



209 S. State Street, PO/Suite 408 Gobles, MI 49055
Tel: 269 216 6972 www.michiganonlineschool.com
Dr. Percy Clark, Superintendent
Any Time ❖ Any Pace ❖ Any Path ❖ Any Place

STUDENT HANDBOOK

Students, Parents and Guardians: Welcome!

We are pleased you selected Michigan Online School (MOS) for your educational pursuits. Michigan Online School will make every effort to provide you the very best education possible in an online environment. We emphasize the working relationship between teachers and students, and will assist in helping each student succeed and self-actualize.

This handbook will provide the tools and information you need to be successful. Please review the handbook before starting your courses, and periodically as questions or issues arise.

Again, we welcome you to the MOS family. We look forward to serving your educational needs!

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Our Mission

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

Our Vision

To transform education worldwide – one student at a time.

OUR VALUES

Student Focus

Innovation

Integrity

Passion

Communication

Our Commitment

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

Contact Information

Phone: 269-216-6972

Fax: TBD

Email: admin@michiganonlineschool.com

Website: www.michiganonlineschool.com

Social Media

Facebook: www.facebook.com/michiganonlineschool/

Is Online Learning for You?

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 to provide a robust education. Online education is accessible from nearly any location at a time or times convenient for you and your needs and schedule.

Students should note the following requirements:

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

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

Academic Integrity Policy

Academic Integrity is a core value of Michigan Online School and is expected from every student. Michigan Online School students will 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 by the instructor.
- Students will not allow other students to copy or re-use their work.
- Plagiarism (described below) is strictly forbidden.

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.

About Michigan Online School

Michigan Online School (MOS) is a public charter school serving Michigan students attending 6th through 12th grades. We are accredited by the Michigan Department of Education. We offer over 100 core subjects, world languages, electives, honors and Advanced Placement courses.

All courses are fully online and all credits earned apply toward a Michigan Merit Curriculum high school diploma. Students are assigned teachers for each subject and can interact with them via email, text, cell phone, and online communication tools such as Blackboard Collaborate. Success flows from establishing and nurturing a good working relationship between our teachers and students, with assists from mentors, success coaches and student service representatives. We succeed when you do, so your success is our primary mission.

Our core curriculum has also been approved by the NCAA (please note that elective courses are not approved by the NCAA, as they are not part of their college entrance requirements). To see NCAA approved courses, visit the NCAA website at <https://web3.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool>.

Our Teachers

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

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

Teachers proactively monitor each student's progress through regular contact via phone, texting, email, and other sources available. 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.

General Information

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

Technology

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

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

Hardware Requirements

Internet Access and Speed

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

Browser Plug-ins

- Java 1.6 JRE or higher
- Sun Java 3D 1.3 or higher - Required in some courses
- Flash 10.0 or higher
- Shockwave (Operating System Dependent)
- Acrobat Reader 8.0 or higher

- Apple Quick Time
- Microsoft Media Player
- Real Networks RealPlayer

PC Requirements

- Minimum of 10 gigabytes free HDD space
- High Speed such as Cable or DSL (*Note: using dial-up is possible but you may experience performance issues with certain course features.)
- Windows XP, Vista or at least Windows 7 (newer versions are also acceptable)
- Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft Office which will be noted in course registration)
- 512 MB Ram
- 12x CD-ROM (CD/DVD Recommended – Some courses require CD/DVD which will be notated within course registration)
- Display setting 1024x768 resolution
- Printer required
- Internet Explorer version 8.0 or higher (visit <http://www.microsoft.com/windows/ie/> to download) or Firefox version 3.6 or higher (visit <http://www.mozilla.com/en-US/firefox/> to download) or Safari 4.0 or higher (visit <http://www.apple.com/safari/download> to download)
- Students need a method to save work to a portable medium (Floppy, Zip, Flash Drive, CD, USB)
- Audio: Sound card with speakers and microphone or headset

Macintosh Requirements

- Mac OSX 10.5 or higher
- High Speed such as Cable or DSL **Note using dial-up is possible but you may experience performance issues with certain course features*

Microsoft Office, Open Office or Google Docs (Some Business courses require Microsoft)

Assistance with Access and Computer

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

Privacy Policy

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;
- CEO and 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 CEO and Principal.

Michigan Online **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 Michigan Department of Education.

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

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

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

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

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.

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.

Person Standing in Loco Parentis of Student

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 Director of MOS the individual who stands in loco parentis to the student, which may include, for example, a legal guardian.

Access to 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 inspect and review the records of the student unless the school has been provided with evidence that there is a legally-binding instrument or court order which provides to the contrary.

Right to Contest the Contents of Student Records

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

Release of Student Discipline Records

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

Information provided in furtherance of an interagency agreement is intended solely for use in determining the appropriate programs and services for each juvenile or the juvenile's family, or for coordinating the delivery of the programs and services, and as such is inadmissible in any court proceeding before a dispositional hearing unless written consent is provided by a parent or other responsible adult on behalf of the juvenile.

Student Code of Conduct

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

Code of Student Conduct Policy

- 1.) The Code of Student Conduct for MOS is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct and any revisions shall be approved and adopted by the MOS Board of Trustees. The Code of Student Conduct shall meet the following criteria:
 - a) 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.
 - b) State grounds for disciplinary action procedures and the rights of students.

- c) 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 with MOS.)
 - d) Be filed in the Superintendent's and Director's offices.
- 2.) The Code of Student Conduct is made available through this Student Handbook and is also accessible through the MOS website at www.michiganonlineschool.com.
- 3.) Any MOS Board of Trustees' decision which conflicts with provisions in the Code of Student Conduct shall prevail until the Code is revised and subsequently adopted.

Civility Code

To maintain an orderly, respectful, and secure online educational environment, all students, parents/guardians, teachers/staff, and other stakeholders must engage in respectful and civil discourse and communications and abide by traditional principles of civil conduct. You shall treat others with respect and empathy. Michigan Online School 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 CEO or Principal for review and action.

The school and Board of Trustees reserve the right to pursue a civil or criminal legal action against any person who violates the Civility Code.

Netiquette

Please review the following **netiquette rules and MOS expectations** carefully:

- **Students are responsible for good behavior** on the MOS network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language
- We take **integrity and authenticity of student work** very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. School instructors use technologies to check authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- **Security is a high priority**, especially when the system involves many users. If you identify a security problem in the school's computers, network, or Internet connection, notify a system administrator immediately.
- **It is illegal to create, facilitate the spread or dissemination of a harmful computer virus.**
- **Email is not private.** Never say anything via email you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- **Beware of emails from anyone, particularly adults you don't know**, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your teacher or an MOS employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unsolicited non-academic email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for MOS correspondence.** The School's administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or may be refused participation in MOS courses.
- **Protect your password.** Keep it secret from anyone except your parents/guardians.

- **Inappropriate Texting/Messaging:** Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content are prohibited.
- **Dress Code Policy:** When attending any meeting or student gathering affiliated with MOS, clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is not permitted.
- 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).

Michigan Online School 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 course(s), as well as other disciplinary or legal action.

Bullying / Cyberbullying

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

Definitions

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

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

1. Teasing
2. Social exclusion

3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

Bullying includes an overt, repeated act or gesture, including verbal or written communication transmitted, physical acts committed or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the student. Cyber-bullying often involves posting threatening/harmful messages, sending offensive, rude or intimidating messages, posting gossip and rumors, or posting material meant to get someone in trouble or make them look bad, pretending to be someone else, and but not limited to posting secrets or embarrassing information about someone.

Cyberbullying means bullying through technology or an electronic communication, which includes, but is not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, such as electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes creating a webpage or weblog in which the creator assumes the identity of another person, or knowingly impersonates another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Substantially interferes with a student's educational performance, opportunities, or benefits; or

3. Substantially disrupts the School's orderly operation.

Bullying and **harassment** also encompass:

1. 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.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; and
 - c. Acting in a manner with ramifications or effects like the effects of bullying or harassment.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Hazing – 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:

1. 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.
2. 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 -- 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 as described above.

Prohibited behaviors include all the above.

Student Conduct

Michigan Online School 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 and respect, and refuse to tolerate bullying or harassment.

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

- a) During any education program or activity conducted by a public K-12 educational institution;
- b) During any school-related or school-sponsored program or activity;
- c) By using data or computer software accessed through a computer, computer system, or computer network of a public K-12 education institution within the scope of the school district, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity; or
- d) 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.

- e) The above section (d) does not require a school to staff or monitor any non-school-related activity, function, or program.

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

Consequences

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

Retaliation

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

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

Complaints

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

Procedure

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

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

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

The director/instructional leader or designee shall by telephone and/or in writing report the occurrence of any incident of bullying, hazing or harassment as defined by this policy to the parent or legal guardian of all students involved within seven (7) days of the commencement of an investigation. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Core Value

Academic integrity is a core principle and focus of the School as it should be with any educational institution. Students with academic integrity are characterized by making decisions based on ethics and values that prepare them to be productive and ethical citizens. Academic Integrity means all work submitted by a student is his or hers and an original representation of his/her work. It means you submit your work as your work. The School encourages students to use the Modern Language Association (MLA) style sheet.

Academic integrity is the cornerstone of learning at Michigan Online School (MOS). There are a variety of tools used to ensure the integrity of student work:

- Academic Integrity Database;
- Teacher Expertise;
- Discussion Based Assessments;

- Proctored Exams; and
- Academic Integrity Hotline/Email.

Why is academic integrity important? When academic integrity policies are violated, a student may take credit for work he did not perform and could violate state or federal law. There are two kinds of academic integrity violations. One is “plagiarism” which is the wrongful appropriation and theft and publication of another’s language, thoughts, ideas, or expressions and the representation of them as one’s own original work. The other is “cheating” which is providing questions, answers, and/or work to another student. A variety of consequences will be administered if a student is found to have violated academic integrity standards, ranging from resubmission of work to expulsion. Therefore:

Students:

- Are responsible for submitting their own, original work.
- Will read and sign the academic integrity statement.
- Will participate in a welcome call or course orientation.
- Will participate in discussion based assessments.
- Will participate in required State testing, such as ECA’s, Acuity and MSTEP.

Parents/Guardians:

- Are our partners in supporting student learning.
- Will review and sign an academic integrity statement.
- Will participate in a welcome call or course orientation.
- Will ensure the student’s work is authentic and original.
- Will ensure that School protocol is followed concerning discussion based assessments.
- Will understand the student’s proctored exam requirements.
- Will ensure the student participates in required State testing, such as ECA’s, Acuity and ISTEP, including arranging or providing transportation to test sites.

Teachers:

- Will act as resource for students
- Will coordinate academic integrity issues

Will coordinate remediation or discipline efforts

Will coordinate proctored exams

Will monitor academic integrity database

Will develop parent tips concerning academic integrity

Student Online Learning Tips

- **COMMUNICATION** – Be persistent in communicating with your instructors.
- **TIME COMMITMENT** – Make sure to pace yourself. Participate in the educational program approximately 60 minutes to each course each school day. Login each school day and work regularly at a pace sufficient to complete courses within the standard guidelines.
- **READING** – Most communication and directions will come in the form of the written word. Carefully read what you write before you submit the communication.
- **PARTICIPATE** – Participating in the educational program does not mean login time. Participating means the student is engaged in educational activities relevant to their course. For instance, a student will use the Google, YouTube, Wikipedia, the library, and multiple resources to assist them in the educational program.
- **SYLLABUS** – Make sure you are familiar with the course outline and requirements.
- **DON'T GIVE UP** – Be persistent, don't ignore problems and communicate with your instructor. There is a path for everyone to succeed. You just need to commit the time and energy to find and follow the path. We're here to help you grow to your potential, whatever that may be.

Non-Discrimination Policy

MOS will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification.

Special Education Services

MOS Special Education programs may meet the individual needs of students by using specially-designed instruction with a standards-based curriculum in the online environment. Frequent assessment of student progress is necessary. We deliver special education programming and related services to MOS 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). Online education is not for everyone. The School's curriculum is limited to grades 6 through 12. Pupils with reading or comprehension levels below the 6th grade level would be better served through a school that serves students in grades K through 12. Also, if you require homebound instruction, your needs may not be best served by an online school as homebound instruction would be provided online and not in-home, in-person.

At-Risk Program

The At-Risk program at MOS uses an early intervention process to identify and to serve struggling students who may not have found success in a traditional learning environment. MOS supports the academic achievement of all students.

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 teacher to inform them of the intent to withdraw their child.
2. After the conference, if the parent or guardian wishes to complete a withdrawal, the teacher will provide the parent or guardian with access to the —MOS Withdrawal Request, to be completed by the parent or guardian and returned to the child's teacher at MOS. This information will also indicate the school the student will be attending.
3. On receipt of a properly completed MOS Withdrawal Request, the teacher will return the Request form to MOS' CEO or Principal (or their designee). On approval of the Request form, the School will confirm the withdrawal date and arrange for the return of school equipment and materials.
4. 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.

5. 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.

IMPORTANT: Michigan Online School is required to maintain your child's educational records. Part of that requirement includes reporting to the MDE the school district your child will attend after withdrawing from MOS. To comply with that reporting obligation, the Request form includes a place for the parent or guardian to disclose your child's new school information. A withdrawal request will not be considered complete without providing this information, to include the transfer school's name, address and contact information. Once your child enrolls in his/her new school, the new school may request a transfer of your child's educational records to that school, with your signed approval. Without receiving a valid request from another school district for release of your child's educational records, the records will remain on file with MOS.

Grade Level Placement

Grade placement at MOS is based on credits earned. This makes the receipt of an accurate and complete transcript very important. Students will remain in their current grade until the end of a semester in which they have earned sufficient credits to be promoted to the next grade level.

- **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

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.

Student Engagement Policy

Purpose:

- To provide an online educational path for students to obtain a Michigan Merit Curriculum high school diploma while maintaining high expectations for student success.
- To provide a flexible, online educational program while fostering a culture of high expectations and self-discipline for students.

Rationale:

It is imperative that students who are enrolled in an online program be committed to being continuously engaged in the educational process. Continuous engagement includes, but is not limited to, the following:

- Consistent completion of class assignments and assessments to ensure students graduate with their cohort as listed with the MDE;
- Students are responsible for doing their best to fulfil the requirements of the course;
- Submission of work that reflects a student's best effort;
- Participation in state and federally-mandated testing.

Student Expectations:

- Completion of school work to the best of their ability.
- Logging into classes daily. The expectation is that students will submit/complete assignments a minimum of five times per week. A student who has not logged in and accessed their classes is considered **not engaged**, or truant for that week.
- Students are expected to attempt all the assignments associated with the course content. Students who do not complete any assignments for one week may be considered "**Inadequately Engaged.**"
- Regular communication with teachers
- Participation in state-wide testing (applicable grade levels)

Parent/Guardian/Caregiver Expectations:

- Provide oversight of students logging in: Students are expected to access all the course material presented daily. Students must actively participate daily during school days to be considered as engaged/in attendance in their online course. A

student who has zero log-ins for one school day is considered **Not Engaged** for that school day.

- Supporting the work of the schools and reinforcing school learning at home;
- Assuring your child’s daily online attendance in school five days per week; three hours per day;
- Maintaining high expectations for your child regarding quality of work;
- Modeling learning for your child by maintaining regular contact with your child’s teacher(s).

School Expectations:

- Communicate high expectations for every student;
- Provide high-quality curriculum and instruction that support students in meeting meet the state’s academic achievement standards;
- Provide parents with consistent reports on their child’s progress—progress reports will be sent every four and a half weeks; report cards will be sent every nine weeks. Parents may also view their child’ progress by logging into their Observer Account;
- Methods of communication to be used by the school/teachers will include, but not be limited to, the following—email, traditional mail, telephone calls, text messaging, mid-term progress reports; report cards.

Teacher Expectations:

- Endeavor to motivate students to learn;
- Participate in professional development opportunities that improve teaching and learning in an online environment;
- Remain timely in assessing/grading work and entering grades into the grade book;
- Provide feedback to students on a consistent basis;
- Communicate regularly with families about their child's progress in school;
- Respect the school, staff, students, and families.

Interaction with the course content: Students are expected to attempt all the activities associated with the course content and interact with their teacher on a weekly basis. Weekly activities may include completing a quiz, test or submitting an assignment. Students who do not complete all activities may be classified as “**Insufficiently Engaged.**” If a student does not submit assignments for two consecutive weeks they will be classified as Not Engaged. Students should log in daily (on school days) substantial course activity on at least five days each week.

Submissions: Students are expected to complete and submit all formative and/or summative assessments by the specified deadline. If assignments are not submitted, a student will be registered as Insufficiently Engaged.

Reporting Engagement: Michigan Online School will alert students and parents directly when a student has been identified as “not engaged” for a week. If this non-engagement continues to a second week, the student and the parent will receive a written notice/warning. A third week of non-engagement will necessitate contact with the parent/student in written format. Any student reported as not engaged for twenty consecutive school days will be notified to contact the school. If the student/parent does not contact the school within seven days, ***the student will be withdrawn from the school.*** Any student on academic probation during the final nine weeks may not be promoted to the next grade level.

Orientation:

- Video
- Required for the student to review prior to beginning classes
- Provides overview of the school, policy, procedures, expectations and communication methods

Activity/Daily Attendance:

Condition	Response
1-5 school days w/o activity/attendance	Email & text to student and parent/guardian
6-10 school days w/o activity/attendance	Email & text to student, parent/guardian and personal call from student mentor

**Participating in state-mandated testing is a requirement of Michigan Online School 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.*

**Social Security forms: A student's activity/attendance will be reported on "Certification of School Official" (pg.3) of the SSA-1372 Social Security form as is required.*

Pacing of Classes

- To stay on track to graduate, five percent of each class must be completed each week with a passing grade.
- Students who are not on pace will receive communication from teachers, student service representatives, and mentors advising them of the requirement to comply with the pacing.

Issuing/Revoking 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.

1. 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.
2. 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.
3. The work permit will be reissued to the student when all classes are passed.

Active Engagement:

1. 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.
2. The work permit will be reissued if the student become "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.*

Change of Address

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

- previous address and new address (Required)
- effective date of address change (Required)
- new phone if applicable

In addition, you are required to submit **one** of the following Proof of Residence documents to our office within 10 days of enrollment. Documents are state-mandated for all enrolled students. Failure to submit the documents may result in your child being withdrawn from the school.

Proof of Residence Documents

- 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, Ste 408
Gobles, MI 49055

Health Policy

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

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

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

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

Parents should request their child's health records from the previous school before starting school at MOS. A parent/guardian having a child registered with only the minimum doses shall present an updated certificate of immunization within 4 months after initial attendance showing the immunizations have been completed.

Immunization Waivers

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

Parents/guardians who want to claim a nonmedical waiver must discuss immunizations with county health department staff and receive information on the benefits of vaccination and the

risks of vaccine-preventable diseases. These requirements apply to all children who are enrolled in 7th grade and any newly-enrolled student.

If the child has a medical contraindication which prevents him 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.

Homeless Policy

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.

Graduation Policy

- Students must earn the requisite number of credits per Michigan Merit Curriculum High School graduation requirements.

WE UNDERSTAND AND AGREE

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 Michigan Online School as a full-time student with online requirements that we are expected to meet.

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

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

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

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

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

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

Student Signature_____ Date_____

Student Printed Name_____

Parent Signature_____ Date_____

Parent Printed Name_____