



# **Uplift Michigan Online School**

## **Student and Family Handbook**

\*\*Updated 04/2024

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## School Mission

Within a caring environment, we engage and empower all students to be successful learners who make positive contributions to their communities.

## Staff Vision

We strive to be a community of collaborative educators dedicated to inclusivity, empathy, and compassion that ensures all learners are cared for, and valued, have agency, can reach their full academic potential, and are empowered to make community change.

## Student Code of Conduct

Uplift Michigan Online School strives to create an open educational community for all students. To accomplish this, students will be required to take ownership of 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](mailto:info@uplift-mi.org)

## Customer Support

- **For school related issues:**
  - Please contact your student's Advisor.
  - If you do not receive a response within 24 business hours, please contact the school administration at (313) 335-3218.
- **For student technology (computer and internet units) related issues:**
  - Please contact tech support by submitting a help desk ticket [HERE](#) 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

# Administrative Welcome

Dear Families,

Welcome to the new school year! We are so excited to have you join us at Uplift Michigan Online School. I am glad you chose 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 with the best experience possible.

At Uplift your student will be loved, supported, and treated with compassion. Providing students with a safe and caring environment is our top priority. Uplift is a school committed to excellence. This means we hold high expectations for our students and support them in meeting those expectations. We all believe every child CAN. They can learn; they can grow; they can thrive. Your child CAN at Uplift, and we will help them every step of the way.

Your family is the foundation of Uplift Michigan Online School. I am so grateful you have chosen our school. As we partner together, this year our team looks forward to learning more about your family and the unique needs of your student.

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

Tonya Lowry  
Superintendent  
[tonya.lowry@uplift-mi.org](mailto:tonya.lowry@uplift-mi.org)



# Enrollment

The following documents must be provided for each student before 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 (birth certificate - NOT a hospital birth record)
  - If Birth Certificate cannot be provided a Proof of Age Affidavit is offered as an alternative. This document must be notarized. Check with our registrar for more information.
- Current Immunization Records
- Evidence of Vision/Hearing Screening for Kindergarteners Only
- Academic Records (copy of most recent transcript (9-12) and/or report card (K-8))
- 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, depending upon the program in which a student is enrolled. In Michigan, the maximum age limits are:

- General education students who are less than 20 years of age, as of September 1st of that school year.
  - 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 are less than 26 years of age, after September 1st of that school year (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 before 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 Wednesday following enrollment completion and account setup.

## Additional Information - Mid-Year 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.

## McKinney-Vento (Homeless) Policy

Children who meet the Federal definition of "homeless" will be provided 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 based on 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 are provided an Uplift Michigan Online School email address (ending with uplift-mi.org) upon enrollment. Students 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.

There are many times in which staff may need to speak with the student or parent/guardian over the phone or through video conferencing (Google, Google Chat, Google Meet, Zoom, etc.). **If staff are trying to contact you, please assume it is urgent and they need to reach you.** If a school staff member calls, the student and/or parent/guardian are expected to answer or return the call within 24 business hours. If staff are requesting a video conference, the student and parent/guardian are expected to schedule that conference within 24 business hours, 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.

Students and parents/guardians are expected to communicate in a safe, supportive, and respectful manner. Rude, inappropriate, and/or disrespectful behavior, including profanity, will not be tolerated. If such communication is received staff will cease communication and report it to the appropriate administrator. Administration will follow-up with the family regarding the disrespectful or inappropriate behavior. This follow-up will include a review of communication expectations. Should such communication behavior continue students may receive disciplinary action up to and including suspension and/or expulsion from Uplift.

## State Standardized and Benchmark Assessment Expectations

**It is an expectation of all parents/guardians at the time of enrollment that they will ensure their student completes the required assessments outlined below.** 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 provide student support and document 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-11. 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 don't have a score report from their previous school) within one week of their enrollment start date or as scheduled by their advisor.**



**State standardized assessments are mandatory for all students, state-wide, in every public school.** 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. 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 19 of this handbook) and result in truancy proceedings.

# Academic Program - 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 courses 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.

**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 program to increase their performance. This program will include an Individualized Reading Improvement Plan, that will include parent supported reading needs to be addressed at home. Students must demonstrate proficiency in the following M-STEP testing cycle to progress to the next grade level.

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](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.

### **Grading Scale for Grades K-5**

89.5-100 Excellent

79.5-89.4 Above Average

69.5-79.4 Average

59.5-69.4 Low Average

0-59 Deficient

## 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.

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

## High School Academic Program

High school students are required to complete six courses per semester, per school year. Students are also 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 previously completed the 11th grade assessments must complete as well.

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 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 standard diploma. The fundamental pathway, which requires 18 credits, requires approval from the school administration and can't be used to accelerate graduation.

Area	Fundamental Diploma**	Standard Diploma
<b>English</b>	4 Credits: <ul style="list-style-type: none"> <li>● English 9 (1 credit)</li> <li>● English 10 (1 credit)</li> <li>● English 11 (1 credit)</li> <li>● English 12 (1 credit)</li> </ul>	4 Credits: <ul style="list-style-type: none"> <li>● English 9 (1 credit)</li> <li>● English 10 (1 credit)</li> <li>● English 11 (1 credit)</li> <li>● English 12 (1 credit)</li> </ul>
<b>Math</b>	4 Credits: <ul style="list-style-type: none"> <li>● Algebra 1 (1 credit)</li> <li>● Geometry (1 credit)</li> <li>● Algebra 2 (1 credit)</li> <li>● Math Elective (1 credit)</li> </ul>	4 Credits: <ul style="list-style-type: none"> <li>● Algebra 1 (1 credit)</li> <li>● Geometry (1 credit)</li> <li>● Algebra 2 (1 credit)</li> <li>● Math Elective (1 credit)</li> </ul>
<b>Health/PE</b>	1 Credit: <ul style="list-style-type: none"> <li>● Physical Education (.5 credit)</li> <li>● Health (.5 credit)</li> </ul>	1 Credit: <ul style="list-style-type: none"> <li>● Physical Education (.5 credit)</li> <li>● Health (.5 credit)</li> </ul>
<b>Social Studies</b>	3.5 Credits: <ul style="list-style-type: none"> <li>● US History (1 Credit)</li> <li>● World History (1 Credit)</li> <li>● Economics (.5 Credit)</li> <li>● Government (.5 Credit)</li> <li>● <b>Financial Literacy (.5 Credit)*</b></li> </ul>	3.5 Credits: <ul style="list-style-type: none"> <li>● US History (1 Credit)</li> <li>● World History (1 Credit)</li> <li>● Economics (.5 Credit)</li> <li>● Government (.5 Credit)</li> <li>● <b>Financial Literacy (.5 Credit)*</b></li> </ul>
<b>Science</b>	3 Credits: <ul style="list-style-type: none"> <li>● Biology (1 credit)</li> <li>● Chemistry (1 credit)</li> <li>● Science Elective (1 Credit)</li> </ul>	3 Credits: <ul style="list-style-type: none"> <li>● Biology (1 credit)</li> <li>● Chemistry (1 credit)</li> <li>● Science Elective (1 Credit)</li> </ul>
<b>Visual, Performing, and Applied Arts (VPAA)</b>	2 Credits: <ul style="list-style-type: none"> <li>● VPAA (2 Credits)</li> </ul> **1 Credit of VPAA can be replaced by completion of an additional world language credit	1 Credit: <ul style="list-style-type: none"> <li>● VPAA (1 Credit)</li> </ul>
<b>World Language</b>	1 Credit	2 Credits **1 Credit of world language can be replaced by completion of an additional VPAA credit
<b>Electives</b>	0 Credits	3 Credits
<b>Total Credits</b>	<b>18 Credits</b>	<b>21 Credits</b>

\*Financial Literacy can replace 0.50 credit of elective math, world language or VPAA. FL is a requirement for all grade in the 2023-2024 school year (Grad cohort 2028).

\*\*The Fundamental Diploma is not offered for all students. Only qualifying students, recommended by administration.

**Qualifications:**

- Must be at least 4 full credits deficient.
- Must be reviewed and approved by guidance counselor and administration.
- May not use this pathway to Graduate ahead of the expected graduation date.
- Not applicable for college bound students.
- All courses delivered as Credit Recovery, where possible.

# 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 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 Advisor. 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. Students will need to meet with the School Counselor to discuss the prerequisites listed for each course. Students can also review the course catalog to review course prerequisites.

## Dual Enrollment

Since Uplift Michigan Online School is a full-time program, students may not be concurrently enrolled in another K-12 public school. However, we do offer High School students the opportunity to take Dual Enrollment courses with two colleges, Bay College and St. Clair Community College. Both schools have a wide array of courses to choose from. Students who pass these courses will earn college credit. Students will need to meet with the School Counselor to discuss the application process, and course deadlines. Bay College and St. Clair Community College courses may have unique start and end dates that don't match Uplift's school calendar; Uplift cannot adjust deadlines for the college courses.

- Dual enrollment is best suited for 11th and 12th graders. Students in grades 9-10 can dual enroll if their course schedule permits (See counselor for schedule details).
- Students who have met with their high school guidance counselor or principal to gain approval for dual enrollment.
- Students who meet The College's placement scores or pre-requisites for the class(es) they wish to take.
- You must exhaust Uplift's curriculum choices before taking a similar course. For example if we offer Psychology, students can not take Psychology for dual enrolment unless you've taken the Uplift offering FIRST.
- The amount of courses students can take will be determined by his or her schedule as well as the course limits.

### **Course limits:**

- Maximum number of courses, across all years is 10.
- Courses may be taken for HS Credit, post secondary credit or both. The student decides at the time of enrollment.
- College and high school schedules do not necessarily align. For instance, Bay's Fall courses start before the high school academic year and Bay's spring break does not occur at the same time as the high school's spring break.
- Students and or families are responsible for part of the cost to attend. Books may not be paid for by the high school.
- Students will sign a contract from both their High School as well as the college that states that if they did not receive credit for the course by either dropping the class

after the college's drop date or failing the class, students will be responsible for paying for the portion that the school paid to the college.

- Students and families need to realize that with taking a college course comes great responsibility and with that, they will need to communicate with the college and their professor if they have questions regarding the course as the course will be through them and not through Uplift.

Schools partnering with Uplift for Dual Enrollment:

- ❖ [St. Clair County Community College](#)
  - [Course Catalog](#)
  - To Apply, Click [HERE](#)
- ❖ [Bay College](#)
  - [Course Catalog](#)
  - To Apply, Click [HERE](#)
- ❖ [Delta College](#)
  - [Course Catalog](#)
  - To Apply, Click [HERE](#)

## Duplicate Course Work: Repeating a Course

A student may repeat a course in order to improve a grade with school counselor approval. 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 both instances will appear on the students transcript but only the passing grade (A) will receive credit towards graduation requirements. 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.

If a student was receiving homeschool education prior to enrollment at Uplift documentation of the courses taken, scope/sequence of the course curriculum, course description and alignment to Michigan state standards, and information about the homeschool program (if applicable) will be required. This information will be reviewed by Uplift's counseling and administrative teams to determine if/which courses may receive transfer credit towards the Michigan graduation requirements. Not all homeschool programs and courses are applicable toward Michigan graduation requirements. Homeschooled courses must show that the required Michigan standards were met during the completion of the course curriculum.

## 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 the 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, parents/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 still be sent to the student and guardian unless there is a written request from the student indicating that the parent/guardian should NOT be included or reached for school-related communication.

Adult students should submit written request to the Office of the Registrar at [registrar@uplift-mi.org](mailto: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, after age 18. Additionally, if the guardian can provide supporting documentation showing the student is a legal dependent of the guardian, communication will continue to the guardian, regardless of student preference.

## 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](mailto:registrar@uplift-mi.org).

## Required Technology

Students enrolled with Uplift Michigan Online School must have access to reliable technology (a working computer that allows for web conferencing and completion of school-work, phones are not considered reliable technology for this purpose) and the 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.

Students/Learning Coaches should reach out to IT support if their computer or internet browser is not up-to-date on each device. For the best experience, try the following connectivity recommendations:

#### Desktop and Laptop Computers

- **Operating System**
  - Windows 10 or later
  - Mac OS 10.7 or later
- **Browsers** (latest versions)
  - Google Chrome
  - Mozilla Firefox
- **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 the 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 and are not recommended for school work. These include:

- iPod
- iPad
- iPhone
- Kindle
- Android phones & table

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. 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.

## MiFi Unit 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. Some students **may be** eligible for a MiFi wireless internet unit. MiFi units will be provided based on free/reduced lunch qualification, reason for need, residential location, and availability. Only one MiFi unit will be provided per household. Students who do not qualify for a MiFi unit are still eligible for internet reimbursement.

## 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 as attendance:

- 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 participate 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
- Student attends and participates in weekly advisory activities

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 requirements. 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 classes 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:

- The pupil attended a live lesson from the teacher.
- The 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 their students advisor/homeroom teacher if the student must be absent on any school day. Families are also required to notify the school advisor 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 extended excused absences are required to have the proper documentation to substantiate such absence. For example, if your student is ill for more than 2 consecutive days, you will need a doctor's note excusing the student from school. 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 Advisor. **Documentation of a planned absence must be provided at least 7 days prior to the absence to the Advisor 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 and/or attendance 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 Advisor to improve participation and accountability.

## Truancy Process

Consecutive Absences	Intervention
1-3	Notification from the automated Attendance system with strategies to re-engage in the program.
3-5	Notification from the automated Attendance system, strategies to re-engage in the program, and a conference with family and an Advisor.
7-8	Notification from the automated Attendance system, strategies to re-engage in the program, conference with family, an Advisor, and school administration.
9-10	Notification from the automated Attendance system, development of academic success plan, conference with family, Advisor, content teachers, and school administration. Written notification mailed to family. <b>***If there is no response/progress to certified letter or academic success plan, student will be referred to the Family and Community Liaison***</b>
20	The student may be reported to the appropriate intermediate school district personnel and may be considered withdrawn from Uplift Michigan Online School.

Students and families who progress through the truancy process and are unable to find success will transition to and work with the Family and Community Liaison (FCL).

Family & Community Liaison Step-By-Step Process
1. FCL and ADMIN are included in Advisor's <b>10-day Truancy Notice Email</b> to Student and Learning Coach (LC). Registrar also mails 10-day Truancy Notice via Certified Mail to notify Student and Family.
2. If Student AND LC <u>do not respond</u> and/or exit Truancy status (logging in submitting work) within the given time (5 days), the Advisor will <b>forward the 10-day Truancy email to ADMIN to request FCL intervention.</b>
3. <u>Following ADMIN confirmation</u> for FCL intervention, <b>FCL will confirm the referral with Advisor and initiate support services</b> with the Parent/Guardian/LC and student.
4. If no returned contact from LC or student <u>within 3 days</u> of referral, attempts will be made to reach Emergency Contacts (EC's). If no response from LC, student, and/or EC's <u>in 5 days</u> , <b>a wellness check will be scheduled</b> (FCL, or local Law Enforcement Officer) to verify the well-being of the student/family.
5. Following a <u>successful wellness check AND scheduled meeting</u> with FCL (or

Attendance Conference), the student/family will begin the 30 day intervention process with FCL. If the student becomes 5 days truant (while actively working an agreed upon plan) during the 30-day intervention process, **FCL will follow local (county) procedures to report the student's attendance for State intervention.**

6. Following successful contact, **FCL will work to re-engage the student/family for 30 days** from the referral date. Re-engagement could include: meeting weekly (or more) with the student and/or LC, Goal planning, Student/LC technology tutorials, LC consultation to create schedules, routines and guidance for meeting other UMOS expectations; linking the family to community and mental health resources, reinforcing Advisor/Student relationship, etc.

7. During the 30-day intervention process, **Advisors can expect to:** provide FCL with details about student/family, continue weekly attempted contact with students and LC's to re-establish/strengthen relationship/engagement, receive weekly emailed updates from FCL, Participate in Attendance Conferences and/or FCL Progress Meetings, and other supports, as needed.

8. **Expectations of Students and Families during FCL Intervention include:** attending 1:1 Advisory Sessions, attending some or all Weekly Live Lessons, submitting assignments, logging in AND submitting assignments a minimum of 3 days/week. All other goals/expectations will be established and agreed upon by Family, and FCL (Advisor).

9. Prior to the end of the 30-day intervention Process, a **Transition meeting will be held with the Advisor** (LC may be present in some cases) to share successes, continued areas of improvement, and last minute concerns or information to/from the family and/or FCL.

10. At the end of the 30-day intervention process, a brief **Transition Summary will be emailed to Advisors and Parents** marking the end of the FCL intervention. Once received, "the clock restarts" for the student/family, meaning they are at 0 days truant (or less than 5, if intervention was moderately successful), and if needed, the entire process will need to begin at Step 1.

# Academic Integrity

Assessments (including quizzes, exams, and assignments) within each course aim to gauge student comprehension of course material; thus, students should strive to communicate their learning with their own original/unique thinking and ideas. While research is permitted and encouraged for written projects or research papers, proper citation is mandatory, and direct copying without attribution is prohibited. Copying verbatim from any source during assessments is strictly forbidden as it undermines the demonstration of student learning. Classroom teachers, advisors, and school staff reserve the right to orally evaluate a student's understanding of submitted work if there are suspicions of AI-generated material usage.

To provide students with clear direction for needed revisions and/or citations, teachers will send a communication to students and learning coaches (or an adult in the home responsible for overseeing a student's learning) about these expectations. Incidents involving academic integrity will be documented in Pulse. If incidents continue after communication among the teacher(s), students, and learning coaches, school administration will become involved.

## 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 passing all courses, actively engaged in each course and not be involved in the truancy process. 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, students must first contact their advisor.** The advisor will verify the student's grades and participation and either contact the registrar to give permission OR contact the student to inform them why the permit is denied. If the advisor feels the work permit should still be approved even if the student is failing, the advisor can check with the principal for approval. If the work permit is approved, the following process will take place:

1. A copy of the work permit form will be emailed by the registrar to the family to print. Families may request a copy be mailed to them, but this will take longer.
2. The parent/guardian and student will fill out Section I of the form and bring it 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 accepted; must be a full page scan or fax)
4. The registrar will print the document as required (either landscape or portrait) 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) in Skyward.
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 any time 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, Google Chat, 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 and Principal. 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. The 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 a 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
  - Students that receive warnings from the school will have a conference (via Google Meet or 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.
  - 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
  - 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.
    - The length of a suspension is determined by the school administrator (up to 10 days at a time).
    - A suspension will be documented in writing and will become part of a student's permanent record.
  - 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.
  - 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.

- The student should continue with his or her schoolwork during a suspension.
  - Violations that may lead to suspension include, but are not limited to, the following breaches of conduct:
    - 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.
    - Abusive conduct: A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.
    - Bullying: A student that repeatedly engages in negative actions against another student in an attempt to exercise control over him or her.
    - 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.
    - 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).
    - 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).
    - 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.
    - 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
  - 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.
  - Violations that may lead to expulsion include, but are not limited to:
    - Any behavior that indicates that a student is a serious threat to the safety



- of others
  - Possession of firearms, dangerous weapons, bombs, or explosives
  - Criminal behavior
  - Arson
  - Under the influence of, possession of, or sale of controlled substances or paraphernalia.
    1. Suspensions or expulsions for children designated as exceptional follow all appropriate state and federal policies, regulations, and laws.
- 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.

## FERPA Annual Notification Policy

**Policy: 2416 BP Section: 2000 BP - Program**  
**STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**  
**Reference:99.7, 99.31**

Family Educational Rights and Privacy Act ("FERPA"), 20 USC §§ 1232g, 1232h; 34 CFR §§ The Board of Directors respects the privacy rights of parents and their children. Without prior written consent of the student, (if an adult or an emancipated minor) or his/her parents (if an un-emancipated minor), no student shall be required, as a part of the Academy program or the Academy's curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

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

The Educational Service Provider, shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Upon request, parents 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 shall have access to the survey/evaluation within a reasonable period of time after the request is received by the School Leader.

To ensure the right of parents, the Board directs the Educational Service Provider, to perform the following:

- Provide timely, written notification to parents about any surveys, analyses, or evaluations that may reveal any of the information identified in A-H above. Such notification shall inform parents about their right to inspect the survey, analysis, or evaluation prior to the initiation of the activity with students.
- Allow the parent the option of excluding their student from the activity.
- Report collected data in a summary that does not permit one to make a connection between the data and individual students or small groups of students.

- Treat information as identified in A-H above as confidential information in accordance with Policy 8350.

Upon written request, parents have the right to inspect any instructional material used as part of the educational curriculum of the student. Parents will have access to the instructional material within a reasonable period of time 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).

The Educational Service Provider, shall provide notice directly to parents of students enrolled in the Academy of the substantive content of this policy, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in this policy. In addition, the Educational Service Provider, shall notify parents of students in the Academy, 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:

- 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
- 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 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).

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## 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 student's 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 Advisor. The Advisor 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 Advisor may be directed to the school administrator.