



Michigan Online School Student Handbook

Approved by the
Michigan Online School Board of Directors
August 9, 2021

Dear Students and Families,

Welcome to Michigan Online School (MOS). 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 Coaches, Counselors, 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

Table of Contents

Mission	5
Vision	5
Values	5
Our Commitment	5
School Directory	5
School Contact Information	6
Social Media	6
Academic Calendar	7
Online Learning	7
Non-Discrimination Equal Educational Opportunity Policy	7
Rights and Responsibilities for Students and Parents	8
Academic Integrity	9
Academic Dishonesty Policy	9
Plagiarism	10
Program Information	10
The Middle School Program	12
The High School Program	13
Attendance	17
Standardized Testing	20
Objectionable Content Policy	21
Where to Go With Questions and Concerns	22
Technology Requirements	26
Acceptable Use Guidelines	28
Accountability	35
Student Internet Safety	36
FERPA	37
In Loco Parentis	38
Access to Student Records	38
Student Code of Conduct	39
Bullying and Cyberbullying	40
Special Education Services	46
504 Service Plans	49
Counseling	49
Students At Risk	50
English Language Learners	50
Students Experiencing Homelessness	51
Withdrawing from Michigan Online School	51

[Student Work Permits](#).....51
[Changing Your Address](#).....53
[Immunizations](#).....53
[Immunization Waivers](#).....54
[Agreement of Understanding](#).....55

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
Terasa	Burt	Operations	Administration	tburt@michiganonlineschool.com
Kristen	Carter	Operations	Testing Coordinator	kcarter@michiganonlineschool.com
Kent	Case	English	Teacher	kcase@michiganonlineschool.com
Kathryn	Cole	English	Teacher	kcole@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	Superintendent	shargens@michiganonlineschool.com
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
Justin	Langel	Social Studies	Teacher	jlangel@michiganonlineschool.com
Clairessa	Love	Math	Teacher	clove@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
Stacie	Piotrowski	Art	Teacher	spiotrowski@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
Jeanette	Stach	Special Education	Teacher Consultant	jstach@michiganonlineschool.com
Frank	Stepnowski	State and Federal Programs	Math Intervention	fstepnowski@michiganonlineschool.com
Amy	Stirling	Administration	Principal	astirling@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 7
Thanksgiving Break	November 25-26
Winter Break	December 20 – December 31
Martin Luther King Jr. Day	January 17
End of First Semester	January 27
Semester Break	January 28-31
First Day of Second Semester	February 1
President's Day	February 21
Spring Break	April 4-8
Memorial Day	May 30
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;
- Maintain 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 prohibits discrimination on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, in its programs and activities, including employment opportunities. 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 withdraws 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 Screeners, WIDA Access, 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 and counseling on the correct use of citations
- 2nd incident = grade of zero on assignment, counseling on the correct use of citations, and administrative review

Citation infraction

- 1st incident = counseling on correct use of citations
- 2nd incident = grade of zero on assignment and counseling on the correct use of citations
- 3rd incident = grade of zero on assignment, counseling on the correct use of citations, 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 online conferences, online lessons through webinars, office hours, email, text, 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 (academically, emotionally, or socially) will hold a higher priority of contact as determined by the teacher and the parent. Students with disabilities sometimes also require more interaction. The general and special education teachers will work collaboratively to ensure increased interaction.

The subject-specific teacher and the Success Coach are the primary contacts for students and parents/guardians. Michigan Online School teachers are certified by the State of Michigan and each is highly -qualified to provide instruction and intervention 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 and Success Coaches proactively monitor each student's progress through Canvas and 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 pacing for the course. The student submits assignments to the instructor through Canvas. Courses must be completed by the course end date. Students engage in online discussions and/or chats in a secure environment based on needs. High school courses meet the state standards for the Michigan Merit Curriculum (MMC) resulting in 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 Canvas which is 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 Canvas LMS can be met by using your personal computer, your Michigan Online School provided Chromebook, 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 course each day. Login and work regularly at a pace sufficient to complete courses within the standard guidelines, as well as to meet the attendance requirements for Michigan Online School.
- **Reading** – Many communications and directions will come in the form of the written word. Read everything completely to ensure understanding. Carefully read what you write before you submit the communication.
- **Participate** – It is not enough to simply login. Students who participate in classes, interact with their teachers and Success Coaches, and attend live sessions have higher grades and more success.
- **Syllabus** – Make sure you are familiar with the course outline and requirements for each of your courses.
- **Do Not Give Up** – Be persistent, do not ignore problems and be sure to communicate with your teachers, counselors, and Success Coaches. 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, and we expect your best efforts.

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)

Courses are open to students for the entire semester. Teachers will pace the course so that students can meet with success. Students who are not on pace will receive communication from teachers and Success Coaches, 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 made by the communicated deadline each semester.

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 near 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 and the parents/guardians.

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), may 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. Middle school and/or high school team members who have concerns regarding students at risk of not being automatically promoted, will compile documentation to assist in making an informed decision regarding appropriate placement for the student. Michigan Online School will review the following documentation as well as other pertinent information

- 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 each semester for receiving no semester grade lower than a B-.

Proficiency and Support

Students who do not test at grade level in math or English language arts on the iReady Diagnostic Assessment will be required to double up on math and/or English language arts content. In addition to the standard math or English language arts class, students not at grade level will be expected to work daily in iReady on their Personalized Instructional Pathway to build skills in math and English language arts and to close knowledge gaps. This enables students to work toward proficiency and academic success in their courses.

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; however, 6.1 hours of attendance are required each day. 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 Coaches, teachers and other support personnel. For students to achieve mastery of high school level courses, the instructional component will rely heavily upon highly qualified, 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 earn grades based on proficiency of content. Teachers will use these points to assign letter grades, according to Michigan Online School grading policies. Students and mentors can access the current grades for all courses by viewing their Canvas course gradebooks 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
Mathematics	4 credits (to include Algebra I, Geometry, Algebra II, and a fourth math course)
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 0.5 credit Economics)

Physical Education	0.5 credit
Health	0.5 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.

Proficiency and Support

Students who do not test at grade level in math or English language arts on the iReady Diagnostic Assessment will be required to double up on math and/or English language arts content. In addition to the standard math or English language arts class, students not at grade level will be expected to work daily in iReady on their Personalized Instructional Pathway to build skills in math and English language arts and to close knowledge gaps. This enables students to work toward proficiency and academic success in their courses.

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, 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 Coaches.
- 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 use the absence notification form if your student will be absent and unable to attend and work in his or her courses. Please complete all required fields. Students who have not logged in and who have not completed the absence notification form will receive a call from the Michigan Online School Attendance Clerk.

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 complete the absence notification form and 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. An “habitual truant” is defined as a student who is willfully absent from school without the knowledge and consent of the parent and school 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 and 6.1 hours each day that school is in session. 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 Monday - Friday when school is in session; however, the LMS and students’ courses are open for students 24 hours per day, 7 days per 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 and to log in to courses for 6.1 hours each school day. If students have not logged in or completed the absence notification form each school day, they will receive a call from the Attendance Clerk.

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 Attendance Clerk.

Excuse Notes for Absence

In order for an absence to be registered as excused, a parent/guardian, or student of majority must submit a written explanation to the school using the absence notification form. 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 schoolwork. 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 Success Coaches if they will not be able to log into each of their classes on a given day and to complete an absence notification form.

A student’s activity/attendance, or lack thereof, 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 2022⁰. 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 student’s 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 Coach. If a Michigan Online School teacher or Success Coach cannot resolve the issue (e.g., materials and computer issues) he or she directs the parent/guardian to the appropriate contact for assistance. The Michigan Online School Success Coach will monitor the concern to ensure resolution.

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

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

Informal Complaint Process

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving an Academy employee or any other adult member of the Academy community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct

as soon after it occurs as possible. The Compliance Officers (Cos) are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Educational Service Provider or other Academy-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

Michigan Online School's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Process

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other official at the student's school, the CO, Accel, or another official who works at Michigan Online School. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant

informs a teacher, Principal, or other official at the student's school, Accel, or other employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days. Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with Accel.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. The Principal will not conduct an investigation unless directed to do so by the CO.

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation. The decision of the Educational Service Provider shall be final.

The Board of Directors of MOS has reserved the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserved the right to have the formal complaint investigation conducted by an external person in accordance with these procedures or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Academy will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s).

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies. Where the Board becomes aware that a prior remedial action has been taken against a member of the Academy community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participate or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies. Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above. The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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.)

Mobile Devices

- 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

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 Chromebook

MOS families may request a Chromebook for each student if 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.

ISP Reimbursement

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:
Submit a Ticket: <https://tsd.pansophiclearning.com/support-accel/>
Call: 1-833-426-7457

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

ACCEL Online CHROMEBOOK AGREEMENT

Students enrolled in the school can be issued Chromebooks for use at home (the “TECHNOLOGY”). This section provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students and their parents/guardians are reminded that use of the TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

Ownership of the Chromebook

ACCEL Schools retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, the school’s administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following: Students

- Must comply with the Chromebook Agreement, ACCEL Schools Acceptable Use Policy, and all policies of the school when using their Chromebooks.
- Must treat their device with care and never leave it in an unsecured location.
- Must keep their device in a protective case when traveling.
- Must promptly report any problems with their Chromebook to AMP Tech support.
- May NOT remove or interfere with the serial number and other identification.
- May not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- May not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- Must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.-) other than approved computer screen cleaners.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher, advisor, or reported to AMP Tech Support. If a loaner Chromebook is warranted, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher, advisor, or AMP Tech Support.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

All students can use their Chromebooks at home or in a safe location, assuming appropriate environment conducive to learning and must take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school for testing in a fully charged condition. Students need to charge their Chromebooks each evening.

Working Offline

Students without Internet access at home, or students in special situations (such as a long-distance bus ride for an activity) have several options for working "offline", including: Google Drive (Docs and Sheets) allows students to switch to offline editing functionality, where preloaded documents can still be viewed and edited.

Accessing the Internet at Home and Elsewhere

Students are allowed to connect to wireless networks when their Chromebooks are at home, or in other venues where connectivity is offered. Note that ACCEL Schools cannot provide any assistance, troubleshooting, or advice on such off-site connectivity.

When connecting from home, students and parents should be aware that an ACCEL Schools account is still being used, so website monitoring is still being done. No matter the location, students are always using their account assigned by the school.

Printing

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of ACCEL Schools.

Software on Chromebooks

Originally Installed Software: Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students must not install additional software on their Chromebook other than what has been approved by ACCEL Schools.

Monitoring of Use

In compliance with state and federal regulations, the district utilizes CIPA (Children’s Internet Protection Act) compliant filtering. The district also uses third party solutions to monitor content for threats, violence, illegal activity, etc. Notifications come to district tech support and administration regarding suspicious activity and, when concerns are identified, disciplinary action and/or parent contact may occur. Students should be aware that there should be no expectation of privacy when using the district network or equipment.

Protecting & Storing Your Chromebook

Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and The ACCEL Schools asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, they should be stored in a safe and appropriate place and method. Nothing should be placed on top of the Chromebook.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. If a Chromebook is discovered in an unsupervised state, Chromebooks may be confiscated by staff and returned to the school. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Network Connectivity

ACCEL Schools makes no guarantee that the services provided will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they return their Chromebook for repair. If repair is needed due to malicious damage or any other misuse, the school may refuse to provide a loaner Chromebook.

Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Students and parents may be charged for Chromebook damage that is a result of misuse or abusive handling.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Damage and Repair

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$300.00 replacement cost to purchase a new device.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

ACCEL Schools will be responsible for the repair of the Chromebook for normal wear of the unit. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for the repair or replacement.

2. What are the replacement costs of the Chromebook and accessories?

Chromebook: \$300

AC Charger: \$30

4. As a parent/guardian, how do I monitor my student's use of the internet?

Please see the following section titled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your student's use of the internet.

5. Will students keep the Chromebook for the summer?

Students enrolled in Summer School or the following school year will be allowed to keep their Chromebooks. Graduating students or those students who will not continue education with the school must return their Chromebook within two weeks of completing their classes.

6. How do I return my Chromebook?

Students will receive their Chromebooks in an ACCEL School Box. This box must be retained and used for return. The student/parent has the option of returning via shipping or returned at a local ACCEL Schools. AMP Tech Support should be contacted to plan for return in either case. Please contact AMP Tech Support with any questions regarding student use of Chromebooks.

Parents' Guide to Safe and Responsible Student Internet Use

ACCEL Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your son to help develop safe surfing habits. Children often model adult behavior.

Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach them how to act as they work and socializes online.

Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.

Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.

Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.

Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.

Read and share with your child the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety

Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.

Monitor your child's computer use. Know their passwords, profiles, and blogs.

Let children show you what they can do online and visit their favorite sites.

Set limits and clear expectations for computer use.

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 username 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

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 the Technology Service Desk (TSD) 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 or Google Docs used for chatting with your online classmates should be course related. It is prohibited to send unsolicited non-academic email or chat 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 explicit language or content is prohibited.

Viewing, searching for, or listening to explicit content on your school provided device is strictly prohibited and will result in disciplinary action.

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 Superintendent 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/reasonablemt_d_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 Superintendent 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

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 Directors. 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 Principal'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 Directors 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 Directors 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 means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- (iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying also means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and that bullying is based on one or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. 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. Threats
- d. Intimidation
- e. Stalking
- f. Cyberstalking
- g. Cyberbullying
- h. Physical violence
- i. Theft
- j. Sexual, religious, or racial harassment
- k. Public or private humiliation

1. 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.

Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- (iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyberbullying 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 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 technology, or written, verbal or physical conduct directed against a student or staff member that:

- a. Places a student or staff member in reasonable fear of harm to his or her person or damage to his or her property;
- b. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits or a staff member's work performance; or
- c. Has the effect of substantially disrupting 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.

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 of 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 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 educational institution within the scope of the school, 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 a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies. Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Complaints

The Superintendent or principal or his or her designee is responsible for receiving complaints alleging violations of this policy. All school staff 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.

MOS ensures that it sustains 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 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 the 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 Success Coach 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 Success Coach will provide the parent or guardian with access to the MOS Withdrawal Form to be completed by the parent or guardian. This information will also indicate the school the student will be attending.
3. On approval of the Withdrawal 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 your Success Coach 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 and up to date 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, county 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 and Success Coaches.

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, MME, SAT, PSAT, NMSQT, WIDA Screener, WIDA Access, MI-Access and iReady, and we commit to transporting or arranging transportation to the designated testing site when applicable.

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

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_____