



Michigan Online School Student Handbook

Approved by the
Michigan Online School Board of Directors
August 14, 2019

Dear Students and Families,

Welcome to Michigan Online School (MOS). We are excited that you are a part of our third year! At Michigan Online School, we educate differently. We have higher expectations to shape your future. Michigan Online School is serving students across the great state of Michigan. To ensure the best services to our families, we keep students at the heart of every decision we make.

Our goal for this school year is for MOS students to realize the highest levels of academic achievement ensuring college and career readiness. Our MOS Team of teachers, Success Liaisons, and Administrators are your partners and they are eager to support and to assist you and your family. To assist with your success at MOS, this handbook contains important information including calendars, phone numbers, school policies, and program descriptions. Please review the handbook before starting your courses, and periodically as questions or issues arise.

We have an exciting year ahead of us and are pleased that you have selected Michigan Online School. We welcome your questions and feedback as our partner in education and we look forward to a rewarding year for all!

Best,

*The Michigan Online School
Team*

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Mission

To deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

Vision

To transform education worldwide – one student at a time.

Values

- ❖ Student Focus
- ❖ Innovation
- ❖ Integrity
- ❖ Passion
- ❖ Communication

Our Commitment

The student is at the center of every decision we make.

School Directory

First Name	Last Name	Department	Role	Email
Jasmine	Anderson	English	Teacher	janderson@michiganonlineschool.com
Rachel	Arens	Physical Education	Teacher	rarens@michiganonlineschool.com
Barry	Bach	Student Services	Success Coach	bbach@michiganonlineschool.com
Jennifer	Belmar	World Languages	Teacher	jbelmar@michiganonlineschool.com
Audrey	Brace	English	Teacher	abrace@michiganonlineschool.com
Charity	Brown	Operations	Registrar	cbrown@michiganonlineschool.com
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Kathryn	Cole	English	Teacher	kcole@michiganonlineschool.com
June	Cotter	Special Education	Teacher Consultant	jcotter@michiganonlineschool.com
Caitlin	Crowley	Guidance	Guidance Counselor	ccrowley@michiganonlineschool.com
Kate	Diehl	Math	Teacher	kdiehl@michiganonlineschool.com
Kyeata	Dukes	Guidance	Guidance Counselor	kdukes@michiganonlineschool.com
Jennifer	Dunning	Science	Teacher	jdunning@michiganonlineschool.com
Marcus	Duran	Special Education	Teacher Consultant	mduran@michiganonlineschool.com
Megan	Eickhoff	Guidance	Guidance	meickhoff@michiganonlineschool.com
Amy	Gregory	Student Services	Success Coach	agregory@michiganonlineschool.com
Stephanie	Hargens	Administration	Administrator	shargens@michiganonlineschool.com
Keenya	Harris	State and Federal	Math Intervention	kharris@michiganonlineschool.com

		Programs		
Sarah	Harris	Student Services	Field Success Coach	sharris@michiganonlineschool.com
Rita	Hazime	Science	Teacher	rhazime@michiganonlineschool.com
Amber	Hicks	Special Education	Instructional Specialist	ahicks@michiganonlineschool.com
Stacey	Hull	Guidance	Guidance	shull@michiganonlineschool.com
Ranjani	Iyer	Math	Teacher	riyer@michiganonlineschool.com
Ashley	Kleikamp	Math	Teacher	akleikamp@michiganonlineschool.com
Clairessa	Love	Math	Teacher	clove@michiganonlineschool.com
Jennifer	Luzar	English	Teacher	jluzar@michiganonlineschool.com
Will	Luzar	Physical Education	Teacher	wluzar@michiganonlineschool.com
Bridget	Manuel	Science	Teacher	bmanuel@michiganonlineschool.com
Vestita	Ortiz	Operations	State Reporting	vortiz@michiganonlineschool.com
Geoff	Parker	Office Manager	Office Manager	gparker@michiganonlineschool.com
Michele	Phillips	Social Studies	Teacher	mphillips@michiganonlineschool.com
Stacie	Piotrowski	Art	Teacher	spiotrowski@michiganonlineschool.com
Bryce	Pulley	Social Studies	Teacher	bpulley@michiganonlineschool.com
Christiana	Reynolds	Social Studies	Teacher	creynolds@michiganonlineschool.com
Denice	Roberson	Student Services	Success Coach	droberson@michiganonlineschool.com
Gaige	Shriver	Social Studies	Teacher	gshriver@michiganonlineschool.com
Viveca	Smith	State and Federal Programs	Reading Intervention	vsmith@michiganonlineschool.com
Jeanette	Stach	Special Education	Teacher Consultant	jstach@michiganonlineschool.com
Amy	Stirling	Administration	Administrator	astirling@michiganonlineschool.com
Shaun	Turkelson	Science	Teacher	sturkelson@michiganonlineschool.com
David	Vander Horst	Business	Teacher	dvanderhorst@michiganonlineschool.com
Jim	Van Nada	Student Services	Success Coach	jvannada@michiganonlineschool.com
Mitch	VanOchten Jr	Math	Teacher	mvanochten@michiganonlineschool.com
Mackenzie	Zagorski	State and Federal Programs	Math Intervention	mzagorski@michiganonlineschool.com

School Contact Information

Phone: 269-216-6972

Email: admin@michiganonlineschool.com

enrollment@michiganonlineschool.com

Social Media Sites

Website: www.michiganonlineschool.com

Facebook: www.facebook.com/michiganonlineschool/

Twitter: @MiOnlineSchool

Instagram: michiganonlineschool

Academic Calendar

First Day of School	September 8
Thanksgiving Break	November 26-27
Winter Break	December 21 - January 1
End of First Semester	January 29
Semester Break	February 1-2
First Day of Second Semester	February 3
Teacher Professional Development-No School	March 1
Spring Break	April 5-9
Memorial Day	May 31
Last Day of School	June 15

Online Learning

Online learning is not for everyone, but for those who are up to the challenge and for those who seek to learn in a flexible, self-driven environment, MOS offers a unique educational opportunity for Michigan students and their families. Students are afforded a highly flexible schedule for completing their studies, a tremendous level of support from their teachers, and an award-winning curriculum that provides a robust education. Online education is accessible from nearly any location at a time or times convenient for your needs and schedule.

Students should note the following requirements:

- Have an active email address;
- Reliable internet access;
- Must be self-motivated, disciplined and committed; and
- Have effective time management skills.

The student's role at MOS is to learn to the best of his or her ability. Students should expect to take age-appropriate, individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner; working diligently; becoming engaged in the lessons and activities; asking questions; exploring personal interests; improving areas of academic weaknesses; capitalizing on strengths; and always completing their own work and upholding the principles of the MOS Student Code of Conduct.

Non-Discrimination Equal Educational Opportunity Policy

Michigan Online School shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Americans with Disabilities Amendment Act of 2009, and the Michigan Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school.

Rights and Responsibilities for Students and Parents

Students

All students share with the administration and staff a responsibility to develop a safe learning environment within school. Students shall have the responsibilities and rights to do the following:

- attend school daily;
- put forth a conscientious effort in all school assignments;
- have knowledge of and conform to the school rules and regulations and applicable laws;
- use appropriate speech refraining from indecent, obscene or foul language
- report incidents or activities that may threaten or disrupt the school to a staff member
- a public-school education up to 21 years of age;
- to not be excluded from school or from school privileges because the students is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color religion, sexual orientation (known or perceived), or national origin;
- not be subject of corporal punishment;
- be afforded discipline procedures as outlined in this document
- request and receive interpretation and translation assistance for school-related matters if English is not the primary language

Parents/Guardians

Parents/Guardians shall have the responsibilities and rights to do the following:

- ensure that their children between 6th and 12th grades and under the age of 21, are enrolled in Michigan Online School, and attend school regularly in accordance with the laws of the State of Michigan.
- enroll their child in another school if he/she withdrawals from Michigan Online School;
- present to the school administration any concern or complaint in a calm, reasoned manner;
- work with their student daily to ensure that student is completing assignments;
- know the rule set forth in this code and review the contents with their child(ren);

- ensure that their child complies with all required testing and assessments, including but not limited to required state tests (MStep, MME, MI- Access, WIDA, PSAT, and SAT) and benchmark assessments scheduled by Michigan Online School;
- ensure that their child receives the periodic health examinations required by law.
- receive regular official reports of their child’s academic progress;
- inspect, copy, and challenge according to the appropriate guidelines any and all information contained in their child’s records;
- receive an explanation for the basis of any grade given by the teacher;
- request a conference with the teacher and/or the principal;
- receive translations and/or interpretations of any written or verbal communications regarding their child and their child’s education;
- appeal disciplinary actions;
- receive reasonable accommodations for any disability to have access to participate in their child’s education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity.
- to testify and present witnesses on his own behalf; and
- has the right to appeal to the appropriate judicial authority

Academic Integrity

Integrity, especially academic integrity, is a core value of MOS Students are expected to abide by the following guidelines regarding academic integrity. All exams and assignments will be the original work of the student. Any collaboration on assignments with other students must be pre-approved. Students will not allow other students to copy or re-use their work. Plagiarism (described below) is strictly **forbidden**.

Academic Dishonesty Policy

Academic integrity is highly valued at Michigan Online School. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. See also Student Rights and Responsibilities Behavior Guidelines for additional information regarding this policy.

Non-citation infraction:

- 1st incident = grade of zero on assignment
- 2nd incident = grade of zero on assignment and administrative review

Citation infraction

- 1st incident = counseling on correct use of citations
- 2nd incident = grade of zero on assignment
- 3rd incident = grade of zero on assignment and administrative review

Plagiarism

Plagiarism is copying or using ideas or words (from another person or classmate, the Internet, or other print source) and representing them as your own. If an instructor confirms that a student has plagiarized work in any manner, the students will be subject to consequences determined by MOS administration and may be removed from the course with a failing grade.

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Program Information

The Michigan Online School teachers will maintain contact with students via telephone conferences, online lessons through webinars, office hours, email, and phone. Through these contacts the teacher will communicate clear instructional learning goals for each student and monitor progress towards these goals throughout the school year.

As expected, students identified as “at-risk” will hold a higher priority of contact as determined by the teacher and the parent. Students with IEP’s will also require more interaction. The general and special education teachers will work in cooperation to ensure the increased interaction.

The subject-specific teacher is the primary contact for students and parents/guardians for subject-specific questions. These teachers are certified by the State of Michigan and each is well-qualified to provide instructional interventional strategies as needed and to address the following types of instructional questions:

- Questions about the curriculum or materials;
- Questions about the course scope and sequence of courses;
- Questions about modifying assessments for students with documented Special Needs testing
- Questions about grading and progress reports; and
- Requests for help with an assessment or concept.

Teachers proactively monitor each student’s progress through regular contact via phone, texting, email, and live online class sessions. Teachers score assessments and provide feedback on the student’s performance through formal means such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls, online communication, and discussion-based assessments. Depending on a student’s needs and grade level, teachers provide instruction differently. Generally, students will have a different subject-specific teacher for each course.

Students can work on their courses anytime or anywhere they have internet access. Each course has an instructor to facilitate the student’s learning. Students complete assignments on their own time at their own pace using the suggested pace guide for the course. The student submits assignments to the instructor through a secure website. Courses must be completed by the course end date. Students may engage in online discussions and/or chats in a secure environment based on needs. Courses meet the state standards for a Michigan high school diploma.

An online school requires the use of technology to promote and support student learning. All school participants, including parents or legal guardians, students, and staff, will use the Learning Management System (LMS) made available by MOS, as well as the Internet to communicate and share information.

Hardware and software requirements for accessing the LMS can be met by using your personal computer, a computer in a public library, or any other computer, if the equipment used meets the MOS minimum specifications.

Student Online Learning Tips

- **Communication** – Be persistent in communicating with your instructors. Make sure you respond to all communications from instructors.
- **Time Commitment** – Make sure to pace yourself. Commit 45-60 minutes to each module. Login and work regularly at a pace sufficient to complete courses within the standard guidelines.
- **Reading** – Most communication and directions will come in the form of the written word. Carefully read what you write before you submit the communication.
- **Participate** – It is not enough to simply login. Speak up so your voice may be heard.
- **Syllabus** – Make sure you are familiar with the course outline and requirements.
- **Do Not Give Up** – Be persistent, do not ignore problems and be sure to communicate with your instructor. There is a path for everyone to succeed. You just need to commit the time and energy to find and follow the path. We are here to help you grow to your potential.

The Middle School Program

Academic Advancement (Grades 6-8)

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the parent and school. The decision focuses on what is in the best interest of the child. Michigan Online School understands children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies. Michigan Online School encourages families and students to spend the time needed daily and throughout the year to reach mastery of lesson objectives.

Pacing of Classes (6-8)

To stay on track to graduate, five percent of each class must be completed each week with a passing grade. Students who are not on pace will receive communication from teachers, student service representatives, and mentors advising them of the requirement to comply with the pacing. Students must complete activities in courses in a sequential order. Skipping around in the course is not permitted. Students must complete one year of schooling in one calendar year. Any adjustments in courses must be requested within two weeks of the start of the course.

Promotion and Retention (6-8):

Promotion or retention for the next grade level will be determined as the cumulative results of the student's progress and achievement for the school year and are analyzed at the end of the academic year. Michigan Online School believes that the promotion of students from one grade to another should be based on the student's ability,

engagement, achievement, and attendance. Michigan Online School recognizes that social promotion and grade retention are not necessarily successful in remediating student academic weaknesses without supplemental supports to address areas of academic weakness. The retention of any student will be based on a thorough review of the individual case with the final decision resting with the school administration.

Students will be promoted to the next grade if they meet the following criteria:

- 90% course completion in language arts, mathematics, science and history
- Passing grades in language arts, mathematics, science, and history
- Appropriate social, emotional, and physical well-being and adjustment

If students do not meet the above criteria, they may take End of Course exams to show mastery of content. Students showing mastery (80% or better) of content on End of Course exams may be promoted. Students who do not pass End of Course exams with mastery (80% or better), will be retained.

Parents of students at risk of not being automatically promoted shall be notified as soon as possible and shall be requested to meet with appropriate school officials to discuss and implement appropriate mitigation strategies.

Michigan Online School will use a comprehensive process of review when a student is at risk of retention. Building level teams who have concerns regarding students at risk of not being automatically promoted, will compile the following documentation to assist in making an informed decision regarding appropriate placement for the student:

- Retention/Promotion Forms
- Student Progress Snapshot
- Student data
- Samples of writing
- Attendance records

Upon review of the assembled data, the Michigan Online School team may prescribe intervention measures to assist in avoiding retention.

Honor Roll (6-8)

6th-8th grade students will receive Honor Roll for receiving no semester grade lower than a

B-.

The High School Program

Courses are delivered by semester. Courses consist of multiple units, lessons, and activities. Students work through expertly designed lessons online which allows students to follow their own personal daily schedules. They serve to instruct, to provide practice and exploration and to assess student learning daily, based on a minimum pace and schedule that fits each student. The Michigan Online School High School program is primarily asynchronous – students work according to their own individual daily schedules. Teachers are able to provide asynchronous and synchronous support.

Student learning will continue to benefit from close relationships among parents, students, Success Liaisons, teachers and other support personnel. For students to achieve mastery of high school level courses, the instructional component will rely heavily upon skilled subject-specific teachers who will serve as coaches and guides through a clearly defined, high-quality curriculum. Parents or other caring adults will still be crucial as motivators and coaches. However, students' academic success in virtual high school will depend upon the student's level of engagement with the curriculum and interactions with their teachers.

At the center of the Michigan Online School High School program is the Michigan Online School student.

High School Grading Policies

A student's final grade will reflect the actual points earned, compared to the total points possible. MOS uses a standard grading procedure. The purpose of the grade is to indicate the extent to which the student has acquired the necessary learning. Students are assigned grade based on proficiency of content standards. Teachers will use these points to assign letter grades, according to their grading policies. Students and mentors can access the current grades for all courses by viewing their dashboards at any time during the semester. Students are responsible for their own work.

Grading Scale (9-12)

Michigan Online School Grading Scale	
100%-93%	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
<60	F

Credits (9-12)

All students will be placed in 9th, 10th, 11th, or 12th grade using the credit scale below.

- **9th Grade** = 0-4 cumulative credits earned
- **10th Grade** = 5-9 cumulative credits earned
- **11th Grade** = 10-14 cumulative credits earned
- **12th Grade** = 15+ cumulative credits earned

Graduation Requirements

In accordance with Michigan Revised School Code 380.1278a and b and Michigan Online School academic standards, all students must complete all course requirements. Please pay close attention to the new credit breakdown and where you need to earn credits. Students must earn 22 credits per Michigan Merit Curriculum High School graduation requirements. Graduation takes place in the summer of each year at a to-be-determined location. Students will have the opportunity to rent caps and gowns for graduation. All seniors will go through a graduation audit to ensure all requirements have been met.

Course Requirements (9-12)

Required Classes for Graduation	
English/Language Arts	4 credits (to include Algebra I, Geometry, Algebra II, and a fourth math course)
Mathematics	4 credits
Science	3 credits (to include Biology, Chemistry or Physics and an additional course)
Social Studies	3 credits (World History and Geography, US History and Geography, .5 credit Government and .5 credit Economics)
Physical Education	.5 credit
Health	.5 credit
Visual/Performing/Applied Arts	1 credit
World Language	2 credits
Electives	4 credits

Michigan Online School Credit/No Credit Grading Scale (only available for elective courses)	
100%-60%	C
<60%	NC

**Credit/No Credit option must be requested by family/student within the first two weeks of the elective course.*

Determining Class Rank and Honor Roll (9-12)

Class rank is determined by rank ordering the cumulative grade point average of all students within a grade level. Students earning a semester grade point average of 3.25 or higher will be eligible for the Honor Roll.

The following values will be assigned to semester grades in each course:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0.0

High School Promotion

Promotion at Michigan Online School's High School is based upon credits earned by the individual students. At each grade level there are specific courses, or categories of courses that students are required to take. Depending on each student's Graduation Plan and post high school goals, the student will be expected to master the total credits needed for graduation.

Attendance

- Attendance is added **daily** by the student logging into his or her courses.
- Schedules may be blocked or flexible; however, students must log into and complete work in each course.
- On fall and spring count dates (October 2, 2019 and February 12, 2020), it is critical that each student logs into each of his or her 6 assigned courses and completes work. These dates are not flexible as MOS must comply with the Michigan Department of Education rules for Pupil Accounting.
- Extended family travel, except during normal school vacation periods, requires written request to school administration. This should be completed at least one week prior to the extended absence.
- The family must maintain regular communication with the Michigan Online School teachers and Success Liaisons.

- Students and parents must check their email, and phone messages daily. Return response should be within 24 hours or on the next business day.

Reporting Absences

Please email your teacher and Success Liaison if your student will be absent and unable to attend and work in his or her courses. Please state the reason for the absence in the email as well as the expected duration of the absence.

Excused Absences

The school recognizes student illness, death in the family, prior permission to leave school by parents and administrator, approved family vacations, approved college visitations, required court appearance, religious observations, family emergencies, counseling or administrative appointments to be excused. Remember that regardless of the absence reason students are expected to make up work.

Unexcused Absences

An unexcused absence is an absence not recognized by state law or Michigan Online School. Unexcused absences may result in loss of credit for assignments missed.

Habitual Truancy

A truant is defined as a student who is willfully absent from school without the knowledge and consent of the parent and school, or absent from school when there is an attempt to evade the Michigan Compulsory Attendance Law. A “habitual truant” is defined as a student who is truant three times during any semester. A truant absence is considered an unexcused absence.

Students must participate in their education a total of **1,098 hours** at minimum each school year. Courses must be completed by course end dates and daily attendance is the best way to ensure courses will be completed by course end dates.

Instructional time can occur at any time during the day and on any day of the week. Instructional time must directly relate to lesson objectives which are aligned to the Michigan standards.

Process for Attendance Monitoring

Students are required to follow the school calendar; however, instructional time can be entered on any day (e.g., weekends, holidays, etc.).

Truancy

A student will be considered truant after 10 days of unexcused absences or lack of engagement.

Doctor/Medical Excuses

Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness. Parent should send doctors' notes to the student's Success Liaison.

Excuse Notes for Absence

In order for an absence to be registered as excused, a parent or guardian must submit a written explanation to the school. Excuse notes must state the student's name, the date of the absence, and the reason for the absence. The parent or guardian has three calendar days from the date of absence to submit the excuse through email.

Educational Leave

Pupils may be excused for educational trips not sponsored by the school according to the Michigan School Code. Please understand that it shall be the family's responsibility to contact the teacher(s) to determine what obligations must be met as a result of this proposed absence. Further understand that:

- no more than ten (10) days of absence will result.
- no absence will occur in the last ten (10) days of the school year.
- requests will not be approved for time off during the state testing window.

No Internet Access or Power Outage

Students who are unable to log into school or have a power outage must have an alternative plan to go to a public library/public location with computer access to do their school work. If the student does not have a back-up plan and cannot go to the library, the student must notify his or her teacher in order to legitimize the reason for the absence.

Condition	Response
5 school days without activity/attendance	<ol style="list-style-type: none"> 1. Email, phone call, and/or text to student and parent/guardian 2. 5-Day Attendance Letter
7 school days without activity/attendance	<ol style="list-style-type: none"> 1. Email, phone call, and/or text to student and parent/guardian 2. Meeting with the Principal
10 school days without activity/attendance	<ol style="list-style-type: none"> 1. Email, phone call and/or text to student and parent. 2. 10 Day Attendance Letter 3. Meeting with the Principal
15 school days without activity/attendance	<ol style="list-style-type: none"> 1. 15-Day Attendance Letter 2. Report to the ISD Truancy Officer 3. Withdrawal from MOS

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations; however, pupils may be excused for educational trips not sponsored by the school according to the Michigan School Code. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It shall be the family’s responsibility to contact the teacher(s) to determine what obligations must be met as a result of this proposed absence. It may be possible for the student to receive certain assignments that are to be completed during the trip. The days missed will be added to the student’s total absences. Requests will not be approved for time off during the state testing window.

There are no “snow days” in a virtual school. The coursework is available to students 24 hours a day, seven days a week. Students will be required to contact (email, call, or text) each of their teachers if they will not be able to log into each of their classes on a given day.

A student’s activity/attendance will be reported on “Certification of School Official” (pg.3) of the SSA-1372 Social Security form as is required.

Standardized Testing

Every Michigan will be required to participate in required state testing. Participating in state-mandated testing is a requirement of MOS and an essential component of student engagement. A student’s refusal to attend/participate in state-mandated testing may result in the student being withdrawn from the school. State testing is on location throughout the state. There is no op-out for state testing with MOS.

All public-school students enrolled in grades 6-8 are required to participate in the annual Reading and Mathematics M-STEP or the MME or MI-Access (as deemed appropriate). All public-school students enrolled in grade 11 will participate in the MME/SAT/ACT. All students in grades 8, 9, and 10 will participate in the PSAT. 10th graders will take the PSAT/NMSQT (National Merit Scholarship Qualifying Test).

M-STEP is a state summative assessment and is administered to students in the following grades and subjects.

M-STEP							
Test	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Reading/English Language Arts	X	X					
Math	X	X					
Science			X			X	
Social Studies			X			X	

PSAT							
Test	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
PSAT			X	X			
PSAT/NMSQT					X		

The Michigan Merit Examination (MME) is the general assessment for students in grade 11. The MME includes: A free SAT with Essay which now serves as both a college entrance exam; MSTEP science and MSTEP social studies components and, the ACT WorkKeys.

MME							
Test	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
SAT-Reading/English Language Arts with Essay						X	
SAT-Math						X	
M-STEP-Science						X	
M-STEP-Social Studies						X	
ACT Work Keys						X	

MOS follows all state testing windows April – May 2020. Please check the school calendar and school communications for specific tests, locations, dates and times.

Testing will be conducted at a variety of sites around the state. Efforts will be made to locate a testing site within an hour of your home. In certain cases, it may be necessary to travel longer than an hour. These tests are given over a multi-day period depending on a student’s grade level.

Specific testing dates and locations will be published no later than two weeks prior to the testing window.

Objectionable Content Policy

There may be times a parent considers certain lessons, books or materials objectionable for various reasons. The following process is used if a parent finds material objectionable; he or she should contact his or her teacher. Teachers will work with parents to find alternative lessons to meet the lesson objectives. An assessment for the lesson must be completed to show that the objectives have been met.

Where to go with Questions or Concerns

Michigan Online School staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parents must collaborate to seek solutions. Michigan Online School staff also realizes that parents and students do not always know what to do or where to seek out answers. Parents often give up and become frustrated if problems remain unsolved. Please follow these procedures for

general information or for assistance in resolving a problem.

Step 1: All concerns and issues should first be directed to the student's teacher or Success Liaison. If a Michigan Online School teacher cannot resolve the issue (e.g., materials and computer issues) he or she directs the parent/responsible adult to the appropriate contact for assistance. The Michigan Online School teacher will monitor the concern to ensure resolution.

Step 2: If the issue or concern is about the Michigan Online School teacher, parents are advised to contact the Principal.

Step 3: If the concern is not resolved at the teacher or Principal levels, parents/responsible adults are advised to contact the Superintendent.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator reviewing the school harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because Michigan Online School believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be

promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts will be made to increase the confidence and trust of the person making the complaint. Michigan Online School will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities. The Superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

1. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying.
2. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
3. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.
4. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
5. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
6. The Superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating that Michigan Online School intends to take corrective action; or that the investigation is incomplete to date and will be continuing; or that Michigan Online School does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
7. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Superintendent's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
8. If a student remains aggrieved by the Superintendent's designee's response, the student may pursue the complaint as one of discrimination pursuant to The Michigan Online School Grievance Policy.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

Grievance/Complaint Policy

Michigan Online School is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. Michigan Online School prohibits discrimination against students/ families on the basis of disability, race, creed, color, gender, national origin or religion.

The student and parent(s), custodian(s), or legal guardian(s) should address in writing any concern or grievance to the Superintendent. The Superintendent will respond within ten (10) working days.

If the concern or grievance is not resolved by the Superintendent, the parent(s), custodian(s), or legal guardian(s) may, within ten (10) working days of the Superintendent's response, request a meeting (via phone or in person) with the Superintendent to discuss the concern or grievance. The meeting request must be in writing. The Superintendent shall investigate and respond within ten (10) working days. If the family's concern is not resolved at the meeting with the Superintendent, the family may file a complaint with the Michigan Virtual Online School Board of Trustees. The Michigan Online School governing body may address the complaint directly, or the family may file a complaint with the MI Secretary of Education (information can be found on the Michigan Department of Education website).

Technology Requirements

Internet Access and Speed

If you can access the Internet, you can take courses with MOS. (While it is possible to take courses with dial-up connectivity, it will take longer for pages to load. You might want to print a few lessons and work offline. You can then save and upload work when you are finished.)

Browser Plug-ins

- a. Java 1.6 JRE or higher
- b. Sun Java 3D 1.3 or higher - Required in some courses
- c. Flash 10.0 or higher
- d. Shockwave (Operating System Dependent)
- e. Acrobat Reader 8.0 or higher
- f. Apple Quick Time
- g. Microsoft Media Player
- h. Real Networks RealPlayer

PC Requirements

- a. Minimum of 10 gigabytes free HDD space
- b. Windows XP, Vista or at least Windows 7 (newer versions are also acceptable)
- c. Microsoft Office, Open Office or Google Docs (Some business courses require Microsoft Office which will be noted in course registration)
- d. 512 MB Ram
- e. 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- f. Display setting 1024x768 resolution
- g. Printer required
- h. Internet Explorer version 8.0 or higher (visit <http://www.microsoft.com/windows/ie/> to download) or Firefox version 3.6 or higher (visit <http://www.mozilla.com/en-US/firefox/> to download) or Safari 4.0 or higher (visit <http://www.apple.com/safari/download> to download)
- i. Students need a method to save work to a portable medium (Floppy, Zip, Flash Drive, CD, USB)
- j. Audio: Sound card with speakers and microphone or headset

Macintosh Requirements

- a. Mac OSX 10.5 or higher
- b. Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft)

Mobile Devices and Third-Party Curriculum

- a. Mobile devices may not be fully compatible and provide optimum experience with curriculum platforms.

Broadband Connection

The Federal Communications Commission (FCC) Household Broadband Guide (www.fcc.gov/research-reports/guides/household-broadband-guide) provides an outline on broadband speed vs. use.

- a. For two or more students, a minimum download speed of 12 Mbps should be

- requested from your Internet Service Provider (ISP).
- b. As more users and devices are added (computers, gaming consoles, streaming devices) a download speed of 25Mbps should be requested.
 - c. Performance issues may be experienced when using a satellite connection
 - d. Performance issues may be experienced with inadequate broadband service
 - e. For Live sessions and other visual content, the following ports need to be open: TCP and UDP ports 80, 443, and 1935. These are open by default unless they have closed. Please contact your ISP to discuss options for opening the ports.

Data Usage

Please contact your ISP to discuss your options. A rough estimate for a student's expectations of data use for their MOS studies only is approximately 2 GB/month.

School-Issued Laptop

MOS families may request one computer per household if the student or students do not have a computer of their own.

Internet Service

A household may request a subsidy to apply towards the cost of in-home internet service. The Student Handbook will reference the payment schedule details. The household is responsible for obtaining an internet service provider.

Printer

Each household is responsible to provide their own printer as a printer is not required for online school activities.

Assistance with Access and Computer

On request, MOS will make available a computer for use by enrolled students solely to complete his or her school work and assignments. MOS will also make available a subsidized form of internet access, if the student does not have such access. The type and nature of the computer (new/used, desktop/laptop/tablet, storage capacity) and internet access (access may be limited to predetermined websites) will be determined by MOS in its sole discretion.

ISP Reimbursement

ISP Reimbursement Program Families who meet all the following ISP Reimbursement Requirements will be reimbursed at the rate of \$12.95 per eligible month.

Reimbursement checks are sent at the end of July if student meets following requirements:

- Student must be enrolled on the last day of the school year.
- Student must meet academic progress guidelines.
- Student must have 100% of required attendance logged.

- Student must complete required State Standardized Testing

Students who have a current Individualized Education Plan will receive an ISP subsidy of \$12.95 per month if they are enrolled on the last day of the school year. Families with two or more students, who meet the eligibility requirements, will receive reimbursement at the rate of \$12.95 per eligible month. If a family has two computers, they will be reimbursed at the rate of \$12.95 per eligible month.

The school assumes no responsibility for phone charges, line costs, or usage fees for connectivity to the Internet unless otherwise specifically agreed by MOS in writing pursuant to its internet access/computer policy (see above).

Security Information

All the data you provide us is protected to ensure its privacy and security. We use state-of-the-art technology to keep your personal information as secure as possible to ensure that no one can tamper with, intercept, or access your data. Remember to keep your account information private and secure - do not share your password with anyone!

Cookies

MOS may, from time to time, use cookies when you log in to your account. These cookies allow us to remember your visit to our site. Although one cookie would reside on your computer so that we can recognize you each time you visit our site, any session-specific cookies will expire once you close your browser.

Support

For any technology questions or concerns, please note the following points of contacts:

[Tech Support: 866-890-8153 or email: support@edoptions.com](mailto:support@edoptions.com)

For any enrollment-related questions, please give the following number a call: 269-216-6972

Password Confidentiality

All MOS students are given a unique password to access online courses. It is the student's responsibility to maintain the confidentiality of his/her password. **DO NOT ALLOW OTHERS TO USE YOUR PASSWORD OR LOG-ON FOR YOU.**

Acceptable Use Guidelines

This document describes the policies and guidelines for the use of the Michigan Online School

program and exists to ensure that all Michigan Online School students are aware of, and understand their responsibilities when accessing and using Michigan Online School resources. Michigan Online School reserves the right to update or to alter this agreement at any time. Such revisions may substantially alter access to Michigan Online School instructional computing resources. Michigan Online School instructional computing resources include any computer, software or transmission system that is owned, operated or leased by Michigan Online School.

As a parent or guardian of a student enrolled in Michigan Online School, you should be aware of the following guidelines and expectations. Any activity that is not listed here which constitutes a violation of local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines. Failure to follow these guidelines could result in removal of your access to Michigan Online School instructional computing resources, which could result in your inability to complete learning activities.

Accountability

Posting anonymous messages is not permitted unless authorized by the teacher of the online course. Impersonating another person is also strictly prohibited. Use only your own user name and password, but do not share these with anyone.

Do not interfere with other users' ability to access Michigan Online School or disclose anyone's password to others or allow them to use another user's account. You are responsible for all activity that is associated with your username and password.

Do not publicly post your personal contact information (address and phone number) or anyone else's. Do not publicly post any messages that were sent to you privately. Do not download, transmit or post material that is intended for personal gain or profit, non-Michigan Online School commercial activities, or non-Michigan Online School product advertising, on a Michigan Online School-owned instructional computing resource.

Do not use Michigan Online School instructional computing resources to sell or to purchase any illegal items or substances. Do not upload or post any software that is not specifically required and approved for your assignments, on Michigan Online School instructional computing resources. Do not post any MP3 files, compressed video, or other non-instructional files to any Michigan Online School server.

Student Internet Safety

Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of Michigan Online School. Do not agree to meet in person, anyone you have met only on the Internet and who is not affiliated with Michigan Online School.

Netiquette

Netiquette refers to the proper way to communicate online; please review the following netiquette rules and MOS expectations carefully.

- Students are responsible for good behavior on the MOS network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language.
- Security is a high priority, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator immediately.
- It is illegal to create, facilitate the spread, or dissemination a harmful computer virus.
- Email is not private. Never say anything via email you would not mind seeing on the school bulletin board or in the local newspaper.
- Beware of emails from anyone, particularly adults you do not know asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or an MOS employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- Email with your online classmates should be course-related. It is prohibited to send unsolicited non-academic email to your online classmates.
- Email addresses that use profanity, or may be construed as offensive, shall not be permitted for MOS correspondence. The School's administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or may be refused participation in MOS courses.
- Inappropriate Texting/Messaging: Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content is prohibited.

FERPA

MOS abides by the **student privacy guidelines** set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records:

- MOS Board of Trustee members
- Superintendent, principal, administrative team members, and professional staff of the school, including school vendors (e.g., teachers, school counselors, legal counsel)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the Superintendent and/or principal. **MOS provides an academic transcript on request to students, parents/guardians and/or any school or university making a formal request for a transcript.**

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this, please contact the MDE.

No member of the MOS staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the MOS CEO or principal. Please note that all Michigan Public schools are required by MDE policy to provide student records to other schools on receipt of a formal request.

It should be noted that FERPA maintains some exceptions that allow the release of Personally Identifying Information (PII) to partner researcher organizations, to improve instruction, without express consent.

In some instances, MOS may partner with research institutions and enter into agreements under FERPA's Studies Exception [see 20 U.S.C. §1232g(b)(1)(F) and §99.31(a)(6) and/or http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf for more information]. Any researchers with access to PII via the Studies Exception must first enter into a written agreement with MOS which restricts the researcher's use of PII.

Names, images, and/or coursework of MOS students will not be published in print, video/film, or on our website without written student and guardian consent.

In Loco Parentis

When students are under 18 years of age and do not reside with their parent(s), the parent(s) shall designate in writing to the Superintendent the individual who stands in loco parentis to the student, which may include, for example, a legal guardian.

Student Records

The following persons have access to student records: school board members, superintendent, director, professional staff of the school, principal, records management team, clerical and secretarial staff designated by the director, the parent or guardian of the student, an eligible student and other persons authorized in writing by the parent/guardian or eligible student except in cases where other professionals have legitimate educational or legal interest in student records as specified in the student record procedures.

In cases where a parent does not have custody, the Director shall presume that the parent has the right to review the records of the student unless the school has been provided evidence that there is a legally-binding instrument or court order which provides to the contrary.

Right to Contest the Contents of Student Records

A parent/guardian may contest the contents of their child's record. This right allows for correction or deletion of inaccurate, misleading, or otherwise inappropriate data. Procedures for challenging the content of student records shall be developed as directed by the CEO and principal.

Release of Student Discipline Records

In accordance with FERPA and the federal regulations issued thereunder, an agency, as defined in Section 1002.22, or a public school, center, institution, or other entity that is part of Michigan's education system may release a student's education records without written consent of the student or parent to parties to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities, and other signatory agencies. The purpose of such an agreement and information-sharing is to reduce juvenile crime, especially motor vehicle theft, by promoting cooperation and collaboration and the sharing of appropriate information in a joint effort to improve school safety, to reduce truancy and in-school and out-of-school suspensions, and to support alternatives to in-school and out of-school suspensions and expulsions, which provide structured and well-supervised educational programs supplemented by a coordinated overlay of other appropriate services designed to correct behaviors that lead to truancy, suspensions, and expulsions and that support students in successfully completing their education.

Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as

such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

Student Code of Conduct

To ensure the safety and security of all students, MOS requires that all students abide by its Student Code of Conduct. Violations of the Student Code of Conduct will be fully investigated by appropriate school administration, following our due process guidelines. Violations of the Student Code of Conduct may result in a student's administrative withdrawal from MOS courses.

Code of Student Conduct Policy

The Code of Student Conduct for MOS is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct and any revisions shall be approved and adopted by the MOS Board of Trustees. The Code of Student Conduct shall meet the following criteria:

- Be developed by MOS board members, district administrators, appropriate grade-level teachers, school personnel, school administrators, students, and parent(s) or legal guardian(s) of students
- State grounds for disciplinary action procedures and the rights of students
- Be distributed to all teachers, school personnel, students, and parent(s) or legal guardian(s) of students upon enrollment. (MOS does not operate on a traditional school year calendar; MOS enrolls students year-round, except for a few periods in which enrollment is closed. The MOS Code of Conduct is made available to all students and parents throughout a student's enrollment)
- Be filed in the Superintendent's and Director's offices.

The Code of Student Conduct is made available through this Student Handbook and is also accessible through the MOS website at www.michiganonlineschool.com.

Any MOS Board of Trustees decision which conflicts with provisions in the Code of Student Conduct shall prevail until the Code is revised and subsequently adopted.

Civility Code

To maintain an orderly, respectful, and secure online educational environment, all students, parents/guardians, teachers/staff, and other stakeholders must engage in respectful and civil discourse, communications, and abide by traditional principles of civil conduct. You shall treat others with respect and empathy. MOS will provide personalized learning solutions for all students. Integral to this commitment is the presence of a positive partnership between all students, parents/guardians, faculty, and staff. Please join us in this commitment to ensure everyone is focused on student learning and helping students reach their potential. Kindness and respect are the words of each day.

No person may:

- Use profanity or threaten school staff in any verbal or written communication
- Intentionally cause physical/emotional harm to another or threaten to do so
- Intentionally damage or destroy school property (physical or electronic) or the property of a student, faculty member, or staff member
- Disrupt the orderly conduct of classes, school programs, or other activities.
- Intimidate, harass, or discriminate against any person.
- Refuse to comply with the reasonable request of identifiable school officials performing their duties.
- Willfully incite others to commit any acts prohibited by law.
- Violate any federal or state statute.

Violations of the Civility Code are reported to the Superintendent or principal for review and action.

The school and Board of Trustees reserve the right to pursue a civil or criminal legal action against any person who violates the Civility Code. MOS administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access. If it is claimed that you violated this policy, you will be given notice of the suspected violation and an opportunity to present an explanation. Any violations by the student or parent/guardian may result in removal from MOS courses, as well as other disciplinary or legal action.

Bullying / Cyberbullying

All students and school employees shall enjoy an educational setting that is safe, secure, and free from hazing, harassment and bullying of any kind. The school will not tolerate hazing, bullying and harassment of any type. Conduct that constitutes bullying, hazing and harassment, as defined herein, is prohibited.

Definitions

The following definitions are intended to provide guidance in assessing whether behavior is prohibited. The definitions are not exhaustive in scope and are not intended to replace individual's thinking and intuition. If you harbor any doubt as to whether suspected behavior is prohibited, please err on the side of caution and report your concerns to the appropriate authority, as provided in this policy.

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It includes unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- a. Teasing
- b. Social exclusion
- c. Threat
- d. Intimidation
- e. Stalking
- f. Physical violence
- g. Theft
- h. Sexual, religious, or racial harassment
- i. Public or private humiliation
- j. Destruction of property

Bullying includes an overt, repeated act or gesture, including verbal or written communication transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the student.

Cyber-bullying often involves posting threatening/harmful messages, sending offensive, rude or intimidating messages, posting gossip and rumors, or posting material meant to get someone in trouble or make them look bad, pretending to be someone else, and, but not limited to, posting secrets or embarrassing information about someone. Cyberbullying also means bullying through technology or an electronic communication, which includes, but is not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo- electronic system, or photo-optical system, such as electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes creating a webpage or weblog in which the creator assumes the identity of another person, or knowingly impersonates another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- a. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- b. Substantially interferes with a student’s educational performance, opportunities, or benefits; or
- c. Substantially disrupts the school’s orderly operation.

Bullying and **harassment** also encompass retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment in other than good faith is considered retaliation.

Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

- a. Incitement or coercion;
- b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; and
- c. Acting in a manner with ramifications or effects like the effects of bullying or harassment.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language, by or through electronic mail or electronic

communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student at a school for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school.

“Hazing” includes, but is not limited to, pressuring, coercing, or forcing a student into:

- a. Violating state or federal law;
- b. Consuming any food, liquor, drug, or other substance; or
- c. Participating in physical activity that could adversely affect the health or safety of the student.
- d. Any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Sexting is defined as knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to a minor any photograph or video which depicts nudity and is harmful to minors. Sexting also includes the knowing possession of a photograph or video transmitted or distributed by a minor.

Inappropriate Language is the act of using gross, profane, and obscene language in verbal or written form or in pictures, caricatures, or using obscene gestures while under the jurisdiction of the school is prohibited. School is a safe place where staff and students should not have to hear off-color or inappropriate language. This is good practice for your future workplace.

All the above instances are prohibited.

Student Conduct

MOS expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members. Students learn by example. Therefore, school

administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility, respect, and refuse to tolerate bullying or harassment.

Bullying, hazing or harassment of any student or school employee is prohibited:

- During any education program or activity conducted by a public K-12 educational institution;
- During any school-related or school-sponsored program or activity;
- By using data or computer software accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the school district, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- By using data or computer software accessed at a non-school-related location, activity, function, or program or using technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.
- The above section does not require a school to staff or monitor any non-school-related activity, function, or program.

Concluding whether conduct or an incident violates this policy requires a determination based on all relevant facts and circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, hazing, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Retaliation is a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

This policy shall not be interpreted as infringing on the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law.)

Complaints

The CEO or principal or his or her designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the director/instructional leader or designee. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the director/instructional leader or designee.

Procedure

If a **bullying** or **harassment** incident occurs, it will be reported to the director/instructional leader. Discipline and referral data will be placed in the student's permanent record with the school.

MOS will provide bullying, hazing or harassment incident, discipline, and referral data to the MDE in the format requested. Data reporting on bullying, hazing, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

The district ensures that schools sustain healthy, positive, and safe learning environments for all students. The social climate of the school and the social norms with regards to bullying or harassment must change and that requires everyone's assistance--teachers, administrators, counselors, other non-teaching staff, parents/legal guardians, and students.

The director/instructional leader or designee shall by telephone and/or in writing report the occurrence of any incident of bullying, hazing or harassment as defined by this policy to the parent or legal guardian of all students involved within seven (7) days of the commencement of an investigation. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of FERPA.

Special Education Services

Michigan Online School's Special Education program meets the individual needs of students by using specially-designed instruction with a standards-based curriculum in the virtual environment. Frequent assessment of student progress is necessary. We deliver special education programming and related services to Michigan Online School students at no cost to the parent or guardian. Students with disabilities needing special education must receive a free appropriate public education (FAPE). These services conform to the student's Individual Education Program (IEP).

IDEA and Child Find

The 2007 Amendments to the Individuals with Disabilities Education Act (IDEA) mandate that every school district in the country develop a system to identify children (from birth through age 21), with disabilities, who live in that specific district. Michigan Online School will make a concerted effort to identify, to locate and to evaluate children through 21 years of age who enroll in Michigan Online School and have a confirmed or suspected disability, in accordance with all federal regulations and state standards. In addition, it shall be the policy of Michigan Online School that children with disabilities, as well as their parents/guardians, shall be provided with safeguards as required by law, throughout the identification, evaluation, and placement process and to provide these children with a free, appropriate, public education.

Services by Disability

Special Education services are collaborative teamwork among the parent, teachers, and therapists to provide a systematic problem-solving approach for a quality education to each student. All members of the Michigan Online School community believe that varied instructional practices and learning environments benefit all children.

Services by disability area are as follows:

- Autism Spectrum Disorder
- Visual Impairment

- Hearing Impairment
- Severe Multiple Impairments
- Traumatic Brain Injury
- Emotional Impairment
- Physical Impairment
- Specific Learning Disability
- Speech and Language Impairment
- Other Health Impairments

Commitment to Serve Students

Michigan Online School is committed to the full implementation of NCLB and IDEA. When students with special education needs are given the support necessary for success as outlined by their IEP, we believe they can achieve at the same high standards that are required for all students enrolled in our school. Therefore, we will ensure that our enrolled students with special education needs will have full access to those curricular offerings.

Discipline of Students with Disabilities

If a student violates the Code of Student Conduct, before consequences or punishment are imposed, it must be considered whether the student has a disability evidenced by evaluation documents current or pending. While all students may be disciplined, it is unjust to punish a child when the offense is directly related to his disability or when the IEP is not implemented. Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement.

A “change in placement” is a legal term that applies to the following situations:

- the removal is for more than 10 consecutive days
- the students has been subjected to a series of suspensions that constitute a pattern

If the offense and subsequent suspensions do not exceed 10 consecutive days nor constitute a pattern or suspensions using the Documentation of Pattern planning form, then it is not a change in placement and the student may be subject to the same consequence that school applies to all students who violate the Code of Student Conduct.

If the offense is a change in placement, the school team (including the parent or guardian) must hold a Manifestation Determination Review meeting within 10 days of

the decision to remove the student to determine two issues:

- was the student's misconduct caused by or directly and substantially related to the student's disability; or
- was the student's misconduct directly result of the school's failure to follow the child's IEP?

The parent/guardian must be provided a copy of the Special Education Procedural safeguards. If the team answers yes to either question, then the student's behavior is a manifestation of his or her disability. The student may not be suspended, expelled or transferred to a remedial disciplinary school as a punishment for misbehavior. The team must conduct a functional behavioral assessment and create a behavior plan addressing ways that the school can help a student with the conduct at issue. If the student already has a behavior plan, the plan must be reviewed and modified to address how the school can better assist the student with the conduct at issue.

If all team members agree that the student's conduct was not a manifestation of his disability, then the student may be subject to the same consequences as all students. However, during the period of expulsion or transfer to an alternative placement or remedial disciplinary setting, the student must continue to receive special education services prescribed by his IEP and a Behavior Plan must be created or revised to address the offending conduct. If a student:

- possesses illegal drugs;
- is selling prescription drugs;
- carries a weapon; or
- causes serious bodily injury to another

either at school or during a school related activity, the school may immediately remove the student for up to forty-five (45) school days to an alternative or remedial disciplinary setting. Because drugs, weapons, and serious bodily injury are so dangerous to a safe school regardless of whether a child has a disability or even if the team believes that the behavior is a manifestation of the student's disability.

To comply with the law, a 45-school day emergency removal for serious bodily injury must be serious, i.e. requiring medical treatment, during the forty-five (45) school day period, the school must convene a manifestation determination meeting. If the school determines that the conduct is a manifestation, the school may have the child re-evaluated, create or revise an existing behavior plan, or hold an IEP meeting to consider a more intensive special education placement upon the expiration of the 45-day alternative placement or sooner. If all team members determine that the conduct was not a manifestation of the student's disability, then the 45-school day emergency

placement may proceed to a disciplinary proceeding afforded to all students.

If the parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability, the parent may request a due process hearing to challenge this finding. If the hearing officer agrees with the parent, the students will remain in the school where the offence was committed unless the parent and the school agree otherwise.

Emergency Hearing for Dangerousness

If a school has solid reasons to believe that keeping the student in his current school is "substantially likely to result in injury to the child or others", the school consult with the Special Education Director who may request an emergency hearing to ask a Hearing Officer to transfer the student to an alternative setting for up to 45 school days. Dangerousness may exist even if there is no Code of Conduct violation. It is a consideration based on serious safety concerns for the student and/or the school community.

504 Service Plan

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Amendment Act, some school-age children with disabilities who do not meet the eligibility criteria may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in, or access to, an aspect of the school program.

Counseling

Michigan Online School will provide all students with a developmentally appropriate school counseling program. The school counseling program guides students through college and career planning. Michigan Online School provides counseling services from state-certified, licensed school counselors and uses a web-based tool (Xello), and strategies that have demonstrated success. The school counseling program is a key piece of school's mission to make all students college and career ready as they prepare for the complex demands of the 21st century.

Michigan Online School will offer the following components to support our school counseling program:

- career assessment, exploration, and skills development
- individual and group counseling services for all students on personal/social issues

- individualized academic advisement and graduation planning, ensuring all students graduation on time with the most rigorous course selection,
- college and postsecondary education counseling and web tools that guide students through the preparation, selection, application, and admissions processes

Students At-Risk:

The At-Risk program at MOS uses an early intervention process to identify and serve struggling students who may not have found success in a traditional learning environment. MOS supports our students at-risk with a Guidance Counselor to enable the academic achievement of students. Our counselor provides parent outreach, education and support services, facilitating community resources and referral programs.

English Language Learners

During the application process, all families will answer a series of questions to understand a student's home language as a first effort for Child Find and to determine if they need any additional English language support. Students with positive responses to any of the Home Language Survey questions will be referred to the English Language Learner (ELL) point of contact. MOS will screen students in the fall of each year using the WIDA state screening tool. Based on each student's level of English proficiency, MOS will provide appropriate language access and instruction.

Promotion

Limited English Proficient (LEP) middle and high school students receiving English Language instruction must meet Michigan Online School's promotion standards. Retention decisions must be based on multiple measures, not only assessments in English. The LEP student's English language proficiency must be considered when recommendation for retention is made in order to ensure that the proposed retention is not due to the student's limited English proficiency.

Students Experiencing Homelessness

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students at MOS and will not be stigmatized or segregated based on that status. No homeless student will be denied enrollment due to a lack of proof of residency. No board policy, administrative guideline, or practice will be interpreted or applied to inhibit the enrollment, attendance, or school success of homeless children. Homeless students will be provided services comparable to other students at MOS.

Withdrawing from Michigan Online School

If a parent or guardian wishes to withdraw their child from MOS, the following procedure must be followed to complete the withdrawal.

1. The parent or guardian will hold a conference with the child's mentor to inform him or her of the intent to withdraw their child.
2. After the conference, if the parent or guardian wishes to complete a withdrawal, the teacher will provide the parent or guardian with access to the MOS Withdrawal Request to be completed by the parent or guardian and returned to the child's mentor at MOS. This information will also indicate the school the student will be attending.
3. On receipt of a properly completed MOS Withdrawal Form, (the teacher will return the Request form to the mentor).
4. On approval of the Request form by the Principal or Superintendent, the school will confirm the withdrawal date and arrange for the return of school equipment and materials. The parent or guardian hereby acknowledges and agrees all computers and related equipment provided to the child by MOS together with all parts, attachments, accessories and materials attached to or used relating to the equipment are the property of MOS, and the parent or guardian agrees to cooperate with school officials in the return of the equipment in good condition as directed by school officials. Failure to return the equipment in good condition, that is apart from expected wear and tear from normal use, may result in legal action being taken, including but not limited to submitting the matter to a collection agency for further recovery action.

Student Work Permits

Under Michigan law, school corporations must complete the CA-7 Combined Offer of Employment and Work Permit/Age Certificate for students who want part-time employment. The CA-7 form is a requirement for students seeking employment, and it must be issued by the school they are attending. The school also has the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. The school may also revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's academic status or attendance after he/she begins work.

When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer accordingly. It is imperative that the student's education remains the primary focus, and employment may not interfere with that goal. Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of the working teen.

Grades

A student must be actively engaged on school days, receive passing grades in all classes, and be passing in current classes before a work permit is issued.

- If a student does not pass all classes after a work permit has been issued, the student's parents and employer may be sent a warning letter, and the student may be placed on probation for the next grading period.
- If the student does not pass all classes during the probation period, the school may revoke the work permit for the next grading period and the parents and employer will be notified.
- The work permit will be reissued to the student when all classes are passed.

Active Engagement

If, during a semester, a student with a work permit receives notification of being placed on academic probation:

- The student's employer and parents may be sent a warning letter, and the student will be placed on probation for the next period.
- The school may revoke the student's work permit for the next grading period and the employer and parents will be notified.
- The work permit will be reissued if the student becomes "actively engaged" at an acceptable level during the next grading period

**In the event a student's work permit is revoked at the end of the school year, special provisions will be given to that student and he/she will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.*

***The student has the right to appeal the decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.*

Changing Your Address

If you change addresses or contact information (including email address or phone number) after enrollment, please contact MOS's student service representatives (269-216-6972) with the updated information. Be sure to include:

- Previous address and new address (Required)
- Effective date of address change (Required)
- New phone if applicable
- In addition, you are required to submit **one** of the following Proof of Residence documents to our office within 10 days of enrollment. Documents are state-mandated for all enrolled students. Failure to submit the documents may result in your child being withdrawn from the school. Current utility bill (*gas, water, electric, sewage, cable, and land line phone*)
- Current mortgage statement
- Deed, vehicle registration

- Property tax bill
- Current credit card bill

Mail to: Michigan Online School, 209 South Street, Suite 408, Gobles, MI 49055

Immunizations

Michigan Public Health Code states that a child must have at least a minimum of one dose of each school-required vaccine, and that the parent should provide the public school the child's official immunization record prior to acceptance for enrollment.

Parents/guardians need to submit documentation of one of these items to the school:

- A completed, certified State of Michigan Nonmedical Immunization Waiver form or
- A physician signed State of Michigan Medical Contraindication form, or a complete immunization record

If a completed immunization record or a certified waiver form are not delivered, the student can be excluded from school based on the public health code, unless the student is in a dose-waiting (provisional) period. Dose-waiting period means that the student still needs an immunization for school but is not recommended to receive that dose at that time.

Parents should request their child's health records from the previous school before starting school at MOS. A parent/guardian having a child registered with only the minimum doses shall present an updated certificate of immunization within four months after initial attendance showing the immunizations have been completed.

Immunization Waivers

Parents seeking a waiver of certain vaccinations for religious, philosophical, or other non-medical reasons must obtain the State of Michigan waiver form from their local health department. Only the current Michigan waiver form is acceptable. The form must be stamped with a health department stamp and a nurse's signature must appear on the form.

Parents/guardians who want to claim a nonmedical waiver must discuss immunizations with county health department staff and receive information on the benefits of vaccination and the risks of vaccine-preventable diseases. These requirements apply to all children who are enrolled in seventh grade and any newly-enrolled student.

If the child has a medical contraindication which prevents him or her from receiving immunizations, the child's physician may complete a medical contraindication form. The child's

physician should have the current form available at their office. Waiver forms that are altered in any way (such as information on the form is crossed out) will not be accepted by MOS.

AGREEMENT OF UNDERSTANDING

By signing this signature page, parents/guardians, and students affirm they understand and agree to the contents of this handbook and MOS expectations and requirements.

I understand my student(s) is enrolled at MOS as a full-time student with online requirements that we are expected to meet.

I accept the responsibility to supervise my student in using the MOS curriculum.

We understand and agree we are expected to follow the guidance and support of certified MOS teachers.

We understand it is our responsibility to secure an internet provider and computer, whether through the school's program or otherwise.

We understand and agree the student will participate in state required testing, including but not limited to, MSTEP, Acuity, and ECA's, and we commit to transporting or arranging transportation to the designated testing site.

We understand the student is required to participate in scheduled interactions with the teachers.

We have read and understand and are aware of MOS practices and procedures set forth herein.

Student Signature _____ Date _____

Student Printed Name _____

Parent Signature _____ Date _____

Parent Printed Name _____ Date _____