



Uplift Michigan Online School

2020-21 Family Handbook

2020-2021 School Calendar

Uplift Michigan Academy

W526 Division Street, Stephenson, MI 49887
810-294-0632 (Fax) 313-335-3218
www.uplift-mi.org

Aug 24-25	Professional Development Days
Sep 07	No School - Labor Day
Sep 08	First Day of School for Students
Nov 3	No School - Election Day
Nov 11	No School - Veteran's Day
Nov 25	Professional Development Day
Nov 25	Parent Teacher Conferences
Nov 26-27	Thanksgiving Vacation
Dec 21-Jan 1	Winter Break
Jan 04	School Resumes
Jan 18	No School - Martin Luther King, Jr. Day
Jan 22	End of Semester 1 (early release 12pm)
Jan 25	Professional Development Day
Jan 26	Start of Semester 2
Feb 17	Professional Development Day
Feb 17	Parent Teacher Conferences
Mar 18-19	Professional Development Day MACUL
Mar 29-Apr 2	Spring Break
Apr 05	School Resumes
May 24-27	Graduating Seniors Exams
May 31	Memorial Day
Jun 05	High School Graduation
Jun 21-Jun 30	End of School-Year Wrap-Up

State Testing (in-person)

Feb 03-05	WIDA Testing
Apr 13	PSAT 8/9 for 8th Grade
Apr 13	MSTEP Grade 8
Apr 13	SAT for 11th Grade
Apr 14	ACT WorkKeys for 11th Grade
Apr 14	MSTEP Grade 11
Apr 14	PSAT 8/9 for 9th Grade
Apr 15	PSAT 10 for 10th Grade
May 03	MSTEP Grades 5, 6, 7
May 04	MSTEP Grades 3, 4

August 2020						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

September 2020						
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October 2020						
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November 2020						
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29	30					

December 2020						
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27	28	29	30	31		

January 2021						
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31						

February 2021						
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28						

March 2021						
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28	29	30	31			

April 2021						
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18	19	20	21	22	23	24
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May 2021						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

District Professional Development

Aug 24-25	DPPD	
Nov 25	DPPD	
Jan 25	DPPD	
Feb 17	DPPD	
Mar 18-19	MACUL	
Jun 17-18	DPPD	

	High School Exams
	Closed (Staff & Students)
	Count Days

	Graduating Seniors ONLY
	Staff Development (no school for students)
	State Testing

Count Days

Oct 07	Count Day #1
Feb 10	Count Day #2

	HS Graduation
	Semester Start/End
	First & Last Day of School

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School Mission

The mission of Uplift Michigan is to create future leaders passionate about making a positive contribution to their local and global communities.

Student Code of Conduct

Uplift Michigan Online School strives to create an open educational community to all students. In order to accomplish this, students will be required to take ownership in their behavior, actions, and performance. Students are expected to be respectful of their peers, teachers, and themselves in their conduct in course activities, synchronous lessons, and school functions at all times. We all UPLIFT each other in our community to become the best we can be.

Administration

To contact administration:

- Telephone: (313) 335-3218
- E-Mail: info@uplift-mi.org

Customer Support

- **For school related issues:**
 - please contact the school administration at (313) 335-3218.
- **For student technology (computer and internet units) related issues:**
 - please contact tech support at support@qcsph.com or 1-888-956-6066. Helpdesk hours are as follows:
 - M - 8am - 4pm
 - T - 8am - 7pm
 - W - 8am - 4pm
 - Th - 8am - 4pm
 - Fri - 8am - 4pm
 - Sat - Voicemail only
 - Sun - Voicemail only
- **For learning platform issues:**
 - Visit <https://learningcoach.accelerate.education/> for Learning Coach Resources and Support
 - Contact the support hotline at 866-705-5575
 - Submit a helpdesk ticket online at <http://support.accelerate-Online School.net/>

Administrative Welcome

Dear Families,

Welcome to the 2020-21 school year! We are so excited to have you join us at Uplift Michigan Online School. I am thrilled that you have chosen this unique and outstanding learning opportunity for your child. At Uplift Michigan Online School we work hard to ensure that you are supported, engaged and have access to a quality education. We are committed to providing you the best experience possible.

This year, we are continuing our success with virtual education in Michigan. You are a part of the third year of this brand new school. This experience, your experience, is laying the groundwork for great opportunities in the State of Michigan. What we accomplish together will change the landscape for students now and years into the future. Your family is the foundation of Uplift Michigan Online School. I am so grateful you have chosen our school.

Thank you for supporting us and partnering with us at Uplift Michigan Online School. I look forward to working with you this school year and well into your student's future.

Tonya Lowry
Superintendent
tonya.lowry@uplift-mi.org



Enrollment

The following documents must be provided for each student prior to enrollment in Uplift Michigan Online School:

- Completed Enrollment Form
- Current Proof of Residency
 - Parent/guardian Drivers License or State ID with correct address AND one of the following:
 - Utility Bill showing mailing & service addresses
 - Property Tax Bill showing property address
 - Voter Registration Card with correct address
 - Lease/Rental Agreement showing property address
 - Rent Receipt showing property address
- Proof of Age (such as a birth certificate, passport, etc.)
 - AND Notarized Proof of Age Affidavit (if you are unable to present your proof of age in-person at the Uplift Michigan Online School office {Stephenson, MI})
- Current Immunization Records
- Consent Forms for Immunization Reporting and Media Content
- Evidence of Vision Screening
- Academic Records (copy of most recent transcript and/or report card)
- Household Income Statement, also known as the Free/Reduced Lunch Application (this is necessary for proper state reporting, even though our students are not served food at the school)
- Copy of 504 Plan and/or current IEP and 3-year evaluation of IEP (if applicable)

Enrollment in Uplift Michigan Online School may require copies of prior state achievement test scores, but will not require them as a condition of enrollment. As part of the enrollment process, families must provide their students' most recent report cards and/or transcripts. Counselors analyze previously earned credits and determine which credits will transfer to Uplift Michigan Online School. The school counselor may require complete unofficial transcripts or complete end-of-year report cards before approving a student's grade level and course selection. Potential credits to be earned per year vary from school to school. As transcripts are transferred in, credit is adjusted to fit the required six credits per year.

Maximum Age to Enroll

The maximum enrollment age may also vary by student, dependent upon on the program in which a student is enrolled. In Michigan, the maximum age limits are:

- General education students who turn 20 after September 1st
 - Pursuant to MCL 388.1606: (l) To be counted in membership, 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 20 years of age on September 1 of the school year**
- Students who receive Special Education and related services who turn 26 on or before September 1st (must have a valid and current IEP from the previous school year)

Maximum age limits also apply to students who choose to re-enroll. For more information regarding the maximum enrollment age, please contact the school administration.

Kindergarten and First Grade Admissions Policies

Kindergarten: A child may enroll in kindergarten if the child is at least 5 years of age on September 1 of the school year of enrollment. A child who is under 5 years old on the required date but who will be at least 5 years old by December 1 of the school year may be permitted to enroll in kindergarten if the student's parent/guardian(s) provide written notification to the school.

First Grade: If a child is 6 years old on or before December 1 of the school year of enrollment and has not previously attended kindergarten, the child will be placed into kindergarten. If the parent/guardian(s) believe their students should be eligible for enrollment in first grade, the student will complete a placement test. If the student passes and is deemed eligible for enrollment in first grade, the student will be placed in first grade. A child may otherwise enroll in first grade if the child is 6 years old on or after December 2.

Mid-Year Enrollment

Students may enroll after the start of the school year during designated times, provided that there is space available in the school. **Academic records are required as part of enrollment.** Families enrolling mid-year are subject to all the same enrollment requirements as families that enroll prior to the start of the school year. Students must provide an academic record from the school of record for mid-year enrollment. Failure to provide an academic record showing prior school enrollment and engagement may result in an enrollment denial in Uplift Michigan Online School. Students enrolling after the first day of school will begin classes on the Monday following enrollment completion and account setup.

Additional Information - High School Students

High school students entering mid-semester submit report cards, progress reports and/or teacher notes from their previous school as part of the enrollment process. Progress in a prior school will be evaluated by Uplift Michigan Online School and an appropriate grade will be entered into the course up to that date. The incoming grade will be averaged with the completed grade for the semester course completed with Uplift Michigan Online School.

Dual Enrollment in Other Public Schools or Public School Academies

Because the school is a full-time program, students may not be concurrently enrolled in another public school.

McKinney-Vento (Homeless) Policy

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students at Uplift Michigan Online School and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Uplift Michigan Online School Board of Directors policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children. Homeless students will be provided services comparable to other students at Uplift Michigan Online School. Including:

- A. transportation services;

- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students

Communication Expectations

Students and guardians are expected to respond to all teacher communications within twenty-four (24) business hours. Students and guardians are provided an Uplift Michigan Online School email address (ending with uplift-mi.org) upon enrollment. Students and families are expected to maintain, utilize and communicate with staff via these email accounts. This is to ensure that students and parents/guardians are adequately and regularly informed regarding student progress, school news/updates, and academic concerns. Students and parents/guardians may forward the uplift-mi.org email address to their personal address for ease of use.

There are many times in which staff may need to speak with the student or parent/guardian over the phone or through video conferencing (Skype, Google Hangouts, Google Meet, Zoom, LearnCube, etc.). If staff are trying to contact you assume it is urgent and they need to reach you. If a school staff is calling the student and/or parent/guardian are expected to answer or return the call within 24 business hours. If staff is requesting a video conference the student and parent/guardian are expected to schedule that conference within 24 business, or the timeframe requested by the staff member. Lack of communication with staff may result in unexcused absences for the student and/or withdrawal from Uplift Michigan Online School.

State Standardized and Benchmark Assessment Expectations

It is an expectation of all parents/guardians at enrollment that they will ensure their student completes the required assessments outlined below. Failure to attend or complete mandatory testing can result in withdrawal. All Uplift Michigan Online School students are required to complete state standardized assessments and benchmark assessments.

Benchmark assessments are given three times per academic year (fall, winter, and spring). These assessments are necessary to providing student support and documenting grade-level proficiency. Uplift Michigan Online School uses Northwest Evaluation Association (NWEA) assessments to track and support grade-level proficiency for students in grades K-10. Students are required to complete all benchmark assessments scheduled after their initial enrollment. Failure to complete required testing may result in withdrawal from Uplift Michigan Online School. More information about NWEA can be found here: <https://www.nwea.org/>. NWEA benchmark assessments are completed virtually, using the students computer, during the specified window. Dates/times for specified windows will be communicated to families through the school newsletter, email, and course announcements. Students are required to attend during the specified window. **Students who enroll after the start of the year are required to complete NWEA testing (if they haven't at their previous institution) within one week of their enrollment start date.**

UMA NWEA Testing Schedule 2019-20		
Testing Period	Testing Dates	Make-Up Dates
Fall	September 17th and 18th	As needed through October 3rd
Winter	January 21st and 22nd	As needed through February 7th

Spring	June 2nd and 3rd	As needed through June 19th
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State standardized assessments are mandatory for all students, state-wide. Uplift Michigan Online School students are no exception. All students must complete the required assessments in the spring of each academic year. These assessments are given for students in grades 3-11 (12 if not previously tested). State assessments include M-Step, PSAT 8, PSAT 9, PSAT 10, SAT, and ACT WorkKeys (optional). Spring testing windows and dates are posted on the Office of Educational Assessment and Accountability website, found here: <https://www.michigan.gov/mde/0,4615,7-140-22709---,00.html>.

Specific standardized testing dates for Uplift Michigan Online School students can be found on the board approved school calendar and below. State assessments are not given from home. All state assessments must be given in-person at pre-approved locations. Uplift Michigan Online School is dedicated to offering locations as close to students as possible. Driving will be required for state testing. Families will need to make arrangements to ensure their students are present for all required in-person assessments. Students who fail to attend mandatory in-person state testing may be reported as truant from Uplift Michigan Online School and/or their diploma withheld. Absences during state testing will be considered unexcused (unless approved per attendance policy, page 17 of this handbook) and result in truancy proceedings.

Academic Program - Grades Kindergarten through 12th grade

Academics are very important to Uplift Michigan Online School and we strive to provide innovative learning and various forms of assessments and benchmarks for our students to measure their academic potential and success.

Elementary School Academic Program

Elementary (K-5) level students will complete a benchmark assessment at the beginning of the year. Students will be assessed at the mid-year mark to gauge current progress in the course of study. Students will take a final assessment at the end of the spring semester to show student progress in the course of study. All students in Grades 3, 4, and 5 are required to take the Michigan Student Test of Educational Progress (M-STEP) in person during the spring semester as seen below.

Elementary Testing Schedule 2019-20		
Grade	Testing Date	Make-Up Date
3	May 4th	May 12th
4	May 4th	May 12th
5	May 4th	May 12th

Third grade students must meet proficiency on the M-STEP reading assessment in order to progress to the fourth grade. Students who are not proficient on the assessment will be required to be enrolled in a remedial reading course to increase their performance. Students must demonstrate proficiency in the following M-STEP testing cycle to progress to the next grade level. Student's will enter into remediation skills that will incorporate third and fourth grade proficiency to ensure a student can progress after successful performance. For more

information on the Read by Grade Three Law, please visit:

https://www.michigan.gov/documents/mde/3rd_Grade_Reading_Law_FAQ-June_2017_573055_7.pdf

Elementary students must exhibit proficiency in skills for their grade level through district assessments, course content, course assignment, and teacher recommendations. Students must complete with good faith and exhibit proficiency on state assessments.

Middle School Academic Program

Middle School students are required to take six semester courses each semester of enrollment. The six courses must consist of a minimum of one class in the following areas:

- English Language Arts
- Mathematics
- Science
- Social Studies

Successful completion of a course for middle school students requires consistent attendance in all class activities, proficiency on district and course assessments, and completion of mandated state testing. State assessment calendar is as follows for the 2019-20 school year:

Middle School Testing Schedule 2019-20		
Grade	Testing Date	Make-Up Date
6	May 5th	May 12th
7	May 5th	May 12th
8	April 14th	April 28th

Students must earn a letter grade of A-D in order to pass. The grading scale for the middle school is as follows:

- A 93-100
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62

A middle school student who does not attain a passing grade for the course, will be required to complete a summer school remediation course on that subject. In order for students to progress from middle school to high school, students must have 12 credits earned at the end of eighth grade. These credits must be earned in sequential order of seventh and eighth grades. Students who have not mastered the grade level concepts may be recommended to be retained in the current grade level provided through a family conference and in writing from school administration.

High School Academic Program

High school students are required to complete six full year courses per year. Students are required to complete all required district and state assessments. High school students who are in 9th, 10th, and 11th grade are required to complete mandated state assessments in person. Additionally, 12th grade students who had not completed the 11th grade assessments must complete as well. The testing cycle for 2019-20 school year is as follows:

High School Testing Schedule 2019-20			
Grade	Test	Testing Date	Make-Up Date
9	PSAT9	April 15th	April 28th
10	PSAT10	April 15th	April 29th
11/12	SAT w/ Essay	April 14th	April 28th
11/12	ACT WorkKeys & M-Step	April 15th	April 28th

In order for high school students to earn credit, a student must successfully complete the required state and district testing for their grade level and earn a letter grade of A-D. A breakdown of the grading scale is below.

- A 93-100
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62

Graduation Requirements

In order for a high school student to graduate from Uplift Michigan Online School, they must have earned a letter grade of A-D in the courses below. One credit in a content area is equivalent to a one year, two semesters of study. Students must have a cumulative total of 21 credits earned in the required content areas to be issued a diploma.

Uplift Michigan Graduation Requirements



Area	General Diploma	Honors Diploma
English	4 Credits: <ul style="list-style-type: none"> ● English 9 (1 credit) ● English 10 (1 credit) ● English 11 (1 credit) ● English 12 (1 credit) 	4 Credits: <ul style="list-style-type: none"> ● English 9 (1 credit) ● English 10 (1 credit) ● English 11 (1 credit) ● English 12 (1 credit)
Math	4 Credits: <ul style="list-style-type: none"> ● Algebra 1 (1 credit) ● Geometry (1 credit) ● Algebra 2 (1 credit) ● Math Elective (1 credit) 	4 Credits: <ul style="list-style-type: none"> ● Algebra 1 (1 credit) ● Geometry (1 credit) ● Algebra 2 (1 credit) ● Advanced Math (1 credit)
Social Studies	3 Credits: <ul style="list-style-type: none"> ● US History (1 Credit) ● World History (1 Credit) ● Economics (.5 Credit) ● Government (.5 Credit) 	3 Credits: <ul style="list-style-type: none"> ● US History (1 Credit) ● World History (1 Credit) ● Economics (.5 Credit) ● Government (.5 Credit)
Science	3 Credits: <ul style="list-style-type: none"> ● Biology (1 credit) ● Chemistry/Physics (1 credit) ● Science Elective (1 Credit) 	4 Credits: <ul style="list-style-type: none"> ● Biology (1 credit) ● Chemistry (1 credit) ● Physics (1 credit) ● Additional Science (1 credit)
Visual Art/ Music/Dance/ Theater Health/PE	2 Credits: <ul style="list-style-type: none"> ● VAMDT (1 Credit) ● PE (.5 Credit) ● Health (.5 Credit) 	2 Credits: <ul style="list-style-type: none"> ● VAMDT (1 Credit) ● PE (.5 Credit) ● Health (.5 Credit)
World Language	2 Credits: <ul style="list-style-type: none"> ● Must be in the same language 	3 Credits: <ul style="list-style-type: none"> ● Must be in the same language
Electives	3 Credits	4 Credits
Total Credits	21 Credits	24 Credits

Schedule Changes

Students may request schedule changes within the first 10 school days of the start of the semester. For students enrolling after the first 10 days of the start of the semester, they have 5 days to make request a schedule change. Advanced Placement (AP) courses can only be added during the first 2 weeks of the first day of the school year unless the student is transferring from a school that they were already enrolled in the AP course. To add or drop a course, a parent/guardian must make a request of the school counselor or the student's relationship manager teacher. Course changes are reviewed and approved based on the student's graduation plan.

Prerequisites

Students must meet all course prerequisite requirements prior to registration in Advanced Placement or higher level courses. Prerequisites are listed in the course catalog that can be obtained from the Guidance Counselor or relationship manager Teacher.

Duplicate Course Work: Repeating a Course

A student may repeat a course in order to improve a grade with school counselor approval. When repeating a course, the new grade and old grade are averaged together to improve the grade. The new grade does NOT replace the old grade. You receive credit for taking the class only once. For example. If the student received an F for the first time in Biology A, and retook it and received an A, then the average GPA score of the two classes would be a C, or 2 GPA points. For credits counting toward graduation, the student would receive 0.5, even though they took it twice. Contact the Guidance Counselor with questions.

Credit From Other Schools and Transcripts - Grades 9-12

Official transcripts, for grades 9-12, are required as part of enrollment with Uplift Michigan Online School for final credit transfer approval and for final course approval. Upon graduation or semester end, the official Uplift Michigan Online School transcript will display both the credits earned at Uplift Michigan Online School as well as any transfer credits.

Testing Out

In compliance with the Michigan Merit Curriculum guidelines, students are allowed to attempt a test-out of high school courses in any credit area required for graduation. Testing out allows high school students to earn high school credit for a course taught at Uplift Michigan Online School if the student earns a qualifying score (78% or higher) on the testing out assessment(s).

Students testing out will be required to demonstrate the same level of mastery of the course content as would be expected of a student completing the course. Testing out assessments are very rigorous and may include any or all of the following assessments found within the course offered at Uplift Michigan Online School:

- Examination(s)
- Written report(s)
- Research paper(s)
- Portfolio(s)
- Other assignments

All testing out assessments will be proctored by Uplift Michigan Online School staff and the student requesting to test out must take the assessment using a synchronous program that requires a working webcam and microphone, which must be turned on. Testing out sessions will be offered twice a year in September and January. Students wishing to attempt testing out must submit a request in writing to the school by September 4th for the testing to occur in the first week of school and by November 15th for the

January testing. Late enrolled students will be required to request “testing out” within the first week of enrollment.

Students may only attempt to test out of a course once. If the student does not pass the testing out assessment(s), he or she will be required to take the course in the traditional manner in order to receive credit.

- Students may not attempt to test out of a class in which they are currently enrolled.
- Students must have taken, or tested out of, any prerequisites for a course before they may attempt testing out for that course.
- Credit earned through testing out will count toward the credit requirement of a subject area and towards total credits required for graduation.
- Testing out credits will have a P/F designation on the transcript and will not be included in the computation of grade point average.
- Students interested in National Collegiate Athletic Association (NCAA) eligibility should not attempt testing out, as credit(s) earned by testing out will not be accepted by the NCAA Eligibility Center.

Note: Parent/guardian(s) and students should understand that valuable course content, information, and discussions are missed when testing out. This may have an impact on a student’s MStep/SAT test scores. Uplift Michigan Online School is not responsible for a student’s loss of eligibility for any programs and/or services that do not accept credit through testing out (e.g. NCAA).

The Michigan Merit Curriculum Course/Credit Requirements (<https://www.michigan.gov/mde>) will be the guide for students who seek to review prior to the test. No books or study materials will be provided. Students are allowed to attempt to test out of any high school course in any credit area required for graduation.

National Collegiate Athletic Association (NCAA)

Uplift Michigan Online School courses are not currently accredited by NCAA.

Release of High School Records

Uplift Michigan Online School will provide educational records, including official high school transcripts, test scores, and letters of recommendation to third parties such as post-secondary institutions, scholarship committees, and/or potential employers, only with prior written approval from the student’s parent/guardian(s) or from the student if he or she is aged 18 or older or an emancipated minor.

In order to ensure that application deadlines are successfully met, we require advance notice of at least **10 working days** for requests to provide educational records to students, parent/guardians(s), and/or third parties. We require **30 days of notice** for letters of recommendation. Letters of recommendation are provided at faculty discretion and are not required to be provided by any Uplift Michigan Online School representative for student(s).

18 Year Old Students

When a student reaches 18 years of age, consent and the rights accorded to the parent/guardian are transferred to the student. At Uplift Michigan Online School, communication will be sent to the student only unless there is written consent from the student indicating that the parent/guardian may be included or reached for school-related communication. Adult students should submit written consent to the Office of the Registrar at registrar@uplift-mi.org. If there is a letter of guardianship for a student with special needs from the courts, the parent/guardian may submit that to the Office of the Registrar so they may continue to receive communications about the adult student.

Official Transcripts

Official transcripts can be requested, in writing, by parents/guardians or adult students, free of charge, OR by a student's new school upon his/her transfer to the school. Requests should be sent to Uplift Michigan Online School's registrar at registrar@uplift-mi.org.

Required Technology

Students enrolled with Uplift Michigan Online School must have access to reliable technology and internet. Students will be provided a school-issued computer but are responsible for the maintenance and care of the computer while in their possession. The student's family will be required to repay the cost of the school-issued computer if it has been damaged, stolen, and/or broken. Student technology (computers and applicable MiFi units) will be shipped as soon as possible to students after enrollment is complete. Setup, processing and shipping student technology may take 2-4 weeks. Families should provide an alternative until school-issued student technology is received. Consider local libraries and friend/family computer/internet access as possible alternatives.

We recommend that students/Learning Coaches update software and Internet browsers regularly on each device. For the best experience, try the following connectivity recommendations:

Desktop and Laptop Computers

- **Operating System**
 - Windows 7 or later
 - Mac OS 10.7 or later
- **Browsers** (latest versions)
 - Google Chrome
 - Mozilla Firefox
 - Internet Explorer 11 or newer
 - Safari (Mac only)
- **Plugins** (the latest versions of the following)
 - Adobe Flash Player
 - Adobe Reader DC
 - Adobe Shockwave
 - Adobe Air
 - Adobe Connect
 - Java
 - VLC Media Player (Mac only)

Mobile Devices and Third-Party Curriculum

Although education management system is tested regularly, many mobile devices may not be fully compatible with third-party curriculum platforms that are accessed through the online school. These include:

- Chromebook
- iPad
- iPhone
- iPod
- Kindle
- Android phones & tablet

Broadband connection is required.

- For one student, a minimum download speed of 8Mbps should be requested from your ISP.
- For two or more students, a minimum download speed of 25Mbps should be requested from your ISP.

Internet Reimbursement Policy

Students at Uplift Michigan Online School that do not have internet access or require assistance in obtaining internet access are eligible for internet reimbursement OR a MiFi wireless internet unit. MiFi units will be provided based on need and residential location. Only one MiFi unit will be provided per household. Students who do not qualify for a MiFi unit will be eligible for internet reimbursement. Internet reimbursements are paid out twice per year, in January and June. Internet reimbursement is set to a maximum of \$20 per month of service during the school year. To receive reimbursement the parent/guardian must submit full (all pages) internet statements for each month they are requesting reimbursement (Sept.-Jan. and Feb.-June) no later than the 15th of January/June respectively. Reimbursements will be paid out to families before the last day of the month (January/June). No internet reimbursement shall be paid out without copies of full internet statements and shall not exceed \$100 per five month period. No internet reimbursement will be paid out if the service address on the statement does not match the residential address on file for the student.

Attendance and Program Participation

Students should plan to participate in the Online School's academic program an average of 6.5 hours a day throughout the duration of the school calendar in the online school to achieve the required 1,098 hours for the school year. In cyber schools like Uplift Michigan Online School, participation is equated with attendance and attendance is required daily and directly impacts student success. The following are examples of program participation that counts toward this goal:

- Student being logged in to a lesson or lesson activity and the activity can be logged
- Student attends a live online lesson with a teacher, either individually or in collaboration with other students
- Student and teacher participating in a telephone conversation or other form of electronic communication on a subject or lesson matter
- Student engaged in work or lesson plan of the Online School with a learning coach which can be documented

Families are encouraged to have a plan in case of power failure, internet outage, computer/technology failure, or other circumstances that may arise. Families should consider local libraries and friend/family computer/internet access as possible alternatives in the event of power or internet outage. In the event of such a connectivity problem which cannot be reasonably overcome, please notify the school of this occurrence so that alternate arrangements can be explored.

Count Day Requirements

Families and students are held accountable for meeting attendance accountability measures. The following are required to remain in Uplift Michigan Online School. **If a student does not meet count day and attendance requirements they may be withdrawn (removed from membership and no longer enrolled) from Uplift Michigan Online School.**

The pupil must participate in **each** scheduled course on count day to satisfy the participation requirement. Students and parents/guardians are expected to respond to all teacher communications within twenty-four (24)

business hours. **On Count Day, students and parents/guardians are expected to respond to ALL staff communications before the close of business (4pm EST or 4pm CST depending on students residential address at enrollment).**

If absent on count day, the pupil must attend and participate in ALL class during the next 10 consecutive school days if the absence was unexcused, or during the next 30 calendar days if the absence was excused.

One or more of the following must be met on count day for each scheduled course to satisfy the participation requirement:

- Pupil attended a live lesson from the teacher.
- Pupil logged into a lesson or lesson activity and the login can be documented.
- There is documentation of an email dialogue between the pupil and teacher, pertaining to specific coursework.
- There is documentation of activity or work between the learning coach and pupil.
- There is documentation of completed lesson activities or coursework.

Absences and Truancy

Families are required to notify the school administration if there is going to be an extended absence from school. Extended absences may result in the student's school year being extended to make-up the days absent.

Excused absences may be admitted for the following:

- Illness
- Recovery from an accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Other good causes that may be acceptable by school administration.

All excused absences are required to have the proper documentation to substantiate such absence. For example, if you have a doctor's appointment (professional appointment), you will need a doctor's note to show attendance at the appointment. Failure to provide documentation within 48 hours will result in the absence as unexcused. Any absence not listed above will be considered an unexcused absence.

It is imperative that we continue constant communication to ensure the best possible outcomes for your student. We expect you to inform staff with proper notice of any planned family events to prepare for the missed time. Any planned absence by a student must have a planned absence form completed by the student, parent/guardian, and relationship manager teacher. Documentation of a planned absence must be provided at least 7 days prior to the absence to the relationship manager teacher or homeroom teacher. Extended absences are not recommended during the school year as it hinders the educational process for your student.

While we understand that certain life events are unforeseeable, we ask that you communicate any hindrance with your student's education with us immediately. Failure to communicate absences by your student will result in the student being truant.

Under Michigan Department of Education guidelines, students who accumulate 10 days of unexcused absences or fail to participate in the Online School's educational program for an equivalent period may be considered truant. Among other corrective measures as outlined below, students will be required to develop an **academic**

success plan with the Online School and their relationship manager teacher to improve participation and accountability.

Truancy Process

Consecutive Days Without Program	Intervention
1-3	Notification from relationship manager, strategies to re-engage in program.
3-5	Notification from relationship manager, strategies to re-engage in program, conference with family and relationship manager or advisor.
7-8	Notification from relationship manager, strategies to re-engage in program, conference with family, relationship manager or advisor, and school administration.
9-10	Notification from relationship manager, development of academic success plan, conference with family, relationship manager, content teachers, school administration, written notification mailed to family.
20	Student may be reported to the appropriate intermediate school district personnel and may be considered withdrawn from Uplift Michigan Online School.

Academic Integrity

Students are expected to complete required assignments and assessments in the online school on their own accord. Since the purpose of assessments are to assess student understanding of course content, students are not to use online or any outside resources (including websites, textbooks, or unauthorized assistance from others), unless teacher-directed, on lesson checks, quizzes, tests, and final exams. While students are allowed and are encouraged to conduct research on written projects/research papers, all sources used must be cited and nothing directly copied from sources without quotation and attribution. Direct copying from any source on any type of assessment is not allowed under any circumstances because it does not showcase student understanding/learning.

Students who violate any of the above expectations will be given a plagiarism infraction as follows. Note that the academic integrity policy applies across all courses and that students will continue to move from offense to offense if the policy is violated even if calls, texts, and/or email communications are not returned.

1. **First offense** will result in communication between the teacher and the family and relationship manager to inform about the infraction. Additionally, the student will be given a temporary zero on the assignment while they work to successfully re-do the assignment (or an alternative assignment). Students will have up to two weeks to submit their work.
2. **Second offense** will result in additional communications between the teacher and family and relationship manager. The student will be given a permanent zero on the assignment (with teacher discretion about an alternative assignment/activity to replace it worth reduced credit, due within two school weeks). Strategies will be employed to educate the student to prevent further infractions.
3. **Third offense** will require a meeting with the student, family, relationship manager, content teacher, and school administration. Curriculum may be locked until this meeting is scheduled and occurs. The student will be given a permanent zero on the assignment. Discussion will involve implementation of an

academic integrity contract, course completion requirements, suspension, and/or expulsion from Uplift Michigan Online School.

4. **Fourth offense** may result in the student receiving a failing grade for applicable courses and/or being expelled from Uplift Michigan Online School.

Work Permits

Work permits are available for students to request from Uplift Michigan Online School's office. Uplift Michigan Online School is a public online school, therefore the state guideline for a homeschool student to receive a work permit does not apply. You must receive your permit from Uplift Michigan Online School. Please allow 2 weeks to complete this process.

The following guidelines must be followed to obtain a work permit:

- The student must be in good standing and actively engaging in all classes. For this purpose, good standing means the student is passing all courses and no more than 2 weeks behind pace with the coursework calendar. For this purpose, actively engaging means the student is regularly logging into their course and completing coursework as detailed in the handbook "attendance" section.
- The student shall only work during after-school hours and weekends. Live lessons and regular school hours must be attended.
- If the student changes jobs, a new work permit must be completed. Keep in mind there will still be the 2-week processing timeline.

To request a permit, please contact Uplift Michigan Online School's Registrar at 313.335.3218 or email registrar@uplift-mi.org. Give your name, birthdate and current grade so we know which form you will need.

The following process will then take place:

1. A copy of the work permit form will be emailed to the family to print and complete section I on white paper.
2. The parent/guardian and student will fill out Section I of the form and bring to the prospective employer to fill out Section II.
3. Return the form via fax (313.335.3218) or scan into the computer to email to registrar@uplift-mi.org. (photos of the page will not be acceptable)
4. The registrar will print the document on the required yellow (ages 16 or 17) or pink paper (ages 15 and under) and complete section III pending approval from school administration.
5. Once completed, the registrar will email and mail the final copy to the family. The registrar will also make a copy for the student's cumulative file (commonly known as CA-60).
6. The student will need to return this completed form to their employer.

Work permits are given at the schools discretion and can be revoked at anytime without warning if the student is not maintaining the guidelines mentioned above.

Individualized Education Programs (IEPs)

The school is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). The Special Education Director and Special Education teacher assist parents/guardians in accessing and coordinating services pursuant to a current Individualized Education Plan. **Parents/guardians must indicate that their child has an Individualized Education Plan (IEP) on their enrollment form.** Uplift Michigan Online School is not liable for past due services if the student was not properly identified as having an IEP during the enrollment process.

Special Education services are available to students identified with a disability by a multidisciplinary team which may include but is not limited to: teachers, the parent/guardian, a school psychologist, therapists and the student. The school follows the requirements of IDEA 2004 and corresponding Michigan laws. Documentation of the disability must be provided, such as medical records, prior educational records, and/or psychological evaluation.

For new referrals the school uses the Multi-tiered System of Support (MTSS) school-wide, as a first level support to assist in the identification of educational needs and to document that the student is unable to learn with scientifically based interventions. The General Education Teacher will then forward that request onto a Special Education Teacher who will make sure the evaluation is completed.

The school is required to teach all students grade level work per directives from the state department. The curriculum used depends on the age and grade level as well as the instructional level of the student. Students in need of adapted learning support services are those whose complex learning needs impact their academic achievement and their ability to make sufficient progress within the Least Restrictive Environment (LRE). Services offered may include: adaptations and modifications to the curriculum, specialized instructional strategies, and adjustments in pacing.

Section 504 Accommodation Plans

The Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a federal statute that prohibits discrimination against persons on the basis of their disability by institutions that receive financial federal assistance. It states:

No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Section 504’s purpose is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. If a student is covered by Section 504, Uplift Michigan Online School will provide such accommodations as are necessary to ensure that the student has equal access to services, programs and activities offered by the school.

Grievance Process

Parent/guardian(s) with a grievance must, in writing, report the dissatisfaction, and submit it to the student’s teacher (or other appropriate Uplift Michigan Online School staff member). All parties involved must be appropriately defined, and the problem must be clearly outlined.

The recipient of the grievance must review the issue with his or her supervisor and respond to the parent/guardian within three (3) school days.

If the original recipient did not resolve the grievance, the parent/guardian(s) should request a meeting with the recipient’s supervisor. The supervisor should investigate the matter, and schedule a meeting with the parent/guardian(s), the student, if necessary, and any other staff member (if necessary), within five (5) school days.

If either party does not resolve this grievance, the parent/guardian(s) should then request a meeting with the

Superintendent. The Superintendent will investigate the matter and schedule a meeting within five (5) school days.

If the school has not been able to address the concern through the grievance process set out above or there has not been a prompt and equitable resolution of a complaint prohibited by Title IX and Section 504, the parent/guardian(s) can contact the school's Governing Board. The parent/guardian(s) can also resort to contacting the Michigan Department of Education.

Privacy/Confidentiality

Uplift Michigan Online School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. The school will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The school principal or appropriate administrator 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/guardian(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Uplift Michigan Online School is required to report any dangerous or illegal activity to local law enforcement officials. Additionally, all Uplift Michigan Online School staff are mandated reports and as such will comply with mandated reporting requirements/legislation.

Internet Safety Policy

It is the policy of Uplift Michigan Online School to:

- Prevent user access over its computer network to, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access to and other unlawful online activity related to inappropriate material via the Internet
- Prevent unauthorized online disclosure, use, or dissemination of personally identifiable information
- Comply with the Children's Internet Protection Act ("CIPA") (Pub. L. No.106-554 and 47 USC 254 (h)).

To the extent practical, technology protection measures (or "Internet filters") shall be made available for all computers accessible by students and placed on the computers located at the school site locations. As required by CIPA, this blocking technology is applied to visual depictions of material deemed obscene or child pornography or any other material deemed to be harmful to minors.

Technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. To the extent practical, Uplift Michigan Online School takes steps to promote the safety and security of users when using electronic mail, chat rooms, instant messaging, and any other form of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- unauthorized access, including so-called 'hacking' and other unlawful activities
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Uplift Michigan Online School is committed to educating, supervising and monitoring the appropriate usage of the online learning platform and access to the Internet in accordance with this policy, CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

The School will provide age-appropriate training for students designed to promote Uplift Michigan Online School’s commitment to the standards and acceptable use of Internet services, student safety with regard to safety on the internet, appropriate behavior while online, on social networking websites, and in chat rooms, and cyber bullying awareness and response.

This Internet Safety Policy was adopted by the Board of Uplift Michigan Online School at a public meeting, following public notice, on August 24, 2018.

Bullying and Prohibited Behaviors

Uplift Michigan Online School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and encourages the promotion of positive interpersonal relations among members of the school community.

Harassment, intimidation, bullying, cyberbullying, and/or hazing toward any member of the school community, whether by or toward any student, staff, Learning Coach, Caretaker, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

This prohibition includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment and are strictly prohibited, regardless of whether or not the target of the prohibited behavior are members of a legally protected group, such as sex, sexual orientation, race, color, national origin, marital status, or disability.

The following definitions are intended to provide guidance in assessing whether a particular behavior is a prohibited behavior. They are not exhaustive in their scope and are not intended to replace the intuition of the individual. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

- Harassment - any intentional behavior or course of conduct (whether written, verbal, graphic, or physical) directed at a specific person or group of persons that causes substantial physical and/or emotional distress or harm and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other person(s) and serves no legitimate purpose.
- Bullying – 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 or more persons either directly or indirectly by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs of one or more persons
 - Adversely affecting the ability of a person to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial distress
 - Having an actual and substantial detrimental effect on a person’s physical or mental health
 - Causing substantial disruption in or substantial interference with, the orderly operation of the

school.

- Cyber-bullying – any electronic communication that is intended or that a reasonable person would know is likely to harm one or more persons either directly or indirectly by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs of one or more persons
 - Adversely affecting the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the person in reasonable fear of physical harm or by causing substantial emotional distress
 - Having an actual and substantial detrimental effect on a person’s physical or mental health
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Hazing – the use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse or humiliation for the purpose of initiating a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the at issue behavior(s) and action(s).
- Intimidation – a course of behavior that instills fear or a sense of inadequacy.
- Violence within a dating relationship - any behavior by a student exhibited towards that student’s dating partner that is an attempt to gain and/or maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, verbal, psychological, and/or mental abuse.
- Sexting - knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video which depicts nudity and is harmful to minors. Knowingly possessing a photograph or video that was transmitted or distributed by another minor as described above.
- Prohibited behaviors include all of the above.

The Uplift Michigan Online School administration will not tolerate any gestures, comments, threats, or actions which:

- cause, threaten to cause, or, an objective and reasoned third-party would find was intended to cause, bodily harm or personal degradation
- creates, or an objective and reasoned third-party would determine was intended to create, an intimidating, threatening, or abusive environment for any student, staff member, member of the administration or parent/guardian(s).

This policy applies to all school-related activities and/or engagements, including, but not limited to:

- online school-related activities (synchronous sessions)
- participation in clubs and activities
- Email messages, text messages, discussions, telephonic communications, and message boards
- In-person activities (state testing, field trips, open houses, and any other in-person school-related activities) on school property.

This policy also applies to those activities or engagements which occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school’s control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.

Any student or parent/guardian(s) who believe that student or any other student has been or is the recipient of any of the above-described prohibited behaviors should immediately report the situation to the school counselor or superintendent. The student may also report concerns to teachers and other school staff who will be

responsible for notifying the appropriate school administrator.

Every student is encouraged, and every staff member is required to report any situation that they believe to be prohibited behavior. Reports may be made to those identified above. If a student or other individual believes there has been prohibited behavior, he/she should report it and allow the administration to determine the appropriate course of action. Any teacher, school administrator, or school staff member who does not timely make a written report of an incident of prohibited behavior shall be subject to appropriate disciplinary action in accordance with the school's disciplinary process. All complaints about prohibited behavior shall be kept confidential and be promptly investigated.

The school principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether any prohibited behavior(s) were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, shall be in the report. Where appropriate, written witness statements shall be attached to the report. When the target of the prohibited behavior is a student, the school shall provide that student with a written copy of the rights, protections, and support services available to him/her. If there is any evidence that the student has experienced physical harm as a result of the prohibited behavior, the school shall promptly communicate that information to the appropriate personnel, including, but not limited to, emergency personnel and /or law enforcement.

If the investigation finds an instance of harassment, intimidation, bullying, dating violence, or any other prohibited behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action in accordance with the school's disciplinary process. This may include:

- Up to expulsion for students
- Up to discharge for employees
- Exclusion for parent/guardian(s), guests, and volunteers
- Removal from any official position and/or a request for a Board member(s) to resign

Individuals may also be referred to law enforcement officials. Remedial and/or disciplinary action for employees will follow the procedures outlined in the Employee Handbook. Remedial and/or disciplinary action for students will follow the procedures outlined in the Student Handbook.

When appropriate, the target(s) of the prohibited behavior (and/or such target(s) parent/guardian(s)) shall be notified of the findings of the investigation, and, when appropriate, that action has been taken. In providing such notification care shall be taken to respect the statutory privacy rights of the accused perpetrator of such harassment, intimidation, bullying, and/or dating violence.

If after investigation the act(s) of prohibited behavior by a specific student is/are verified, the school principal or appropriate administrator shall notify in writing the Caretaker of the perpetrator of that finding, and shall notify in writing the Caretaker of the victim of the prohibited behavior. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

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

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

Discipline and Due Process for Students

Students enrolled with Uplift Michigan Online School are expected to conduct themselves in accordance with the rules for the school. Parents/guardians are expected to cooperate with the school staff in helping students to maintain this conduct.

Discipline for Students with Disabilities

If a student with a disability violates a code of conduct, he or she will be disciplined according to the discipline measures described below for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the IEP team will determine if the behavior manifested from the student's disability. If the IEP team determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures would be applied to students without disabilities. However, if it is determined that the violation manifested from the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the behavior violation so that it does not recur.

Discipline Measures

There are three levels of disciplinary measures utilized by the school:

1. Warning
2. Suspension
3. Expulsion

Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

- Warning
 - a. Students that receive warnings from the school will have a conference (via phone) with their parent/guardian(s) and the school administrator(s), and the incident will be formally documented in writing and will become part of the student's permanent record. The student will not have a disruption in schooling and will not be removed from the class.
 - b. Warnings are issued when a student demonstrates a breach of expected conduct, but not as serious as those listed under the suspension and/or expulsion categories.
- Suspension
 - a. Suspension is defined as any time a student is temporarily removed from access to the learning management system and/or a school sponsored program or activity ("locked out"). All student "lockouts" are considered suspensions.
 1. The length of a suspension is determined by the school administrator (up to 10 days at a time).
 2. A suspension will be documented in writing and will become part of a student's permanent record.
 - b. During a period of suspension as defined by the school principal, a student's permission to log on to and/or use parts of the online school is restricted. Student access to email, the message boards, online clubs/activities, and/or all of the online school may be revoked.

1. In such cases where the student's access is completely revoked, the learning coach is responsible for logging on to obtain the student's assignments, responding to email, and recording assessment responses for the student.
 2. The student should continue with his or her schoolwork during a suspension.
- c. Violations that may lead to suspension include, but are not limited to, the following breaches of conduct:
- i. Cheating on tests or daily work: A student who knowingly participates in copying, using another's work, and representing it as his or her own (for example, students transmitting their work electronically for another student's use), or who provide other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.
 - ii. Abusive conduct: A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.
 - iii. Bullying: A student that repeatedly engages in negative actions against another student in an attempt to exercise control over him or her.
 - iv. Harassment: A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs that:
 1. Has the purpose or effect of creating an intimidating or hostile environment
 2. Unreasonably interferes with an individual's educational performance
 3. Otherwise adversely affects an individual's educational opportunities.
 - v. Vandalism: A student who intentionally damages or destroys school property or records (physical or electronic).
 1. In these instances, the school reserves the right to contact the proper law enforcement agency(ies).
 - vi. Theft and robbery: A student who takes money or other property (physical or electronic) with the intent to deprive another person or the school of that property. The threat or use of force or violence is considered a serious breach of conduct.
 1. In these instances the school reserves the right to contact the proper law enforcement agency(ies).
 - vii. Sexual harassment: A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors.
 - viii. Violation of acceptable use policy: Students who violate the acceptable use policy in one form or another are open to disciplinary action including suspension. This would include signing on as Caretakers.
- Expulsion
- a. When a student is expelled, he or she is separated from the school for an extended period of time, or permanently, for disciplinary reasons. An expulsion will be documented in writing and will become part of a student's permanent record.
 - b. Violations that may lead to expulsion include, but are not limited to:
 - i. Any behavior that indicates that a student is a serious threat to the safety of others
 - ii. Possession of firearms, dangerous weapons, bombs, or explosives
 - iii. Criminal behavior
 - iv. Arson
 - v. Under the influence of, possession of, or sale of controlled substances or paraphernalia.
 - c. Suspensions or expulsions for children designated as exceptional follow all appropriate state and

federal policies, regulations, and laws.

- d. For those students with disabilities under the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act of 1973, the disciplinary procedures required by the IDEA will be followed. In the event a student has disabilities under both Section 504 and the IDEA, both policies shall be followed in determining appropriate disciplinary actions.

Due Process for Students

The following actions will be conducted by the school per each of the disciplinary measures as follows:

Suspension (up to 10 days)

- An informal hearing will be convened with the student, parent/guardian(s), school administration, and other staff members as appropriate. The school administration will inform the student and parent/guardian of the allegations and an explanation of the evidence that supports the allegations. The student will be provided with an opportunity to present his or her version of the occurrence.
- If the school administration determines that the incident(s) justifies suspension, written notice will be provided to the student and his/her parent/guardian. The student will be provided all due process as required by law.
- The school administration has the authority to make a decision to suspend a student for up to 10 days.

Suspension of an additional 10 days, or an Expulsion

- If the school determines that a student's conduct may warrant expulsion, the school administration will provide written notice to the parent/guardian of the student of his/her determination and the student's right to a hearing.
- Such notice shall include:
 - Date, time and location of hearing
 - Description of the incident(s) that is the subject of the hearing
 - Notice that the student and/or parent/guardian have a right to review the student's school records prior to the hearing
 - Description of the hearing process and explanation of the consequences of an expulsion.
- At this hearing, the allegations and supporting evidence will be reviewed. The student shall have the right to present his or her version of the incident(s), call witnesses, cross-examine witnesses and be represented by counsel.
- After the hearing, the principal will make a recommendation for or against expulsion to the School Board. Once the School Board rules on the expulsion, the school principal and/or the School Board will provide notification to the student and parent/guardian of the School Board's decision and discipline determination.
- The decision of the School Board is final.

Nondiscrimination Statement

Uplift Michigan Online School is committed to being an inclusive educational environment regardless of a student's age, race, gender, orientation, religious affiliation, athletic ability, aptitude, and other potential factors that would impact a student's enrollment. Students are protected from forms of discrimination and harassment under Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Michigan's Elliott-Larson Civil Rights Act. Students with disabilities are further protected from discrimination under Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Questions or Concerns

Communication is instrumental in success for students at Uplift Michigan Online School. Staff communication with students and families are expected to have a returned response within 24 business hours. Two consecutive staff contact attempts without a response may result in a students courses being locked until communication is returned. All staff at Uplift Michigan Online School have the students' best interests in mind. Please be respectful in all communication. Inappropriate language, yelling or other disrespectful communications will not be tolerated.

Communications sent to staff at Uplift Michigan Online School from students and families are required to be returned by staff within 24 business hours.

Questions and concerns about a course by students and families need to follow the protocol below:

1. Course concerns need to be, first, sent to the content teacher for the specific course. Teachers have a 24 business hour turnaround for any and all communications.
2. If a response is not received within 24 hours or the issue is not resolved, contact can be made with the relationship manager teacher. The relationship manager teacher has a 24 business hour turnaround for any and all communication.
3. If no response is received within 24 business hours or the issue is not resolved, contact the school administrator with your course issue.

Questions and concerns about a course teacher or relationship manager may be directed to the school administrator.