



2023-2024

# Student and Parent/Legal Guardian Handbook

Insight School of Michigan, 2024 All Rights Reserved

Approved by the Board of Directors...

Policies and procedures listed in this handbook are subject to change. Any alterations to this document will be communicated to affected parties by school email. For the most current version of the Student/Parent/legal guardian Handbook, please refer to: <http://mi.insightschools.net/> and <http://ismi.k12start.com>

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## **MISSION**

Empowering our students to engage in their education while creating their path to post-secondary success.

## **VISION**

Insight School of Michigan: An innovative School Empowering Students for a Changing World.

### **WE BELIEVE:**

- Every student has the right to a quality education.
- All of our students can learn.
- All students have the potential to succeed.
- In cultivating an accepting environment for all.
- In fostering a positive learning experience for all students.
- In embracing diversity, equity, and inclusion for all students, teachers, and the school community.
- In empowering all students by providing the tools and resources to encourage ownership in their learning.

**FOR Stride K12 CUSTOMER SUPPORT**

**1-866-626-6413 or help.k12.com**

With this number you will be able to reach the two support departments at Stride K12:

**CUSTOMER CARE**-Choose option one if you have issues with any of the following:

- Materials
- Navigation/Log-in
- PC/Printer receipt & delivery
- Usernames/passwords

**TECHNICAL SUPPORT** – Choose option two if you have issues with any of the following:

- Hardware
- Software
- Platform

**INSIGHT SCHOOL OF MICHIGAN- MAIN OFFICE**

**526 S. Creyts Road, Ste A**

**Lansing, MI 48917**

**877-918-4020 or 517-580-0020**

<b>TITLE</b>	<b>NAME</b>	<b>EXTENSION</b>
Head of School	Teresa Boardman	6005
Principal	Pieter Hoekstra	6089
Special Programs Manager (Special Education, 504, EL, MKV, FC, Migrant, Military)	Gena Sparks	6007
Operations Manager	Emily Carlson	6003
Administrative Assistant	Pat Snyder	6005
School Registrar	Angelia Clark	7805
Counselors	Katelynn James	7810
	Elizabeth McClintic	7809
	Katherine Krellwitz	6009
Title IX, Social Worker (MKV, Foster Care, Military Family Needs)	Courtney Ferris	6057
At Risk Coordinator	Mary Kimball	6077

## 2023-2024 Academic Calendar

*Board Approved 6/14/2021*

September 9 <sup>th</sup>	Start of School	Start of Semester 1 Start of Q1
October 4 <sup>th</sup>	Count Day	
November 8 <sup>th</sup>	End of Q1	Grades DUE November 10 <sup>th</sup>
November 9 <sup>th</sup>	Start of Q2	
November 23 <sup>rd</sup> and 24 <sup>th</sup>	Thanksgiving ~ Observed ~	HOLIDAY - NO SCHOOL
December 25 <sup>th</sup> - January 5 <sup>th</sup>	Winter Break (Returning the 8 <sup>th</sup> of January)	HOLIDAY - NO SCHOOL
January 15 <sup>th</sup>	ML King Day ~ Observed ~	HOLIDAY - NO SCHOOL
January 31 <sup>st</sup>	End of Semester 1 / End of Q2	Grades DUE February 2 <sup>nd</sup>
February 1 <sup>st</sup>	Start of Semester 2 / Start of Q3	
February 14 <sup>th</sup>	Count Day	
February 19 <sup>th</sup>	Presidents' Day ~ Observed ~	HOLIDAY- NO SCHOOL
March 25 <sup>th</sup> - March 29 <sup>th</sup>	Spring Break (Returning on the 1 <sup>st</sup> of April)	HOLIDAY - NO SCHOOL
April 10 <sup>th</sup>	End of Q3	Grades DUE April 12 <sup>th</sup>
April 11 <sup>th</sup>	Start of Q4	
April 10 <sup>th</sup>	State Testing Begins	
May 27 <sup>th</sup>	Memorial Day ~ Observed ~	HOLIDAY - NO SCHOOL
May 31 <sup>st</sup> – is there a last day for Seniors?	Last Day for Seniors	Grades DUE for Seniors June 2 <sup>nd</sup>
June 12 <sup>th</sup>	End of Semester 2 / End of Q4 Last day of school	Remaining Grades DUE June 14 <sup>th</sup>

June 21 <sup>st</sup>	Last Day for staff	
June 14 <sup>th</sup>	Graduation Date	

## **FAMILY RIGHTS**

### **RESPONSIBILITIES AND RIGHTS OF 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.
- complete all school assignments.
- participate fully with all required testing and assessments, including but not limited to required state tests (MSTEP, MME, SAT, PSAT, NWEA, WIDA), scheduled by Insight School of Michigan.
- abide by the school rules and regulations and applicable laws.
- use appropriate speech refraining from indecent, obscene, or foul language.
- use appropriate virtual conduct-pictures, language, relationships, appearance.
- report incidents or activities that may threaten or disrupt the school to a staff member.
- a public-school education up to 22 years of age (student will age out by September 1 of the current school year).
- not be excluded from public schools or from school privileges because the student 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 to 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 their primary language.
- upon the student turning 18, they have the right to become their own LC (Learning Coach). The student needs to notify staff of the release of their current LC and that they will now be their own LC. This is not an automatic process; the student must contact ISMI.
- Engage in substantive academic communication with school staff.

### **RESPONSIBILITIES AND RIGHTS OF PARENT/LEGAL GUARDIANS/GUARDIANS:**

Parent/legal guardians/Guardians shall have the responsibilities and rights to do the following:

- ensure that their children enrolled in grades 9-12 at Insight School of Michigan attend school regularly in accordance with the laws of the State of Michigan.
- engage in substantive academic communication with school staff.
- enroll their child in another school if he/she withdraws from Insight School of Michigan and notify ISMI of the name of the new school, so records can be forwarded.
- present school administration with any concern/complaint in a calm, reasoned manner.
- work with their child daily to ensure that student is completing assignments.
- ensure that their child complies with all required testing and assessments, including but not limited to required state tests (MSTEP, MME, SAT, PSAT, NWEA, WIDA), scheduled by Insight School of Michigan.

- 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, 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 administration.
- 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 parent/legal guardians are permitted to participate, upon request for such accommodation and proof of medical necessity.
- Upon the student turning 18, they have the right to become their own LC (Learning Coach). The student needs to notify staff of the release of their current LC and that they will now be their own LC. This is not an automatic process; the student must contact ISMI.
- know the rules set forth in this code and review the contents with their child(ren)

**\*\*\* Any parent/legal guardian/guardian in need of interpreter or translation services and/or reasonable accommodations to participate in their student's education to the extent all parent/legal guardians are permitted should notify their student's advisor or the school's special programs manager.**

### **ADMISSION OF STUDENTS**

The Board of Directors will allow students who reside in Michigan to enroll in K12 Virtual Schools LLS (Stride K12) at Insight School of Michigan in accordance with limits established by the Board of Directors. Because space is limited, each student must enroll each year. Preferences will be in writing and given to currently enrolled students and siblings of enrolled students. When maximum enrollment for the school has been reached, applicants shall be placed on a waiting list and admitted based on a lottery system.

#### **Non-Discrimination Equal Educational Opportunity Policy**

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

**Insight School of Michigan Title IX coordinator is Courtney Ferris 517-580-0020 ext. 6057  
526 S. Creyts Suite A. Lansing, Michigan 48917.**

- The school will not discriminate on the basis of intellectual or athletic ability, measures of



achievement or aptitude, status as a disabled person, or any other basis that would be illegal, if used by a school district.

- The pupils must be residents of the state of Michigan.
- Admissions must be open to pupils on a state-wide basis.
- The school will utilize a lottery or other impartial selection process to admit students if demand exceeds capacity.
- The pupils were previously enrolled in public schools.
- The open enrollment period is at least two weeks, and the enrollment times include some evening and weekend times.
- The pupils must be at least 16 years of age at the time of enrollment.

## **ATTENDANCE POLICY**

The law in Michigan governing compulsory attendance requires a parent/legal guardian, legal guardian, or other person having control or charge of a child aged six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of [MCL 380.1561](#).

### **PROCESS FOR ATTENDANCE MONITORING**

Students are required to follow the school calendar and participate in his or her assigned instructional schedule. In addition to time spent in live class sessions, attendance time can occur on any day (e.g., weekends, holidays, etc.). Students are expected to log into the online school each scheduled school calendar day as well as attend live class sessions.

### **ATTENDANCE IS DEFINED AS:**

Participation in live class sessions (required), including any of the following activities:

- Attendance is lesson log-in activity and class participation, engagement, and academic progress.
- Engagement in a subject oriented telephone conversation.
- Two-way school email dialogue between the pupil and teacher.
- Documentation of activity/work between the learning coach and pupil via parent/legal guardian reported attendance in the Online School.
- Just logging into Stride K12 systems, or logging hours without two-way communication, participation, engagement, and academic progress **IS NOT** attendance.

### **ATTENDANCE RESPONSIBILITIES**

- Attendance is logged **daily** in the Online School by the parent/legal guardian/Learning Coach (LC) (a minimum of 7 hours per day).
- **Students are expected to follow their course schedule and attend all live class sessions for each assigned course.** Attendance must be logged daily by the LC.
- Extended family travel, except during normal school vacation periods, requires written notification and vacation contract approval by the school advisor. This should be completed at least one week prior to the extended absence.
- **All families must attend a Strong Start Orientation and complete the “Introduction to Online Learning” (ORN) course via the online school.**
- The family is expected to maintain regular communication with the Insight School of Michigan teachers.
- Students and parent/legal guardians/learning coaches should check their email and phone messages daily. Return response should be within 24 hours or on the next business day.

**REPORTING ABSENCES:** Please email your teacher if your student will be absent and unable to attend a live class connect sessions. Please email your advisor if your student will miss an entire day of school. Please state the reason for the absence in the email as well as the expected duration of the absence.

**EXCUSED ABSENCES:** The school recognizes student illness, death in the family, prior permission to leave school by parent/legal guardians and administrator, required court appearance, religious observations, family emergencies, counseling, or administrative appointments to be excused. Any time a student has missed three (3) consecutive days due to an illness, a doctor's note will be required and should be submitted via email to the student's advisor. **Remember that regardless of the absence reason, students are expected to make up work.**

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

**TRUANCY:** Compulsory attendance of all students between the ages of 6 and 18 shall be enforced in compliance with the laws of the State of Michigan. A student's excessive absences may result in the referral of the student and the student's parent/legal guardians to the appropriate party.

#### **EXCESSIVE ABSENCES AND TRUANCY POLICY**

**Students must attend all live required class connect sessions scheduled.**

- Student attendance is tracked upon enrollment. Attendance expectations are communicated to all new and returning families during school onboarding. All absences must be communicated to grade-level Advisors by a student's Learning Coach or legal guardian.

ISMI chooses to proactively work with students who have habitual truancy or attendance issues. ISMI understands that students face barriers that may make them at-risk of dropping out of school. We aim to work with our students and school families to remove barriers and support student success.

Excused and unexcused absences will be monitored daily. Students/LCs will receive notification of absences from the school. Students must comply with requirements at that time, such as signing an Attendance Contract, working with an Advisor to create a Student Success Plan, or requesting an approved Attendance Plan. Students who accumulate 10 or more unexcused absences are at risk of being withdrawn due to non-compliance with attendance policies. If withdrawn due to truancy or attendance, re-enrollment may not be possible. After the above-mentioned attempts have been made to improve a student who fails to attend school, including live class sessions, the school has the right to withdraw the student for no attendance. Additionally, the school has an obligation to inform the truancy officer or appropriate party for the ISD the student lives in.

**PROCESS FOR ATTENDANCE MONITORING TRUANCY: a student will be considered truant after accruing ten (10) or more days of unexcused absences or lack of engagement/participation.**

## **INSTRUCTIONAL TIME**

Michigan requires all public schools to offer a minimum number of hours for first through twelfth grades (including alternative education), as specified in Section 101 of the State School Aid Act is 1,098 hours of pupil instruction. Instruction occurs through the curriculum and assigned course work, synchronous and asynchronous lessons, school email dialog, as well as telephone conversations or face to face interaction. To meet the 1,098 hours of pupil instruction, full time high school students are assigned a minimum of 4 courses.

**DOCTOR/MEDICAL EXCUSES:** students must present doctors' notes when they are absent from school for three (3) or more days consecutively due to illness. Parent/legal guardian should send doctors' notes to their grade level advisor.

**EXCUSE NOTES FOR ABSENCE:** for an absence to be registered as excused, a parent/legal guardian must submit a written explanation to their grade level advisor. The parent/legal guardian or guardian has three calendar days from the date of absence to submit the excuse through email and must state:

1. the student's name,
2. the date of the absence, and
3. the reason for the absence.

**EDUCATIONAL LEAVE:** Students 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 because 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.
- experiences such as "Long Weekends" and "Vacations" will not justify any request
- request must be submitted and approved 24 hours prior to the trip
- requests will not be approved for time off during the state testing window.
- requests will not be approved for time off during interim testing windows.

# INSIGHT SCHOOL OF MICHIGAN (ISMI)

## STUDENT CONTINUED ENGAGEMENT PLAN

SCHOOL YEAR 2023-2024

### What to do when the Online School System is down

K12 Virtual Schools LLS (Stride K12) virtual high school runs on the Online Middle/High Schools Platform, also called the OMHS. The OMHS may be down for maintenance or unexpected outages from time to time. During these times, it is important not to panic and follow this plan.

### **Be prepared in advance by doing the following things on the first day of school:**

1. Download your course textbooks
2. Save and print a copy of your advisor's phone number and contact information.
3. Save and print a copy of all your teachers' phone numbers and contact information.
4. Save a copy of your course guides from your teachers.

If you are unable to log in to the OMHS, your first stop should be <http://help.k12.com> to see if the outage is known and has been posted by Stride K12. You can also check the Stride K12 Facebook page (<http://www.facebook.com/Stridek12>) for updated outage information.

### *What if there is a service disruption and I can't login and access my Class Connect sessions?*

- Students will be notified via email that Class Connect is down, and sessions are canceled until service resumes.
- Students will be notified via email when sessions do resume.
- In the case of email being affected or an extended system outage, ISMI may send out a robo-call and/or a robo-text if needed to let students know about an extended system outage and update when the system is back online.
- Students will not be penalized for required sessions that were missed during the outage.
- Teachers will conduct make up sessions that were missed and post recorded content sessions.
- Attendance will not be held.

### *What should I do if the Stride K12 Online High School is interrupted, and I can't login and access my courses?*

There are many things students can work on outside of the Online Course Content. System interruptions should not mean interruptions in learning.

- Print or save a copy of your course plan/calendar so you can access to see what can be worked on offline
- Log onto Khan Academy and work through lessons from your teachers or Knights Learns class
- Read books or other activities/assignments in course materials to keep up with Course Plan as much as possible – lesson assignments can be submitted when the systems are back up and running
- Study for upcoming quizzes
- Find other educational activities to complete
  - Find home science experiments online to try
  - Watch educational web videos pertaining to your subjects (History channel, PBS)

### **What to do when Class Connect or another site is down but the Online School System is working**

If Class Connects go down and you miss live sessions but the online course materials are still available, send your teacher an email that Class Connect is not working for you. Then, work in your online course and submit assignments.

*What if I'm in another site for class, like NWEA or Khan Academy, but it isn't working for me?*

If during a class session, tell the teacher right away and ask for help. If outside of a live class, try logging back in a few times but if it isn't working email your teacher or Advisor that you can't access the site. Then work on other assignments.

*How will we know when systems are back up and running?*

Check the following places for updates on all systems outages, and keep checking back to login about every 30 minutes to see if the affected system is back up and running again:

- Check Student/LC Email
- Stride K12 Customer Care: <http://help.k12.com>
- K12 Facebook: <http://www.facebook.com/StrideK12>
- ISMI Facebook: <http://www.facebook.com/InsightMichigan>
- Robo-call and/or robo-text in the case of email being affected or an extended system outage

## What to do if your Connection at Home goes down

Life happens. We understand! If your internet is out and you can't log on, don't panic.

*What if my internet or power goes out at home?*

We ask that you have a back-up plan, such as using a hot-spot or going to a public library or a relative's house. If that is not an option for you because of Covid-19, we get it. There have been a lot of changes in the past year. When you can, please call or text your grade-level Advisor to let them know that your internet is down.

**While your connection is down, take your learning offline.** Read your assigned books or offline readings. Keep up with your course plans as much as possible. You can work on your laptop without internet and lesson assignments can be submitted when your connection is back up and running.

Once you're able to gain access again, follow up with your Advisor so they can excuse the appropriate absence due to tech issues. Email your teachers or go to help sessions to check in with them about what you missed. Watch recordings of missed Class Connect sessions. Keep up with your coursework.

*What if my laptop isn't working and I can't access the online system or Class Connect sessions?*

1. First, try turning off and restarting the laptop.
2. If that doesn't work, call Customer Service/Tech Support at **1-866-K12-CARE (1-866-512-2273)**. **Write down your Case Number.** Then contact your Grade-level Advisor by phone, text, or email. You must give your case number to your Advisor to have any absences excused.
3. You can also go to [www.help.k12.com](http://www.help.k12.com) on a mobile device and fill out a help ticket. Again, write down your Case Number and give it to your Grade-level Advisor. Advisor contact info on next page.

## ISMI Communication Plan

Outages will be reported by the Operations Manager, Principal, or Head of School to school staff. School staff will contact students and parents via email robo-call, and/or robo-text with information related to the outage.

## Helpful Links to Bookmark

- Stride K12 Customer Care: <http://help.k12.com>
- Stride K12 Facebook: <http://www.facebook.com/StrideK12>
- ISMI Facebook: <http://www.facebook.com/InsightMichigan>

When in doubt, contact your Grade-Level Advisor.

Call (877) 918-4020

Follow the prompts to reach your Advisor.

Help Desk/Tech Support: 1-855-K12-CARE (1-866-512-2273)

Write down your Case Number and give it to your Advisor.

ISMI Address: 526 S. Creyts Rd, Suite A

Lansing, MI 48917

Main Office #: 517-580-0020

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**NO INTERNET ACCESS/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 a public library/location, the student must notify his or her grade level advisor within 24 hours to legitimize the reason for the absence.

**Stride K12 SYSTEMS OUTAGE:** students need to use this time to read, to study, and/or to work on their social emotional learning. **In the case of a system outage, the school will communicate to Students and LCs.**

## REQUIRED - STANDARDIZED TESTING

### TESTING ATTENDANCE POLICY

Insight School of Michigan, a Michigan cyber school, must follow the laws set by the Michigan Department of Education. According to MDE, students are **required** to participate in state testing. Being a part of Insight School of Michigan means that some travel will be required for testing. Travel includes going to and from testing locations.

### ASSESSMENTS, STANDARDIZED TESTS & COLLEGE ENTRY EXAMS IN MICHIGAN

\*School assessment windows subject to change per administration

#### Spring 2024 Testing Schedule for Summative Assessments

Assessment	Week of																
	2/5-2/9	2/12-2/16	2/19-2/23	2/26-3/1	3/4-3/8	3/11-3/15	3/18-3/22	3/25-3/29	4/1-4/5	4/8-4/12	4/15-4/19	4/22-4/26	4/29-5/3	5/6-5/10	5/13-5/17	5/20-5/24	
M-STEP Online grades 3 (mathematics only), 4, 5, 6, 7, 8, and 11										6 weeks							
M-STEP Grade 3 (ELA only)										4 weeks							
M-STEP Paper/Pencil grades 3, 4, 5, 6, 7, 8, and 11 (all subjects)										4 weeks							
MI-Access Alternate Assessments										7 weeks							
College Entrance: SAT w/Essay										3 weeks							
Work Skills: ACT WorkKeys										4/11 Only		4/25 Makeup					
Accommodated Testing Windows										Initial 4/11 – 4/24 Makeup 4/25 – 5/1							
PSAT 8/9 (Grade 8)										3 weeks							
PSAT 8/9 (Grade 9)										3 weeks							
PSAT 10 (Grade 10)										3 weeks							
WIDA ACCESS and WIDA Alternate ACCESS for ELLs	7 weeks																

### STANDARDIZED TESTING ATTENDANCE

Attendance at testing is required by Insight School of Michigan as a condition of enrollment. 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. The school cannot guarantee that the student’s assigned teacher will be the test proctor. The school does attempt to assign teachers to testing sites where many of their students will be participating. Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines. Depending on the type of testing and specific information requested, parent/legal guardian (or student) consent may need to be obtained. ISMI will not violate the rights of consent and privacy of a student participating in any form of evaluation.



## **HIGH SCHOOL ACADEMIC PROGRAM**

Stride K12 utilizes their Learning Management System (LMS) to provide the online school campus and courses. The school campus site features school announcements, messages from the administration, access to important documents, club and organization information, guidance counseling resources, and courses- all combined into one interactive and easy to use interface. The student calendar which shows assignments and due dates for all courses in one easy to use tool, helps students to stay focused in every course. Courses provide dedicated tools, like a teacher syllabus and announcements, a Raise Your Hand area to ask course-related questions for their teachers, easy to use online assessments, and an electronic drop-box for assignment submission. These all work together to provide a rich course experience for students.

**At the center of the Insight School of Michigan High School program is the Insight School of Michigan student.**

High School students will have a combination of quarterly and semester courses. Courses consist of multiple units, lessons, and activities. Teachers deliver lectures live or recorded; students also 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. Teachers post announcements and indicate the lessons, activities, and assessments to be completed each week on the course calendar. All work assigned for a single week must be received on the dates indicated.

The Insight School of Michigan's High School program is primarily synchronous or live instruction students will follow a regular daily schedule. Teachers provide asynchronous and synchronous support to provide flexibility to students whose schedules do not easily align to the school schedule. Course activities may include:

- participating in live class sessions
- reading online text and transcripts
- viewing moving and static images and streaming video
- listening to audio recordings and pronunciations
- linear and interactive animations and simulations
- hands-on and virtual activities
- threaded discussions with teachers and fellow students in a section, cohort, or group
- teacher announcements
- online self-check exercises
- off-line activities as part of the course curriculum
- teacher-created instructional materials

Student learning will continue to benefit from close relationships among parent/legal guardians, students, advisors, teachers, and other support personnel. For students to achieve mastery of high school level courses, the instructional component will rely upon highly qualified teachers who will serve as coaches and guides through a clearly defined, high-quality curriculum.

Parent/legal guardians or caring adults (referred to as Learning Coaches) will still be crucial as motivators and coaches. Also, student academic success in virtual high school will depend upon the student's level of engagement with the curriculum and interactions with their teachers. The

Learning Coach is primarily responsible for student attendance and engagement.

## **STUDENT REQUIREMENTS**

We currently provide the Stride K12 curriculum and services to students in ninth through twelfth grade. Students are required to:

- log in and attend required sessions synchronously
- communicate with teachers and other staff (email, instant messaging, phone, etc.)
- follow course calendar and announcements
- complete assignments on (or before) due dates before the end of each day
- spend 7 hours per day completing work and participating in instructional activities
- submit assignments on or before the due date directly to their teacher in each course
- read teacher feedback and use it to improve their work on future assignments
- communicate directly with the teacher when they have any questions or problems related to the curriculum, or if they need an extension
- check in with their advisor weekly
- participate in surveys provided in their email

## **LEARNING COACH (LC) REQUIREMENTS**

**The role of the parent/legal guardian or another responsible adult acting as a learning coach in the home is crucial to the success of most students.** The learning coach can be a parent/legal guardian or guardian, or any adult who the parent/legal guardian/guardian establishes as a learning coach. Learning coach is responsible for:

- confirming and entering attendance daily
- ensuring Internet connectivity
- reporting/resolution of any technical issues or missing materials
- ensuring that students are completing required assignments daily and submitting assignments on time
- assisting student with assignments, to the extent that they are comfortable doing so
- ensuring that students take advantage of all the resources available to them to succeed in school
- communicating with Insight School of Michigan teachers when a concern or need presents itself
- reading and replying to emails from school

## **DUAL ENROLLMENT**

Insight School of Michigan follows the State of Michigan guidance regarding dual enrollment. "The Michigan State Legislature passed Public Act 160 of 1996, the Postsecondary Enrollment options Act and Public Act 258 of 2000, the Career and Technical Preparation Act also known as the "Dual Enrollment" bills. These bills modify and expand on provisions of the State School Aid Act providing for students to earn college credit while in high school. The bills also require that the board of a school district or public-school academy ensure that each student in eighth grade or higher be given information about college course taking opportunities. The classes that students are eligible for must not be offered by the high school or academy and must lead towards postsecondary credit, accreditation, certification and/or licensing."

[https://www.michigan.gov/mde/0,4615,7-140-81351\\_40085---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_40085---,00.html)

## **CREDIT RECOVERY OPTIONS**

Select core content courses are offered as credit recovery courses. Credit recovery courses are asynchronous and taught by highly qualified teachers. ISMI has a Credit Recovery Coach who will help guide and pace the student through the completion of the course. Students are required to enter a contract with the Credit Recovery Coach stating they will complete their course. All Credit Recovery courses will receive a grade. If a student fails to engage in the course, they may receive an F on their transcript for the course. Additional courses may be available during summer school.

## **TEACHERS**

Teachers are state certified in the subject area they teach. Teachers set due dates for assignments, and then grade, provide feedback, and return assignments to students. Teachers answer student questions via school email and phone and hold weekly live content sessions during which students and parent/legal guardians can attend for more clarity on difficult topics. Teachers may also provide one-on-one and small-group instruction to students who experience difficulty with certain topics. Teachers communicate directly with students and parent/legal guardians/LCs regarding student progress and missing/late assignments. Special Education teachers ensure that students with Individual Education Programs (IEPs) receive the accommodations and adaptations required to ensure their success and compliance with their IEP.

## **HIGH SCHOOL GRADING and ACADEMIC INTEGRITY POLICY**

Graded activities in the Insight School of Michigan high school-level courses will be assigned points. A student's final grade will reflect the actual points earned, compared to the total points possible. Teachers will use these points to assign letter grades, according to their grading policies.

Students and LCs can access the current grades for all courses by viewing their accounts in the LMS or the My Info area, at any time during the quarter. Students are responsible for their own work on unit tests and final exams. Students are not allowed to share work with other students on unit tests or final exams. Unless otherwise noted, tests and quizzes are not "open-book" assignments. If a student does not complete his own work or shares his work with others on unit tests and/or final exams, he/she will not receive credit for the work.

Students must cite sources in all assignments, tests, and exams. Students will not receive credit for work that does not appropriately cite sources. If a student uses information from a source, but does not cite the source, the student may receive a low grade for that assignment. For a student to succeed it is imperative for the LC to monitor academic progress daily/weekly. Report cards are not sent out quarterly because the LC has daily access to grades earned. LCs should be fully aware of their student's academic progress because they are monitoring their work/grades. A transcript will be sent out at the end of the school year which will capture the whole academic year.

Academic integrity is highly valued at Insight School of Michigan. If school staff or administration express concerns regarding misuse of school hardware, log in credentials, or submission of student's authentic work, an investigation may be conducted by a school administrator or their designee. This may include asking students and LCs to verify their identities online.

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. 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).

Plagiarism is defined as turning in any work that is not your own.

**\*Cutting and Pasting from the internet is plagiarism and considered a violation of the academic integrity policy.**

Non-citation infraction:

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

Citation infraction

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

Note: **Turnitin.com** is used to ensure plagiarism does not occur within assignments.

### **EVIDENCE OF MASTERY**

Grades will be determined based on how students perform on graded activities within each course. Graded activities may include:

- online or paper-based worksheets and practice sets
- quizzes
- exams (e.g., Unit, Semester, Final)
- threaded discussions
- essays, research papers, and other writing assignments
- Presentations

Assignments will be teacher-graded or computer-graded, depending on the assignment. During the semester students can view their grades in the Online Platform. Your teachers, administrators and parent/legal guardians also have access to your grade information.

## **GRADE APPEAL PROCESS**

Students should first speak with the teacher who issued the grade to make sure the student understands how the grade was earned/calculated. If this conversation resolves the dispute, the process ends here. If the teacher agrees that there was an error in the grade, the teacher will email the counselor the new grade and the counselor will change it on the transcript. If the issue is not resolved a meeting can be requested to be held with the family, teacher, and Principal. The decision of the Principal is final.

## **RETAKING COURSES**

Students who have earned a grade of D- or better in a course may repeat a course but may not earn additional credit toward graduation by repeating the course. The original grade and the new grade will both be represented on the transcript and calculated into a student's GPA.

## **GRADUATION REQUIREMENTS**

In accordance with Michigan Revised School Code 380.1278a and b and Insight School of Michigan academic standards, all students must complete all course requirements. Please pay close attention to the credit breakdown and where you need to earn credits.

## **SPECIFIC COURSE REQUIREMENTS FOR ALL STUDENTS**

- 4 Credits of English
- 4 Credits of Math
  1. One credit of Algebra I
  2. One credit of Geometry
  3. One credit of Algebra II
  4. One credit of math-related class in last year of high school
- 3 Credits of Science
  1. One credit of Science Elective
  2. One credit of Biology
  3. One credit of Chemistry or Physics
- 3 Credits of Social Sciences
  1. One credit of World History/Geography
  2. One credit of U.S. History/Geography
  3. One half credit of Economics
  4. One half credit of Civics
- 0.5 Credit of Health
- 0.5 Credit of Physical Education
- 2 Credits of Foreign Language
  - Spanish I & II - 1 Credit of Visual, Applied or Performing Arts
- 4 Elective Credits - Art Appreciation or Music Appreciation

## GRADING SCALE

A	4.0	93-100%	C	2.0	73-76%
A-	3.7	90-92%	C-	1.7	70-72%
B+	3.3	87-89%	D+	1.3	67-69%
B	3.0	83-86%	D	1.0	63-66%
B-	2.7	80-82%	D-	0.7	60-62%
C+	2.3	77-79%	F	0.0	0-59

## INCOMPLETE AND EARLY WITHDRAWAL FROM COURSE

A student may not earn course credit in the event of withdrawal from the course, prior to the close of course grades. This will be represented as a WF (Withdrawn).

## MY GRADUATION PLAN – Located in OLS quick links.

Students are required to monitor their academic progress towards meeting the ISMI graduation requirements using the "My Graduation Plan" portal located in OLS. ISMI and the Stride K12 education community are committed to helping your student grow, learn, and design a path to high school graduation! Student should open and review their grad plans quarterly. Remember, you as a Learning Coach, can understand that path with **The Graduation Plan**, your student's personalized path to graduation. Available in the "Quick Links" area on your OLS landing page, this tool will help make it easier to keep track of your student's progress toward graduation. Your student is assigned to one of the two grad plans below:

- 1. GENERAL DIPLOMA GRAD PLAN**-At the end of each academic year, all general diploma students will be placed in 9th, 10th, 11th, or 12th grade using the credit scale below. Total number of credits required to graduate are 22 for the general diploma.
  - 0-4.99 Credits – 9th Grade
  - 5-10.99 Credits – 10th Grade
  - 11-15.99 Credits – 11th Grade
  - 16- 22 Credits – 12th Grade
- 2. PASSPORT DIPLOMA GRAD PLAN**-Out of cohort students who meet the criterion may be eligible for graduation at 18 credits. Only Electives credits will be impacted at the discretion of Guidance and Administration. Out of cohort students eligible for graduation following the MMC 18 credits will have grade level determined as follows:
  - 0-3.99 Credits – 9th Grade
  - 4-8.99 Credits – 10th Grade
  - 9-12.99 Credits – 11th Grade
  - 13- 18 Credits – 12th Grade

## GUIDANCE SERVICES

Counselors are available for help with scheduling of classes, career planning, personal problems, armed services information, planning for college, financial aid, and much more. For an appointment with a counselor, students should email their counselor. Issues discussed with the counselor are confidential. However, the counselor will call parent/legal guardians if the student reveals information that indicates he or she is a risk to him/herself or others.

## **SCHEDULE CHANGES**

1. Students may change their schedule two weeks into the start of a course for the following reasons:
  - a. Needs to be put into a more difficult or easier class as recommended by their teacher.
  - b. Student was scheduled into a class, which he/she has already successfully completed.
  - c. A change in school program, example: programs and/or classes being dropped or added by the administration.
  - d. The student has an incomplete schedule, example: the student has less than four classes printed on his/her schedule.
  - e. The student does not have the prerequisites for a course.
  - f. Class conflicts.
2. All requests for schedule changes must be initiated with the counselors by completing the schedule change request form, which is in the CASTLE homeroom in OLS.
3. Students who stop attending class without an approved schedule change will be considered truant and subject to truancy policy.

## **PERSONAL CURRICULUM**

The personal curriculum is available to students to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum. \* If you are interested in learning more about a personal curriculum, see the counselor or principal.

Additional resources regarding personal curriculum can be found on the Michigan Department of Education website and this guide to personal curricula:

- [http://www.michigan.gov/documents/mde/Enrichment\\_482097\\_7.pdf](http://www.michigan.gov/documents/mde/Enrichment_482097_7.pdf)

### *Why request a Personal Curriculum to the Michigan Merit Curriculum?*

- To modify the mathematics requirements.
- To substitute additional mathematics, science, English language arts or world languages credit.
- To modify credit requirements due to a disability as outlined in a student's IEP.
- To properly place a student transferring into a local school district from out-of-state or a non-public school.

\*To see Michigan Merit Curriculum Law in its entirety, see MCL 380.1278a and MCL 380.1278b at <http://www.legislature.mi.gov>.

## **TESTING OUT**

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the entire course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. (MCL 380.1279b)

Students can apply to test out prior to ONE WEEK FROM THE LAST DAY OF EACH COURSE in writing to their instructor. Testing out will take place in person or in a virtual proctored setting, on camera, with a school proctor.

### **OTHER GRADUATION CONSIDERATIONS**

Mid-Year completion:

1. Students who have earned sufficient credits to graduate will be issued a "letter of completion".
2. Students will be issued a diploma at the completion of the school year.
3. Early Graduates are eligible to participate in the graduation ceremony.

Alternative Pathways:

1. The Guidance Department will consider additional pathways towards graduation with the approval of the Principal or Head of School.
2. All students must meet the requirements of the Michigan Merit Curriculum.

Graduation at an accelerated rate will be considered when:

1. The student has successfully completed a minimum of one quarter at Insight School of Michigan.
2. The student has, in writing, petitioned for early graduation to the Principal or Head of School at Insight School of Michigan stating the reason for accelerated graduation, how he/she will meet the graduation credit requirements and post-secondary plans.
3. The Head of School approves the student accelerated graduation request.

### **AWARDING OF EXTRA CREDIT**

Extra credit is awarded at the discretion of the individual teacher. Teachers will post their extra credit policies and opportunities within their individual courses.

### **NCAA**

Please note, as ISMI is a credit recovery focused school, courses may not meet the NCAA (National Collegiate Athletic Association) requirements. ISMI is in the approval process. If approved, families will be notified.

### **PROGRESS UPDATES**

Learning coaches are responsible for checking their child's progress in the Online Learning System (OLS). Report cards are not sent out quarterly because the LC has access daily to grades earned. LCs should be fully aware of their student's academic progress because they are monitoring their work/grades. A transcript can be requested for college through the parchment system at [www.parchment.com](http://www.parchment.com).

### **DETERMINING CLASS RANK**

Class rank is determined by rank ordering the cumulative grade point average of all students within a grade level. Valedictorian and Salutatorian need to be of the correct cohort year and enrolled for the full current academic school year.



## **LATE WORK POLICY**

It is important that student's complete assignments and stay on schedule. Staying current with assignments will allow teachers to be better able to provide group, as well as individual, assistance. Our curriculum provides due dates for assignments. Students should complete assignments by assigned due dates. In the event a student does not complete the assignment, test, exam, etc., by the assigned due date, the teacher will enter a 0 (Zero) into the grade book for that assignment, test, or exam on a weekly basis. Students will have an opportunity to replace a zero with the points associated with their performance on the assignment, test, exam, etc. Please contact your teacher or review the course syllabus to view the late policy for your courses. Concerns about a teacher's decision regarding late work should be directed to the ISMI Principal.

## **COURSE EXTENSIONS**

Students may request an extension of up to 5 school days beyond the end of the term under any of the following circumstances:

- Student has attempted at least 60% of the total points possible and maintained regular contact with the teacher in the course.
- Student makes a formal, written request to the instructor.
- Student cites the reasons for which he/she is requesting the extension and gives a detailed plan for completing the course within the requested extension.
  - Must meet one of the acceptable reasons listed below, as documented by a teacher, counselor, At-Risk Coordinator, Principal or Head of School
  - Medical issues
  - Family issues
  - Psychological/emotional issues
  - Employment/commitment issues
  - Significant technology issues

Extensions are granted at the discretion of the course instructor. If the instructor denies an extension, the student may appeal the decision to the Principal. Appeals must be registered no more than three school days after the instructor's e-mail informing the student of his/her request status. A course extension for that semester will not be granted for any student in violation of the Academic Dishonesty policy. A final grade will be applied to this course following the extended time.

## **AGE OUT POLICY**

A pupil shall meet the minimum age requirement to be eligible to attend school under section 1147 of the revised school code, MCL 380.1147, or shall be enrolled under subsection (3) of that section and shall be less than 22 years of age on September 1 of the school year.

A pupil who qualifies for Special Education supports and is enrolled and receiving instruction in a special education program or approved service approved by the department, who does not have a high school diploma, and who is less than 26 years of age as of September 1 of the current school year shall be eligible to attend school.

## **WORK PERMITS**

Refer all Work Permit questions to Grade Level Advisor. Work permits may be obtained at your local school district or by contacting the Michigan Department of Education: Office of Career and Technical Education at 517.335.6041. The State of Michigan regulations control the employment of minors. Minors between the ages of 14 and 18 must have a work permit before they can be employed. A student shall have obtained the age of 14 to be issued a work permit. NOTE: PERMITS MAY BE REVOKED BY THE SCHOOL IF A STUDENT'S ATTENDANCE OR ACADEMIC ACHIEVEMENT IS AFFECTED ADVERSELY BY THEIR EMPLOYMENT.

Insight School of Michigan will follow state guidance.

## **FAMILY DIRECTORY**

Accessed through the Online School (OLS), this secure directory allows parent/legal guardians to find other parent/legal guardians by location, student grade levels, special interests and more. Parent/legal guardians may search by name and other information in a parent/legal guardian profile. The new directory is automatically updated as a parent/legal guardian's status changes, such as if a parent/legal guardian has changed location or an e-mail address. There is an online opt-in/out capability through OLS. Parent/legal guardians can easily include or exclude themselves from the directory.

## **STUDENT SUPPORT**

### **AT RISK-PROGRAM**

Insight School of Michigan supports the academic achievement of all students, particularly those most at risk. The school has a strong commitment to the federally mandated goals of Every Student Succeeds Act (ESSA). It is a priority to build strong parent/legal guardian/teacher/student relationships and address the specific needs of individual students. Students who are identified as at risk will be directed to additional support.

The At-Risk Program at Insight School of Michigan uses an early intervention process to identify and to serve struggling students. This process includes parent/legal guardians, teachers, and administrators. It uses a multi-tier model of service delivery, problem-solving methods to make decisions, and research-based, scientifically validated interventions/instruction. If a teacher identifies an area of weakness for any student and prescribes intervention strategies and activities supplementing daily curriculum, it is expected that the student would follow the prescribed plan which could include mandatory sessions. Attendance is expected and student participation required. Additional assignments may be requested, but if a student does not participate, he or she will be subjected to the attendance policy.

### **TITLE I SCHOOLWIDE PROGRAMMING AND PARENT/LEGAL GUARDIAN INVOLVEMENT**

Insight School of Michigan receives supplemental Title I federal funding to support all students struggling academically. The Title I Team includes academic interventionists, in reading and math and a credit recovery coach. We hold a schoolwide Title I program. The staff at Insight School of Michigan recognizes the importance of parent/legal guardian involvement in the online educational process. Parent/legal guardians and students are valuable partners in our mission to prepare

students for high school graduation. We encourage all our parent/legal guardians to participate in activities such as our annual Title I meeting, orientation sessions, live launch sessions, parent/legal guardian-school committee meetings, parent/legal guardian/teacher conferences, school improvement meetings, and classroom volunteering. An Annual Title I Parent/legal guardian Meeting is held in compliance with ESSA laws at a convenient time, allowing parent/legal guardians to learn about the school's program and their rights as partners in their child's learning. The annual meeting will be held virtually in the first quarter of each school year. The virtual Annual Title I Parent/legal guardian Meeting will be recorded and shared with families via email and in the school's online resource library. Parent/legal guardians will be asked to review requirements and their right to be involved in Title I programs. Parent/legal guardians will be invited to communicate with the Title I Coordinator to provide feedback on specific sections of the Parent/legal guardian Involvement Policy over the course of two weeks following the Annual Parent/legal guardian Meeting. The Title I Coordinator will send a follow up survey after the Annual Title I Parent/legal guardian Meeting. The survey will provide parent/legal guardians an additional space for sharing suggestions in writing.

### **STUDENT SUPPORT SERVICES**

Student Support Services empowers students to overcome challenges – academic, social, emotional, medical, or otherwise – to succeed in school and beyond. This holistic approach involves all school staff, including teachers, administrators, Counselors, Advisors, Student Support Team members, and linking families to school and community-based resources. Members of the Student Support Team and teachers work with families to provide the support needed to foster at least one year of academic growth for every student.

#### Student Support Team Goals

- Promoting successful onboarding and meaningful connections to the school for all students
- Early identification of students needing additional layers of support or intervention
- Ensuring interventions are implemented with fidelity and within established timelines
- Properly documenting connections, support, and interventions to ensure students receive the support they need to succeed
- Commitment to engaging all students and families
- Commitment to ongoing development and improvement of student support program

Every student deserves the best support we can provide. Student Support Advisors and Teachers work with students from their first day to their last. Some of these supports can include phone calls, emails, live online conferences, text messaging, or even face to face get-togethers. The focus of everything we do should be to engage our students more fully, giving students the best opportunity to succeed academically. If a student starts to struggle, a referral is made for increased student support. When a referral is made, students will receive interventions intended to increase engagement and academic outcomes. This is done through the Multi-Tier System of Supports (MTSS) Process.

## **COUNSELING OPPORTUNITIES**

Insight School of Michigan will provide all students with a developmentally appropriate comprehensive school counseling program. The school counseling program guides students through a systematic approach to developing the academic, personal/social and career skills of each student. Insight School of Michigan will use a combination of curriculum, web-based tools, 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.

Insight School of Michigan will offer the following components to support our comprehensive school counseling program.

- career assessment, exploration, and skills development
- individual and group counseling services for all students on personal/social issues
- study skills as determined by needs assessment
- developmental guidance curriculum to promote the academic success and personal growth of every student
- parent/legal guardian outreach, education, and support services, facilitating community resources and referral programs
- individualized academic advisement and graduation planning, ensuring all students on time graduation with the most appropriate course selection,
- college and postsecondary education counseling and web-tools that guide students through the preparation, selection, application, and admissions processes
- Students will be provided with the opportunity to develop and review a personal Educational Development Plan (EDP)

## **SOCIAL WORK SERVICES**

The School Social Worker (SSW) is available for support to all ISMI students. SSW offers students an array of support including limited counseling services, engagement support and connecting students and families to community resources. The SSW offers students individual as well as group support. Individual support is available as needed. Group support is offered monthly in collaboration with the School Counselors. All support provided by the SSW is voluntary. Support is based on the student's individual needs. Support can be provided through phone calls, emails, and online sessions. The SSW is available if a student needs to talk or just needs someone to listen.

## **THE MCKINNEY VENTO ACT: PARENT/LEGAL GUARDIAN/STUDENT RIGHTS FOR THOSE IN TRANSITION**

Insight School of Michigan (ISMI) shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not experiencing homelessness. This commitment to the educational rights of homeless children, youth, and unaccompanied youth applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In temporary shared housing, a shelter, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- Living with friends or family due to economic hardship.

According to the McKinney-Vento Act, eligible students have rights to:

**Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

**School Selection:** Eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**Participate in programs** *for which they are eligible, including Title I, tutoring programs, Free Lunch in schools with the National School Lunch Program, Head Start & Even Start Preschool Programs.*

**Transportation Services:** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

**Dispute Resolution:** *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento Liaison will assist you in deciding, providing notice of any appeal process, and filling out dispute forms*

## **NATIONAL SUICIDE PREVENTION TELEPHONE NUMBER**

24/7 trained professional help contact by phone or text (988) or [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

## **SPECIAL EDUCATION SERVICES**

Insight School of Michigan program meets the individual needs of students by using specifically 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 Insight School of Michigan students at no cost to the parent/legal 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).

**AGE OF MAJORITY**

In Michigan, the law states that a student become a legal adult when they turn 18 years old. This means that they have reached the age of majority. All rights covered by state and federal legislation automatically transfer to the student. As a student with an individualized education program (IEP), on or before the student's 17th birthday, the student and parent/legal guardian must be given information regarding this transfer of rights. If the student feels uncomfortable making decisions on their own, they may choose an advocate to assist with educational transition plans.

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

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 with disabilities, who live in that specific district. Insight School of Michigan will make a concerted effort to identify, to locate and to evaluate children through 26 years of age who enroll in Insight School of Michigan and have a confirmed or suspected disability, in accordance with all federal regulations and state standards. In addition, it shall be the policy of Insight School of Michigan that children with disabilities, as well as their parent/legal guardians/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.

**MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)**

MTSS is a viable means to intervene prior to academic failure. Using MTSS, Insight School of Michigan can identify students at risk for poor learning outcomes, monitor student progress, and provide evidence-based interventions. These interventions can be adjusted as needed depending on a student's responsiveness.

Insight School of Michigan (ISMI) has a documented process for identifying “at-risk” students, built on Michigan’s Multi-Tiered System of Support (MTSS) framework. ISMI stands ready to provide parent/legal guardians and students with the support they need to have a successful academic experience. ISMI will implement a system of three tiers for providing interventions to help all students.

All students in ISMI are a part of Tier I, with the general education teacher supporting the regular ISMI/ Stride K12 school curriculum in two ways:

1. Reviewing, recording, and analyzing benchmarks and all state-mandated testing creating a differentiated Educational Development Plan (EDP) for each student, based on their age-appropriate grade level and on curriculum placement levels.
2. For Tier II, the general education teacher and/or subject specific specialists provide extra support and attention to students whose progress and test scores show gaps in skills acquisition. Additional Tier III supports will be added depending on student response to more intensive interventions. Students receiving MTSS support receive progress monitoring and members of the MTSS team meet regularly to discuss student progress. Students receiving MTSS tier support may be referred for a meeting with additional school staff and a student’s Learning Coach if further diagnostic evaluations and possible Special Education services may be warranted. Teachers at ISMI will receive continuing professional development regarding MTSS and the role it plays in our school.

### **SPECIAL EDUCATION SCREENING**

When required, Insight School of Michigan screens and evaluates children to determine eligibility for special education and related services. We undertake screening activities before referring most children for a multidisciplinary team evaluation. Screening activities consist of the following:

- On-going analysis of the child’s response to instruction and performance on statewide and district-wide assessments.
- Reviewing vision and hearing assessments -as mandated by the Michigan Public School Code.
- Baseline assessment and analysis of the child’s response to individualized academic or behavioral intervention over an extended period. Such intervention-based screening occurs when requested by the child’s teacher, parent/legal guardians, or other concerned school personnel.

### **SERVICES BY DISABILITY**

Special Education services are collaborative teamwork among the parent/legal guardian, teachers, and therapists to provide a systematic problem-solving approach for a quality education to each student. All members of the Insight School of Michigan 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
- Cognitive Impairment
- Severe Multiple Impairments

- Traumatic Brain Injury
- Emotional Impairment
- Physical Impairment
- Early Childhood Development Delays
- Specific Learning Disability
- Speech and Language Impairment
- Deaf-Blindness
- Other Health Impairment
- Visual Impairment



## **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 students 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 impacts one or more major life activity.

If you have questions about your students 504 Plan, please contact ISMI's 504 Coordinator.

## **ENGLISH LEARNERS (EL)**

Insight School of Michigan will increase English proficiency of English Secondary Language (ESL) and to meet academic achievement standards for grade promotion by providing high quality language instructional programs that are based on scientifically based research and demonstrate the effectiveness of English proficiency and achievement in academic content area. In compliance with state and federal law, any student identified as English Learner (EL) will be identified by Insight School of Michigan and will be supported accordingly. If you are an EL student, you are required to take state mandated WIDA testing at a designated testing site. ISMI has an EL teacher, students may be required to meet with the teacher weekly.

## **COMMITMENT TO SERVE STUDENTS**

Insight School of Michigan is committed to the full implementation of Every Student Succeeds Act (ESSA) and Individuals with Disabilities Education Act (IDEA). Students identified as Military Families, Foster Care and wards of the state, Homeless (MKV), Migrant, Delinquent and Neglected Students are included.

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 aligned to Michigan state standards. *\*If you believe your child meets the criterion identified in the above categories, please contact their grade-level advisor.*

## **STUDENT CODE OF CONDUCT**

The goal of Insight School of Michigan is to provide the best possible educational experience for each student. The instructional program, partnership with parent/legal guardians and teachers, student activity clubs, field trips, and school competitions all help to increase student success. Understanding the information that follows is an essential responsibility of each student. The Insight School of Michigan Student Code of Conduct shall apply in all environments- home, community, during the school day and at any school function that goes beyond these hours.

## **STUDENT INFRACTIONS AND CONSEQUENCES**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law. Respect for the rights of others, consideration of their privileges, and cooperative citizenship also shall be expected of all members of the school community.

Respect for physical and virtual property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the school.

Disciplinary procedures shall be consistent with applicable requirements of the Michigan Code and IDEA. Student offenses dictate the severity of the consequence Insight School of Michigan will impose. In addition to the specific offenses set forth below, Insight School of Michigan has the right to discipline any student who engages in conduct that threatens the health, safety, or welfare of others or disrupts the learning environment. The appropriate consequence will be determined at the sole discretion of Insight School of Michigan in accordance with the law. A student has the right to certain discipline procedures as outlined in the final section of this code.

<b>Rule</b>	<b>Possible Consequence or Intervention for Infraction</b>
<p><b>Prohibition of Disruption of School</b></p> <p>Students shall act in a courteous manner toward all members of the school and shall not disrupt any education or school-related program:</p> <ul style="list-style-type: none"> <li>• If a student fails to obey directions; uses electronic devices not approved for school use during school function or in class; or fails to attend class without a valid excuse.</li> </ul> <p>The students' learning coach is responsible to ensure appropriate use of technology.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p> <p>Failure to attend school without a valid excuse also holds student to truancy violations. These are outlined in the Attendance Policy.</p>

Rule	Possible Consequence or Intervention for Infraction
<p><b>Compliance with Dress Code</b></p> <p>Students shall dress in accordance with the standards described below:</p> <ul style="list-style-type: none"> <li>- pants must be worn on the waist, so no undergarments are Showing</li> <li>- no halter tops, strapless garments, or garments revealing midriff may be worn to a school event</li> <li>- no garments that reveal undergarments or that are see through may be worn to a school event</li> <li>- no hats, stocking caps, doo rags, bandanas may be worn inside buildings at school events</li> <li>- no clothing that has profanity, drug or offensive slogans may be worn to school events</li> </ul> <p><b>Note:</b> This section is enforced for all students participating in ISMI programming, both face to face and virtual. (On camera)</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>
<p><b>Prohibition of Offensive Language</b></p> <p>Students shall not use offensive language. Violation of this includes but is not limited to:</p> <ul style="list-style-type: none"> <li>- curses, uses vulgar obscene language</li> <li>- sending, forwarding offensive, sexually oriented, or threatening messages, pictures, or symbols of offensive nature</li> </ul>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>
<p><b>Abuse of Computer or Internet Privileges</b></p> <p>Students shall respect the computer privileges granted to them. Violations include:</p> <ul style="list-style-type: none"> <li>- gives his/her password to another individual or uses another individual's account</li> <li>- illegally downloads copyrighted materials from the internet</li> <li>- visits sites on the internet which contain sexually explicit material</li> <li>- harms or destroys data of another student or person, the internet or other networks</li> <li>- creates, downloads, or uploads computer viruses; or</li> <li>- violates any rule outlined in the Acceptable Use Policy</li> </ul>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p> <p>In addition to above measures students will be required to pay full restitution for acts of deliberate damage or graffiti. Costs for damage to school property will include labor, materials, consulting fees and other costs associated with replacing or restoring the damaged property.</p>

Rule	Possible Consequence or Intervention for Infraction
<p><b>Prohibition of Threats</b></p> <p>A student shall not communicate, directly or indirectly, any threat to another member of the school community that places him/her in fear of injury, pain, or ridicule.</p> <p>Serious threats to life or safety are included in the Bully Policy.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p> <p>If the threat is serious to an individual's life or safety, a student could be presented to the board for expulsion.</p>
<p><b>Prohibition of Fighting</b></p> <p>Students shall refrain from mutual confrontations involving physical contact with any members of the school community.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>

<p><b>Prohibition of Gang Activity</b></p> <p>A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s education mission. Gang activity includes any one of the following: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs. Recruiting student(s) for gangs.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>
<p><b>Prohibition of Tobacco Products and Paraphernalia</b></p> <p>A student may not possess or use any tobacco product, cigarette lighters, matches, rolling papers, pipes, or other such paraphernalia.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>
<p><b>Prohibition of Drugs or Alcohol for Personal Use</b></p> <p>Students shall not have, use or be under the influence of any alcohol, drugs, or unauthorized prescription or non- prescription medication.</p>	<p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Refer to Student Support Team.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>

Rule	Possible Consequence or Intervention for Infraction
<p><b>Prohibition of Bullying and Serious Threats</b></p> <p>Bullying of a pupil, whether by other students, staff, visitors, parent/legal guardians, guests, contractors, or volunteers, is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivation.</p> <p>Bullying is defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.</li> <li>2. Adversely affecting the ability of a pupil to participate in or benefit from the Insight School of Michigan’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.</li> <li>3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.</li> <li>4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.</li> </ol> <p><b>Note:</b> This section is enforced for all students participating in ISMI programming, both face to face and virtual.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p> <p>Expulsion is also possible when the nature of the incident is serious or repeated.</p>
<p><b>Prohibition of Harassment</b></p> <p>Students shall not harass members of the school community either face to face or virtually. A student violates this by demanding sexual favors, threatens, intimidates, or creates a hostile environment because of someone’s gender, age, race, color, sexual orientation (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>

Rule	Possible Consequence or Intervention for Infraction
<p><b>Prohibition of Possession of a Weapon</b></p> <p>Students shall not possess any weapon as defined in this code’s glossary. A student violates this rule even if he/she did not intend to use such a thing as a weapon.</p>	<p>Insight School of Michigan has a zero-tolerance policy on weapons violations.</p> <p>Students in possession of a weapon will go to an expulsion hearing.</p>
<p><b>Hazing</b></p> <p>ISMI prohibits any form of hazing activity, live or virtual, on the part of any student, employee, or agent of the school. This prohibition includes planning, directing, encouraging, aiding, or engaging in hazing, as well as permitting, condoning, or tolerating hazing. This hazing prohibition applies to all students online, offline or during an ISMI school sponsored activity. Consent by a person being hazed does not lessen the prohibitions contained in this policy.</p> <p><b>Note:</b> This section is enforced for all students participating in ISMI programming, both face to face and virtual.</p>	<p>Discuss incident with student.</p> <p>Hold a disciplinary meeting with parent/legal guardians/guardians, student, and staff members.</p> <p>Suspend student from school privileges.</p> <p>Suspend from school if above interventions are not effective.</p>

**FLAG SALUTE**

A student may refuse to recite the Pledge of Allegiance or salute the flag based on the student’s religious conviction or personal belief. A student who declines to participate in this exercise shall remain silent and respect the rights and interests of classmates who do wish to participate.

**SEARCH AND SEIZURE POLICY**

To maintain order and discipline at school functions and protect the safety and welfare of students and school personnel, school authorities may search a student, student’s backpack or automobile in certain circumstances and may seize any illegal or unauthorized materials discovered during the search.

**RESTRAINT AND SECLUSION POLICY**

The safety and wellbeing of all the students at ISMI is our primary concern. ISMI staff will be trained in various discipline techniques using the MDE guidelines for seclusion and restraint. Seclusion and restraint are reserved for those emergency situations as a last resort. If restraint and/or seclusion become necessary, staff members are responsible for informing parent/legal guardians of any discipline techniques used to manage student behavior. Restraint and seclusion practices may only be used if a child is a danger to themselves or others.

**DISCIPLINARY MEETINGS AND ACTION**

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available. Students will be afforded their Due Process rights.

### **PROCEDURES FOR SUSPENSIONS OF 3 DAYS OR LESS**

Students who are suspended shall be afforded a conference with the administrator of the department before being suspended. During the conference, the student shall be:

- informed of the alleged violation and any of the surrounding circumstances examined.
- given an opportunity to respond to the accusations if he/she has not already done so.
- informed of the recommended remedial measure; and
- informed of the consequences of future infractions.

After the conference with the student, the administrator shall implement the recommended remedial measure and send the parent/legal guardian a disciplinary letter to inform them of the student's violation, the length of the suspension, and the day on which the student and parent/legal guardian/guardian are permitted to return to class.

### **PROCEDURE FOR SUSPENSIONS OF MORE THAN 3 DAYS**

Students who are suspended for more than 3 days shall be afforded an informal hearing. Parent/legal guardians of the students must be notified in writing when the suspension is between 3 and 10 days. The notification must afford the parent/legal guardian time to attend the hearing. When the suspension is regarding health, safety, and welfare the student may be suspended immediately. The hearing allows the students to meet with an appropriate official to explain why he/she should not be suspended. During the hearing, the student will be:

- informed of the alleged violation and any of the surrounding circumstances examined.
- given an opportunity to respond to the accusations if he/she has not already done so.
- informed of the recommended remedial measure; and
- informed of the consequences of future infractions.

### **EXPULSION**

Is the exclusion from school for a period of more than 10 days. Written notice describing the misconduct containing specific reference to the rules and the setting the times and place of the hearing must be sent to the student's parent/legal guardian or guardian. A formal hearing must be held and should be private unless requested by the parent/legal guardian or guardian to be public. The student:

- may be represented by an attorney.
- has the right to have the information on the prosecution's witnesses.
- has the right to testify and present witnesses on his own behalf; and
- has the right to appeal to the appropriate judicial authority

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

If a student violates the Code of Student Conduct, before consequences or punishments 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 student 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/legal guardian 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 student’s misconduct a direct result of the school’s failure to follow their IEP?

The parent/legal guardian/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 the 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 the 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 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 require 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/legal guardian disagrees with the team's decision that the behavior was not a manifestation of the student's disability, the parent/legal guardian may request a due process hearing to challenge this finding. If the hearing officer agrees with the parent/legal guardian, the students will remain in the school where the offence was committed unless the parent/legal guardian 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 consults with the special education team 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.

### **BULLYING AND CYBER BULLYING**

*The Board of Directors of Insight School of Michigan has approved the following anti-bullying policy.*

Insight School of Michigan believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### **BULLYING AND CYBERBULLYING ARE PROHIBITED**

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parent/legal guardians, guests, contractors, vendors, and volunteers, is prohibited. All pupils are protected under this policy and bullying, and cyberbullying are prohibited without regard to its subject matter or motivating animus.

### **DEFINITION OF BULLYING**

"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 one (1) or more pupils either directly or indirectly by doing any of the following:

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

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

1. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school districts or public school’s educational programs or activities by substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyberbullying.” Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school- sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

#### **REPORTING AND INVESTIGATING REPORTS OF BULLYING**

Every student is encouraged to report any situation that he/she believes to be bullying behavior directed toward a student, a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior to the School Leader or the Educational Service Provider. Complaints against the School Leader or the Educational Service Provider shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent/legal guardian or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The School Leader or the Educational Service Provider or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including exclusion from school property for parent/legal guardians, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

The Board may utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

1. Are initiated by the victim.
2. Are approved by the victim's parent/legal guardian or legal guardian or, if the victim is at least 15, by the victim.
3. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team"); and
4. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Where the investigation results in a finding that bullying has occurred, both the parent/legal guardian or legal guardian of a victim of bullying and the parent/legal guardian or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parent/legal guardians of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parent/legal guardians or guardians and any discipline and referrals. The School Leader is the school official responsible for ensuring that this policy is implemented.

### **CONFIDENTIALITY**

ISMI will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent/legal guardian(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

## **NOTIFICATION**

This policy will be annually circulated to parent/legal guardians and students and shall be posted on the Academy website.

## **REPORTING**

As required by state statute, the school shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

## **SCHOOL OPERATIONS**

Student records are maintained at the Insight School of Michigan office. The Insight School of Michigan provides parent/legal guardians with access to the academic records of their children.

The access rights of parent/legal guardians consist of:

- the right to inspect and review the contents of educational records
- the right to obtain one copy of the education records at no charge, and additional copies, if requested, at a charge. These will be stamped as "unofficial"
- the right to receive from school personnel an explanation and interpretation of the educational records
- the right to a hearing to challenge the contents of the educational records
- the right to bring an attorney or parent/legal guardian advocate to review educational records

A parent/legal guardian seeking access to the educational records may make a request by telephone or in person to the Head of School or designee. However, prior to reviewing and inspecting the educational records, a parent/legal guardian must sign an official request form. Access to educational records is granted within forty-five days of the receipt of the written request. After examining their child's educational record, parent/legal guardians may request a hearing to challenge the contents of the record. The purpose of the hearing is to establish the accuracy of the record. At an informal meeting between the parent/legal guardians and the Head of School or designee, an attempt is made to answer any questions raised by the parent/legal guardians. If the questions are not resolved, a formal hearing is conducted in the office of the Head of School.

In general, the school may not permit access to, nor release of, educational records to third parties without the consent of the child's parent/legal guardians. However, educational records may be released without the consent of parent/legal guardians to another public-school system to which a pupil transfers. Pupil directory information, which includes: the pupil's name; address; date and place of birth; photographic likeness; major field of study; dates of attendance; degrees and awards received; and participation in officially recognized activities and sports may be released without the consent of the parent/legal guardians unless the school is notified annually by the parent/legal guardians not to release the information without their prior written consent. State law provides that the following additional conditions will apply regarding the educational records of special needs students:


- If you have asked to see your child's records, you must be allowed to do so prior to a conference regarding an individualized education program and prior to a hearing regarding the identification, evaluation, or placement of your child.

- You may designate another person to examine your child's records if you wish to have further advice. You may ask for a list of the types and locations of the records kept about your child.

## IMMUNIZATION REQUIREMENTS

# SCHOOLS VACCINES REQUIRED FOR SCHOOL ENTRY IN MICHIGAN

Whenever children are brought into group settings, there is a chance for diseases to spread. Students must follow state vaccine laws in order to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. The best way to protect students in your care from other serious diseases is to promote the recommended vaccination schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines). Encourage parents to follow CDC's recommended schedule; by doing so, school requirements will be met.



	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
<b>Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)</b>	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses D and T or 3 doses Td if 1st dose given at or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
<b>Polio</b>	4 doses 3 doses if dose 3 was given at or after 4 years of age	
<b>Measles, Mumps, Rubella (MMR)*</b>	2 doses at or after 12 months of age	
<b>Hepatitis B*</b>	3 doses	
<b>Meningococcal Conjugate (MenACWY)</b>	None	1 dose at 11 years of age or older upon entry into 7th grade or higher
<b>Varicella (Chickenpox)*</b>	2 doses at or after 12 months of age or Current lab immunity or History of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at [www.michigan.gov/immunize](http://www.michigan.gov/immunize).  
\*If the student has not received these vaccines, documented immunity is required.  
All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.

Updated March 1, 2017



## CHANGE OF HOME ADDRESS

In the event you change addresses after initial enrollment, please send a school email to your child's Advisor verifying the updated address. Be sure to include the names of all children associated with your household. You are to include in your school email:

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

In addition to the school email, you are required to submit the following documents to our office within 10 days of receipt of this letter. Please be advised, the documents are state mandated for all enrolled students. Failure to submit the documents will cause your child to be out of compliance with state requirements.

- Proof of Residence (please see below for acceptable documentation of residency). Submit ONE of the following:
  - ✓ valid driver's license
  - ✓ valid state ID
  - ✓ current utility bill (gas, water, electric, sewage, cable, and land line phone)
  - ✓ current mortgage / lease statement
  - ✓ current residency card
  - ✓ deed, vehicle registration
  - ✓ property tax bill
  - ✓ current credit card bill

Insight School of Michigan  
526 S. Creyts Road, Suite A  
Lansing, Michigan 48917

### **TEXT MESSAGING OPT-IN**

For families to receive text messages from ISMI, the family must opt-in to the texting service. This option is available to families when they enroll with Stride K12. If you would like to opt-In to texting, please fill out the following DocuSign Link or email the completed document to your advisor.

PF Link: <https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=5fc9a1a0-a9c4-4bf0-b1a5-6c7fd81ca8d7>

### **WITHDRAWING FROM INSIGHT SCHOOL OF MICHIGAN**

Parent/legal guardians wishing to withdraw their children from the Insight School of Michigan must contact their Advisor and complete a withdrawal form in order to fully process the withdrawal. The Advisor will notify school officials of their decision. Withdrawal slip/survey must be completed with the advisor for ISMI to forward student records to the next school. The Operations Manager or designee will confirm withdrawal date once the form has been received and arrange for the return of all school equipment and materials. Failure to return all school equipment and materials in satisfactory condition may result in a collections action. Subject to change.

Upon enrolling through Stride K12 each student is given a laptop and a printer. The laptop is the property of Stride K12 and is required to be returned if the student is withdrawn. The printer is disposable and is not required to be returned. Return labels are found on the [www.K12.com](http://www.K12.com) website.

### **PRINTER INK USAGE GUIDELINES (If issued a printer)**

Printer ink is expected to be used sparingly and only for school needs. We encourage families to use the student pages instead of printing. Insight School of Michigan does not provide printer ink cartridges or refills. Refills are the responsibility of the family. To conserve ink, it is recommended that your printer is set to always print in draft mode.

### **INTERNET SERVICE PROVIDER (ISP) REIMBURSEMENT PROGRAM**

Families at Insight School of Michigan that make a written request to the school will receive ISP reimbursement checks twice per year at the rate of \$12.00 per month (per family) for the school year. Disbursements will be made in January and June. Receipts must be submitted to receive a reimbursement. The deadline for the current school year will be July 31<sup>st</sup>. Submissions will not be accepted after July 31<sup>st</sup>. **Families must participate in the Online School, as well as have compliant attendance as described in the Insight School of Michigan Handbook, in order to qualify for ISP reimbursement.** Additionally, there must be current proof of residence for each student enrolled. Families are eligible for ISP reimbursement for the month in which they enroll.

### **DATA PRIVACY/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Insight School of Michigan maintains records concerning all children enrolled, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and to reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the system, correspondence between school staff and home, instructional support team documents, referral data, memoranda and other education-related documents. Records can be maintained electronically, on paper, microfiche, audio, and videotape. Records can be located in the central administrative offices of the Insight School of Michigan, electronic storage systems and in the secure possession of teachers, school administrators, specialists, psychologists, counselors and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are to:

- ensure that the child receives programs and services consistent with his or her IEP.
- monitor the ongoing effectiveness of programming for the child.
- document for the public school and the parent/legal guardians that the student is making meaningful progress.



- satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and
- inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must notify the parent/legal guardians in writing and may destroy the records or, at the request of the parent/legal guardians, must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parent/legal guardians request so in writing.

The Family Educational Rights and Privacy Act (FERPA) affords parent/legal guardians and students over 18 years of age (“eligible student”) certain rights with respect to the student’s educational records. They are:

- the right to inspect and to review the student’s educational records within 45 days of the date Insight School of Michigan receives a request for access.
- the right to request the amendment of the student’s education records that the parent/legal guardian or eligible student believes is inaccurate or misleading.
- the right to consent to disclosure of personal information contained in student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by Insight School of Michigan to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education 600 Independence Avenue,  
SW Washington, DC 20202-4605

Parent/legal guardians or eligible students (age 18 and above) may ask Insight School of Michigan to amend a record that they believe is inaccurate or misleading. They should write the school administrator and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If Insight School of Michigan decides to not amend the record as requested by the parent/legal guardian or eligible student, notice will be given to the parent/legal guardian or eligible student of the decision. Information will be given advising him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be included to the parent/legal guardian or eligible student when they are notified of the right to a hearing.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Insight School of Michigan as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Insight School of Michigan has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/legal guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, Insight School of Michigan discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(Note: Directory information includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.)

### **STUDENT PRIVACY AND PARENT/LEGAL GUARDIAN ACCESS TO INFORMATION**

The Board of Directors respects the privacy rights of parent/legal guardians and their children. Without prior written consent of the student, (if an adult or an emancipated minor) or his/her parent/legal guardians (if an un-emancipated minor), no student shall be required, as a part of the Insight School of Michigan program or curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

- A. political affiliations or beliefs of the student or his/her parent/legal guardians
- B. mental or psychological problems of the student or his/her family.
- C. sexual behavior or attitudes.
- D. illegal, anti-social, self-incriminating, or demeaning behavior.
- E. critical appraisals of other individuals with whom respondents have close family relationships.
- F. legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers.
- G. religious practices, affiliations, or beliefs of the student or his/her parent/legal guardians
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Upon request, parent/legal guardians shall have the right to inspect a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the Academy to the student. The parent/legal guardian shall have access to the survey/evaluation within a reasonable period after the request is received by the School Leader.

Upon written request, parent/legal guardians have the right to inspect any instructional material used as part of the educational curriculum of the student. Parent/legal guardians will have access to the instructional material within a reasonable period after the written request is received by the School Leader. The term instructional material means any learning materials provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).

Insight School of Michigan shall provide notice directly to parent/legal guardians of students enrolled in the school of the substantive content of this policy, at least annually at the beginning of the school year and within a reasonable period after any substantive change in this policy. In addition, Insight School of Michigan shall notify parent/legal guardians of students in the school, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- I. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- J. activities involving the administration of any survey by a third party that contains one or more of the items described in A through H above.

For purposes of this policy, the term parent/legal guardian includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent, with whom the child lives, or other person legally responsible for the welfare of the child).

## Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Insight School of Michigan, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Insight School of Michigan may disclose appropriately designated "directory information" without written consent, unless you have advised the **Insight School of Michigan** to the contrary in accordance with Insight School of Michigan procedures. The primary purpose of directory information is to allow the Insight School of Michigan to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Insight School of Michigan to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Insight School of Michigan in writing prior to the student's start date. Insight School of Michigan has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

#### **FERPA Opt-Out Directory:**

##### **Annual Notification Process:**

- Publicly post policy in the Parent Student Handbook and distribute via email, or other direct manner to families annually
  - o Document of Completion; Retain external communication notices
- Provide annual overview/training to all staff members
  - o Documentation of Completion: Retain training materials, staff in attendance and tracking tool in SharePoint

##### **Annual Collection Process:**

- Publicly post contact information for parents/legal guardians to Opt-Out of School Directory Information
  - o Contact information should include Name, Title, address, phone and email of school point of contact
    - Provide a Opt-out form for completion
  - o Documentation of Responses; Retain tracking tool in SharePoint and update as needed
    - Link can be located on the FERPA and Accessing Student Records Page in the Operations Manual towards the bottom of the page

#### **School Directory Information:**

Emily Carlson – Operations Manager – (517)580-0020 ext: 6003 – email: [ecarlson@insightmi.org](mailto:ecarlson@insightmi.org)

#### **USE OF MEDICATIONS**

Neither the Board of Directors nor the School Leader shall be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, medication shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies and performance- enhancing drugs as defined in AG 2431C. Treatment refers both to the way a

medication is administered and to health care procedures that require special training, such as catheterization. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician and the written authorization of the parent/legal guardian.

Parents must also authorize any self-medication for their child. Medications will be administered by the Academy in accordance with the School Leader's procedures.

Only medication in its original container that is labeled with the date (if a prescription), the student's name, and exact dosage may be administered. Parent/legal guardians, or students authorized in writing by their physician and parent/legal guardian may administer medication or treatment. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with knowledge of the Academy's policy and procedures and knowledge of the administration of medications or treatment.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma (or before exercise to prevent onset of asthma symptoms), while at the school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Administrative Procedures, if all the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student's parent/legal guardian (if student is under eighteen (18) to possess and use the inhaler (Form 5330 F1c) and
2. The School Leader has received a copy of the written approvals from the physician and the parent/legal guardian, and
3. There is on file at the student's Academy a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency. (Parent/legal guardian consent form found at the last page of the handbook)

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

This policy and the Administrative Procedures developed to establish appropriate procedures shall be implemented in such a manner to comply with Academy's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities. The School Leader shall prepare Administrative Procedures to ensure the proper implementation of this policy.

#### **PERFORMANCE-ENHANCING DRUGS/COMPOUNDS**

The Board of Directors recognizes the use of dietary supplements containing performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students. Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of any dietary supplement containing a performance enhancing compound or a performance-enhancing drug (e.g., anabolic steroids), to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties.

Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of such a dietary supplement by a student with whom he/she has contact as part of his/her duties. Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a pupil's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431. This notice and list shall also be published in the Parent/legal guardian/Student Handbook provided annually.



## **WHERE TO GO WITH QUESTIONS OR CONCERNS**

Insight School of Michigan staff recognizes that life at school does not always run smoothly. As problems arise, school personnel and parent/legal guardians must collaborate to seek solutions. Insight School of Michigan staff also realizes that parent/legal guardians and students do not always know what to do or where to seek out answers. Parent/legal guardians 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 for academic/content questions or to the student's advisor. If an Insight School of Michigan teacher cannot resolve the issue (e.g., materials and computer issues) he or she directs the parent/legal guardian/responsible adult to the appropriate student's advisor for assistance. The Insight School of Michigan advisor will monitor the concern to ensure resolution.

**Step 2:** If the concern is not resolved, parent/legal guardians/responsible adults are advised to contact the At-Risk Coordinator or the Principal (see School Directory).

## **INFORMAL COMPLAINT PROCESS**

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

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

## **FORMAL COMPLAINT PROCESS**

ISMI will follow all applicable laws. Anyone may initiate a formal complaint of harassment, intimidation, or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts will be made to increase the confidence and trust of the person making the complaint. Insight School of Michigan will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent/legal guardian or trusted adult with them, if requested, during any school initiated investigatory activities. The Head of School or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the school needs to investigate based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

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

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

### **GRIEVANCE/COMPLAINT POLICY**

Parent/legal guardians Complaint Response/Due Process Procedure

The Insight School of Michigan is interested in achieving and fostering student/family satisfaction. ISMI will follow all applicable laws. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. Insight School of Michigan prohibits discrimination against students/ families based on disability, race, creed, color, gender, sexual orientation, gender identification, national origin or religion.

The student and parent(s), custodian(s), or legal guardian(s) should address in writing any concern or grievance to the Head of School. The Head of School responds within ten (10) working days.

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

## STUDENT ACTIVITIES

### **SPECIAL INTEREST STUDENT CLUBS**

Student Clubs will be offered to all students, to enhance their complete educational experience at Insight School of Michigan. Stride K12 supported clubs are located at K12.com. Clubs facilitate student socialization, community and in some cases, service. Clubs are sponsored by Insight School of Michigan staff who welcome parent/legal guardian participation, as well. Staff will provide a more detailed list along with contact information, as the school year progresses. More clubs may be added as interests arise. Suggestions are always welcomed. Any materials or supplies (outside of supplied curriculum) needed for the clubs are the responsibility of the family-- neither Stride K12 nor Insight School of Michigan will provide these materials or supplies.

### **GATHERINGS AND FIELD TRIPS**

Insight School of Michigan teachers arrange a variety of special gatherings for students and families on a regular basis. Attendance is not required. However, these special gatherings provide wonderful opportunities to meet teachers, make new friends, and to talk with fellow parent/legal guardians about school. Parent/legal guardians are responsible for the cost of transportation and any other fees. The fees are often negotiated and reduced for our school. Time spent on a field trip counts as attendance in the related subject. For example, a trip to a science museum can count as attendance time in science. All gatherings/notices are posted in the C.A.S.T.L.E homeroom found in the OLS. Any student may attend any outing he or she wishes by submitting an RSVP, if required, to the staff listed in the outing information. Parent/legal guardians, or adults who they specify, are responsible for supervising children at all times during an outing.

All students are expected to wear clothing that is appropriate for school. Clothing that distracts students, disrupts the educational process, or poses a health or safety threat to anyone is not acceptable in our school. Parent/legal guardians may contact the school if further information is needed. **All attending students must have a completed (by parent/legal guardian/LC) Liability Release Agreement (the form includes information regarding allergies, medications, or any other special needs).**

The board recognizes that students attending Insight School of Michigan gatherings may require medication for various reasons. Parent/legal guardian shall be encouraged to administer medications outside the hours of school gatherings. Parent/legal guardians shall assume full responsibility for the care of this part of their child's health.

### **GUEST PASSES**

Students often request guest passes to attend activities at other schools as a guest. Insight School of Michigan Administration will not sign or endorse student guest passes for students that are not in good standing at ISMI at discretion of principal or designee.

## **ACCEPTABLE USE GUIDELINES**

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

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

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. This document describes the policies and guidelines for the use of Insight School of Michigan's instructional computing resources to ensure that all users of the Academy's instructional computing resources are aware of and understand their responsibilities when accessing and using these resources. The Academy reserves the right to update or alter this policy at any time without notice. The Academy's instructional computing resources include any computer, server, software, or transmission system that is owned, operated or leased or provided by Insight School of Michigan of K-12 (collectively referred to as the "Academy" in the Policy).

#### **1. Conditions of Use**

##### **A. Service Limitations**

The Board prohibits the viewing or use of any adult material of any sort by any Academy provided account, service, or course. This includes, but is not limited to, such things as nudity, any site, page, image or service, and any text, image or likeness suggesting sexual and or illegal acts of any sort. We do not permit any Academy user account to store, use, contain, promote, or display pornography, obscene or inappropriate material, anything illegal, bigotry, racism, hatred, profanity, or any material which may be insulting to another person(s) or company, or depicts the exploitation of minors (children under 18 years of age). No spamming is allowed, no harassing, bullying, threatening, or illegal activities are tolerated. Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act.

At the discretion of the Board or the School Leader, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Academy also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. However, the Board is cognizant of the fact that such software and/or hardware is not perfect and relies on students to self-police (and immediately cease viewing) online activity that would otherwise be in conflict with these policies and to immediately report such to the School Leader.

- i. Pursuant to Federal law, students shall receive education about the following:
- ii. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- iii. the dangers inherent with the online disclosure of personally identifiable information;
- iv. the consequences of unauthorized access (e.g., “hacking”), cyberbullying, and other unlawful or inappropriate activities by students online, and
- v. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Any user accounts found to be violating these service limitations will be terminate without warning or recourse at the sole discretion of the Academy.

#### **B. Use of Insight School of Michigan Servers**

The Academy servers may be used for lawful purposes only. Transmission, storage, or distribution of any information, data, or material in violation of any applicable law or regulation is prohibited. This includes, but is not limited to: copyrighted material, trademarks, trade secrets, or other intellectual property rights used without proper authorization; material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Insight School of Michigan Network Security Violations of system or network security are prohibited and may result in criminal and civil liability. Examples include, but are not limited to, the following: unauthorized access, use, probing, or scanning of systems security or authentication measures, data or traffic; interference with service to any user, host or network including, without limitation, mail bombing, flooding, deliberate attempts to overload a system, or broadcast attacks.

## **2. Policy**

Insight School of Michigan instructional computing resources are intended solely for the Academy’s approved or sponsored activities. Any activity, whether listed here or not, which violates local, state or federal laws is a violation of the Insight School of Michigan Acceptable Use Policy.

- A. Users shall not use the Academy instructional computing resources for any illegal purpose. Transmission of any material in violation of any federal or state regulation or local ordinances is prohibited.
- B. Users shall not upload, download, transmit, or post copyrighted software or

copyrighted materials, materials protected by trade secrets or other protections using the Academy's computer resources.

- C. Users shall not upload, download, transmit, or post material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person or has that effect to an Academy owned computing resource. This includes using the Academy's instructional computing resources to distribute "spam" mail, chain email, viruses, or other intentionally destructive content.
- D. Users shall not upload, download, transmit, or post material that is intended for personal gain or profit, non-Academy commercial activities, non-Academy product advertising, or political lobbying on an Academy owned instructional computing resource.
- E. Users shall not upload, download, transmit, or post material that is intended to consume computer resources, such as disk space, bandwidth, or computing cycles or in any way affect the performance of the Academy's instructional computing resources. This includes attempting to use the Academy's instructional computing resources to relay unauthorized email or serve any file not directly associated with an ongoing instructional purpose.
- F. Users shall not attempt to gain unauthorized access to the Academy's instructional computing resources, attempt to gain access to other user's accounts, or use the Academy's instructional computing resources to attempt to gain unauthorized access to other computing systems, or attempt to cause damage to any Academy instructional computing resource, or in any way compromise the security of any Academy instructional computing resources.

### **3. Monitoring**

Insight School of Michigan reserves the right to review any material transmitted using the Academy's instructional computing resources or posted to an Academy instructional computing resource to determine the appropriateness of such material. The Academy may review this material at any time, with or without notice. Email transmitted via the Academy's instructional computing resources is not private and may be monitored.

### **4. Security**

Security of Insight School of Michigan instructional computing resources is a high priority. Users must abide by the following security rules:

- A. Users shall not attempt in any way to compromise the security of the Academy instructional computing resources.
- B. Discovery of any security problem must be reported immediately by sending email to the School Leader.
- C. Users are responsible for all activity that is associated with their username and password. Do not share your User ID or password with anyone, or leave your password written where others could find it, or send your username and password via unencrypted email. All email, unless specifically secured with other third party tools, is unencrypted and able to be intercepted and read by others.
- D. Do change your password(s) frequently, at least once per semester or course.

## **5. Copyrighted Materials**

The Academy's instructional computing resources contain copyrighted materials of Insight School of Michigan and others (collectively, "Content") including, but not limited to, any images, photographs, animations, video, audio, music, text, computer code, or applets incorporated into the Content. All rights in and to the Content that may be accessed through use of the Academy's instructional computing resources is the property of the respective Content owners and may be protected by applicable copyright or other intellectual property laws and treaties. Users may not modify, publish, transmit, participate in the transfer or sale of, create derivative works of, or in any way exploit, in whole or in part, any Content.

## **6. Software**

- A. The Academy's instructional computing resources are intended solely for course-related activities specific to the intent of the courses the student is enrolled in.
- B. Users shall not upload or post any software on the Academy's instructional computing resources, including web development servers, which is not specifically required and approved for course assignments. Non-approved materials will be removed by the Academy staff without notice.
- C. Users shall not post any MP3 files, compressed video, or images unless they are a part of the instructional activities in an Academy course nor load any other non-instructional media files to any Academy server.

## **7. Violations**

- A. Any user's failure to abide by the Insight School of Michigan Acceptable Use Policy could result in any or all of the following actions:
- B. The immediate removal of the user's access to all Academy instructional computing resources.
- C. The immediate removal of the user from their course(s) and termination of any teaching assignment(s).
- D. The involvement of law enforcement agencies and subsequent legal action.

## **8. Insight School of Michigan Indemnification Provision**

Insight School of Michigan assumes no responsibility for Internet access, including phone charges, line costs, usage fees, hardware, software, other media, or any other non-specified technology costs associated with a user's connectivity to the Internet or that may be required to access Academy courses or other instructional resources, unless otherwise specified in writing. The Academy assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial.

Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet.

Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Academy technology. The Academy assumes no responsibility for any damages to the user's computer system under any circumstances. Users are solely responsible for acquiring and learning to use all required technology needed to access and complete all online Academy course activities.



## **ACCOUNTABILITY**

Posting anonymous messages is not permitted unless authorized by the teacher of the online course. Impersonating another person is also strictly prohibited. Use only your own username and password, but do not share these with anyone. Do not interfere with other users' ability to access Insight School of Michigan's 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. Change your password(s) frequently, at least once per semester or course. 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- Insight School of Michigan commercial activities, non- Insight School of Michigan product advertising, or political lobbying on an Insight School of Michigan -owned instructional computing resource. Do not use Insight School of Michigan 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 Insight School of Michigan's instructional computing resources. Do not post any MP3 files, compressed video, or other non-instructional files to any Insight School of Michigan server.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. This document describes the policies and guidelines for the use of Insight School of Michigan's instructional computing resources to ensure that all users of the Academy's instructional computing resources are aware of and understand their responsibilities when accessing and using these resources. The Academy reserves the right to update or alter this policy at any time without notice. The Academy's instructional computing resources include any computer, server, software, or transmission system that is owned, operated or leased or provided by Insight School of Michigan of K-12 (collectively referred to as the "Academy" in the Policy).

### **Conditions of Use and Service Limitations**

The Board prohibits the viewing or use of any adult material of any sort by any Academy provided account, service, or course. This includes, but is not limited to, such things as nudity, any site, page, image or service, and any text, image or likeness suggesting sexual and or illegal acts of any sort. We do not permit any Academy user account to store, use, contain, promote, or display pornography, obscene or inappropriate material, anything illegal, bigotry, racism, hatred, profanity, or any material which may be insulting to another person(s) or company, or depicts the exploitation of minors (children under 18 years of age). No spamming is allowed, no harassing, bullying, threatening, or illegal activities are tolerated. Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act. At the discretion of the Board or the School Leader, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Academy also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. However, the

Board is cognizant of the fact that such software and/or hardware is not perfect and relies on students to self-police (and immediately cease viewing) online activity that would otherwise be in conflict with these policies and to immediately report such to the School Leader.

### **NETWORK ETIQUETTE**

At Insight School of Michigan, parent/legal guardians and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards: Avoid sarcasm, jargon, and slang. Swear words are unacceptable and no use of derogatory comments, including those regarding race, age, gender, gender identification, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues. Focus your responses on the questions or issues being discussed, not on the individuals. Be constructive with your criticism, not hurtful. Proofread your messages before sending them and remove easily misinterpreted language. Respect other people’s privacy. Do not broadcast online discussions or reveal other people’s e-mail addresses.

### **STUDENT INTERNET SAFETY**

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

### **ACADEMIC INTEGRITY**

All work submitted is assumed to have been completed by you. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied upon in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit, revoked access to course(s) and suspension or expulsion from Insight School of Michigan.

### **USE OF COPYRIGHTED MATERIALS**

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by, or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Insight School of Michigan computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

### **PHOTOGRAPHY RELEASE STATEMENT**

Being a virtual school, ISMI, relies heavily on virtual media. During our online events and face to face events promotional media may be captured of your student/family. ISMI will use media of photographs/videotape taken during the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). Students/Families will not be compensated for media purposes. If you wish to NOT be included in the ISMI media, please notify the school office in writing.

### **APPROPRIATE USE OF TECHNOLOGY**

Insight School of Michigan reserves the right to review any material transmitted using Insight School of Michigan instructional computing resources. Insight School of Michigan may review this material

at any time, with or without notice. Email transmitted via Insight School of Michigan instructional computing resources is not private and may be monitored.

### **INSIGHT SCHOOL OF MICHIGAN IDEMNIFICATION PROVISION**

Insight School of Michigan assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate, or offensive. Insight School of Michigan assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. Insight School of Michigan also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on

the computer network or the Internet is understood to be the author's individual point of view and not that of Insight School of Michigan, its affiliates, or its employees. Insight School of Michigan assumes no responsibility for damages to the user's computer system. Nothing in this policy negates any obligation the student and parent/legal guardian have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent/legal guardian or guardian signed as part of the student's enrollment packet. If this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

### **CONFIDENTIAL COMMUNICATIONS OF STUDENTS**

Some oral or written communications between students and school personnel are confidential. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to, or by the head of school or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **JOINING LIVE CLASS SESSIONS**

If required to join a session, parent/legal guardians should always log-in using their first name and last initial.

Students should:

- be prepared to be on camera and microphone
- arrive promptly at the scheduled time for the session.
- wait for whiteboard, microphone, and webcam privileges which will be assigned at the discretion of the teacher.
- only communicate regarding direct content of the lesson
- be respectful and courteous towards others at all times
- always participate and engage in the session (stepping away without the teacher's approval may count as an absence)
- log in to each session individually using their Stride issued student account

*Please bear in mind that individual teachers may have expectations that are specific to their classrooms.* Parent/legal guardians should remove their child from a class if the student displays offensive behavior or is ill. If you must remove your child from a session, please contact the teacher to discuss the situation. Parent/legal guardians should keep comments and questions specific to the lesson. Contact your teacher about other concerns by phone, e-mail or in person during office hours. Because the lessons are student- centered, only students should be using the microphones during the sessions. Please refrain from coaching your child during sessions. The goal of this instructional time is for each student to become an independent learner and critical thinker.

## **CLASS CONNECT WEB CAM USAGE FOR STUDENTS AND FAMILIES**

All laptops and desktop computers provided to students will include a webcam. Insight School of Michigan expects webcam usage as the “norm” for all classes. While increased webcam exposure can enhance the collaborative and interactive nature of live instruction, it can also pose challenges with respect to proper webcam etiquette and disciplinary action based on webcam usage or misuse. Use of a webcam can be limited or prohibited at any time if proper webcam etiquette or behavior is not followed. The webcam should be used for educational purposes and academic collaboration only. The ISMI student code of conduct policy applies to all webcam interactions. In addition to common sense etiquette, the following guidelines must also be followed.

### **DRESS CODE FOR INTERACTION ON WEBCAM**

ISMI will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of ISMI. The Board authorizes the Head of School to establish a reasonable dress code to promote a safe and healthy school setting and enhance the educational environment. The Head of School is permitted to establish such dress code guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress practices which:

- present a hazard to the health or safety of the student or to others in the school.
- materially interfere with schoolwork, create disorder, or disrupt the educational program.
- cause excessive wear or damage to school property.
- prevent the student from achieving his/her educational objectives.

Clothing must be appropriate for a learning environment even when exhibited on a webcam. The following should not be worn.

- Distracting OR Revealing clothing
- Clothing with content relative to drugs, alcohol, or any other controlled substance
- Clothing with content relative to explicit language or inappropriate content, such as weapons
- Symbolism used by gangs, hate groups, or extremist ideologies
- Costume masks
- Head coverings (such as inappropriate hats and beanies) or sunglasses worn in a building during school hours; no bandanas (all colors), do-rags (all colors), hairnets, surgical/shower caps (Exceptions will be made for religious or medical reasons.)

### **PLACEMENT OF WEBCAM**

Efforts should be made to locate the webcam in an area that meets the following suggestions:

- Limit background noise
- A quiet area without distractions
- Area where other people or animals are not visible – siblings, pets or other people in the home should not appear on camera

Webcams cannot be enabled without the student’s knowledge and can only be enabled for educational purposes. The student/parent has the option of disabling or covering the webcam, unless the webcam is legally required to be engaged and visible for attendance confirmation, course requirements or other educational purposes. Certain courses will require face-to-face interaction via webcam. A student not wishing to engage on a webcam may seek an alternative by contacting the Principal or their designee.

## GLOSSARY OF TERMS

- **Bullying** shall mean engaging in behavior that prevents or discourages another student from exercising his/her right to education. It is intentional hurtful behavior perpetrated repeatedly over a period, in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance). Such prohibited behavior includes the use of threats, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, or school visitors.
- **Cyber-Bullying** shall mean bullying that occurs by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, discussion threads, mobile phones, chat messaging, pagers, and websites.
- **Disability** shall mean a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or being regarded as having such an impairment; or a specific disability such as: cognitive impairment, emotional impairment, hearing impairment, visual impairment, physical impairment, other health impairment, speech and language impairment, early childhood developmental delays, specific learning disability, severe multiple disabilities, traumatic brain injury, autism spectrum disorder and deaf-blindness.
- **Expulsion** shall mean the removal of a student from school for more than 10 days because the student has violated this code.
- **IEP** shall mean an Individualized Education Program to support a student with disabilities who requires specifically designed instruction and related services.
- **Manifestation Determination** shall mean a review of the special education student's program and disability to determine if misconduct is related to the disability.
- **Possession** shall mean physical control over property (whether lost, found, or stolen), such as clothing or bags and the contents contained therein.
- **Suspension** shall mean the involuntary removal of a student from class attendance or school attendance for 10 days or less.
- **Weapon** shall mean any tool or instrument used to inflict serious bodily injury of another person.

## **HANDBOOK AGREEMENT**

By enrolling at Insight School of Michigan, parent/legal guardians confirm that they understand and agree to the contents of this handbook. Please review each statement. The purpose of this handbook is to set expectations for Insight School of Michigan's parent/legal guardians. Students' success is a primary goal of Insight School of Michigan and that can only be achieved if you, the parent/legal guardian, are successful. Therefore, it is important that parent/legal guardians of Insight School of Michigan children understand and agree with the following curricular and attendance requirements:

1. I understand that my student is enrolled in a public school with attendance requirements that s/he is expected to meet. The state requirement is 7 hours per day depending on my child's grade level. Students must complete 1098 hours of instruction during the school year.
2. I accept the responsibility to supervise my student in using the Stride K12 curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and does not take the place of, the Stride K12 curriculum lessons.
3. I understand and agree that student progress is an expected part of the Insight School of Michigan program, in addition to the attendance hours logged. Teachers review progress and consider other factors including parent/legal guardian input, when making student advancement decisions. Promotion is based on progress and content mastery, not simply attendance.
4. I understand and agree that I am expected to follow the guidance and support of a certified teacher in implementing the Insight School of Michigan program with my student.
5. I understand and agree that I am expected to participate in scheduled interactions with my student's teacher, and that I must submit work samples when requested by your student's teacher.
6. I understand and agree that, as a public school, Insight School of Michigan students are required to participate in state standardized testing at his/her grade level.
7. I understand and agree that my child is expected to participate in ALL required performance and achievement testing (e.g., NWEA, PSAT, SAT, M-STEP, etc.)
8. I understand and agree that Insight School of Michigan is a full-time public-school program, and that my child may not be enrolled in any other full-time or part-time public or private school.

**PARENT/LEGAL GUARDIAN CONSENT/LEGAL GUARDIAN and EMERGENCY MEDICAL AUTHORIZATION FOR SCHOOL ACTIVITIES**

It is the policy of ISMI to require written permission for students to participate in all school-approved field trips, activities, and excursions. Your written permission is required for your student to participate in school-sponsored activities.

List any student allergies: \_\_\_\_\_

Emergency contact name:

\_\_\_\_\_

Emergency contact phone number:

\_\_\_\_\_

Please list any medication your student will need to take during the school event (this includes, but not limited to epi pens, allergy medication, diabetic medication, inhalers, cold medicine, etc.).

Note, your student will not be able to take any medication during the school event without written permission from parent/legal guardian/guardian on this form. Medication Listed:

\*Please contact the school office at 517-580-0020 for questions, concerns or if any information on this form pertaining your student changes.

***Please check all acceptable participation and methods of transportation for your student:***

- \_\_\_\_\_ My student has permission to walk to the activity site.
- \_\_\_\_\_ My student has permission to drive.
- \_\_\_\_\_ My student has permission to drive other students.
- \_\_\_\_\_ My student has permission to participate in all the field trip activities.

**Students are responsible for all schoolwork and should make arrangements with teachers prior to any class absences.**

I, \_\_\_\_\_, the undersigned parent/legal guardian of \_\_\_\_\_, hereby grant permission for this child to participate in and travel on the school---approved trips, activities and excursions as indicated above. During the course of the above---described school---sponsored activity, if I am available or otherwise unable to provide authorization directly, I grant to the school principal or his/her designee the authority to act for me and to provide any required consents and authorization for the delivery of emergency medical care, diagnoses, and treatment, including surgical intervention, if necessary, on behalf of my minor child listed below and to do all other necessary things as I might or could do to provide for the child's health and safety, if I were present.

\_\_\_\_\_  
Parent/legal guardian Signature

\_\_\_\_\_  
Date