racially harassed, they should file a complaint with a school administrator, as per the Okemos Public Schools Harassment Policy. Copies of the policy are available in the district's administration office.

## **District Network Resources and Internet Safety**

The Okemos Public Schools (OPS) believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The superintendent or designee will create electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

## **Use of the Internet**

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

### **1. Acceptable Use Policy (AUP)**

All technology resources are the property of the district and the district retains the right to access and review all computer files, electronic mail and Internet access. It is expected that all users of technology resources will maintain a high standard of ethical behavior. Inappropriate use may result in suspension of privileges, cancellation of privileges, disciplinary action and/or legal action. The notification for students of the Acceptable Use Policy (AUP) of the District Network

Resources will be provided annually in the parent/student handbooks. Employees must sign the appropriate AUP Agreement before their network account can be accessed. Signature(s) on the contract is (are) legally binding and indicates the party (parties) who signed has (have) read the Terms and Conditions of the Acceptable Use Policy carefully and understand(s) their significance.

## 2. Filter

All district owned computers in all district facilities capable of accessing the Internet must use filtering software to prevent access to content that is inappropriate for an educational environment including, but not limited to obscene, racist, hateful and/or violent material.

## 3. Supervision

When students use the Internet in school facilities, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates the Acceptable Use Policy Agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in the Acceptable Use Policy.

*District Network Resources and Internet Safety*

6300

## 4. Instruction

All students will be educated about appropriate online behavior and inappropriate use of technology, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## District Network Resources and Internet Safety - Regulations

R6300

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 backup any files they want 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 backup any files they want 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 shutdown 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 earbuds/headphones and other accessories in class are at teacher discretion. Earbuds/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: It is the student's responsibility to report device issues as soon as they occur.

1. The student must take the device to the designated technical support location as soon as possible.
2. 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.

- If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
  - If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.
  - Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.
- J. Checking Out and Returning a Device at the End of the Year:
1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
  2. Devices will be returned at a specified time at the end of the school year so they can be checked for serviceability.
  3. It is the student's responsibility to maintain the power adapter and cable.
  4. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
  5. If a student transfers out of the OPS during the school year, the device must be returned at that time.
  6. This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

## 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 supersedes all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed by 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.

## **EXTRA CURRICULAR ACTIVITIES**

### **EXTRA CURRICULAR FEE**

A fee of \$50 may be charged for extracurricular activities that are not specifically tied to a class, and do not influence a grade. An individual student only has to pay the fee once per year, regardless of the number of activities that they participate in. (Jazz Band, Musicals, Science Olympiad, etc.) A confidential call to the counselor or school administrator by a student's parent or guardian is requested if families cannot afford to pay the extra curricular fee. *This does not include athletic fees.*

### **ACTIVITY EVENTS**

Student activity events are planned for students by a staff sponsor and the grade level parent representatives. Most activities are scheduled after school or in the evening. Students must make prior arrangements for transportation. The following are appropriate behaviors for students at school sponsored activities:

- Appropriate school behavior, as outlined in the student handbook, will be expected at all times.
- Respect for adult supervisors will be required at all times.
- You will not be readmitted once you leave a function.
- Only the food and beverages provided by the activity sponsor will be allowed at the activity.
- Admittance will be denied to anyone who is suspected of being under the influence of any illegal substance.
- Students who are on suspension that day may not attend the activity.

## **FAILURE TO ADHERE TO THE ABOVE EXPECTATIONS MAY RESULT IN:**

- Notification of parent or guardian.
- Suspension from the next activity.
- Habitual offenders will be excluded from future activities.
- Possible loss of participation in field trips, school activities, or end of the year trips.

## **INTERSCHOLASTIC ACTIVITIES**

The interscholastic program is for seventh and eighth graders. The middle school sports season will be as follows: Cross Country (Sept-Oct), Volleyball (Sept-Oct), Boys' Basketball (Nov-Dec), Girls' Basketball (Jan-Feb), Wrestling (Feb-March), and Track (April-May).

Physicals must be on file in the school office for any athletic team participation including try-outs. Regulation 1, Section 3, interpretation #17 reads as follows: "A physician's statement for the current school year is interpreted as any physical examination given on or after April 15 of the current school year."

Students who are on an interscholastic team must participate in physical education the day of a game in order to be able to play in the game.

## **ATHLETIC CODE OF CONDUCT**

### **PHILOSOPHY**

The Okemos Middle Schools athletic philosophy is designed to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important part of any athletic event, winning at any cost is not part of the Okemos Middle Schools athletic philosophy. Academics, participation and sportsmanship take precedence over winning.

### **ELIGIBILITY**

Every student is eligible to compete in interscholastic athletics providing the following requirements are fulfilled:

- Must have a parent/guardian's signature of approval on MHSAA physical card.
- Must pass a current physical examination and have a record of this examination on file in the school office prior to tryouts. A physical examination given on or after April 15 is good for the following school year (MHSAA guidelines).
- Must be passing all classes during the season.
- Students will not be allowed to participate in athletic activities if unexcused from any portion of the school day. A student must be present for, at least, half of the school day in order to participate in any CMS sponsored and/or affiliated athletics.
- Individual coaches reserve the right to enforce further consequences for practices and games.

- Must follow rules and regulations of the Michigan High School Athletic Association.

## ATHLETIC REGISTRATION FEE

A "Registration Fee" for student athletes to participate in interscholastic sports will be assessed for the 2022-2023 school year. Each student will be required to pay an annual one-time registration fee (Middle School \$160 and family cap of \$460). Students/families that self-disclose that they are receiving any form of financial assistance including but not limited to Free and Reduced school lunch program, Medicaid, Michigan temporary food assistance program (Bridge cards, etc) will have the registration fee waived. All athletic registration fee payment arrangements will be confidential.

Registration fees may be paid in cash, by check, or go to <https://www.okemosk12.net/Page/6112> - payable to Okemos Public Schools.

## CONDITIONS FOR ATHLETIC REGISTRATION FEE REFUND:

- If the registration fee(s) have been waived for a student-athlete under the waiver guidelines outlined above, there will be no refund or partial refund payment due.
- Students will be eligible for a full or partial refund of athletic fees due to being cut and/or leaving a team under the following conditions.

| <u>Condition for Refund</u>  | <u>Amount of Refund</u> |
|--|-------------------------|
| • Student-athlete quits the squad: <ul style="list-style-type: none"><li>○ First day through tenth day of practice</li></ul> | 100%                    |
| • Finishes the season  | 0%                      |
| • Student-athlete is dropped for disciplinary reasons and/or Code of Conduct Violation (Absolutely no exceptions.)           | 0%                      |

Students/parents/guardians may contact the CMS Athletic Director at 706-4803 for additional information or clarification.

## TEAM SELECTIONS

There are open tryouts. Anyone interested in participating in an interscholastic sport is encouraged to tryout. Each athlete will be tested on his or her skills during tryouts and the results will weigh heavily in deciding who will be on the team to represent the school and community.

## PRACTICES

- All practices are mandatory.
- Be on time. Unexcused tardiness will be dealt with by the coach. Anytime a student must be late or leave early, notification to the coach shall be prior to practice time.
- If a student is at school they will be expected to be at practice. If a student becomes ill, notification to the coach must be made before leaving school. If a student does not notify their coach, it will be considered an unexcused absence.
- One unexcused absence from practice results in a warning. Two unexcused absences result in a game suspension. Three unexcused absences will result in dismissal from the team.
- Practice clothes must be worn during practice.
- Students must actively participate in physical education to be eligible to practice or play in the contest that day.

## ACADEMIC/BEHAVIORAL POLICY

The following is a brief overview of the middle school academic and behavioral eligibility expectations of all athletes participating in interscholastic sports:

- Teachers are asked to provide a subject grade (Pass/Warning/Failure) for each class each week for students participating in athletics. In any situation, if a student-athlete is receiving a failing grade, that student will automatically be suspended from participating in any athletic contest until the grade is brought above failing.
- Teachers are asked to provide a conduct grade which will read pass/warning, failure for each class each week for students participating in athletics. Students who continually receive below average grades for citizenship (warnings) will be subject to potential suspension and/or removal from the team.
- Students who are suspended from school for violation of school rules will adhere to the following disciplinary guidelines:
  - Athletes may not practice during the suspension period
  - Athletes may not participate in games/events during the suspension period
  - Athletes may resume practice when reinstated to classes.
- Students sent to the office for misbehavior and subsequent discipline referrals may be suspended from participation or dismissed from the team.

## Michigan's Sports Concussion Law Requirements

Beginning on July 1, 2013 Public Acts 342 and 343 (Concussion Laws) went into effect requiring the following:

- Coaches and Physical Education teachers must complete a concussion awareness on-line training program.
  - Once completed, each employee will print out the certificate and return it to their immediate supervisor (building principal, AD, OCE Coordinator, etc.)
  - Supervisors will retain a copy and if appropriate, send a copy to HR Department (OPS staff only)

- “Understanding Concussion” fact sheet will be included in handbooks at all levels (Elem, MS, HS)- attached
- parents/guardians/guardians will acknowledge receipt of educational materials by signing the enrollment/ emergency card.
- The OPS Accident Report will be utilized to document head injuries that may result in a concussion.
- If a student suffers from a concussion, a “Medical Clearance to Return to Play” will need to be completed by an MD or DO and returned to the school. Forms are available in the guidance office.

## Threats of Violence Letter from Ingham County Prosecuting Attorney:

### CAROL A. SIEMON INGHAM COUNTY PROSECUTING ATTORNEY

MICHAEL S. CITTENHAM  
Chief Assistant Prosecutor



JOHN J. DEWANT  
Deputy Chief Assistant Prosecutor

Dear Parents/Guardians:

Few events hit home for students and families like a school shooting. They are terrifying and tragic. When students learn of these events on television or on social media, it is natural for them to worry about their own school and their own safety. Unfortunately, some students see these tragedies as an opportunity to gain notoriety and make threats against their schools, teachers, and classmates.

We are all aware of the notable rise across the nation, in our state, and in Ingham County of threats made to our schools and the students, teachers, and other professionals working to educate our children. Although many of the students that have created these situations claim they were just joking, or did not think it was a big deal – it is a big deal. That is why the sheriff, local law enforcement chiefs, school superintendents, and I are reaching out to you. These threats are not viewed as a joke and these acts will be addressed by the school, law enforcement, and the prosecutor's office. These types of threats could lead to criminal charges including: Threat of Terrorism, False Threat of Terrorism, Intentional threat to commit an act of violence against a school, and Use of a Computer to Commit a Crime. The most serious of these crimes carries a potential maximum of 20 years in prison.

While the punishments dictated by the school and criminal justice system are significant, students may also face additional consequences, including:

- Loss of scholarships and federal aid
- Denied college admission
- Being required to disclose pending cases or criminal convictions on job applications
- Denied entry into the military

We urge you to talk to your children about the appropriate use of social media, and the lasting consequences of making threats against our schools. Please stress that there is nothing humorous about threatening to shoot up a school, and there is no such thing as a joke involving the threat of mass murder.

All threats will continue to be taken seriously and may be prosecuted under Michigan law.

By working together, we can provide our children the safe schools they deserve.

Respectfully,

Handwritten signature of Carol A. Siemon in cursive.

#### Law Enforcement:

Sheriff Scott Wrigglesworth (Ingham County Sheriff's Office), Chief Daryl Green (Lansing Police Department), Chief Larry Sparkes (East Lansing Police Department), Chief Kelly Roudebush (Michigan State University Police Department), Chief Adam Kline (Lansing Township Police Department), Chief Bob Young (Williamston Police Department), Chief Robert Delamarter (City of Leslie Police Department), Chief Johnnie Torres (Stockbridge Police Department), Chief Don Hansen (Mason Police Department), Chief Ken Plaga (Meridian Township Police Department), F/Lt Detrich Speights (Michigan State Police Post 11), Chief William French (Lansing Community College Police and Public Safety)

#### Superintendents:

Amy Hodgson (Dansville Schools), Jeff Manthei (Leslie Public Schools), Brian Friddle (Webberville Community Schools), Dori Leyko (East Lansing Public Schools), Ron Drzewicki (Mason Public Schools), Adam Spina (Williamston Community Schools), Steve Cook (Haslett Public Schools), John Hood (Okemos Public Schools), Jason Mellema (Ingham Intermediate School District), David Hornak (Holt Public Schools), Karl Heidrich (Stockbridge Community Schools), Sam Sinicropi (Lansing School District), Kelly Blake (Waverly Community Schools)

# Memo to the Okemos Public Schools Board of Education: Proposed Changes to the Kinawa 5/6 Student and Parent Handbook 2022-2023

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

## **#1: DISRUPTIVE CONDUCT (p. 22):**

**14. Disruptive Conduct** (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, **and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away** ~~unsportsmanlike behavior at any athletic event, whether home or away.~~

## **#2: PROPERTY DAMAGE (p. 20):**

8. Students are required to respect the property of others. Theft and damage to property will not be tolerated. **Property damage includes school property or property of school personnel, or other students; vandalism. Damaging or hacking into computer systems. 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).**

## **#3: INSUBORDINATION (p. 23):**

**20. Insubordination.** Refusal to obey established and well-defined rules and regulations; refusal to obey reasonable directions or instructions of school personnel; refusal to identify self to school personnel; refusal to leave school property 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.

## **#4. SKIPPING (p. 53):**

### **SKIPPING CLASS**

Skipping is an unexcused absence from class. A student will be considered as skipping class if they are in attendance at school but do not:

- arrive to a scheduled class;
- arrive after 10 minutes of class has passed; or
- leave class before the end of class without permission.

### **Response to Skipping Class:**

- **Administration and/or counselor will meet with the student to address the cause for the student skipping.**
- **A restorative reflection sheet will be completed and presented to the classroom teacher by the student.**

~~Disciplinary actions for skipping class are as follows:~~

- ~~● 1<sup>st</sup> class skip – one detention~~
- ~~● 2<sup>nd</sup> class skip – two detentions~~
- ~~● 3<sup>rd</sup> class skip – all day in-school suspension.~~

~~Skipping an entire school day will result in an all day in-school suspension.~~

## **#5: ATTENDANCE POLICY (p.14):**

### **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.**

#### **Absences – Call 706-4706**

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

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

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

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

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

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

#### **Arriving Late (Sign In Procedure)**

When a student arrives at school after 8:45 a.m the student must go to the guidance office to sign in. The student must be marked tardy unless a parent or guardian signs the student in, sends a note or calls the guidance office excusing the tardy.

#### **Leaving Early (Sign Out Procedures)**

In order for a student to leave school early a parent/guardian must sign out the student in the guidance office. You must give the guidance office at least 5 minutes to locate your child upon arrival to check them out. Kinawa has over 700 students so it is not possible to call ahead and have your child waiting.

#### **Missed Assignments/Work**

If your child has been absent from school for more than two days, call the guidance office before 9 a.m. on the third day to arrange for assignment pick-up. Twenty-four hour notice, to gather assignments, is necessary since staff is teaching during the school day. Assignments can be picked up in the guidance office after school.

## ***Extended Absence Policy***

Students leaving school for more than one week will not be provided with assignments. Parents may request textbooks; however, the responsibility for learning lies with the parents.

### **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 and families will be responsible for making necessary arrangements for missed coursework with their teachers and must notify teachers in advance of the absence.**

## **#6: TARDY POLICY (p.55):**

**Consequences for tardies are: STEPS TO IMPROVE REPORTING TO CLASS ON TIME:**

**We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:**

- **Third Tardy** - Students notified with a warning note. Parents notified via email by the student supervisor that ~~the next tardy will result in a~~ **lunch** detention may be assigned at the 5th tardy. Will explain policy, highlighting:
  - Opportunity to teach to help—can brainstorm strategies with students
  - Instruction is delayed for all when students enter late
  - Policy encourages kids to develop patterns then resets them to zero as a reward
  - Any special circumstances must be documented (medical need, etc.)
- **Fourth and Fifth Tardy** – Parents notified via email. Student serves a lunch detention and tardies “reset” back to zero. ~~If the student can attend with no tardies for five consecutive days, tardies reset and the student will be considered as having zero for purposes of the policy.~~
- **Sixth Tardy**— Parents are notified. Two detentions served at lunch or before or after school.
- **All tardies will “reset” at the end of each six-week period.**

**Additional consequences will be implemented that may include:**

- Hall restrictions (no hall passes, limited passing time)
- Lunch detentions
- A behavior plan developed by the counselor, behavior contract
- Storage of materials in class
- Loss of locker until tardiness is fixed
- Parent meeting
- Others to be determined by administration

Again, ~~if a student can attend for 5 consecutive days without a tardy, they will be~~ **at the end of each six-week period, tardies will** reset to zero for purposes of the policy. Administrative discretion will be utilized if a student is abusing the policy.

## **#7. ADDITION - DEPARTURE FROM SCHOOL (p.15):**

### **Departure from School:**

**For safety purposes, students who remain on school grounds after 3:45 p.m. 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. Additionally, students are expected to leave school premises after any school-sponsored event (After-School Learning Program, clubs, etc) in a timely manner.**

## **#8. PERSONAL ELECTRONIC DEVICES (p. 42):**

### ***Use of Personal Electronic 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.

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.

Cell phones ~~and pagers~~, and other communication devices are to be turned off and placed in the locker upon entering the building. They are not to be used during the school day unless a teacher has given permission for use in their classroom.

***If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office.***

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited, however they may be used after school for purposes of contacting parents for pick up. ***Laser pointers are not permitted on school property.***

Failure to adhere to these rules will involve progressive discipline that may include parent contact, detention, suspension, and the confiscation of the device.

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

# Elementary Parent/Guardian/Student Handbook



**Okemos Public Schools**

Bennett Woods

Cornell

Hiawatha

Okemos Public Montessori at Central

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Updated May 2021

## OKEMOS PUBLIC SCHOOLS

Welcome to another year of education in the Okemos Public Schools, where there is a strong tradition of success and progress for each elementary school child. We are committed to partnering with families to promote a strong educational foundation and the development of a well-rounded child. To accomplish this goal, we believe in continuing communication between home and school. This handbook is one way of establishing that link and it is intended as a way to help you manage the school year to your child's best advantage. Our mission is, "Together. . . educating with excellence and inspiring each learner for life."

Please review the handbook and utilize it as a guide to programs, policies and parent/guardian tips. After reviewing the booklet, you are welcome to call the school or visit your principal with any questions or concerns. Specific Board of Education policies on any of these issues or items can be obtained at the Board Office and on our district's website.

*John J. Hood*

Superintendent of Schools  
Okemos Public Schools

### **Mission Statement**

Together...educating with excellence, inspiring each learner for life.

## HERE'S WHAT WE'RE ALL ABOUT

The elementary school years are perhaps the most important in a student's education. During this time, the Okemos Public Schools attempt to fill their students with the wonder of discovery, the satisfaction of accomplishment and a desire for success.

Most of the elementary school day is devoted to instruction in the language arts, science, social studies, and mathematics. We also provide subjects that add to the total academic, cultural and social growth of our student body. These include the Michigan Comprehensive Health Model, physical education, art, and music.

Each elementary school has a large media center equipped with traditional library resources and up-to-date instructional tools. Teachers use the media centers extensively to strengthen classroom learning programs and to acquaint their students with the tools of individual research.

Our elementary school teachers are dedicated to educating students well. Each is fully certified and uses a variety of proven techniques to stimulate the educational potential of all students. The classroom instructors are supported by specialized staff in reading, special education, speech/language therapy, social work, and English as a Second Language.

Every elementary school houses a childcare center offered through the Community Education Department. These programs provide a variety of recreation and educational activities during non-school hours between 7:00 a.m. and 6:00 p.m. Childcare services include before and after school, the other half of the kindergarten day, as well as holiday breaks, half days, and summer.

| <b>GETTING TO KNOW US</b>   |   |
|---|---|
| <b>Elementary Schools</b>   |   |
| <p>Bennett Woods, 706-5100<br/>2650 Bennett Road, Okemos<br/>Ms. Lauren Schefke, Principal, 706-5101<br/>lauren.schefke@okemosk12.net<br/>Ms. Jen Rapson, Secretary, 706-5102</p> | <p>Okemos Public Montessori, 706-5400<br/>4406 N. Okemos Rd., Okemos<br/>Ms. Kelly Sundeen, Principal, 706-5401<br/>kelly.sundeen@okemosk12.net<br/>Ms. Kelly Goff, Secretary, 706-5402</p> |
| <p>Cornell, 706-5300<br/>4371 Cornell Road, Okemos<br/>Ms. Tracy Ojero, Principal, 706-5301<br/>tracy.ojero@okemosk12.net<br/>Ms. Jennifer Darjes, Secretary, 706-5302</p>        | <p>Hiawatha, 706-4500<br/>1900 Jolly Road, Okemos<br/>Dr. Nicole Beard, Principal, 706-4501<br/>nicole.beard@okemosk12.net<br/>Ms. Connie Lyke, Secretary, 706-4502</p>                     |
| <b>Secondary Schools</b>  |   |

|   |  |   |  |
|---|--|---|--|
| <p>Kinawa 5/6 School, 706-4700<br/>1900 Kinawa Drive, Okemos<br/>Mr. Steve Stierley, Principal, 706-5601<br/>steve.stierley@okemosk12.net<br/>Ms. Sue Williams, Secretary, 706-4706</p> <p>Chippewa Middle, 706-4800<br/>4000 N. Okemos Road, Okemos<br/>Ms. Jody Noble, Principal, 706-4801<br/>jody.noble@okemosk12.net<br/>Ms. Melissa Schoenl, Secretary, 706-4802</p>  |  | <p>Okemos High, 706-4900<br/>2800 Jolly Road, Okemos<br/>TBD, 706-4901<br/>TBD@okemosk12.net<br/>Ms. Marcy Mosher, Secretary, 706-4902</p>  |  |
| <p><b>District Administration Building</b><br/>4406 N. Okemos Road, Okemos 48864</p>  |  |   |  |
| <p>Mr. John J. Hood, Superintendent<br/><a href="mailto:john.hood@okemosk12.net">john.hood@okemosk12.net</a>, 706-5007<br/>Ms. Rhianna Walworth, Executive Assistant to Superintendent/BOE, 706-5002</p> <p>Ms. Stacy Bailey, Asst. Superintendent of Instruction<br/><a href="mailto:stacy.bailey@okemosk12.net">stacy.bailey@okemosk12.net</a>, 706-5009<br/>Ms. Stacey Molenda, Administrative Assistant, 706-5003</p> |  | <p>Mr. Stephen Keskes, Asst. Superintendent of Human Resources<br/>706-5006<br/><a href="mailto:stephen.keskes@okemosk12.net">stephen.keskes@okemosk12.net</a></p> <p>Dr. Lara Slee, Director of Diversity, Equity and Inclusion<br/>706-5011<br/>lara.slee@okemosk12.net</p> |  |
| <p><b>District Departments</b></p>  |  |   |  |
| <p>Community Education, 706-5020<br/>1826 Osage, Okemos 48864</p>   |  | <p>Kim Burchman, Community Education Coordinator<br/>706-5031<br/>kim.burchman@okemosk12.net</p>  |  |
| <p>Food Service Department</p>  |  | <p>Emily Swirsky, Director, 706-5040</p>  |  |
| <p>Media &amp; Technology</p>   |  | <p>Tom Isom, Director, 706-5030</p>   |  |
| <p>Operations Department</p>  |  | <p>Mark Fargo, Director, 706-5057<br/>Ms. Kelly Goff, Secretary, 706-5039</p>   |  |
| <p>Special Education</p>  |  | <p>Ms. Heather Pricco, Director, 706-4828<br/>heather.pricco@okemosk12.net<br/>TBD, Secretary, 706-4829</p>   |  |
| <p>Transportation Department</p>  |  | <p>Corrinne Karpinski, Director, 706-5050</p>   |  |

## Introduction

The beginning of this handbook introduces you to admission guidelines, daily programs, and services of the school district. The following information on many school matters will help guide you and your child in navigating a successful elementary career.

## Admission Guidelines

Prospective students to the Okemos Public Schools should register as soon as possible here: <https://www.okemosk12.net/Page/9485>. The Okemos Public Schools will request official records from a student's previous school when parents/guardians complete the necessary form. All

children entering the Okemos Public Schools for the first time must present a valid birth certificate, proof of residence, and proof of immunizations. The medical records should specify the day, month and year immunizations were given against measles, mumps, rubella, diphtheria, pertussis, tetanus and polio. The school district is required to exclude students who do not comply with the state's immunization law.

The general practice is that students attend the Okemos school of their residence. However, it is recognized that parents/guardians occasionally request consideration for a child to attend a school within the Okemos district that is outside the boundary established for the child's residence. This is referred to as In-District Transfer and more specific information is available in [school board policy 5117.2](#) by April 27 prior to the beginning of the next school year or prior to a change in residence within the district during the school year.

Children are eligible for kindergarten if they reach their fifth birthday by September 1 of the given year and their parents/guardians live in the school district. Parents/guardians of children who reach their 5th birthday between September 2 and December 1 may complete a waiver for their child to attend Kindergarten.

### **Attendance**

School attendance is an important responsibility of students and parents/guardians. Students should attend classes every day in order to receive full advantage of the programs. Whenever possible, family vacations should be scheduled to coincide with school breaks.

If a child is too sick to attend school in the morning, it is necessary to call the school. If a child is absent and the school has not been notified, the secretary will call home to verify the absence. Unless students are excused, school personnel will bring excessive absences or tardiness to the parents'/guardians' attention. If the situation does not improve, involvement of the attendance officer, protective services, or loss of credit for the school year may be necessary.

If your child should become ill during the school day, you will be notified immediately. Be sure the school has emergency numbers to call in such cases. You should give the school these numbers when registering online. Please update the office when emergency numbers change.

### **Bus Travel**

Transportation is an important part of a child's daily routine as it begins and ends each day for them. At the Transportation Department, we make every effort to ensure that each child's experience is a positive one. Our drivers attend school each year to update them on safety procedures and to give them the competitive edge to meet the daily challenges they may encounter. We encourage parents/guardians to communicate with their child's driver as we have found that this reinforces a positive relationship between student and driver. A number of rules have been issued by the Transportation Department to help make bussing as efficient and safe as possible and to comply with state regulations. We ask parents/guardians to review the

bus rules with their children. (See page 24.) Bus routes are occasionally changed because of enrollments early in the school year. Parent/guardian patience is appreciated during this transition period.

### **Arriving and Leaving School**

Parents/guardians are asked to instruct children to arrive at school no earlier than five minutes before classes are to begin. Children are expected to leave school at the end of the school day. Many tasks and meetings related to students and school programs take place daily for staff before and after school. For these reasons, staff members are not available to supervise students before the opening of school or after the end of the school day. If a child is not picked up promptly after school, school personnel will contact people listed on the emergency card.

Contact the office and your student's teacher by 3:00 p.m. with any dismissal changes. If your child participates in childcare, please send a note or email to the childcare director whenever a change in plans occurs.

### **Recess**

Because fresh air and exercise have been proven to promote physical, social, emotional and educational growth of students, each school provides at least two outdoor recesses daily, weather permitting. It is very important that children wear appropriate clothes for outdoor recess, including items such as: hats, coats, boots, snow pants and gloves or mittens. Please label all clothing with children's names.

Children should be in school only when they are well enough to go outside. A doctor's statement is required if a child is to be excused from recess.

### **Lunches**

Okemos Public Schools Department of Food & Nutrition Services is committed to providing and serving foods that best enhance our students' academic, athletic and personal performance. All of our menus are designed to meet the USDA nutritional guidelines that ensure healthy offerings to all students. The complete lunch includes a choice of entree, two servings of fruit and/or vegetables, a serving of grain and a choice of milk. A self-serve "Fruit-Veggie-Grain Bar" is included with each lunch. Menus are sent home each month and are also available on the [www.okemosk12.net](http://www.okemosk12.net) website. Meatless, pork, and turkey products are noted on the menu. An entrée choice count is taken each morning in the classroom.

We encourage all families to complete an application for free or reduced priced meals. Applications are sent home at the beginning of the school year and are available in your school office and on the website here: <https://www.okemosk12.net/Page/494>. You are welcome to submit an application at any time throughout the school year if your household income changes. Call 517-706-5040 for more details.

Every student has an account that is computerized and accessed by the student number or by name. Parents/guardians have various options of making deposits into the account or the child

can take money to school. See the Food and Nutrition Service webpage at <https://www.okemosk12.net/domain/68> for more details.

## **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

### **Dress and Grooming**

The Okemos Public Schools encourage grooming and neatness in appearance. This adds to a positive educational environment and shows pride and respect for school. The following apply:

1. Student appearance and clothes should be neat and clean.
2. Personal body care such as brushing teeth daily, showering, and washing hair regularly contributes to both the hygiene and grooming of a student.
3. The overall appearance of a student should not disrupt the educational process.
4. Racist messaging, images, or symbols (ex. swastika, Confederate flag, etc.) are prohibited on all clothing and accessories.

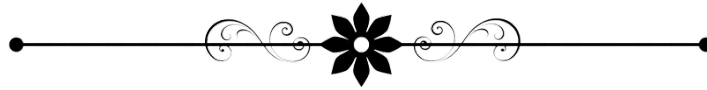
### **Enrichment Activities**

Thousands of people will use our buildings and grounds after school for Community Education programs this year. As residents, you and your children can enroll in year-round recreation, enrichment, or educational programs. A brochure describing all Community Education offerings is mailed to each home two times a year. The types of classes depend upon the number of interested instructors and students. The brochure can be found online at <https://www.okemosk12.net/domain/82>. A complete listing of courses and registration is available online at [www.okemosonline.com](http://www.okemosonline.com). Club opportunities are available for enrichment at each elementary school.

### **Emergencies**

To release a student during the school day:

1. Email the teacher and main office stating the time that a student needs to be picked up early. The student will be called to the office when you arrive at school.
2. A parent, guardian or authorized adult must report to the office to pick up and sign out a student.



## WE'RE IN THIS TOGETHER

A school district doesn't operate in a vacuum. It needs the cooperation, energy and ideas of parents/guardians to educate children effectively. Because students spend only about one-third of their waking hours in school, the importance of non-school experiences is obvious. If you want to help at home, the best instructional technique is a personal example. Researchers tell us the attitudes and values parents/guardians place on education, as well as the advice and personal guidelines they give, will have the greatest impact on how children behave and perform in the classroom.

### Here's How We Communicate

There are a number of ways that our schools keep you informed of your child's progress and the educational activities of our school community. Schools use progress reports, parent/guardian-teacher conferences, emails, telephone calls, the district website ([www.okemosk12.net](http://www.okemosk12.net)), classroom and school newsletters for communication. Parents/guardians are encouraged to call or email us with questions, concerns, or comments. Non-custodial parents/guardians may request newsletters, copies of report cards, and dates for conferences.

### Please Talk With Us

It is important that you always have accurate information and receive timely answers to questions about school. Here are several suggestions to help you express your ideas more effectively:

- Get to know school principals and staff members. Attend school open houses, parent/guardian-teacher conferences, and other events. Learn what is going on in the classroom and what is expected from the students.
- Let the principal or staff member know when you are pleased about something, as well as when you are concerned or unsure.
- If an issue arises, communicate with the staff member or administrator closest to the situation. Contact a central office administrator only if the matter is still unresolved.
- Communicate with the appropriate person by email or phone call. Be sure to provide sufficient details so that teachers and administrators can deal with each situation effectively.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be answered or a suitable adjustment made.

- School officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to find an answer or solution that is fair and reasonable.

### **Parent/Guardian-Teacher Conferences**

Fall and spring conferences are held for parents/guardians and teachers to discuss the learning progress of your student. The purpose of these conferences are to strengthen the collaboration between school and home. We strongly encourage all parents/guardians to attend.

~~Parents/Guardians may schedule afternoon or evening conference times. You can get the most out of each conference by taking the following steps:~~

- ~~● Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.~~
- ~~● End the conference with a summary of what has been said and of your future plans.~~
- ~~● After returning home, go over the report in detail with your child.~~

### **Parent/Guardian Involvement**

All elementary schools provide many opportunities for parent/guardian involvement. You are invited to share your time and support in these worthwhile opportunities. Each elementary school has an active parent/guardian organization that works with building administrators and staff to provide support in a variety of ways. This includes providing funding for educational materials, hosting school events, and volunteering in various ways to support the school.

In addition to supporting at the school level, we invite you to share your ideas regarding school programs at meetings of the Board of Education. The seven trustees of the School Board are elected to represent the public in general policy-making and goal setting. The Board of Education generally meets the first and third Mondays of each month at 7:00 pm at the Administration Center, 4406 N. Okemos Road, Okemos. All meetings of the Board of Education are public and televised on our TV cable channel 23.

### **School Visits**

Okemos Public Schools welcome visits to our elementary buildings by parents/guardians. Classroom visits need to be limited in number and pre arranged with the principal and staff. All visitors must report directly to the office upon arrival in the building to sign in.

### **Getting Your Child Off to a Good Start**

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent/guardian can do to ensure that your child is prepared for school each day.

1. Teach your children to be organized  
School is their "job." Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.

2. Children need a good night's sleep  
It is very important that your child come to school rested every day. Establish an evening bedtime schedule for your child and stick to it.
3. Develop a calm morning routine  
Allow enough time for a healthy breakfast and a timely school arrival.
4. Share your child's day  
Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.
5. Read to and with children every day  
Kids who "practice" their reading do better than those who don't.
6. Build a "can do" attitude in your child  
When they try something hard, praise the effort. Help break a big project down into smaller tasks. Then praise your child as each step is completed. The process is as important as the product.
7. Join your school's parent/guardian group  
Sign up to help in some way. When parents/guardians are involved, our children and schools both benefit.



## HERE'S TO GOOD HEALTH

### **Sickness**

One of the problems often confronting parents/guardians of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision? You don't want to keep your child home if your child really isn't sick, but you also don't want to send a sick child to school.

The information in this booklet is not intended as medical advice but to provide guidelines to be followed until your doctor can be contacted for an opinion. Unnecessary absence from school may have a negative effect on a student's attitude, work habits and progress.

### **Cold/COVID-19/Influenza, Fever**

The common cold presents the most frequent problem to parents/guardians. A child with cold symptoms and a persistent cough should not attend school, even if they have no fever. If your child complains of a sore throat and has no other symptoms, your child may go to school. If white spots can be seen in the back of the throat or if fever is present, keep your child home and call your doctor. If your child has strep throat, COVID-19, influenza, or any other contagious illness, please inform the school office.

A fever is a warning that all is not right with the body. The best way to check for fever is with a thermometer. If no thermometer is available, check the child's forehead with the back of the hand. If it is hot, keep the child home until fever can be checked. Do not allow your child to return to school until your child has been free of fever for 24 hours without medication.

### **Rash**

A rash may be the first sign of one of childhood's many illnesses, such as chicken pox; a rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is safe to do so.

### **Stomachache**

Consult your doctor if your child has a stomachache that is persistent or severe enough to limit their activity. A child with diarrhea or vomiting should be kept at home. Do not allow your child to return to school for 24 hours.

### **Head Lice**

Head lice can be transmitted where any group assembles regularly, especially among children 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 child'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 school and start treatment immediately. A child may not return to class until they have been determined to be nit and lice free.

### **Appointments**

If you need to pick up your child for an appointment during school hours, please come to the office and sign your child out on the checkout sheet. Attendance is taken every morning and afternoon. When your child will be absent from school because of illness or an appointment, please email/call the teacher and the office to excuse your child.

### **Illness**

If your child is ill, please keep your child home from school. If your child is well enough to attend school, your child will be deemed well enough to participate in school activities and outdoor recess. Children unable to participate in school activities, such as gym or recess, must have a dated doctor's note specifying the reason and length of time they are to be excused. If your child becomes ill at school, office staff will try to reach you if the illness or injury requires treatment or requires your child be sent home. If you are not available, we will notify persons listed on the emergency card.

### **Accident Care**

Students, teachers and supervisors are asked to report school and playground accidents to the office. When necessary, an accident report is filled out and parents/guardians are called. If the

action requires professional medical attention, the parent/guardian will be asked to pick up the child in the office. Parents/guardians must update emergency information annually so they can be contacted in case of an accident or illness. The following information is recorded.

1. Home/cell phone numbers
2. Place of employment and phone number
3. The name and phone number of others who could pick up a child.

School personnel will first call the parent/guardian at home, work or cell if a child becomes ill or injured at school.

In rare instances a child must be transported to a hospital by ambulance. School personnel will accompany the child until a parent/guardian arrives at the hospital.

### **Medication**

All medication, both prescription and non-prescription, must be kept in the school office and administered by an adult. The only exception to this is when the student's physician allows the student to carry medication on his/her person to allow for immediate and self-determined administration. All medicine must be kept in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration and accompanied by a signed authorization and specific directions for the administration of this medication. The signed authorization must be provided to the school using the form included on the last page of this handbook and on our schools' websites. More specific information on medication is available in [school board policy 5141.4](#).

## Infectious Diseases

The following is a chart of the most common infectious diseases. Any child who has one of these diseases should stay home until the communicable stage has passed. This will help prevent the spread of the disease. Parents/Guardians should ask their doctor for information regarding the communicable period of other contagious diseases not listed below.

| Disease                                  | Incubation Period                               | Communicable Period  |
|--|---|--|
| Chicken Pox                              | 10-21 days, average 14-16 days                  | 5 days before rash to 5 days after rash starts                                     |
| COVID-19                                 | See COVID handbook                              | See COVID handbook   |
| Influenza                                | 24-72 hours                                     | 1 day before onset of symptoms to about 7 days from the first symptoms in children |
| Measles (Rubeola-Red Measles)            | 8-13 days, average 10 days                      | 4 days before rash and for up to 4 days after                                      |
| German Measles (Rubella)                 | 14-21 days, average 16-18 days                  | 7 days before and 7 days after rash onset  |
| Mumps                                    | 2 to 3 weeks, average 18 days                   | Most contagious 48 hours before swelling and 5-9 days after                        |
| Scarlet Fever                            | 2-5 days  | Variable   |
| Strep Throat (Streptococcal sore throat) | 1-7 days, average 2-4 days                      | Variable. If not treated can be contagious for weeks                               |
| Impetigo                                 | 4-10 days                                       | As long as pus filled lesions continue to drain                                    |
| Scabies                                  | Several days or weeks before itching is noticed | Until mites and eggs are destroyed by chemical treatment                           |
| Pink Eye                                 | 27-72 hours                                     | Until under medical care and drainage from eye has cleared                         |
| Lice (Pediculosis)                       | 6-10 days                                       | Until eggs and lice in hair, clothing and bedding have been destroyed              |
| Fifth Disease                            | 4-20 days                                       | Usually 3-5 days before rash   |

## POLICIES AND EXPECTATIONS FOR STUDENT BEHAVIOR

## **Introduction**

The district strives to provide a system that will support students' efforts to manage their own behavior and promote academic achievement. Our positive behavior support systems promote pro-social behavior and respectful, productive learning environments through a proactive, skill-building instructional approach to behavior. This section deals with specific behavioral expectations that parents/guardians are encouraged to review with their student(s) to assure the most positive educational atmosphere in each elementary school. The Board of Education and staff of Okemos Public Schools completely support the vast majority of parents/guardians who value a learning environment that is built upon positive behavior and citizenship from all students.

## **Behavior Expectations**

In our elementary schools, students are expected to be:

1. Respectful
2. Responsible
3. Safe

Direct instruction is provided by the teacher so that all students can state the behavioral expectations as well as perform the expected behaviors in all settings of the school (ex. classrooms, playground, hallways, lunchroom, library, etc.) In addition, each teacher establishes classroom rules and systems that acknowledge positive behavior and promote a "class community." Our staff makes every attempt to be proactive and child-centered, while supporting each student in developing behaviors that are appropriate for the school setting. Behavioral support and/or disciplinary action may be taken when students do not comply with school behavior expectations. Examples of misbehavior include but are not limited to:

- Defiance/non-compliance
- Disrespect
- Disruption
- Inappropriate language
- Lying/Cheating
- Physical contact/Physical aggression/Fighting
- Property Misuse
- Theft
- Technology Violation
- Vandalism

In general, behavioral incidents will be handled by the administrator or teachers through conferences with students, ongoing parent/guardian communication, and positive behavioral intervention and support. When appropriate, this may include disciplinary actions. The Board of Education has adopted specific policies to deal with serious misbehavior.

## **Serious Behavior Infractions**

The following are types of serious behavior infractions that most likely will result in formal disciplinary action for an elementary student:

1. Abusive, offensive and threatening language; harassment/humiliation of others; and bullying, including cyberbullying, are prohibited. Bullying shall be defined as any written, verbal, or physical act, or any electronic communication, including cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly. This includes "relational" bullying, defined as persuading others to reject another student (Policy 5143). Bullying can also be perceived as harassment and intimidation.
2. Physical aggression, fighting and other unsafe activities are forbidden. Repeated occurrences may result in loss of privileges or suspension.
3. Major damage to property.
4. Severe disruption to the educational environment or severe insubordination.
5. Violation of the district's policies and regulations overseeing the use of computer equipment and computer networks. (See Board Policies 6300: District Network Resources and Internet Safety; 6301: District Video Network, and 6302: District Web Server and Web Page Development. Infractions that Require Permanent Expulsion
6. Weapon-Free Schools. The possession and/or use of dangerous weapons. (See Board Policy 5146: Weapon-Free School Zone and MCL 380.1311, 380.1313). Michigan law requires the Board of Education to permanently expel a student who possesses a dangerous weapon in a weapon free school zone, which includes school property, and/or any vehicle used by a school to transport students to and from school property. School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.
7. The Michigan Revised School Code also requires school districts to permanently expel students from all Michigan public schools who commit Criminal Sexual Conduct at school as defined by Michigan law (See Board Policy 5116.2: Sexual Harassment and MCL 750.520 bg) and Arson (MCL 380.1311), which is defined as intentionally setting fire or attempting to set a fire or doing any act that results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such an act.
8. Administrators will contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students at school or a school related activity or en route to or from school. Administrators will notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law. In addition, administrators will refer a student who is expelled for (1) possession of a dangerous weapon; (2) arson; (3) criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

### **Disciplinary Action**

When self-discipline fails, disciplinary action by staff may be used to address student behavior. The administrator and teaching staff utilize progressive discipline, meaning that a continuum of

consequences deemed appropriate for the level/frequency of misbehavior is employed, such as loss of privilege, time out of class, time in office, restitution/apology, conference with student, parent/guardian contact, in-school suspension, out of school suspension, etc. In an attempt to change behavior, removing student privileges prior to more significant disciplinary actions may be used. These privileges may include but are not limited to loss of: recess, after-school activities, in-house activities, field trips, and bus transportation. Increasing levels of disciplinary action will be used for continued or persistent misbehavior.

The administration, in its discretion, may also employ mediation, conflict resolution or restorative practices involving students, staff, parent/guardians and administrators, in an attempt to acquire a firm commitment for cessation of the inappropriate behavior. 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. In some cases, Mediation/conflict resolution focuses on building a common understanding of a conflict/situation through face to face dialogue in order to repair relationships and a sense of community.

Three (3) key questions that guide the process are:

1. What happened?
2. Who was affected and how?
3. How do we make things right?

The following procedures will be followed when serious infractions of school rules occur, such as those reviewed in "Serious Behavior Infractions."

- In School Suspension from class but attending school; student spends the time in a detention room/area.
- Short Term Suspension imposed by a building administrator for the remainder of the school day and/or up to one (1) to ten (10) days which may include extra and/or co-curricular activities.
- Long Term Suspension from school attendance imposed by the superintendent or assistant superintendent for eleven (11) to fifty-nine (59) school days, which may include extra and/or co-curricular activities. A suspended student is allowed full make up privileges of homework assignments, worksheets, tests, etc. Students under short and long term suspension are not allowed on any school property, in a school building, or admitted to any school function.

**Factors to Consider Before Suspending a Student:** Pursuant to state law, a teacher, an administrator, or the Board of Education, as appropriate, will consider the following factors before suspending a student from a class, subject, activity, or before suspending a student from school.

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;

- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Discipline involving students with disabilities will be applied in a manner consistent with applicable student discipline procedures as well as federal and state laws.

More detailed information regarding the district's Code of Conduct and Disciplinary Regulations is available in school board policy 5144.

### **Parent/Guardian Appeals for Suspension**

Based on the present status of school law, principals have the authority to temporarily separate or suspend a student from school. In such actions, these are the guidelines:

- A student shall be fully informed of the infraction, including the rationale for the action and condition of the suspension. A student has the right to respond to the allegations.
- The parents/guardians shall be notified by telephone or personal contact if a student is to be suspended from school.
- The personal contact to parents/guardians will be followed by a written communication stating the infraction, reasons and conditions of the suspension. A copy of the written communication shall also be placed in the student's file.

### **Appeal Procedures for Short Term Suspensions of 3-10 Days**

We have a review process for suspensions of one to two (1-2) school days. If the parent/guardian is not satisfied with the disciplinary outcome, a conference will be scheduled with the principal or their designee. There is no further appeal process for suspension for less than three (3) days. Short term suspensions of three to ten (3-10) school days may be appealed following the procedures below:

- Level of Review: The principal or designee. A conference shall be scheduled with parent/guardian within two (2) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. The principal or designee may uphold the suspension, establish an alternate suspension of lesser severity, or reverse the suspension in its entirety. The decision of the principal or designee shall be considered final
- During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return.

### **Appeal Procedures for Long Term Suspension**

Long term suspensions of eleven to fifty-nine (11-59) school days may be appealed (see Board Policy 5144). A written report of the suspension will be given to the parent/guardian. The report shall also include the student's appeal rights.

### **Expulsion and Expulsion Procedures**

Expulsion is, by definition, the termination of enrollment for an extended period of time in excess of ten (10) consecutive days. A student may be expelled only by action of the Board of Education following recommendation by the building principal or designee.

### **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. This action shall occur only in accordance with these procedures for expulsion (See Board Policy 5144). Matters pertaining to elementary students which will result in a recommendation for permanent expulsion to the Board of Education include arson (intentional setting of fires), criminal sexual conduct, 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.

### **Procedures for Expulsion**

1. Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a hearing before the Board of Education.
2. The principal or designee may suspend a student pending the hearing, in which case the hearing shall be held at the earliest possible time.
3. 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 parents/guardians 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 call witnesses.
4. At the hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:
  - Opening statements by the board, school, and student or representative (usually the parent/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 statements by school, student, and 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.

5. 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.)

6. 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.



## MISCELLANEOUS PROCEDURES/GUIDELINES

### **Child Custody**

A child's custody papers and any court restrictions on non-custodial parents must be on file in the school office. Release of a child to a non-custodial parent can only be prohibited when an official court document is on file stating the child may not be released to the non-custodial parent. Non-custodial parents may review report cards, newsletters and information on their child's progress when requested. Custodial parents are encouraged to inform school officials of any concerns or dangerous situations related to their children.

### **Personal Property/Belongings**

The following are five personal property subjects which students may encounter at one time or another.

1. School materials – Required textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe-keeping of all materials. Students and parents/guardians must pay for items that are lost or damaged during the school year.
2. Clothing – All student outerwear such as coats, hats, boots and gloves should be labeled. Each elementary school has a location for unclaimed items that can be checked by students or parents/guardians when items are lost.
3. Pets – Pets are not allowed at school without permission from the classroom teacher/administrator.
4. Money – Parents/Guardians should not allow students to carry more money than needed for lunch.

### **Electronic Equipment**

Out of respect for our instructional day, communication-enabled watches/devices must be turned off and not used during the school day. Cell phones must remain “off” and stored (in locker/backpack) during school hours. Personal gaming devices, music players, etc. are not permitted at school unless approved in advance by the teacher/administrator for a specific purpose. The district is not responsible for lost or stolen cell phones or electronics. Also, laser pointers are not permitted on school property.

### **Personal Learning Devices**

The district-provided Personal Learning Devices are a critical component of the classroom instruction. Use of the devices both in school and at home will be based on teacher discretion. 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. The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student’s control. This equipment is, and all times remains, the Property of OPS and is herewith lent to the student for educational purposes only for the academic school year. Inappropriate use of the device may result in the student losing their right to use the device and may lead to disciplinary action.

### **Getting to and from School Safely**

Heavy traffic in school areas creates a need for school walkers to carefully observe safety rules. When parents/guardians opt to drop off or pick up children by car, they must obey the designated carline procedures to ensure the safety of our children.

### **Eating at School**

School lunch rules are necessary to maintain order while many students are in the cafeteria. Adult supervisors are present during this period. Students who abuse the guidelines below are subject to losing their lunchroom privileges.

- Students should listen to and show respect for the lunchroom supervisors.
- Students should use an indoor voice and use good table manners.
- Students should remain seated until finished eating.
- All garbage should be disposed of in proper containers.
- No food is to be taken or eaten outside the cafeteria.

### **Playground**

These are the guidelines for safe and friendly playground activities during recess and lunch hours:

- Play in assigned areas only.
- Use playground equipment properly. For example, swings and slides are to be used by only one person at a time and in a sitting position. All swinging is to be in the same direction, not side to side. No student is to run or walk up the slide.
- Hard balls, such as baseballs and golf balls, must not be brought to school.
- Throwing of snow or rocks is not allowed. Sliding on the ice is also forbidden.
- No tackle games are allowed.
- Fighting and other roughhouse activities are forbidden.
- Enter the building quietly at the end of each recess or playground period.

## **Bus Riding**

The conduct of a student while riding to and from school should be an extension of good classroom behavior. Misbehavior at a bus stop or on the bus is reported to the student's principal and handled as a disciplinary incident. Riding the bus is a privilege for students and can be revoked if repeated violations of the following rules occur:

1. On the bus students are expected to be courteous and respectful to the bus driver.
2. Students are to remain seated while a bus is moving.
3. The aisle must be clear at all times.
4. Students are to keep heads, limbs, and hands inside the bus at all times.
5. Students are expected to conduct themselves in a quiet, orderly manner.
6. Only "bus" students may ride the buses. A student may not travel by school bus or walk to the home of another student unless both students have written parental/guardian permission, co-signed by the principal or designee. Such plans must be made in advance. Also, office personnel cannot write permission notes for children.
7. Students may not eat on the school bus.

The following general rules contribute to the safety of all school bus passengers:

1. All bus riders must register with the driver the first day. Students may not switch buses.
2. Students are expected to arrive at the bus stop 5 minutes before the scheduled pick up time.
3. Students are urged to be alert to traffic when boarding or leaving the bus.
4. Transportation by parents/guardians is not advised. However, parents/guardians who drive to school should park in designated parking areas. Do not for any reason block fire or bus lanes.
5. Kindergarten and first grade students should wear identification for the first two weeks of school stating the child's name, address, telephone number and bus number.

## **Bikes, Scooters, Roller Blades, and Skateboards**

Because safety is the most important consideration for transportation to and from school, each school's location determines whether bikes, roller blades, scooters and/or skateboards are allowed. If your child's school permits these, parental/guardian permission is required. The school is not responsible for loss or damage to bikes, roller skates, roller blades, or skateboards. If permitted at your child's school, the following rules apply:

1. Children must follow safe practices.
2. Children must wear helmets and other protective equipment.
3. Bikes must be locked in bike racks with their own locks.
4. Bikes, roller blades, and skateboards must be left in the storage area during the school day.
5. Roller blades may not be worn inside buildings.
6. Children must stay clear of bus areas and parking lots unless accompanied by an adult.
7. Children must take their equipment home each night.
8. Privileges may be revoked if rules are broken.

### **Distribution or Sale of Material on School Property**

No materials are to be sold on school grounds without the approval of the school administrator. Selling of items is usually limited to school sponsored groups or activities.

### **Smoke-free**

All buildings and grounds of the Okemos Public Schools are designated as smoke-free by the Board of Education.

### **Special Education Services and Guidelines**

Okemos Public Schools provides a full continuum of programming for special education students ages 3 through 26. We also provide services for children ages 0 through 3 through the Early On program provided at the Ingham Intermediate School District. We service over 400 students each year in our various special education programs.

The special education staff includes resource teachers who service all buildings, speech pathologists, social workers, school psychologists and special education programs for early childhood, behavior and learning. All of these programs operate under state and federal guidelines for special education.

If any parent/guardian has a question regarding special education or suspects their child has a disability, please call the special education office at 706-4829, any building administrator, or go to the Okemos website and click on Special Education.

### **Protective Service Referrals**

If school personnel suspect that a child is being abused or neglected, they are required by law to make a referral to protective services.

### **Bad Weather or Emergency Closing**

The Okemos Public Schools is prepared to use one of four plans.

1. The complete closing of schools for the day.
2. Keeping schools open without bus transportation.
3. A delay in the running of busses and the opening of schools.
4. Early or late dismissal.

The selected plan will be called into area radio and television stations. A message from the Superintendent will also be sent to parents/guardians through a recorded phone message and posted on the district website.

### **Early Release**

The required professional development time for our teachers has been restructured into two-hour blocks. This restructuring time will allow our teachers to meet in "professional learning communities" to focus on improving teaching quality contributing to student learning. Lunch will be offered on early release days as will transportation.

The dates for 2022-23 are:

September 14, October 26, November TBD, December TBD, January TBD, February TBD, March TBD, April TBD, May TBD

The School Start and End Times for early release are:

Grades K-4 8:50 AM – 1:50 PM

Grades 5-6 8:45 AM – 1:35 PM

Grades 7-8 8:00 AM – 12:50 PM

Grades 9-12 7:45 AM – 12:35 PM

### **Teacher Professional Development**

The Board of Education grants elementary teachers time each school year to evaluate current programs, improve instructional techniques and complete record keeping. All of these activities enhance the daily programs and services provided to students. Parents/Guardians will be notified of such inservice periods well in advance through school newsletters. Lunches are canceled and bus transportation schedules are adjusted on half days. Many of the school district's improvements have been planned or introduced through in-service programs.

### **Non-Discrimination Policy**

The Okemos Public Schools and the State Board of Education comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. It is the policy of these governmental agencies that no person on the basis of race, gender, sexual orientation, height, weight, color, religion, political affiliation, national origin or ancestry, age, sex, marital status, veteran status or disability (handicap) shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any programs or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

If any person believes that the Okemos Public Schools, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI (prohibits discrimination based on race), Title IX (prohibits discrimination based on sex), or Section 504 (prohibits discrimination based on handicap), your child may bring forward a complaint to the Local Title IX and/or Section 504 Coordinator at the following addresses:

Title IX Coordinator:

Mr. Stephen Keskes  
Okemos Public Schools 4406 N. Okemos Road Okemos, MI 48864  
Phone 517-706-5006

504 Coordinator:

Mrs. Heather Pricco  
Kinawa 5/6 School  
1900 Kinawa Dr. Okemos, MI 48864  
Phone 517-706-4700

**Sexual harassment** is unlawful under both Michigan and Federal laws and is contrary to the commitment of this district to provide an effective learning environment "Sexual Harassment" is defined as

1. Unwelcome sexual advances; or
2. Unwelcome requests for sexual favors; or
3. Intimidating, hostile or offensive verbal, nonverbal or physical conduct of a sexual nature.

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.

Copies of the policy are available from the Office of the Superintendent, 4406 N. Okemos Road, Okemos, Michigan 48864; telephone 517-706-5002

### **Civil Defense**

Civil Defense is an important phase of today's educational program. Considering the number of children as well as adults in our educational institutions, it has become necessary to set up some uniform procedures to be used as guidelines in case of a disaster.

Through the efforts of principals and their staff, each building has a well-defined plan to cover natural and man-made disasters. Tornado drills, fire drills and "lock down" drills are conducted each year to ensure the safety of pupils.

### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student's education records and to have the district respond to reasonable requests for explanations and interpretations of the records.
2. Parents or eligible students should submit to the appropriate administrator a written request that identifies as precisely as possible the record(s) they wish to inspect or review, or receive explanation or interpretation. The building administrator will make the necessary arrangements within 15 school days following receipt of the request. All records must be examined in the school district office during the business day in the presence of the appropriate administrator or designee.
3. Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy or other rights.
4. The parent or eligible student should submit to the appropriate administrator a written request, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading, within 10 school days from the date the records were examined.

5. In the event the district decides not to amend the record as requested by the parent or eligible student, the district shall notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. Parents and eligible students have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
7. One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests or as provided by statute or regulation. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks.
8. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his/her professional responsibility.
9. The following information contained in a student's education records is designated as "directory information" and may be disclosed without the parents'/guardians' or eligible student's prior written consent (Okemos Board Policy 5125).

- A. Student Name
- B. Names of Student's Parents or Guardians
- C. Address
- D. Telephone Numbers
- E. Birth Dates
- F. Class Designation (e.g., 1st grade, 10th grade, etc.)
- G. Dates of Attendance
- H. Extra-curricular Participation
- I. Achievement Awards or Honors (not specific course grades)
- J. Weight and Height if a member of an athletic team
- K. Photograph, Newspaper, TV, Videotape
- L. School or School District Previously Attended
- M. Parent/Guardian Email

Parents/guardians or eligible students will have two weeks from the first day of school, or within two weeks of enrollment if enrolled after school begins, to advise the principal in writing of any or all of the items they refuse to permit the district to designate as directory information.

10. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with the requirements of FERPA. Such a complaint should be filed with the U.S. Department of Education at the following address:

Family Policy Compliance Office  
U.S. Department of Education

600 Independence Avenue, S.W.  
Washington, DC 20202-4605

A copy of the District's student record policy and implementing regulations are available in each school building or superintendent's office. For more information concerning this notice of the District's policy, please contact the Superintendent's office at 517-706-5010.

## 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/guardians, 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 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 nondiscrimination policies:

|  |   |
|--|---|
| <b>Section 504 and Title II Coordinator (adults)</b>   | <b>Title IX Coordinator</b>   |
| Mr. Stephen Keskes, Assistant Superintendent HR<br>Okemos Public Schools<br>4406 Okemos Rd.<br>Okemos, MI 48864<br>517-706-5006<br>stephen.keskes@okemosk12.net          | Mr. Stephen Keskes, Assistant Superintendent HR<br>Okemos Public Schools<br>4406 Okemos Rd.<br>Okemos, MI 48864<br>517-706-5006<br>stephen.keskes@okemosk12.net |
| <b>Section 504 and Title II Coordinator (students)</b>   | <b>Web Accessibility Coordinator</b>  |
| Heather Pricco, Director Special Education<br>Department<br>Okemos Public Schools<br>4406 Okemos Rd.<br>Okemos, MI 48864<br>517-706-4829<br>heather.pricco@okemosk12.net | Matt Ottinger<br>Department of Technology<br>Okemos Public Schools<br>4406 Okemos Rd. Okemos, MI 48864<br>517-706-5041<br>matt.ottinger@okemosk12.net           |

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

Name of Student \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_ Date form Received \_\_\_\_\_

Is this student enrolled in child care? (Please circle) Yes No

If Yes, in KEEP \_\_\_\_ or Before/After \_\_\_\_?

**To be completed by a Physician:**

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

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

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

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

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

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

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

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

No

Yes, supervised

Yes, unsupervised

The student may carry this medication: yes no

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

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 proscriptio 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: \_\_\_\_\_

## TECHNOLOGY ACCEPTABLE USE POLICY

A networked computer account with Internet access is provided to all students in the Okemos Public School District. An email account will be set up only at a teacher's request. The Internet and email are valuable tools for accessing information, learning and communicating. The use of a computer, and its resources, must be in support of education and consistent with the purposes, curriculum and mission of the Okemos Public Schools.

Use of a computer is a privilege, not a right. Students must act responsibly when using a computer and abide by the Terms and Conditions for Use. Failure to do so will result in suspension of privileges, cancellation of privileges, disciplinary action and/or legal action. The Department of Media & Technology, building principal and teacher will decide what disciplinary action will be taken.

### Terms and Conditions for Use:

1. I will follow the classroom rules of computer use as explained to me by my teacher(s) including proper use of the network, appropriate behavior while online, on social networking Websites and chat rooms, as well as, cyber-bullying awareness and response.
2. I will never share my password, even with my best friend, or sign onto the computer with someone else's login/password.
3. I will treat all computer equipment with care and will not change the way a computer is set up to run.
4. I will be polite to others and respect their documents and files.
5. I will use the Internet for educational purposes only and access sites authorized by my teacher(s).
6. I will tell my teacher(s) right away if I come across a picture or information that makes me feel uncomfortable, or is not appropriate, and I will not invite other students to come and see it.
7. I will not give out my last name, address, telephone number or anyone else's personal information on the Internet.
8. I will use proper language and my best writing skills when sending email and I will only use email to correspond about school projects/events.
9. I will follow the copyright laws that protect programs, data, books and pictures as explained to me by my teacher.
10. I will not install software from home or download, copy, or store any software, shareware or freeware without prior permission from my teacher, building principal or the Department of Media & Technology.

**Parents/Guardians please note:** 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 from the school facilities, District staff will make reasonable efforts to supervise student access and use of the Internet.

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.

## 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. Please read this fact sheet and sign as acknowledgement that you have been provided this information.

### Some Common Symptoms

|                      |                    |                    |                    |                     |
|----------------------|--------------------|--------------------|--------------------|---------------------|
| Headache             | Balance Problems   | Sensitive to Noise | Poor Concentration | Not "Feeling Right" |
| Pressure in the Head | Double Vision      | Sluggishness       | Memory Problems    | Feeling Irritable   |
| Nausea/Vomiting      | Blurry Vision      | Haziness           | Confusion          | Slow Reaction Time  |
| Dizziness            | Sensitive to Light | Fogginess          | "Feeling Down"     | Sleep Problems      |
|                      |                    | Grogginess         |                    |                     |

### 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 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/GUARDIANS:**

- Appears dazed or confused
- 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
- 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 coordination 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 healthcare 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.

**DRAFT**

## Medication – Proposed Language

All medications, both prescription and non-prescription, must be kept in the school office and administered by an adult. The medication must be kept in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and labeled with the dosage and frequency of administration and accompanied by a signed **physician's authorization**. The only exception to this is when the student's physician allows the student to carry medication on his/her person to allow for immediate and self-determined administration. **This exception needs to be authorized by the physician on both the prescription and non-prescription forms. If students decide to self-administer medications the nurse may ask your student to demonstrate that they can administer the medication properly on their own.**

**School staff are not allowed to give the first dose of any medication. No over the counter or prescription medication of any kind including vitamins and supplements are allowed on school premises without a signed authorization form from a physician.**

The signed authorization must be provided to the school using the form included on the last page of the handbook and on our school's websites. More specific information on medication is available in school board policy 514.4.

**DRAFT**

District Title IX  
Process and Policy  
Handbook

Title IX refers to behavior that constitutes sexual harassment. What is Sexual Harassment? Conduct on the basis of sex that satisfies one or more of the following: Employee quid pro quo; Sexual assault, dating violence, domestic violence, stalking); and Hostile environment.

If a student or staff member is suspected or accused of sexual harassment, a formal complaint will need to be filled out by the parents, staff member, or student if over the age of 18. A student or staff member may not be disciplined for sexual harassment unless the Title IX procedure is followed.

Those who complain of sexual harassment are called complainants. Complainants will be offered supportive measures to ensure they have access to the educational environment. Supportive measures might include, but are not limited to the following: additional counseling support, change of class schedule, change of passing time, no contact directives, and other measures to ensure equitable access to their education.

The Title IX complaint process presumes there is no responsibility on any party until the investigation is complete. There is a level of transparency with the Title IX process that is different from our traditional handling of student behavior complaints. The following flow charts are designed to add clarity to the differences.

| <b>Traditional Discipline Procedure using Student Handbook</b>  | <b>Title IX Process</b>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Complaint is received by an administrator.</li> <li>2. An administrator collects information via student/adult witness interviews, written statements, video footage if available, and other means of information. Information that includes identifiable student information is redacted if requested by either party.</li> <li>3. The administrator draws a conclusion based on what they believe is factual using a preponderance of evidence.</li> <li>4. There may be no discipline if there is not a preponderance of evidence. There may be consequences after the administrator reviews 7 factors, issues a consequence and/or restorative measures.</li> </ol> | <ol style="list-style-type: none"> <li>1. Complaint is received by an administrator.</li> <li>2. The administrator offers supportive measures to the complainant.</li> <li>3. The Administrator shares the information with the caregivers and with the Title IX Compliance Officer</li> <li>4. The Title IX Compliance Officer shares the information they have received with the guardians of the complainant and reviews the process with parents.</li> <li>5. Parents choose to fill out the title IX formal complaint form, and submits it or chooses an alternative resolution.</li> <li>6. If a formal complaint is submitted, the Title IX Coordinator assigns an unbiased trained investigator who makes both the complainant and the respondent aware of the complaint and that they have a right to representation when they are being interviewed..</li> <li>7. The investigator collects information via student/adult witness interviews, written statements, video footage if available, and</li> </ol> |

District Title IX  
Process and Policy  
Handbook

|  |   |
|--|---|
|  | <p>other means of information. The complainant and respondent have a right to representation at this meeting.</p> <p>8. The investigator shares all of the relevant information found to to compile a report to both the complainant and respondent, including witness statements.</p> <p>9. The Complainant and Respondent have 10 days to respond to the information provided.</p> <p>10. Having reviewed responses, the investigator compiles a report and gives said report to the decision maker.</p> <p>11. The decision maker has 10 days to render a finding of responsibility based on the report.</p> <p>12. If found responsible, the decision maker states this and shares supporting rationale, and an appropriate consequence.</p> <p>13. If found not responsible, the decision maker states this and shares supporting rationale.</p> <p>14. Both parties have 7 days to appeal the decision to an assigned trained appeals officer, who may rule either way.</p> <p>15. If found responsible, a consequence is given to the respondent.</p> <p>16. If found not responsible, no consequence is given to the respondent.</p> <p>17. The appeals officer's decision is final. Restorative meeting/s may or may not be facilitated.</p> |
|--|---|

For more information on the Okemos Public Schools' Title IX policy, please visit our website at [www.okemosk12.net](http://www.okemosk12.net).



# Capital EQUIPMENT

Quote Page 1 of  
Quote Number: 388813  
Effective Date: 07/04/2022  
Valid Through: 07/31/2022

## Ship To

Okemos Public Schools  
Mark Fargo  
MI  
Mobile: (616) 262-9724  
mark.fargo@okemosk12.net

## Kubota Dealer

CAPITAL EQUIPMENT &  
SUPPLY  
12263 S. US HWY. 27  
DEWITT, MI 48820  
Anthony Spinelli  
Phone: (517) 669-5533  
Email:  
anthonys@ceddealer.com

## Bill To

Okemos Public Schools  
Mark Fargo  
MI  
Mobile: (616) 262-9724  
mark.fargo@okemosk12.net

## Equipment Detail



| Description                                   | Manufacturer | Model #     | Qty | MSRP        | Price Each  | Total       |
|---|--------------|-------------|-----|-------------|-------------|-------------|
| 4WD HST TRACTOR W/CAB                         | Kubota       | MX6000HSTC  | 1   | \$44,468.00 | \$34,100.00 | \$34,100.00 |
| DOUBLE ACTING VALVE                           | Kubota       | L8303       | 1   | \$277.00    | \$150.00    | \$150.00    |
| LOADER VALVE FOR CAB MODELS                   | Kubota       | MX2132      | 1   | \$881.00    | \$795.00    | \$795.00    |
| FRONT LOADER MX SERIES W/O VALVE              | Kubota       | LA1065A     | 1   | \$5,015.00  | \$4,500.00  | \$4,500.00  |
| REAR WORK LIGHT CAB/E30                       | Kubota       | L8333       | 1   | \$151.00    | \$115.00    | \$115.00    |
| 1ST POS LEVER KIT MX5400/MX6000 CAB           | Kubota       | MX6891      | 1   | \$581.00    | \$445.00    | \$445.00    |
| 72" QUICK ATTACH HEAVY DUTY ROUND BACK BUCKET | Kubota       | L2296       | 1   | \$1,270.00  | \$895.00    | \$895.00    |
| BOLT ON CUTTING EDGE(73" w/11 Holes)          | Kubota       | TL1748      | 1   | \$269.00    | \$195.00    | \$195.00    |
| R-TIRE 44x18-20 R3 Titan MultiTrac 8stud      |              | ALR6802     | 2   | -Included   | -Included   | -Included   |
| F-TIRE 29x12.50-15 R3 Titan Turf PNF          |              | ALR8708     | 2   | -Included   | -Included   | -Included   |
| TIRE BALLAST                                  | RIM GUARD    | RIM GUARD   | 1   | \$500.00    | \$600.00    | \$600.00    |
| SIDE MIRROR KIT MX5400/MX6000 CAB             | Kubota       | MX6801      | 1   | \$150.00    | \$150.00    | \$150.00    |
| SEAT ARM REST KIT                             | Kubota       | ZG1341      | 1   | \$64.00     | \$60.00     | \$60.00     |
| REAR WIPER KIT / E36 CAB                      | Kubota       | L8364       | 1   | \$165.00    | \$160.00    | \$160.00    |
| 7PIN CONNECTOR KT MX5400/MX6000 CAB           | Kubota       | MX6890      | 1   | \$160.00    | \$150.00    | \$150.00    |
| RADIO AM FM                                   | JENSEN       | 77700-04755 | 1   | \$400.00    | \$300.00    | \$300.00    |

## Equipment Detail

| Description | Manufacturer | Model # | Qty | MSRP | Price Each | Total |
|-------------|--------------|---------|-----|------|------------|-------|
|-------------|--------------|---------|-----|------|------------|-------|

2022 SOURCEWELL PURCHASING COOPERATIVE PROGRAM DISCOUNT APPLIED ID# 170513

### Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions



# Capital EQUIPMENT

Quote Page 2 of  
Quote Number: 388813  
Effective Date: 07/04/2022  
Valid Through: 07/31/2022

|                     |            |         |   |             |             |             |
|---------------------|------------|---------|---|-------------|-------------|-------------|
| ALL FLEX MOWER 4214 | LAND PRIDE | AFM4214 | 1 | \$26,295.00 | \$23,495.00 | \$23,495.00 |
|---------------------|------------|---------|---|-------------|-------------|-------------|

## Cash Details

---

|                                      |                    |
|--------------------------------------|--------------------|
| Equipment Total                      | \$66,110.00        |
| MX-2YR Orange Protection Program     | \$1,325.00         |
| LA1065-2YR Orange Protection Program | \$450.00           |
| Additional Charges                   | \$0.00             |
| <b>Cash Sale Price</b>               | <b>\$67,885.00</b> |

apply. See dealer or go to [KubotaUSA.com](http://KubotaUSA.com) for more information.



## M Series

MX6000HSTC

UTILITY CAB TRACTOR, 4WD, HST TRANSMISSION  
\*\*\* EQUIPMENT IN STANDARD MACHINE \*\*\*

### DIESEL ENGINE

Model # V2403  
Direct injection  
4 Cyl. 148.6 cu. in.  
^ 59.5 Net Eng. HP  
^ 51.7 PTO HP  
@ 2700 Eng. rpm  
EPA Tier 4 Emmission Cert.  
Turbo Common Rail Electronic Fuel Injection  
12V - 650 CCA Battery  
Charging Output 60 Amps

### HYDRAULICS

Open Center - Gear Pump  
4.9 gpm Power Steering  
9.5 gpm Remote/3 Pt. Hitch  
14.4 gpm Total Hyd. Flow  
Cat I/II 3-point Hitch  
At lift Point 2870 lbs.  
24" Behind 2310 lbs.  
Telescoping Lower Links  
Telescoping Stabilizers

^ Manufacturer Estimate

### FRONT AXLE

Hydrostatic Power Steering  
4WD: Cast Iron, Bevel Gear

### TRANSMISSION

3 Range Low/Med/High  
Cruise Control Standard  
Mech. Wet Disc Brakes  
Left Side Brake Pedals  
Rear Differential Lock

### INSTRUMENTS

Tachometer/Hour Meter  
Fuel Gauge Meter  
Warning Symbols  
Coolant Temperature Meter

### FLUID CAPACITY

Fuel Tank 11.9 gal  
Cooling System 6.9 qts  
Crankcase with filter 7.4 qts  
Transmission and  
Hydraulics 11.6 gal

### POWER TAKE OFF

Live-Independent Hydraulic  
540 rpm Rear PTO  
@ 2700 Eng. rpm  
SAE Std 1 3/8" Six Spline

### SAFETY EQUIPMENT

2-Post Foldable ROPS w/  
Retractable Seat Belt  
Flip-Up PTO Shield  
Safety Start Switches  
Parking Brakes  
Electric Key Shut Off  
Turn Signals  
SMV Sign

### OPERATORS PLATFORM

Semi-Flat Deck w/Hanging Pedals  
High Back Seat with Adjustable  
Suspension  
Tilt Steering  
Interior Light  
Interior Rearview Mirror  
Front Wiper with Washer  
A/C & Heater  
Speakers & Radio Pre-Wired  
Left Hand Step  
Horn  
Left & Right Hand Door  
Rubber Floor Mat  
Stationary PTO Switch  
Cup Holder  
Color Coded Controls

Date: July 20th, 2022  
To: Board of Education  
From: Mark Fargo, Director of Operations  
Re: Tractor and pull behind mower purchase

Purchase Information

Cost: 67,900.00  
Vendor: Capital Equipment  
Source of Funds: General Funds

Description of Need

As you have heard me talk about in past meetings we are in great need of a large area **mower** for the district. This will save time and money as one person can now do the job of two for the large fields at the schools. The current **tractor** we have has aged to the point that it does not have the power to pull the large mower. That along with the new tractor will have a cab on it so it can be used in the winter for snow removal as well. The old tractor will be used to load salt for the winter salt truck so we can help prolong the life of the new tractor.

Recommendation

I checked on a John Deere and a Kubota and both were comparable in price. I am more familiar with Kubota as this is what I ran on grounds at my previous school, also we have a couple pieces of equipment that the Kubota will be able to run already John Deere we would have to buy some adapters.

We are using our Sourcewell contact #170513 as a prebid co-op service to cover our bidding requirements for the state

I am recommending to the Board for consideration of the approval of \$67,900.00 in replacement cost utilizing general funds on this already bid and negotiated contract.



# Okemos Public Schools Media & Technology Department

4406 North Okemos Road, Okemos, Michigan 48864  
Phone: 517-706-5005 | Fax: 517-349-0609

Date: August 16, 2022  
To: Board of Education  
From: Thomas Isom  
Re: Elementary Student Device Purchase

Due to the increased number of new student enrollment for the 22-23 school year, we need to purchase an additional 120 laptops. Money will be allocated from the 2019 Tech Bond to help pay for this purchase. We will again utilize the best pricing, quality, and warranty to purchase these student devices. The device has been tested and in our current students' hands since the 2019 school year. They have been a solid device for our students.

The device we will be ordering is the Lenovo Yoga 11e 5G. The device has an 11.6" Touchscreen Display, 8GB RAM, 128GB Solid State Drive, and an Intel Pentium Silver N5030 Processor. The device also comes with a three-year warranty and accidental damage coverage.

The device will be purchased from Trafera, formally known as Trinity3. Trafera is one of Lenovo's preferred solution providers, which pushed us to the top of the list for product builds and will hold our price at today's rate. I recommend the purchase of 120 devices at the cost of \$1,089.00 each, totaling \$130,680.00

The total cost of this project is not to exceed \$130,680.00

Respectfully,

Thomas Isom  
Director of Media and Technology  
Okemos Public Schools



|   |                |  |
|---|----------------|--|
| <b>Bill to</b><br><b>Okemos Public Schools</b><br><b>Customer No: 72994</b><br>4406 Okemos Rd<br>Okemos MI 48864<br>USA | <b>Ship to</b> | <b>Quote Details</b><br>Created: August 16, 2022<br>Expiration: September 15, 2022<br>Created by: Alyson George<br>alyson.george@trafera.com |
| <b>Estimate No: E000078498</b>  |                |  |

**Contract**  
 MI- REMC SAVE De  
 REMC SAVE Computers and Networking Contract 2019-24

**Products & Services**

| Items and Descriptions  | Overview   | Notes | Qty | Unit Price | Totals              |
|-------------------------|--|-------|-----|------------|---------------------|
| TP Yoga 11e             | Notebook TP Yoga 11e 5G<br>Notebook TP Yoga 11e 5G 20LNCTOIWW Rx<br>11.6" HD (1366 x 768), LED, IPS, Glare, Touch<br>11.6" HD (1366 x 768), IPS, Touch<br>720p HD with Microphone<br>720P HD, Graphite Black<br>8 GB DDR4-2400MHz (Soldered)<br>128GB Solid State Drive, M.2 2242, PCIe-<br>NVMe<br>Windows 10 Pro 64<br>Intel Pentium Silver N5030 Processor (4MB<br>Cache,Burst Frequency up to 3.10GHz)<br>Integrated Intel® UHD Graphics 605<br>Hardware dTPM2.0 Enabled<br>World Facing Camera<br>3 Cell Li-Ion Battery, 42Wh<br>45W USB-C AC Adapter and Power<br>Cord |       | 120 | \$1,089.00 | \$130,680.00        |
| LENOVO : Three Year ADP | LENOVO : Three Year ADP  |       | 120 | \$0.00     | \$0.00              |
| <b>Subtotal</b>         |  |       |     |            | \$130,680.00        |
| <b>Tax</b>              |  |       |     |            |                     |
| <b>Total</b>            |  |       |     |            | <b>\$130,680.00</b> |
| <b>Net Terms</b>        |  |       |     |            | <b>N30</b>          |

**Terms and Conditions**  
 This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

**Questions? Contact me**

**Jonathan Worre**

jonathan.worre@trafera.com



**Trafera**

2550 University Ave W, Suite 315 - S

St. Paul MN 55114

United States

**Okemos Public Schools  
Resolution Authorizing the Establishment of  
Certain Components of the 2022-2023 School Calendar**

A special meeting of the Board of Education of the District (the “Board”) was held in the Community Conference Room in the Administration Center, in the District, on the 17<sup>th</sup> day of August, 2022 at 6:00 o'clock in the evening.

The meeting was called to order by Mary Gebara, President.

Present: Dean Bolton, Katie Cavanaugh, Mary Gebara, Melanie C. Lynn, Vincent Lyon-Callo, Andrew Phelps

Absent: Jayme Taylor

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**Whereas:**

1. The Okemos Public Schools Board of Education and the Okemos Education Association have been engaged in good faith collective bargaining, which includes negotiating the School Calendar for the 2022-2023 school year.

2. An agreement between the Board and Association as to the 2022-2023 School Calendar has not yet been reached.

3. Pursuant to the Michigan Public Employment Relations Act:

A. Establishment of the starting day for the school year and of the amount of student instruction time required to receive full state school aid under the Revised School Code and the State School Aid Act is a prohibited bargaining subject, MCL 423.215(3)(b);

B. The Board has the right to establish a portion of the School Calendar when it is necessary to do so, even though there is no agreement with the Association.

4. Pursuant to Section 1284b of the Revised School Code, the Board “shall ensure” that its schools “are not in session on the Friday before Labor Day” and that the “school year does not begin before Labor Day” except if the District is operating under an approved Labor Day waiver issued by the Michigan Department of Education. Further, Section 1284b provides that the Board may require professional development for its personnel before Labor Day.

5. Pursuant to Section 1284a of the Revised School Code, the Board “shall ensure” that its school calendar complies with the common school calendar adopted by the Ingham ISD, which has identified December 19, 2022 – January 2, 2023, as Winter Break, and March 27-31, 2023, as Spring Break.

6. The 2022-2023 school year is rapidly approaching and it has now become necessary for the Board to establish certain components of the 2022-2023 School Calendar, absent agreement with the Association.

**Now, Therefore, Be It Resolved:**

1. The following portion of the 2022-2023 School Calendar is established (which, except for date changes, is similar to the 2021-2022 School Calendar):

*Insert Dates*

2. Regular school hours for the 2022-2023 school year are as follows:

| <b>Level</b>   | <b>Full Days</b> | <b>Half Days</b>  |
|----------------|------------------|-------------------|
| <b>K-4</b>     | 8:50 – 3:45 p.m. | 8:50 – 12:00 p.m. |
| <b>Kinawa</b>  | 8:45 – 3:30 p.m. | 8:45 – 11:55 a.m. |
| <b>Chipewa</b> | 8:00 – 2:45 p.m. | 8:00 – 11:50 a.m. |
| <b>OHS</b>     | 7:45 – 2:35 p.m. | 7:45 – 10:55 a.m. |

3. This action is taken due to the current absence of an agreement with the Association on the 2022-2023 calendar.

4. The Board authorizes and directs its administration to announce and publicize the above-adopted calendar dates to the Association, as well as to District parents/guardians, students, and staff.

5. The Board further authorizes and directs its administration to publicly post on the District’s website the remaining school calendar dates for 2022-2023 (as last proposed by the District in collective bargaining with the Association), with a clearly-marked notation that those calendar dates are not yet adopted by the Board and are subject to change as the Board has an obligation to negotiate those dates with the Association.

6. The Board directs its administration to continue to engage in good faith collective bargaining with the Association.

7. The Superintendent or designee is authorized to take all such actions as are necessary to implement this resolution of the Board of Education.

8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

Ayes:

Nays:

Resolution declared adopted.

\_\_\_\_\_  
Jayme Taylor, Secretary  
Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the Okemos Public Schools, Ingham County, Michigan, certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on August 17, 2022, the original of which resolution is a part of the Board’s minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

\_\_\_\_\_  
Jayme Taylor, Secretary  
Board of Education



## Operations Department

Date: August 16th, 2022  
To: Board of Education  
From: Mark Fargo, Director of Operations  
Re: Football Field Logo Change

### Purchase Information

Cost: \$185,928.00  
Vendor: Shaw Sports Turf  
Source of Funds: Sinking Funds

### Description of Need

As we move forward with our new logo integration one of the largest projects are the logos on turf field. Logos currently are located in the center of the field as well as both end zones.

I have had discussions with a couple companies to obtain quotes. One, Shaw Sports Turf, is part of Sourcewell cooperative, a company we are a partner of who competitively bids contracts which we are able to utilize. Shaw Sports Turf may be able to complete the project in November depending on weather conditions or at the very latest Summer of 2023.

### Recommendation

I am recommending to the Board for consideration awarding the contract for rebranding the turf field to Shaw Sports Turf in the amount of \$185,928. The project will be funded utilizing sinking funds.

Mark Fargo  
mark.fargo@okemosk12.net  
4406 North Okemos Road, Okemos, Michigan 48864  
Phone (517) 706-5037

9 August 2022

**Proposal 1**

**Project:** Okemos High School Stadium – End Zone, End Zone Letters and Midfield Circle with Logo  
 Okemos, MI 48864  
 Synthetic Turf and Installation

Shaw Sports Turf is pleased to provide the following proposal for your upcoming project:

| Product               | Description                     | Area/SF       | Price     |
|-----------------------|---------------------------------|---------------|-----------|
| Momentum 2.0+ (41 oz) | Synthetic Turf and Installation | 13,770 SF +/- | \$185,928 |

**Notes:** Taxes are included in this proposal (6%). All appropriate taxes will be charged unless proof of tax-exempt status/certificate is supplied to Shaw Sports Turf related to this project.

Pricing based on, and in compliance with the Shaw Sports Turf Field Direct Purchasing Program. The Field Direct Purchasing Program is comprised of several national and local cooperative and group purchasing organization contract that provide predetermined and preferential pricing, leveraging volume buying power. Purchases under such contracts may be subject to additional terms and conditions. These purchasing programs and contracts have been bid publicly and competitively.

Pricing based on use of Shaw Sports Turf Field Direct Purchasing Program using Sourcewell Contract # 060518-SII.

**Scope of Work Inclusions**

- Removal and proper, lawful disposal of existing synthetic turf system (Center Logo and End Zones)
- Supply and install our Shaw Sports Turf Synthetic Turf System over base provided by others generally in accordance with manufacturer product specifications, warranty and installation methods (including turf, sundries and infill materials)
- Synthetic turf per based on field sizing by Shaw Sports Turf. (changes in layout may increase price)
- Price based on standard Shaw Sports Turf colors for each product (custom yarns not included)
- Supply and install tufted and inlaid game field markings:
  - Lines/Markings – Soccer and LAX lines inside Football end zone only, Soccer Circle inside midfield logo
  - Logo – Midfield – Wolf Head – 4,276 SF Max – 2 Color
  - End Zone Letters – Quantity 15 – Height 15' – 1 Color – "OKEMOS" and "WOLVES"
- Supply and install turf system infill materials: ambient processed SBR and silica sand by weight
- All usable remnants of new material generated by Shaw Sports Turf shall become property of owner.
- Quote based upon use of Shaw Sports Turf standard adhesive; other adhesives at additional cost
- Maintenance instruction and training for best practices in field care and maintenance and review of the Shaw Sports Turf Maintenance manual.
- Prices based upon private wage schedule in effect at time of proposal.
- Prices based upon 1 (one) mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply for each additional mobilization.

**This Proposal and Shaw Sports Turf scope of work expressly excludes:**

- Any bonds, bonding fees, or additional insurance policies



- Any Prevailing Wages, Union Wages or Union Requirements
- Design services, engineering, construction drawings, storm water management, architectural/engineering inspections, geotechnical testing, site survey or independent testing
- Any contaminated soils, unsuitable soils, hazardous material removal and/or remediation including rock, disposal, analysis, testing
- Any base work including aggregate provision or installation, compaction, grading, testing for compaction or permeability of aggregate base not already included in the Scope of Work above
- Independent testing of synthetic turf not already included in the Scope of Work above.
- Any storm water measures including sediment/erosion control measures beyond scope.
- Any additional storm water detention or retention requirements that may be required by local or state jurisdiction is not included in our scope
- Installation of concrete pads or asphalt paving unless damaged during construction
- Any field markings, lettering or logos not mentioned above
- Civil Site Construction-Shaw Sports Turf shall not be responsible for the base, including site demolition, drainage systems, sub-grade work, grading, soil stabilization, rock excavation, stone base or concrete curbs and/or nailer boards, asphalt paving, track surface or track and field events.
- Locating, relocation, removal, supply, installation and/or repair of any existing or proposed utilities including removal or relocation of irrigation systems.
- Provision or refurbishment of sports equipment, score clocks, bases, home plates, pitching rubbers, foul poles, soccer nets, corner flags, netting, goal posts, fence, netting etc. (no labor or supplies of any kind)
- Maintenance of field or other turf treatments beyond what is expressly listed above.
- Any material storage fees or site security
- Any Shock Pad, E layer or Drain Tile (unless option included in the above scope of work)
- Protection for asphalt, concrete, landscaping, tracks, etc. unless identified in above scope of work.
- Anything not specifically stated in our above scope of work

#### Conditions

- This bid proposal and its acceptance is subject to Force Majeure and delays beyond Shaw Sports Turf reasonable control. In the event of any such delay, the date of completion shall be extended to compensate for the delay.
- Shaw Sports Turf is not responsible for any other turf manufacturers existing warranty due to Scope of Work Inclusions.
- Shaw Sports Turf requires suitable staging area no more than 200 feet from the site.
- Proposal contingent upon executed contract approved by Shaw Sports Turf.
- Proposal amount is subject to the payment terms established upon credit review by Shaw Sports Turf Financial Services at project award or approval.
- Changes in the specifications and/or scope of work are subject to change orders and may require additional charges and/or fees added to the agreed contract price. Changes in the scope of work require appropriate change order submittal, approval and execution from the appropriate parties.
- Shaw Sports Turf shall not be bound by any liquidated damages or penalty clauses.
- Proposal amount is subject to the payment terms established upon credit review by Shaw Sports Turf Financial Services at project award or approval.
- Proposal and Contract Price(s) are subject to increase. Items that may affect increase(s) include but are not limited to: raw material costs, freight costs, manufacturing costs, labor cost, taxes, etc. Prices may increase up to 5% after 30 days of the proposal date.

This proposal expires 30 (thirty) days after proposal dated indicated above. Please contact me with any questions regarding this proposal.

Best regards,

Jennifer Holton  
Territory Manager  
Shaw Sports Turf  
Phone: 614.313.8772





**JOHN J. HOOD, SUPERINTENDENT**  
4406 North Okemos Road, Okemos, MI 48864  
Phone: 517-706-5010 • Fax: 517-349-6235

**OKEMOS PUBLIC SCHOOLS**  
www.okemosk12.net  
[john.hood@okemosk12.net](mailto:john.hood@okemosk12.net)

DATE: August 15, 2022  
TO: Okemos Board of Education  
SUBJECT: Superintendent Evaluation

I hereby request that the August 17, 2022 superintendent evaluation be conducted in closed session.

Sincerely,

John J. Hood