



**MICHIGAN
INTERNATIONAL
PREP SCHOOL**

**2018-2019 STUDENT
HANDBOOK**



MICHIGAN INTERNATIONAL PREP SCHOOL



BOARD OF EDUCATION

Carol Mitchell	President
Pam Sovis	Vice President
Paul Tarnavsky	Secretary
Jeff Capobianco	Treasurer
Sheryl Morris	Board Spokesperson

ADMINISTRATION

Andrew Hulbert	Superintendent
Katherine Caron	Director Student Services
Angie Browne	Director Finance/Human Resources

CURRICULUM

Lucas Peless	Director Curriculum and Instruction
Jamie Abrego	Director Teaching and Learning
Charles Carver	Director Program Advancement

VISION STATEMENT

To create a 21st Century education that challenges and motivates all students to become tomorrow's model global workforce and community leaders.

MISSION STATEMENT

To provide a 21st century education that taps into the affinity of each student so they will achieve their maximum potential, will be prepared to succeed in the global economy and will become self-directed lifelong learners.



MICHIGAN INTERNATIONAL PREP SCHOOL



ORIENTATION

All students are required to attend orientation according to scheduled date at time of enrollment. Orientation will take approximately 2-3 hours and include preliminary assessments, along with Educational Development Planning, student schedule, and initial online login.

COUNT DAYS

All students are required to complete an assignment or exam in each class assigned during the respective semester on Count Day. These are the first Wednesday in October and second Wednesday in February. October 3, 2018 and February 13, 2019. All Learning labs will be open additional hours on these dates to accommodate student availability.

TESTING

All students are required to complete preliminary and post assessments each school year upon enrollment and at school year end. Students are also required to complete all mandatory state assessments based on grade level. Below are the state approved testing windows. Specific dates and locations will be emailed directly to students and parent/guardians prior to February 2018. Testing accommodations windows fall within the date ranges below and will be assigned with a Special Education teacher as applicable.

M-STEP Grades 5,8, and 11 4/8/19 – 5/3/19

M-STEP Grades 3,4,6, and 7 4/29/19 - 5/24/19

SAT (Grade 11) 4/09/19 or 4/23/19 (Makeup)

ACT WorkKeys (Grade 11) 4/10/19 or 4/24/19 (Makeup)

PSAT (Grade 8) 4/9/19

PSAT (Grade 9 and 10) 4/9/19, 4/10/19, or 4/11/19

TECHNOLOGY

Any student using equipment (computer, internet, etc.) owned by Michigan International Prep School, agrees to be financially responsible for this equipment. Student/Parent will sign out each piece of equipment after enrollment and are required to return said equipment upon withdrawal from MIPS (including enrollment in another district) or graduation. Only a technician that is authorized by the administration can repair any equipment that is damaged while in student possession. The student is financially responsible for any and all damages to MIPS technology equipment. Any MIPS property, including but not limited to laptops, power cords, and bags must



MICHIGAN INTERNATIONAL PREP SCHOOL



be returned to a MIPS Learning Lab and checked in by a MIPS employee upon transferring out or graduation. Failure to return MIPS property will result in legal action.

INSTRUCTIONAL TIME/COURSEWORK

Scheduled Teacher Days - 233

Scheduled Teacher Hours per Day – 8

Total Educational Service hours – 1864.00

Course	Minutes per lesson Days (Max)	(Minutes per lesson x Days of Instruction)/60	
1	76	233	295.13
2	80	233	310.67
3	78	233	302.90
4	72	233	279.60
5	75	233	291.25
6	63	233	244.65
7	76	233	295.13
8	80	233	310.67
9	78	233	302.90
10	72	234	280.80
			2913.70



COURSE PACING CALENDARS

Sequential		Course 1/2	Course 3/4	Course 5/6	Course 7/8	Course 9/10	Student Days	
September	Start Date	9/4/2018	10/24/2018	1/2/2019	2/22/2019	4/26/2019	September	19
	End Date	10/23/2018	12/20/2018	2/21/2019	4/25/2019	6/18/2019	October	23
October	Start Date	10/1/2018	11/19/2018	1/22/2019	3/11/2019	5/8/2019	November	18
	End Date	11/16/2018	1/18/2019	3/8/2019	5/7/2019	6/28/2019	December	14
November	Start Date	11/1/2018	12/19/2018	2/12/2019	4/4/2019	5/17/2019	January	21
	End Date	12/18/2018	2/11/2019	4/3/2019	5/16/2019	7/2/2019	February	20
December	Start Date	12/1/2018	1/25/2019	3/8/2019	5/1/2019	6/14/2019	March	14
	End Date	1/24/2019	3/7/2019	4/30/2019	6/13/2019	7/31/2019	April	21
Year Round September	Start Date	9/4/2018	11/12/2018	2/1/2019	4/17/2019	6/24/2019	May	21
	End Date	11/9/2018	1/31/2019	4/16/2019	6/21/2019	8/29/2019	June	20
Year Round October	Start Date	10/1/2018	12/5/2018	2/18/2019	4/26/2019	6/27/2019	July	20
	End Date	12/4/2018	2/15/2019	4/25/2019	6/26/2019	8/29/2019	August	21
Year Round November	Start Date	11/1/2019	1/10/2019	3/6/2019	5/9/2019	7/10/2019		232
	End Date	1/9/2019	3/5/2019	5/8/2019	7/9/2019	8/29/2019		
Year Round December	Start Date	12/1/2019	1/31/2019	4/1/2019	5/20/2019	7/15/2019		
	End Date	1/30/2019	3/20/2019	5/17/2019	7/12/2019	8/29/2019		
Year Round January	Start Date	1/2/2019	2/15/2019	4/11/2019	5/28/2019	7/15/2019		
	End Date	2/14/2019	4/10/2019	5/23/2019	7/12/2019	8/29/2019		
Year Round February	Start Date	2/1/2019	3/13/2019	5/1/2019	6/12/2019	7/24/2019		
	End Date	3/12/2019	4/30/2019	6/11/2019	7/23/2019	8/29/2019		

Non- Sequential			
Traditional	Start Date	9/4/2018	1/19/2019
	End Date	1/18/2019	6/14/2019
Year Round	Start Date	9/4/2018	2/23/2019
	End Date	2/22/2019	8/30/2019

SCHEDULING

Grades K-5

All students will complete formative assessments during orientation, course levels and student schedule will be determined based on results, individual student needs, and parent input. Each spring, students will complete assessments to ensure development is within range determined for the individual. A 10 - course schedule will be assigned to each student upon enrollment and all 10 courses are to be completed including summative exams by the final day of 2018-19 school year. Report cards will be issued at the end of each term with following numeric grade scale for core courses. All elective options are year-long and issued "M" Mastered or "NM" Not Mastered at year-end report card.

4 = Exceeding

Student has independently exceeded grade level expectations and demonstrated a deep level of understanding of the material.

3 = Meeting

Student meets grade level expectations with consistency and accuracy.

2 = Developing

Student is developing an understanding of but is not yet meeting grade level expectations.



MICHIGAN INTERNATIONAL PREP SCHOOL



1 = Area of Concern

Student is not demonstrating an understanding of grade level expectations.

Grades 6 – 8

All students will complete formative assessments during orientation, course levels, Educational Development Plan, and student schedule will be determined based on results, individual student needs, and parent input. Each spring, students will complete assessments to ensure development is within range determined for the individual. A 10 - course schedule will be assigned to each student upon enrollment and all 10 courses are to be completed including summative exams by the final day of 2018-19 school year. If necessary, during the school year teachers and/or parents may request additional evaluations based on student observation. All students will be expected to complete a full year of Language Arts, Math, Science, and Social Studies. Additional elective options will be determined based on enrollment date and individual student goals/abilities. Core courses will be assigned grades based on the High School grade scale, electives not receiving high school credit are year-long and issued “M” Mastered or “NM” Not Mastered at year-end report card.

Grades 9 - 12

All students will meet during orientation to complete Education Development Plan based on previous course completion and student professional and personal goals. An individual plan will be built to suit college and career plans including specific student interests. A 10 - course schedule will be assigned to each student upon enrollment and all 10 courses are to be completed including summative exams by the final day of 2018-19 school year. Any courses not completed will receive an “I” Incomplete on the student transcript and report card. Corresponding grades will be added to final transcripts. Assigned courses that are not completed by the end of August will need to start over the following school year.



MICHIGAN INTERNATIONAL PREP SCHOOL



HIGH SCHOOL GRADE SCALE

<u>Grade</u>	<u>Percent</u>	<u>GPA</u>
A	Above 92	4.0
A-	92-90	3.667
B+	89-87	3.33
B	86-83	3.0
B-	82-80	2.667
C+	79-77	2.33
C	76-73	2.0
C-	72-70	1.667
D+	69-67	1.33
D	66-63	1.0
D-	62-60	0.667
F	Below 60	0.0

GRADUATION – DIPLOMA REQUIREMENTS

Michigan International Prep School (MIPS) is an online college and vocational preparatory school for students in grades K-12. Students may also earn college and career tech credits while enrolled.

MIPS runs a traditional school calendar continuing through summer if necessary to complete the 10 assigned courses. All courseware is available 24/7, giving students the flexibility to complete coursework anytime and anywhere. Learning labs will also be open for students needing assistance or just a focused work space. For diploma eligibility, students must complete a minimum of 5 credits while attending MIPS.

Our educators are experienced on-line teachers and all courses are accredited. Students fulfilling our graduation requirements (following Michigan Merit Curriculum guidelines) will earn a high school diploma.

GRADUATION REQUIREMENTS – BY SUBJECT

ENGLISH/LANGUAGE ARTS	4
MATH	4
<ul style="list-style-type: none"> ● Must complete at least ALGEBRA IIA (with PC) ● Minimum of 1 course required during final year 	
SCIENCE	3
<ul style="list-style-type: none"> ● BIOLOGY, CHEMISTRY, AND/OR PHYSICS 	



MICHIGAN INTERNATIONAL PREP SCHOOL

SOCIAL STUDIES

- US HISTORY, WORLD HISTORY, GOVT/CIVICS, AND ECONOMICS

HEALTH/PHYSICAL EDUCATION

WORLD LANGUAGE

- Must be in same language
- Approved Career/Technical course/program may be used for 1 credit

VISUAL/PERFORMING ARTS

- Approved Career/Technical course/program may be applied

GENERAL ELECTIVES

3

1

2

1

2





REPEATED COURSES

Michigan International Prep School students are allowed to re-take any course in which they earned a failing grade. The given course may be attempted until a passing grade is earned. All attempts at the course will be reflected on the student's official transcript, and the highest passing grade will be calculated into the student's GPA.

TRANSFER CREDITS

Granting or denying credit for transfer students is the option of MIPS. Students transferring from comprehensive public or private high schools accredited by North Central Association or similar agencies will receive comparable credit and letter grades. Transfer students must complete at least the final term of attendance to qualify for a diploma. Transfer students are encouraged to enroll at the beginning of each term as it is often difficult to coordinate curriculum between schools. Homeschoolers are encouraged to enroll at the beginning of each term. Students transferring from non-accredited schools, specialized schools, correspondence schools, or home-based schools will receive credit and/or letter grades based on the following criteria:

- If the curricula are comparable, credit earned at the previous school will be granted.
- If the curricula are not comparable, the student may be given a comprehensive examination and/or assessment on the curriculum for which the student is seeking credit.
- If the performance is satisfactory, the student will be granted credit toward graduation but will receive no letter grade.
- If the performance is unsatisfactory, the student will not receive credit. To receive credit for that curriculum, the student will be required to take coursework at MIPS or other accredited high school.

INDEPENDENT STUDY/WORK CREDIT OPTIONS

Students must maintain 2-way communication throughout the semester for Independent Study and Work Credit options (just like mentor communication). Both also require Counselor/Mentor Teacher approval prior to start of term.

Independent Study communication must be content related - all students must submit a weekly journal reflection of their learning for the week that will be turned in at the end of the term in addition to final project.

TESTING OUT

Michigan International Prep School will allow students to request to test out of a given course when students feel they have already mastered the standards and content of that course. Michigan International Prep School will use a culminating assessment or series of assessments, portfolios, or projects. Students wishing to test out must request a meeting with their mentor. The date, time, location, and administration of the testing is at the discretion of the school. Students must earn an 80% on the culminating exam in order to be awarded credit. The final grade will be "Pass" or "Fail" and will not be factored in the student's GPA.



ATTENDANCE POLICY

All Michigan International Prep School Students are required to adhere to the MIPS Attendance policy. Attendance is measured in 2 ways; progress in classes and 2-way communication between mentor and student. Students are expected to complete all 10 courses assigned. Students are required to communicate with Mentor teacher twice a week. Method of communication to be agreed upon between Mentor and student/parent/guardian. Parent/Guardian may facilitate the communication for students in grades K-5 who do not yet possess the necessary communication skills to complete the requirement.

Lack of progress may result in student probation and mandatory in - person attendance requirements. 15 consecutive days without progress and/or mentor communication will result in Truancy procedures and/or possible expulsion. MIPS administration will attempt three contacts following the 15 days. If no response, student's resident truancy department will be notified.

If an extended absence becomes necessary, written communication with mentor teacher is required.

Excused absences include but, are not limited to Technology/Connectivity issues, illness (mental or physical), family emergency, economic hardship resulting in unstable educational environment. Unexcused absences are only those referred to above when zero communication along with zero course progress is made.

PLAGIARISM POLICY

Plagiarism means turning in work based on other people's thoughts and ideas, without giving them credit. Paraphrasing (changing the words) does not make the work your own, and it still might be plagiarism. Here's how to tell when paraphrasing is OK and when it is plagiarism.

Paraphrasing is OK:

For short, factual information (example: there are 206 bones in the human body)

For assignments that give information and then ask you to put it in your own words.

Paraphrasing is plagiarism:

When you use someone else's idea and just change the words (example: you are asked to explain why something happened or to give an opinion, and you paraphrase something you found online.)

- First offense: A grade of zero will be entered for the assignment. A log entry will be made in PowerSchool, you will be required to complete an online Academic Integrity Workshop, and your parent/guardian will be contacted. You will be allowed to redo the assignment to erase the zero, but the Content Teacher and Mentor Teacher reserve the right to modify the second assignment.



MICHIGAN INTERNATIONAL PREP SCHOOL



- Any incident after the first offense: The assignment grade will be a zero, with no opportunity to redo. This applies to all types of assignments, including the final exam. A log entry will be made in PowerSchool, and your parent/guardian will be contacted. Administration will be notified and additional restrictions or consequences may be put in place. It is important to understand that “first offense” applies only to the first incident of cheating or plagiarism in all your classes, over all of your years of education.

COURSE EXTENSION POLICY

A successful student attending Michigan International Prep School is required to finish his or her course work by a set end date. The end date will be set by your enrollment counselor while completing your EDP. If a student has not completed his or her course work by the end date, then an extension may be granted. A course can be extended for up to 10 school days if significant progress has been achieved. If significant progress has not been achieved in the first 5 days of the extension, then the course will be graded out as it stands. A student with extenuating circumstances can receive an additional extension if accompanied by appropriate documentation. If an extension is not granted under the guidelines, then a student may appeal to the administrative team. All final decisions will be made by the administrative team. All students must meet the following requirements in order to receive a course extension.

1. The student/parent must contact the mentor two weeks prior to the end date and ask for an extension.
2. The student must have a minimum of 60% course completion.
3. The student's current course grade can be no lower than 60%.
4. The student must show adequate progress for the previous two weeks.
5. The student must have attended weekly discussions with his or her mentor.

CITING SOURCES

If you need to include another person's ideas in your work, you must make it clear that you are not trying to pass it off as your own by giving credit to the author. One way to do this is to mention the source and use quotation marks. Another way to give credit is to cite your sources at the end of your report: <http://rescomp.stanford.edu/~cheshire/EinsteinQuotes.html>

Listing the website/article/book alone is an informal way to cite an Internet source. There are several formal methods of citing sources. If your teacher specifies MLA, APA, or another format, be sure to use that format. Research papers and essays should always use a formal citation method.

STUDENT RECORDS

The educational records of any student enrolled in Michigan International Prep School are protected under the Family Educational Rights and Privacy Act of 1974. A parent or eligible student (one who has attained the age of 18) may review the records. Copies of educational records will be provided to parents or eligible students upon request. The following personally identifiable information is declared to be "Directory Information": student's name, address, telephone number, photograph, videotape, date/place of birth, gender, participation in official



MICHIGAN INTERNATIONAL PREP SCHOOL



school activities, weight and height if in athletics, dates of attendance, diplomas/honors received, latest school attended, and major field of study. This information will be released at the discretion of the staff of Michigan International Prep School (MIPS) without consent of the parent or eligible student unless a signed directive is received by MIPS not to release any or all of the above information. Employees of MIPS in the areas of instruction, special services, administration, research/evaluation, and student records are authorized to have access to records in the educational interest of the student. This is a condensed version of Board Policy; the entire policy is available upon request to the Superintendent's Office.

LEARNING LAB POLICIES

All students will be required to sign in upon arrival. Parents/guardians are responsible to ensure that their students get into the lab and, if the parent/guardian drives the student to MIPS, the parent/guardian is required to sign in on behalf of their student.

Parents/guardians and adult students are responsible for notifying MIPS staff of any health/medication/allergy issues pertaining to the student. Notification and instructions must be in writing and furnished to MIPS with any necessary/required medication (i.e. inhaler, epi-pen, etc.) These items can be maintained by staff at the MIPS Learning Lab and made available to the student as directed. They will be returned to the parents/guardians/student at the end of the school year.

PROHIBITED BEHAVIORS

The following behaviors are prohibited at all Learning Labs and school related activities and events:

- Possession of a weapon
- Physical Assault against Staff
- Physical Assault against Students
- Verbal Assaults
- Bullying
- Sexual Harassment
- Possession of illegal/illicit contraband
- Possession of alcohol/drugs
- Damage of school property
- Inappropriate language
- Public Display of Affection
- Disorderly Conduct

Students exhibiting any of the behaviors listed above are subject to suspension and/or expulsion from Michigan International Prep School.

NO weapons of any type are permitted or tolerated at any MIPS Learning Lab site. This is a "ZERO-TOLERANCE" policy and any violation will result in immediate expulsion.



MICHIGAN INTERNATIONAL PREP SCHOOL



MIPS Learning Labs are all “Smoke Free” environments, smoking is not permitted in or around any MIPS Lab.

A food/kitchen area will be provided for those students that bring a lunch/snack to the MIPS Labs. All food and beverages **MUST** be consumed in the kitchen area only and eating/snacking is not permitted anywhere else in the lab or at work stations.

BULLYING PROHIBITION

The Michigan International Prep School board of education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well-being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more pupils;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,



MICHIGAN INTERNATIONAL PREP SCHOOL



- Is based on a pupil's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school, or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Michigan International Prep School board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, and volunteers.

The Michigan International Prep School board of education requires the administrators and/or the administrators' designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the administrator and/or the administrators' designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Michigan International Prep School board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Michigan International Prep School board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

DUE PROCESS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law when regarding suspensions and expulsions.

APPEALS

Families wishing to appeal any decisions relating to their student's suspension and/or expulsion must do so in writing within 5 days to the appropriate MIPS administrator.

Academic appeals should also be made to the appropriate MIPS administrator.