

# STUDENT HANDBOOK 2018-2019

THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS



*Founded 1990 for the People of Oklahoma*

# STUDENT HANDBOOK

## INTRODUCTION

Students and Parents: The OSSM Student Handbook provides general information about OSSM's history, operations, and expectations for students. The Handbook also broadly describes OSSM's policies, procedures, and expectations. Policies include but are not limited to those defined in the Handbook. Please consult the online version of the Handbook for updates, modifications, refinements, and changes. OSSM may modify or change its policies as circumstances warrant and without prior notice. Though OSSM reserves the right to make changes without notice, its administration and faculty endeavor to work through careful consideration of different viewpoints and in discussion with populations affected by changes. For students, attending OSSM means agreeing to abide by school policies and expectations. Parents are asked to support school policies and expectations and are encouraged to contact the school regarding questions or concerns about these and other procedures.

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Humanities  
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Humanities  
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Chemistry  
Physics  
Computer Science  
Mathematics  
Biology  
Chemistry  
History  
Chemistry  
Physics  
Biology  
Biology  
Physics  
Geosciences  
Physical Education  
Mathematics  
Humanities

# CALENDAR GLOSSARY

**Extended Weekend:** An extended weekend is three or four days. Students may depart for home on Friday after their last academic requirement. All students are required to vacate campus. The Residence Hall closes at 7:00 p.m. The Residence Hall reopens at 3:30 p.m. on the day indicated in the school calendar.

**Open Weekend:** There is no required testing on Saturday morning of an open weekend, and students may remain on campus. Students who wish to spend open weekends at home may depart on Friday after their last academic requirement.

**Test Weekend:** A required test, as indicated on the calendar, may be a school test or a standardized test (PSAT, SAT or ACT). Typically, school tests begin at 8:30 a.m. on Saturday mornings and are finished by 11:30 a.m. For standardized tests, students need to be seated before 8:00 a.m. and finish around 12:30 p.m. Students may spend the remainder of the weekend at home or on campus.

**\*Note on returning to campus after weekends or breaks: Students are expected to check back into the Residence Hall after 3:30 p.m., but before their assigned study times (6:45 p.m. for students on Structured Study and 7:45 p.m. otherwise).**

# 2018-2019

## FALL SEMESTER

### August

Thursday, August 9	Move-In Day (Juniors)
Thursday, August 9-Saturday, Aug 11	Orientation
Saturday, August 11	Move-In Day (Seniors)
Sunday, August 12	Convocation
Monday, August 13	Classes Begin

### September

Saturday, September 1-Monday, September 3	Extended Weekend/Labor Day
Saturday, September 8	PSAT Training (Juniors Only)
Friday, September 21	End of 1st Grading Period
Saturday, September 22	Literature Exams (All Students)
Saturday, September 22	Parents' Day
Saturday, September 29	PSAT Training (Juniors Only)

### October

Saturday, October 6	SAT-Required for Seniors
Monday, October 8	Mock Interview Night (Seniors)
Wednesday, October 10	PSAT Exam (Juniors Only)
Saturday, October 13	History Exams (All Students)
Saturday, October 20-Monday, October 22	Extended Weekend
Friday, October 26	Monday Schedule
Saturday, October 27	ACT-Required for Juniors

### November

Friday, November 2	End of 2nd Grading Period
Saturday, November 3	Math Exams (All Students)
Saturday, November 10	General Physics Exam (Juniors Only)
	Sophomore Preview Day
Saturday, November 17-Sunday, November 25	Fall Break

### December

Saturday, December 1	SAT-Required for Juniors
Friday, December 7	Last Day of Class
Monday, December 10-Friday, December 14	Finals Week
Saturday, December 15-Sunday, January 6	Winter Break

# 2018-2019

## SPRING SEMESTER

### January

Sunday, January 6

Monday, January 7

Saturday, January 19-Monday, January 21

### February

Saturday, February 9

Friday, February 15

Saturday, February 16-Monday, February 18

Friday, February 22

Saturday, February 23

### March

Friday, March 1

Saturday, March 2

Saturday, March 9

Saturday, March 16-Sunday, March 22

Saturday, March 30

### April

Friday, April 5

Saturday, April 6

Saturday, April 13

Saturday, April 20-Tuesday, April 23

Wednesday, April 24

Saturday, April 27

### May

Saturday, May 11-Monday, May 13

Friday, May 17

Monday, May 20-Friday, May 24

Friday, May 24

Saturday, May 25

### June

Saturday, June 1

Move Back into Residence Hall

Classes Begin

Extended Weekend/MLK, Jr. Holiday

ACT @ OSSM

End of 1st Grading Period

Extended Weekend/President's Day

Monday Schedule

Literature Exams (All Students)

OSSM Admission Application Due

Math Exams (All Students)

SAT @ OSSM

Spring Break

History Exams (All Students)

End of 2nd Grading Period

Interview Day (CO 2021)

ACT @ OSSM

Extended Weekend/Easter

Monday Schedule

Prom

Extended Weekend/Mother's Day

Last Day of Class

Finals Week

Senior Dinner

Commencement

SAT @ OSSM

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# GENERAL INFORMATION

## HISTORY AND MISSION

The Oklahoma School of Science and Mathematics (OSSM) was created through legislative action by House Bill 1286 in 1983. Representative Penny Williams, Senator Rodger Randle, and Senator Bernice Shedrick served as key authors of this historic legislation.

OSSM's current mission statement was crafted by the OSSM Foundation before being presented to the Board of Trustees for approval. Adopted on December 13, 2017, the mission of the Oklahoma School of Science and Mathematics is to:

- Educate students who show promise of exceptional academic development through a program of instruction and discovery that challenges them far beyond the traditional high school model, imparting a superior foundation for careers in science, technology, engineering, and mathematics (STEM) fields.
- Serve as a catalyst for advancing public school STEM education in Oklahoma by providing residential, regional, summer, and virtual learning programs that extend advanced science and math education to a diverse student demographic.
- Inspire students to make a difference in the State of Oklahoma and the world by leveraging their knowledge and curiosity for the betterment of mankind.

Today's OSSM is the result of thirty years of positive vision, hard work, and dedication from governors, legislators, educators, scientists, mathematicians, business persons, and concerned Oklahomans.

OSSM is designed as a two-year, residential public school with a maximum enrollment of approximately 300 juniors and seniors. The school officially opened on September 4, 1990, with an Academic Convocation for the Inaugural Class.

Students, parents, faculty, and staff continue to chart the course of history for OSSM and share the responsibility of growing OSSM's success for future generations of Oklahomans.

## PHILOSOPHY

OSSM's curriculum provides a scholastic program of excellence in the fields of science and mathematics and exemplary instructional programs in physical education and wellness, the humanities, and the arts. Advanced

studies in mathematics and all of the science disciplines accommodate student differences, preferences, and competencies.

In addition to the challenging academic curricula, some of the most important learning opportunities for students occur in the residential setting. Informal interaction among peers, together with individual and small group focus on academics, provides an atmosphere that fosters each student's highest potential. Laboratory and classroom facilities, along with evening and weekend programs of special interest, challenge students to tailor their academic programs and stimulate studies.

One key to success for the Oklahoma School of Science and Mathematics is the development and nurturing of an educational community through the integration of academic and residential components. Faculty and staff strive to provide an atmosphere that fosters trust, friendship, and the exchange of ideas. We encourage regular and frequent involvement of parents—individually when the need is felt and collectively in support of the recreational and social programs sponsored by the OSSM Parents Association. A critical nurturing component of the school has been the active involvement of parents, guardians, and other family members in support of the high academic and professional goals of their children.

## **SETTING**

The OSSM campus is a 32-acre site near the Oklahoma State Capitol, adjacent to the libraries and research resources of the Oklahoma Health Center. In summer of 2000, OSSM completed a \$25 million building program to complete its facilities. Beginning in 1992, a partnership of over 130 Oklahoma individuals, businesses, government entities, and other organizations restored historic Lincoln School (Manning Academic Center) which boasts ten classrooms, biology labs, faculty offices, and more. Since 1998, students have lived alongside faculty and staff in the Dan Little Residence Hall. The physical education facility opened in 1999. And the 2001-2002 school year saw the opening of both the Senator Bernice Shedrick Library and the Samson Science and Discovery Center, which houses OSSM's physics and chemistry laboratories as well as faculty offices.

The school day runs from approximately 8:00 a.m. to 4:30 p.m. Students follow collegiate-style schedules with typical classes meeting for three hours each week. Evening study time in the Residence Hall is from 8:00 to 10:00 p.m., Sunday through Thursday and Friday preceding tests. Physical education and fine arts classes take place in the early evenings.

## **COST**

Students who are residents of Oklahoma pay no cost to attend OSSM.

Tuition, room, and board are provided through the budgetary process of the State of Oklahoma, as well as grants and donations from the private sector. Textbooks are loaned to the students each semester. Students are responsible for costs associated with travel to and from home, school supplies, damage to property or facilities, and incidental expenses (phone calls, entertainment, laundry, snacks, photocopies, standardized tests, personal items, etc.).

## ACADEMICS

### PHILOSOPHY

Students chosen to attend OSSM have achieved outstanding academic records in their hometown high schools. The faculty and Board of Trustees of OSSM are committed to enhancing previous knowledge as well as preparing students for future studies. While attending OSSM, students receive educational nurturing through both academic and residential components and experience a well-defined curriculum that encourages discipline and honesty, challenge and support.

### MINIMUM ACADEMIC REQUIREMENTS

While in residence at OSSM, all students shall successfully complete:

- One unit of biology, one unit of chemistry, and one and one-half units of physics. (Most classes are half-unit, so one unit is two semester-long classes.) Students may be permitted to earn the required units in biology, chemistry, or physics in advanced level classes if satisfactory initial competency is shown. Specific standards for acceptable competence are determined by each department.
- A minimum of two units of mathematics, inclusive of two semesters of calculus. Students with strong mathematics backgrounds will be expected to complete multivariate calculus. *Computer science courses do not fulfill the mathematics requirement.*
- One-half unit of Computer Science.
- One unit of electives which may be selected from the sciences, mathematics, or computer science.
- One unit of English and one unit of history.
- Two units of the same foreign language. It is recommended that students continue their foreign language instruction at OSSM. If two years of high school foreign language have been successfully

completed at the student's home school, an additional two elective units are required while in residence at OSSM in advanced levels of the same foreign language, another foreign language, computer science, mathematics, science, or humanities courses.

- One unit of fine arts and two units of physical education.
- Community service (60 hours) and campus service (60 hours) with satisfactory participation reports in both service areas.

*Listing of the OSSM Minimum Academic Requirements:*

<u>Discipline</u>	<u>Units</u>
Biology	1
Chemistry	1
Physics	1.5
Mathematics	2
Computer Science	0.5
Electives	1
English	2
History	2
Foreign Language	2
Physical Education	2
Fine Arts	1
Community and Campus Service	
Total Requirements	16

The list above outlines OSSM's minimum academic requirements. Most students far exceed them. Specifically, most students are enrolled in at least seven (7) academic classes plus physical education each semester and fine arts for two semesters. In exceptional situations, the Vice President for Academic Services may grant a student a reduced academic load.

## **ACADEMIC EXPECTATIONS**

Each student is expected to maintain at least an 80 average while at OSSM. Students work with advisors, counselors, and professors to ensure this level of performance. A final grade below 70 will result in no credit given for the course.

The academic progress of each student is reviewed throughout the school year by the OSSM faculty, Academic Committee, and Vice President for Academic Services.

### ***Grading Scale***

Each student at OSSM is evaluated on their academic progress by examinations, laboratory tasks and reports, homework and quizzes, projects, and/or other learning activities. Grades on all records are reported as numeric values.

OSSM faculty and administration use the following scale in evaluating student performance:

90 - 100	A
80 - 89	B
70 - 79	C
< 70	No Credit

Transcripts are issued along with the following recommended grading scale for use by colleges, universities, potential employers, and other external parties. External parties may choose not to use this scale.

87 - 100	A
77 - 86	B
70 - 76	C
< 70	No Credit

### **ACADEMIC INTEGRITY CODE (AIC)**

Academic honesty is the hallmark of any fine academic community, and OSSM students are expected to embrace this principle. Educational development requires that each student perform his/her own work and present that work to faculty members in a form conducive to candid assessment.

1. **Policy Outline** - Any work submitted as a project or report or for an examination, test, or quiz must be the student's own work.

Copying, using "crib" sheets, storing information in calculators or computer memories, or any unacceptable activity that gives a student or group of students an unfair advantage over others is cheating and will not be tolerated.

Formal acknowledgement must be given in assigned papers for ideas or information that belongs to someone else, whether quoted, summarized, or paraphrased. Proper documentation of source material is required. The Humanities faculty recommends the Modern Language Association (MLA) and Chicago style guides for students to use in documenting sources and preparing papers. Other departments may require different documentation styles more suitable to their respective subject matters.

Falsification of grade reports, exam papers, essays, transcripts, computer reports, college application forms, attendance records, or other academic documents is academic dishonesty and will not be tolerated.

Cheating may result in a failing course grade or expulsion.

2. **Penalties** - Every student accused of academic dishonesty has the right to an explanation by the relevant instructor(s), of the nature of the case brought against him/her. The instructor retains the right to assign a penalty

appropriate to the severity of the infraction. Such penalties include extra or make-up assignments, failing marks for dishonest work, and/or a failing grade for the course. The instructor may consult with colleagues or the Vice President for Academic Services before assigning a penalty. Faculty members, the College Counselor, or other administrators may revise or amend college recommendations in light of AIC violations.

Particularly egregious cases may be referred for a parent conference and/or review by the Dean of Students or Academic Committee, which offers a recommendation to the Vice President for Academic Services. The Vice President for Academic Services then makes a final ruling, taking into consideration the Dean's and/or Committee's recommendation. Such review could lead to course failure, removal of academic honors, denial of the privilege of participating in graduation or convocation ceremonies, or expulsion. The affected student(s) or parent(s) may appeal the ruling to the President of OSSM.

**3. *Types of Academic Dishonesty*** - The following actions violate OSSM's standards of intellectual integrity. This list is not exhaustive, and students should consult instructors' guidelines on academic offenses as well.

- Theft, destruction, or distribution of exam material before administration. In this context, "exam material" is anything acting as a prompt for student work submitted for a grade and review of which would assist the student in completing the exam, disadvantage other students attempting the same exam, or disrupt the administration of the exam in any way.
- Unacceptable exam conduct. Such conduct includes but is not limited to copying from other students' exam answers; referencing excluded texts, aids, papers, and notes; exceeding exam time limits; and retaining exam papers or answers after the testing session. Unauthorized discussion between students during a timed exam may be considered an attempt at cheating, no matter the content of the actual discussion.
- Dual submission. Either (a) resubmission of previously graded work in a different class, section, grading period, or year or (b) the simultaneous submission, for two or more classes, of a single work, unless authorized by each instructor affected.
- Assignment collaboration not authorized by the relevant course or lab instructor.
- Falsification or misrepresentation of grades on exam papers, essays, transcripts, computer reports, college application forms, attendance records, or other academic documents.

- Plagiarism. Using someone else's words, ideas, or images (that's called intellectual property) so they appear to be one's own. Plagiarism means using source material – whether in print, online, or in conversation – without properly acknowledging the source. Sources include visual images, tables, graphs, charts, maps, music, videos, and other media.

OSSM recognizes that cooperation with teachers and other students is sometimes helpful in learning. If a professor grants permission, students may work together in completing some out of class assignments and homework. If a student has questions regarding academic honesty, including the AIC, the student's faculty advisor or professor should be consulted. *It is better to seek permission early rather than try to ask for forgiveness later.*

## **ACADEMIC AND DISCIPLINARY PROBATION**

Failing to meet academic or behavioral expectations may result in a parent conference. The purpose of the conference is to determine with parents whether and under what conditions a student may continue attending OSSM.

At the parent conference, the student may be placed on Academic or Disciplinary Probation. Probation requires the student to meet certain conditions in order to continue attending OSSM. Details of a student's probation are established at the parent conference. If probationary conditions are not met, the Vice President for Academic Services or Dean of Students may require the student to leave and return to their home school without calling an additional parent conference.

## **ADVISED ACADEMIC STANDING**

A student with (a) a failing grade (below 70) in a course, (b) grades below 80 in three or more courses, or (c) an overall average below 80 for a grading period is placed on Advised Academic Standing. In cases where a reduced academic schedule has been permitted, Advised Academic Standing is warranted should a student earn two or more grades below 80.

Advised Academic Standing includes Structured Study and is allowed generally for only one semester during the student's tenure at OSSM. Removal of this probationary status and return to academic good standing may be granted by the Vice President for Academic Services on the recommendation of the Academic Committee.

The Academic Committee is composed of eight (8) members: one each from the Biology, Chemistry, Computer Science, Humanities, Mathematics, and Physics Departments together with the Vice President

for Academic Services. The Dean of Students, Academic Counselor, and Director of Admissions are *ex officio* members. The Committee is reconstituted each school year.

### ***Structured Study***

Structured Study is implemented to help students develop better study habits and to ensure a focused study environment. It requires that the student begin evening study by 7:00 p.m. and work in a designated area each school night. Structured Study students are expected to work individually with special attention to classes in which they are underperforming. Students placed on Structured Study may also be assigned to special study regimens during the regular school day, evenings, or weekends.

An OSSM student may be placed on Structured Study for any of the following reasons:

- A grade of 69 or below during any grading period
- Three or more grades of 79 or below during any grading period
- A recommendation by one or more of the student's professors

## **COMMUNITY AND CAMPUS SERVICE**

OSSM students are encouraged to express gratitude to their communities and state through service and a spirit of volunteerism. Each student is required to complete 120 hours of service as a graduation requirement. These requirements include:

- Completing sixty (60) hours of community service to Oklahoma-based community service organizations.
- Completing sixty (60) hours of school service to the OSSM campus.
- Service must be performed and documented between June 1 of the year the student is admitted to OSSM and May 1 of the following year.

Service to one's family (babysitting a sibling or mowing a family member's lawn), religious proselytizing or ceremonial rites, service to for-profit institutions, and time spent on personal care (eating, sleeping, bathing) do not count toward the graduation requirements. Additionally, time spent traveling or training for service opportunities does not generally count toward the service requirement for graduation.

The Dean of Students keeps record of students' community and campus service hours. Students who complete significantly more than the minimum requirements may become eligible for the President's Volunteer Service Award.

*OSSM encourages students to perform community service in their hometowns and to pursue service opportunities that complement their studies and career ambitions.*

## **MENTORSHIP AND SPECIAL PROJECTS**

OSSM's mentorship program gives students opportunities to work on research projects with professionals within STEM fields, typically outside of OSSM. Mentorships are available in students' senior year, and some even begin in the second semester of their junior year. Instructions for student participation in the mentorship program are provided by Mentorship Coordinator.

In a mentorship, student performance is assessed by the student's mentor and the Mentorship Coordinator. A student participating in a special project is evaluated by a designated OSSM faculty advisor. A written progress report is given during the semester. The student receives a final grade and credit upon completion of the mentorship/project.

## **PROGRESS REPORTS**

Grades are reported six times during the academic year.

Progress reports include grades, brief descriptions of topics covered during reporting periods, and notes concerning students' academic strengths and weaknesses. Areas that may be assessed include:

- Academic performance
- Cooperation with faculty and peers
- Preparation for class and laboratory
- Effort in task completion and participation in in-class activities
- Study skills
- Progress towards completion of the Community and Campus Service requirements

Additional comments and suggestions are integral parts of progress reports. Parental assistance is sometimes requested to aid students' success at OSSM.

## **STUDENT CLUBS AND ORGANIZATIONS**

Due to OSSM's rigorous academic curriculum, most traditional extracurricular clubs and organizations are not permitted. All student activities require the support and involvement of a faculty or staff advisor and the approval of the Dean of Students and Vice President for Academic Services.

Only official school organizations should bear OSSM's name and other identifying marks. Students misrepresenting their official school activities to colleges, universities, and scholarship programs are subject to OSSM's AIC (Academic Integrity Code).

Students on probation are ineligible to participate in clubs, organizations, and extracurricular school activities.

## **STUDENT SERVICES**

### **ACADEMIC ADVISOR**

Each student is assigned an academic advisor. The responsibilities for each advisor include:

- Assisting in registration for courses.
- Advising students on course selection and effective study techniques.
- Monitoring the student's overall academic performance.

### **COUNSELING SERVICES**

OSSM is dedicated to providing support and encouragement for students as they grow intellectually, emotionally, and socially. Types of counseling services include individual and/or group sessions on specific topics such as career development, test anxiety, study skills, time management, and preparation for national standardized testing programs support OSSM's mission by addressing the academic and personal needs of students.

#### ***Academic Counseling***

Academic counseling provides academic support and assistance. Services include one-on-one meetings to assist students with study skills related to time management and personal habits. The Academic Counselor helps to assess overall academic progress, assigns tutoring services when needed, and works closely with faculty members to assist students individually. In addition, each new student meets with the Academic Counselor early in the school year to develop a plan for success at OSSM.

Students will also be able to resolve many of the difficulties they experience at school by meeting with the Academic Counselor. There may be times when academic, social and emotional challenges interfere with a student's overall well-being. These issues may include: homesickness, anxiety, depression, inability to concentrate, family crises, roommate challenges, stress, relationship difficulties, low self-esteem, or unhealthy

coping mechanisms. These issues can often be resolved by meeting one-on-one with the Academic Counselor.

In some mental health situations, OSSM may contract with a licensed psychologist, who can provide consultation, crisis intervention, and individual counseling on a short-term basis.

Parents are welcome and encouraged to contact the Academic Counselor regarding any concerns they may have about their student. To ensure we provide the best experience possible for your student, if there is a history of mental health issues it is important to immediately share that information with the Academic Counselor. Students are also encouraged to schedule individual appointments with the Academic Counselor as necessary.

### ***College Counseling***

OSSM students also receive help with the college admissions process and special information on scholarship and financial assistance for post-secondary education. To facilitate the student's transition from high school to college, OSSM:

- Provides resource materials pertinent to colleges and universities across the United States.
- Assists students and parents in understanding the costs associated with financing a college education.
- Advises students and parents on accessing assistance through institutional and private scholarships, state and federal financial programs.
- Provides access to college representatives to visit with students.
- Establishes a network of admission representatives and/or local area contact persons to act as liaisons to individual colleges and universities.
- Provides students with information and assistance regarding the timeliness of application, scholarship, and financial aid deadlines.
- Provides access to Naviance, a software program that senior students and their parents will use to build resumes, complete online surveys, and manage decisions related to college timelines, deadlines, and applications; research colleges; search for scholarships; research careers; and create plans for the future

## **HEALTH SERVICES**

Students who feel ill or become injured should alert a Residence Life staff member.

If students need medical attention while in residence, a member of the Residence Life staff takes them to an Oklahoma Health Center clinic or OU Children's Emergency Room as appropriate. When possible, the

Residence Life staff consults parents prior to taking students to the clinic or emergency room, and parents meet their students at the health care facility. Family health insurance is expected to cover the cost of treatment at Children's Hospital. Insurance co-payment is collected at the time service is rendered at the clinic or emergency room. Should the need arise for emergency dental work, Residence Life staff members will contact parents to find a mutually agreeable course of action.

Residence Life staff can assist with picking up called-in emergency prescriptions if necessary, but please consult with Residence Life staff before having prescriptions called into area pharmacies. The family is expected to cover the cost of medications not covered by insurance.

Students requiring routine allergy treatment use the Oklahoma Allergy Clinic, a short walk from OSSM's campus.

Parents should provide transportation for required medical appointments other than those outlined above. Students may not drive themselves to medical or other appointments without the express consent of a parent and the Dean of Students.

Students must have prior approval from the Residence Hall Coordinator to keep any medication or nutritional supplement (prescription or non-prescription) in their possession or Residence Hall room. Failure to seek prior approval is a serious safety violation which may result in disciplinary action.

OSSM purchases and keeps a supply of general over-the-counter medicines and first aid supplies, such as acetaminophen, antihistamines (allergy medication), antacids, antibiotic ointment, band-aids, cotton balls, cough syrup, hydrogen peroxide, ibuprofen, throat lozenges, thermometers, etc.

Residence Life staff members administer prescriptions and over the counter medications at the Residence Hall's front desk ("Fishbowl"), in consultation with parent(s) if possible.

If a student feels ill when they wake up in the morning, they should immediately call the front desk ("Fishbowl") and alert the Residence Hall staff member or security officer on duty. In case of illness or possible contagion, the Residence Life staff member may excuse students from school activities and require them to rest and recover in their room. Students missing class and other activities because of illness are restricted to their rooms or other assigned locations (for example, an empty room) for the remainder of the day or until they return to class. In some cases, OSSM may ask parents to take ill students home in order to speed up the recovery process and limit other students' exposure.

Students may not provide any medication to other students.

## **LIBRARY SERVICES**

The Senator Bernice Shedrick Library is a full service library housing digital and print resources. These resources include a print collection of over 12,000 volumes as well as databases, journals, reference materials, and reserves for in-library use. Librarians provide individual reference assistance and group instruction in research methods and procedures. The Senator Bernice Shedrick Library is spacious and provides a quiet atmosphere conducive to study and research.

Class-required texts are loaned from the library at no cost to the student. Students are required to cover textbooks issued to them with paper covers and exercise care in their use. Students may not write in textbooks including highlighting. Although it is not required, parents and students are welcome to purchase or borrow additional copies of textbooks and study aids from non-OSSM vendors. OSSM does not condone the illegal acquisition, sharing, or use of copyrighted materials.

Students are expected to learn and exercise appropriate library etiquette. Students may not remove items without checking them out and must return borrowed items in a timely fashion. Reference items should remain in the library at all times. If any library items, including textbooks, are lost or damaged, the student is held financially responsible.

Students are encouraged to obtain library cards from the Metropolitan Library System of Oklahoma City after relocating to the OSSM campus.

## **NATIONAL TESTING PROGRAMS**

Achievement and aptitude tests are used by colleges and universities for purposes of determining admission, class placement, and scholarship eligibility.

OSSM School Code:	372684
ACT Test Center Code:	063210
SAT Test Center Code:	37152

OSSM juniors are required to take one SAT and one ACT in the fall semester and one SAT and one ACT in the spring semester. Seniors are required to take the SAT in the fall semester. Required testing dates are available on the OSSM website.

PSAT (Preliminary Scholastic Aptitude Test/National Merit Qualifying Test): The PSAT is a multiple-choice test that measures verbal and mathematical reasoning abilities important for success in college. It is administered at OSSM.

ACT (American College Test): Students can register to take one of the two test options, the ACT Assessment or the ACT Assessment Plus Writing.

ACT Assessment: Four multiple-choice tests in English, Mathematics, Reading, and Science Reasoning.

ACT Assessment Plus Writing: Four multiple choice tests in English, Mathematics, Reading, and Science Reasoning plus a fifth test in writing.

The ACT also includes an educational/biographical questionnaire and a career-referenced interest inventory. The ACT web site ([www.act.org](http://www.act.org)) has additional information as well as online registration.

The SAT consists of three main sections, including an optional 50-minute essay, each timed separately: Reading (55 minutes), Writing and Language (35 minutes), and Math tests (two sections). The first Math section is without calculator (25 Minutes) and the second section is with calculator (55minutes). The two main sections (ERW and Math) of the SAT are scored on a scale of 200-800, and the total score is the sum of the two sections.

SAT II: Subject Tests. These tests are designed to measure knowledge in specific subject areas. All Subject Tests are one hour. The writing test has 40 minutes of multiple-choice questions and one 20-minute writing sample. Some colleges require SAT II Subject Tests.

NOTE: SAT and SAT II Subject Tests cannot be taken on the same day. See [collegereadiness.collegeboard.org/sat](http://collegereadiness.collegeboard.org/sat) for additional information and online registration. To ensure a seat at the location of your choice, early registration is recommended for the SAT.

AP (Advanced Placement Examinations): AP exam dates are May 6-May 17, 2019. These examinations give students an opportunity to gain advanced placement and college credit. Any student interested in taking AP examinations must discuss this intent with their academic advisor and professor.

Fees for national testing programs vary and are assessed by the individual testing agencies. Families pay the fees for PSAT, SAT, ACT, and AP tests. The Vice President for Academic Services, Dean of Students, or Academic Counselor should be advised of any financial hardships or special situations. Students should contact the Academic Counselor to learn if they are eligible for fee waivers.

## **OFFICE OF THE REGISTRAR**

Students may request official OSSM transcripts by filing a transcript request form with the Registrar. OSSM transcripts include grades from the student's home high school and scores from standardized tests taken at OSSM. Students may also request a form verifying their enrollment and

reading ability for use in applying for a driver's license. Once a student graduates, OSSM reserves the right to charge a fee for transcripts.

A student withdrawing from OSSM must clear their library account (return textbooks and other loaned materials and pay outstanding penalties) and the Residence Hall (remove personal belongings from campus, pass a thorough room inspection, and pay for any damages). The student's keycard must be returned in working condition. The student must provide in writing to the Registrar, the name and address of their new school. Until these conditions are satisfied, OSSM cannot send an official transcript on the student's behalf.

## **RESIDENCE LIFE**

### **PHILOSOPHY**

One of the many characteristics that make OSSM unique to the state is the emphasis placed on academic success within a residential setting. This type of living-learning environment couples academic achievement with interactive and relevant community experiences outside of the classroom. Facilitated by Residence Life staff members, these experiences include access to food service, minimal health services, recreation, and community building.

The Residence Life staff is comprised of the Dean of Students, Residence Hall Coordinator, Community Resident Advisors (CRAs), and Receptionists. The staff acts as the focal point for information in the Residence Hall and supervises students after school and during weekends. Each member of the Residence Life staff strives to provide a positive living-learning environment that promotes high academic performance, creates a network for support and encouragement, and fosters a sense of community for students in the Residence Hall.

### **RESIDENCE HALL FACILITIES AND HOURS**

The Residence Hall includes separate female and male floors and the Great Hall (a common dining and multi-purpose area). There is also a basement storm shelter that serves as a recreation room and occasional classroom.

Each Residence Hall floor has a common lounge/study area equipped with networked computers, telephone, a coin-operated washer and dryer, ironing board, vacuum cleaner, and cleaning supplies.

Students share rooms. OSSM provides a bed, mattress, desk, chair, chest of drawers, wastebasket, and window blinds. There are two closets in each room. Furnishings may not be removed from rooms to accommodate

furniture brought from home. Furnishings in the common areas of the Residence Hall are not permitted to be used in student rooms. Flooring is vinyl tile in student rooms. Student rooms are also equipped with two computer network connections. Each room has an independent temperature control.

OSSM encourages students to make use of its academic buildings and related resources. Therefore, student access to residential facilities is limited during the school day. The Residence Hall is open to students before school hours, at lunch time, and after school. A typical school day begins at 8:00 a.m., although seniors without 8:00 a.m. classes may remain in the Residence Hall until 8:45 a.m. At lunch, the Residence Hall usually opens from 11:20 a.m. to 1:00 p.m. Once finished with class, seniors may return to the Residence Hall at 3:30 p.m., juniors at 4:00 p.m. Students needing to leave campus when the Residence Hall is closed should plan to sign out directly from the Residence Hall front desk (“Fishbowl”).

## **APPROVED AND NON-APPROVED ITEMS**

Some items that students need to bring: are: twin sheets (standard size), pillow, pillow cases, blankets, towels, hangers, alarm clock with battery back-up, desk lamp (no halogen lights permitted), personal care items, shower shoes, bathrobe, laundry hamper, laundry detergent, general school supplies (pens/pencils, ruler, notebooks and paper, etc.), sturdy backpack/book bag.

Students may also bring: mattress cover, bedspread, clothes iron, nonstick shelf paper for dresser drawers, radio, non-amplified musical instruments, storage containers, hanging file folders, small plastic bags for wastebasket, emergency sewing kit, closet organizer/shoetree, throw rug/area rug, footstool (if the student can't reach the top shelf), small freestanding bookcase. Sound from radio/musical instruments must not be disturbing to others.

Posters/pictures may not be hung using hammer and nails, tape, or strong adhesives. Yellow or white adhesive putty and damage-free mounting adhesives are acceptable. Posters and other paper wall hangings must be limited to 20% of wall space inside the room. Nothing should be affixed to the ceiling, windows, or woodwork. Families are responsible for damage to paint, varnish, etc.

### ***The following are not permitted:***

- Appliances, cooking devices
- Exercise equipment, weights
- Gaming consoles and accompanying equipment, darts/dartboards
- Illegal substances and objects, including drug paraphernalia

- Posters or other media that promote the use of alcohol, tobacco, or drugs
- Pornography and entertainment items that feature violence, drug-related, sexual or otherwise offensive content
- Skateboards, longboards, hoverboards, skates/rollerblades, bicycles, unicycles, scooters, and all other modes of motored/non-motored transportation
- Televisions
- Weapons, fire arms, and hand tools
- Wireless networking equipment (disable wireless network devices on personal computers)
- Furniture items that may damage Residence Hall facilities or furniture items designed to accommodate more than one person (all hall room furniture is single-person)
- Chemicals and dangerous scientific equipment
- Candles, candle/fragrance warmers (Scentsy), matches, lighters, incense, incense burners, flame producing, and supporting objects
- 
- Wall and other surface adhesives (besides yellow or white adhesive putty and damage-free mounting adhesives)
- Pets

\*This list is not exhaustive. OSSM reserves the right to prohibit other items which inhibit the school's function and/or which present a threat to the health and safety of the school community. Prohibited items will be confiscated and returned only to parents/guardians for removal from school property.\*

## **EVENING CHECK-IN**

Students are required to check in at the Residence Hall by 7:45 p.m. on evenings with mandatory study time. Whereas signing in from off campus communicates the student's return to OSSM, evening check in is the student's way of saying that they do not plan to leave the Residence Hall again until morning and is ready to commence with evening study activities. Students should finish with other tasks, like escorting guests to the parking lot, acquiring and assembling study snacks, and changing clothes or showering before evening check in. On evenings without mandatory study time, students check in before 10:30 p.m. It is the sole responsibility of each student to ensure that they check in successfully.

## **FOOD SERVICE**

Food service is provided to students by contract with a food service company. OSSM students take most meals in the Great Hall. Meal hours are as follows (subject to change without notice):

Monday through Friday:

Breakfast: 7:15 a.m. - 8:30 a.m.

Lunch: 11:20 a.m. - 12:45 p.m.

Dinner: 5:30 p.m. - 6:30 p.m.

Saturdays:

Breakfast 7:15 a.m. - 8:30 a.m.

Lunch 12:00 noon - 1:00 p.m.

Dinner 5:30 p.m. - 6:30 p.m.

Sundays:

Brunch: 11:00 a.m. - 1:00 p.m.

Dinner 5:30 p.m. - 6:30 p.m.

Family members and approved visitors are welcome to dine with their students. However, meals for guests (including family members of students) must be purchased from food service. Pets are not allowed in the Great Hall.

Food, beverages, and tableware may not be removed from the dining area. Appropriate behavior and dress in the dining and food service area are required at all times.

Food service operates a snack bar on a cash basis during evening hours.

## **HOUSEKEEPING AND MAINTENANCE**

Students are responsible for cleaning their own rooms. Residence Life staff conduct weekly room inspections. Students may be present during the inspection. If a room does not pass inspection, students have a maximum of 24 hours to correct violations. Residence Life staff members may perform additional inspections for cleanliness without notice.

Students are assigned various Residence Hall housekeeping duties on a rotating basis and earn school service credit for their efforts. Students must help maintain common areas of the Residence Hall. Light cleaning supplies are kept on each floor for use by students.

## **LAUNDRY**

Each student is responsible for their laundry and supplies. Coin-operated washers and dryers are on each floor of the Residence Hall. The cost is \$0.50 to wash and \$0.50 to dry.

## **MOVING IN AND OUT OF THE RESIDENCE HALL**

OSSM Residence Hall rooms and furniture should be returned to the same condition as issued. When students move into the Residence Hall, each student receives a Room Inventory Form. Students inspect rooms and note any existing damage to the space or its furnishings in writing on the form. Community Resident Advisors (CRAs) also note damages and sign the form. When students move out of the room, a Community Resident Advisor (CRA) inspects the room again, and vacating students are responsible for new damages.

When students move out, they are responsible for cleaning their rooms and could incur charges if their rooms are not cleaned. Harsh chemicals, abrasives, or solvents should not be used. Mild detergents and other appropriate materials for this purpose are provided. Students should not attempt repairs to OSSM property.

### **RESIDENCE HALL BASEMENT**

The Residence Hall basement is open after classes until evening check-in on school days and for specific hours during weekends. Food, beverages, and blankets are not allowed in the basement. Available recreational tables include shuffleboard, billiards, foosball, air hockey, cards, and ping pong. Equipment for recreational tables must be checked out from the front desk (“Fishbowl”). The basement also has sofas and a television and during weekends, DVDs may be checked out from the front desk (“Fishbowl”). Residence Life staff members have some discretion concerning when the basement is open to students.

### **RESIDENCE HALL FLOOR PHONE NUMBERS**

<b>(405)-522-</b>	<b><i>Wing A</i></b>	<b><i>Wing B</i></b>	<b><i>Wing C</i></b>	<b><i>Wing D</i></b>
Floor 1	4562	4574	1919	8082
Floor 2	4569	4579	8081	8083
Floor 3	4571	4580	8080	8084

### **ROOMMATE SELECTION**

The Residence Hall Coordinator works with the Director of Admissions to assign roommates prior to the beginning of each school year based on information submitted through Admissions for each year’s incoming juniors. The Dean of Students makes or changes room assignments during

the year as needed. If roommate concerns arise, the student is encouraged to discuss the situation with a member of the Residence Life staff. Barring any major joint incident reports, seniors are allowed to select their own roommates.

## **STUDY TIME, QUIET TIME, AND LIGHTS OUT**

Each school night (Sunday through Thursday and Friday preceding tests) has a designated time for study. Mandatory study hours are from 8:00 p.m. to 10:00 p.m. Students assigned to Structured Study begin at 7:00p.m. Students are expected to use this time exclusively for study and the completion of assignments.

Students may study in their rooms with their doors completely open or in common areas of the Residence Hall. Faculty members are available during mandatory study time to work with individual students or with small groups. Some students choose to work in groups, and a collaborative effort is encouraged. However, students who choose to study in groups must not distract others and remain focused on schoolwork. Whispering is appropriate for Residence Hall lounges and student rooms. Larger study groups should meet in the Great Hall so as not to disturb Residence Hall floors.

Quiet time is between the hours of 8:00 p.m. and 7:00 a.m. the following morning, including the time between study time and “lights out.” All students are expected to remain quiet during study hours and throughout the night.

Students must be in their own rooms with overhead lights out and other lighting subdued by 11:00 p.m. until at least 5:00 a.m. To allow for adequate transition to this curfew, incoming juniors must adhere to an 11:00 p.m. “lights out” for the first six weeks of the fall semester. Failure to comply with this curfew may result in the “lights out” period being extended as a disciplinary sanction.

# **POLICIES, PRACTICES, AND PROCEDURES**

## **PHILOSOPHY**

OSSM requires students to behave responsibly and practice thoughtful decision-making in effort to develop patterns which will impact their lives in a positive manner. All students must comply with OSSM's academic and behavioral expectations as a condition of their enrollment. Each student

has the obligation to adhere to these policies and procedures at all times. Parents and family members are asked to support these policies and procedures as accepted conditions of their student's success and continued enrollment at OSSM.

Behavior that violates the rights of others by disrupting the operation of a classroom, the Residence Hall, or any school activity is unacceptable. Exemplary behavior is expected in any venue, on-campus or off-campus, regardless of the activity or circumstance. Parents and students may request to view the student's disciplinary record at any time.

## **CONSEQUENCES FOR VIOLATIONS OF SCHOOL POLICIES OR PROCEDURES**

When responding to violations of school policies, OSSM aims to support its Board-mandated mission of educating far beyond the traditional high school model and inspiring students to make a difference. This often means considering the good of the school as an institution supporting that mission as well as the student's individual interests.

Whether on-campus, off-campus, or while participating in OSSM-sanctioned excursions during breaks, the following behaviors will result in disciplinary action, which may include expulsion. This list is not exhaustive, however, it is meant to provide parents and students with examples of conduct that threaten the mission of OSSM and the student's enrollment status. Faculty and staff reserve the right to modify this list as necessary.

- Violation of any OSSM rule, regulation or policy
- Violation of any local, state, or federal law
- Violation of the OSSM Acceptable Use Policy
- Bullying, fighting, hazing, harassment, vandalism
- Dishonesty, lying, cheating, stealing
- Gambling
- Truancy and tardiness
- Possession or use of alcohol, drugs, or tobacco/tobacco-less products (electronic cigarettes/vaporizers)
- Abuse of prescription, over-the-counter drugs, or controlled substances
- Possession, threat, or use of a weapon
- Mistreatment of school property
- Engaging in a pattern of misconduct
- Being present/having knowledge of violations to OSSM policies and procedures (regardless of involvement) without reporting to appropriate faculty/staff

### ***Minor Infractions***

In cases of minor infractions, students may face disciplinary consequences (including verbal reprimands/warnings). These consequences are typically

assigned by the Residence Hall Coordinator or another member of the Residence Life staff.

An Incident Report Form is filled out regarding each minor infraction. The Incident Report Form provides a means of monitoring student behavior to ensure that a pattern of inappropriate behavior does not develop. A member of the Residence Life staff must communicate the details reported on Incident Report Forms to the student(s) involved at the time of documentation. Students will receive a copy of the Incident Report Form via their OSSM email account within 72 hours.

Patterns of unacceptable behavior (including students documented 3 times for the same minor infraction) or failure to comply with disciplinary action will warrant escalation to the procedures for Major Infractions.

Potential consequences for minor infractions include, but are not limited to, the following:

- Restorative justice: educational or service based sanctions
- Room restriction: except for routine hygienic activities, class attendance, and meals, the student must remain in his/her room without visitors.
- Evening room restriction: except for routine hygienic activities, the student must remain in her/his room, without visitors, from 6:30 p.m. until 7:00 a.m. the following morning.
- Great Hall restriction: the student must spend the time from 6:30 p.m. until 10:00 p.m. working quietly at a table in the Great Hall.
- Early morning checkout: the student must leave the Residence Hall for class by 7:30 a.m.
- Early bedtime: the student must go to bed (lights out, electronics off, in bed) from 10:15 p.m. until 6:00 a.m. the following morning.
- Home weekends: the student must leave campus immediately following his/her last class or test of the week and may not return until study time Sunday evening.

### ***Major Infractions***

In cases of major infractions, students may face more severe disciplinary consequences. These consequences are typically assigned by the Vice-President for Academic Services and/or the Dean of Students. It is important to note that students who continue to engage in patterns of misbehavior will be recommended for dismissal/expulsion, no matter the type of infraction (minor or major).

Potential consequences for major infractions include, but are not limited to, the following:

- **Parent conference:** At a parent conference, both the student and their parent or guardian must be in attendance. This meeting is led by the Dean of Students and/or Vice President for Academic Services. Following this conference, the Dean of Students makes a recommendation for disciplinary action to the Vice-President for Academic Services within 5 school days. The Vice President for Academic Services is responsible for the final decision concerning the student’s case and may accept, modify, or reject the Dean of Students’ recommendation.
- **Probation:** A student is given a specific period of time to modify their behavior. At the conclusion of that specific time period, if the behavior has not been appropriately modified, the student may face dismissal or expulsion.
- **Suspension:** A student is required to leave campus at the earliest possible opportunity following a major infraction. Parents will be immediately notified of the suspension. Students are not permitted to return to campus until a parent conference is scheduled. Suspensions may not exceed 10 school days.
- **Dismissal/Expulsion:** A student’s enrollment status at OSSM is immediately withdrawn.

### ***Disciplinary Notification and Sanctions***

Students will be notified via their OSSM email account to attend a student disciplinary meeting with the Vice-President for Academic Services and/or the Dean of Students.

Following this meeting, the student and parent/guardian will receive a disciplinary decision letter via email. This letter details if the student has been found “responsible” or “not responsible” for the proposed violation. If a student is found “responsible,” assigned sanctions and their deadlines are included.

If the sanction includes suspension or dismissal/expulsion, then the parent/guardian will be contacted to make arrangements for immediate retrieval of the student. Students will be placed on room restriction until their departure from campus.

### ***Student Appeal of Disciplinary Decisions***

Students and/or parents/guardians may appeal disciplinary decisions for minor or major infractions. The student must submit a written statement of appeal within 48 hours via email to the Vice-President for Academic Services and the Dean of Students. Appeals of minor infractions will be adjudicated by the Residence Hall Coordinator or Dean of Students. Appeals of major infractions will be adjudicated by the Vice-President for

Academic Services or Dean of Students. If students or parents are unsatisfied with the decision of the Vice-President for Academic Services or Dean of Students, a parent conference may be requested to revisit the decision, or an appeal may be made to the President. Appeals to the President must be made in writing and submitted via email within 48 hours. Students and parents/guardians will be notified in writing (via email) of the final disciplinary decision.

## **ACCEPTABLE USE POLICY**

The Oklahoma School of Science and Mathematics operates a computer network for use by faculty, staff, and students. This system is owned by the State of Oklahoma and made available for educational purposes. This policy applies to all users of the system whether operating OSSM provided computers or personal computers attached to the network.

Network activity is logged by OSSM and agencies of the State of Oklahoma to ensure compliance with this policy and state and federal laws and regulations. Use of the network systems at OSSM is considered approval to conduct such monitoring.

OSSM requires from all its users the highest standards of integrity, respect for other users, and regard for the system and its components.

1. ***Acceptable Use*** - Use of the OSSM network for educational and research purposes consistent with the objectives of the Oklahoma School of Science and Mathematics is acceptable.

- Transmission or acquisition of any material in violation of law or regulation is prohibited.
- Use for product advertisement, political activity, personal gain, or commercial activity is prohibited.
- Users may not provide network or Internet service to other OSSM users or any Internet users without permission from the network administrator, including deployment of ad hoc networks on the OSSM campus.
- Use of outside network resources to circumvent these policies is prohibited.
- Activities that result in complaints from other Internet operators will be reviewed with respect to the standards of this policy.

2. ***Privileges and Restrictions*** - Use of the network is a privilege, not a right.

- During school and study hours student use of the network is restricted to academic activities directly related to current enrollment or mentorship requirements.

- Use of network services provided by other commercial, public, or private organizations via the Internet may be restricted. The Dean of Students determines what specific Internet services are consistent with the OSSM's goals and objectives.
- Students on advised academic standing may be subject to additional network access restrictions.
- Students may not bring more than one computer to OSSM's campus.
- Junior students may not bring personal computers (desktops, laptops, tablets, etc.) to school until the Academic Committee has evaluated their first six-week grades. Personal computers can be connected to the Internet only with the approval of the Academic Committee after evaluating the first six-week grades and of OSSM's network administrators, who check personal computers for possible security risks to OSSM's network.
- Recreational computing and social networking is permitted during non-school hours. Access to social media and other non-academic content may be restricted if it is deemed to interfere with students' academic work.
- Students found violating OSSM's Acceptable Use Policy are subject to disciplinary action, including but not limited to loss of access to the OSSM network.

3. ***Network Etiquette*** - Students are expected to demonstrate correct and proper behavior.

- Be polite. Antisocial comments or language is unacceptable.
- Do not reveal personal information such as addresses or phone numbers, whether one's own or another's.
- Students may not create, possess, or distribute materials, including photos, images, stories, and audio or video recordings which are considered to be pornographic or obscene, or which promote illegal behavior, such as drug use or underage drinking.

4. ***Email*** - Electronic mail is provided to all users for conducting the official business of OSSM and for maintaining public professional dialog.

- A user must not in any way attempt to access any electronic message not explicitly directed to their account.
- Students are required to use the OSSM provided email service.

5. ***Security*** - If a user observes a deficiency in system security report it immediately to the network administrator.

- Do not open or modify the hardware or software of an OSSM provided computer.

- Do not circumvent OSSM firewalls or internet filters. Requests for access to blocked websites should be submitted to the network administrator or Dean of Students.
- Do not allow other users to operate your computer remotely.
- Never let another person use your account (and never use another person's).

6. ***Malicious Activities*** - Any attempt to harass, harm, or damage any local or Internet user or any attempt to damage data or property of OSSM or any Internet user is an egregious breach of this policy.

*OSSM makes no warranties of any kind, whether expressed or implied, for the service it is providing. OSSM will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, errant deliveries, or service interruptions caused by negligence, errors, or omissions by OSSM or its users. OSSM specifically denies any responsibility for the accuracy or quality of information obtained through its services.*

## **ALCOHOL/DRUG/TOBACCO POLICY**

Possession or consumption of alcoholic beverages by persons under 21 is illegal. OSSM does not tolerate student use, purchase, or possession of alcoholic beverages, drugs or paraphernalia. The abuse of prescription or over-the-counter drugs is also not tolerated.

OSSM is designated as a smoke and tobacco-free environment. Students are prohibited from using, possessing, and purchasing for self or others any tobacco product or paraphernalia which may facilitate the use of a tobacco product (e.g. cigarette paper, pipes, vaporizers, hookahs, etc.) or nicotine delivery devices (e.g. electronic cigarettes) while under the supervisory authority of OSSM. This prohibition applies whether students are on campus or off campus.

If it is determined (by observation, by odor, or through other means) that a student has violated the aforementioned policies, that student will be subject to severe disciplinary action, which may include expulsion.

## **ATTENDANCE**

Attendance is critical for academic performance. The OSSM attendance policy emphasizes student preparedness, class participation, and careful planning when absences are necessary. Excused absences from class and other required activities, including the regular school day, must be approved by the Dean of Students and appropriate professor(s). All faculty/staff members are encouraged to take daily attendance in their classes.

All OSSM students are expected to:

- Attend all classes, tests and examinations, evening study hours, laboratories, and other all-school activities (assemblies, field trips, special events, community service, etc.).
- Be on time for all classes and activities.
- Arrange to make up missed assignments, preferably before the absence takes place.
- Submit absence requests in a timely manner [3 days before the absence (students may occasionally leave with parents or guardians extemporaneously if it does not interfere with class attendance or coursework)].
- On open and extended weekends, remain on campus until their last academic requirement.
- In case of longer absences due to illness, submit a doctor's note.

Unexcused absences are major infractions and subject to disciplinary action. The Dean of Students and professor(s) reserve the right to deny requests for excused absences, especially in the interest of a student's academic welfare. In emergency situations, excused absences may be granted by any member of the Residence Life Staff, the Vice President for Academic Services, or the President.

Attendance and completed work are required for a student to receive academic credit at OSSM. Extended absences, even for legitimate reasons such as illness, may result in a junior not being invited back to OSSM for their senior year or a senior being unable to graduate.

It is the student's responsibility to complete and submit all assignments and meet all academic requirements at the designated time. Failure to do so will obligate the student to meet with their professor(s) regarding any missed work. Late work is subject to penalty.

## **CAMPUS BUILDING HOURS**

OSSM desires for students to make the best possible academic use of its campus without compromising their safety or adherence to the school's behavioral requirements. Generally, campus facilities are open to students during operating hours, meaning, these are the times that their key cards will grant them access. However, occasionally facilities will adjust their hours for inclement weather, holidays, or special events. The gym is open only when staffed for class or open gym. On weekends, the Manning Academic Center is closed except for tests and special events. All buildings are closed when not staffed. It is the student's responsibility to know when it is appropriate to access campus facilities.

## **DISRUPTIVE BEHAVIOR AND DISORDERLY CONDUCT**

Students are expected to conduct themselves at all times in a manner consistent with the mission and philosophy of the OSSM community. Students should recognize that when they participate in activities on local and state levels, as well as beyond, they are representatives of the school and must conduct themselves in a manner that positively reflects the institution. Students who engage in misbehavior while on- or off-campus should expect that the school will take disciplinary action as appropriate. Students are expected to respect fellow students, faculty, staff, visitors, guests, and school property at all times.

Professors are obligated to remove disruptive students from class. After removal from class, the student must be referred to the Vice-President for Academic Services or Dean of Students for further action, including disciplinary sanctions.

Failure to attend class, being excessively tardy to class, or sleeping during class or any mandatory school activities may be an indication of a situation that may require: disciplinary action, scheduling a parent conference, or consulting a healthcare professional.

In academic buildings, students should keep food and beverages in the MAC Student Lounge. No food or drink is permitted in the auditorium, library, or laboratories (including computer labs). Only water in a container with secure lid is acceptable in hallways and MAC classrooms. Faculty/staff reserve the right to prohibit students from consuming water in their classrooms as they deem necessary.

Students are expected to refrain from behavior that disturbs or inhibits learning, study, sleep, or quiet relaxation. Fighting, wrestling, hall sports and other disruptive roughhousing are prohibited at all times.

While using electronic devices that can produce sound, students must maintain appropriate volume and respond promptly whenever asked to lower the volume by a faculty/staff member or fellow student. While studying in their rooms, students must keep all noise at a volume level that cannot be heard outside of their own rooms. While studying on their floors, students must not congregate in hallways where their behavior may disrupt others.

Students are expected to demonstrate appropriate manners while in the Great Hall. Students must not engage in disruptive behavior and should keep all conversations to appropriate volume levels. Students must also consume all food and beverages before leaving the Great Hall and dispose

of trash and return used dishes as directed. Students are expected to refrain from rude and offensive behavior including, but not limited to: profanity, insensitive remarks or gestures, and behavior that represents a lack of respect for others in the community.

OSSM practices a 24-hour courtesy policy. Any member of the community (faculty/staff, students, visitors, and guests) may make a reasonable request at any time for behavior they deem disruptive to immediately cease.

## **DRESS AND GROOMING**

In order to develop and maintain positive professional relationships with faculty, staff, visitors and guests, OSSM encourages students to adopt appropriate, professional manners and appearances.

Every student will be assured of their individual and protected right to dress and groom according to personal preference, so long as the students' dress and grooming are not disruptive to the educational process, do not constitute a threat to the safety and health of self or others, and are not in violation of an applicable law, statute, or ordinance. No student dress or style of grooming, which has the potential to disrupt the educational process, (as outlined below) is permitted.

Any action taken to enforce dress and grooming standards will be done to promote mutual respect between students and faculty/staff. Faculty/staff reserve the right to ask a student to return to the Residence Hall to change if the student's dress and grooming is distracting or otherwise inappropriate. However, faculty/staff who point out dress and grooming violations should do so in a manner that is the least disruptive to a student's academic day, and should always be handled with the utmost respect for the student. In turn, students should be mindful of dress and grooming standards and act respectfully when approached about a violation. Individual breaches of these standards are not disciplinary violations; however, repeated incidents constitute a failure to follow reasonable instructions and will warrant escalation to a Major Infraction.

### ***General Standards (applies at all times)***

Clothing that is inappropriate for campus includes scrubs; crop tops; see-through clothing; halters/strapless attire; leotards; swimsuits/swimwear; undershirts, tank tops, sports bras worn as outer wear; and clothing that is torn, ripped, cut, or that has holes.

Clothing containing profane, obscene, inappropriately suggestive, or offensive language, images, and/or slogans and clothing promoting alcohol, drugs, and/or tobacco products, statements, or symbols is not permitted. Clothing that displays intolerance and/or insensitivity to abilities, ethnicity, gender, race, religion, and sexual identity are also not permitted.

Piercing jewelry may be worn only in the ear. “Gauge piercings” are prohibited. Tattoos are discouraged, and visible tattoos are prohibited.

Hair should be appropriately groomed and is not permitted to be dyed in unconventional colors (blue, purple, green, pink, red, orange, etc.).

**Regardless of the venue, dress and grooming should be neat, clean, appropriate, and not disruptive. Faculty/staff reserve the right to ask a student to return to the Residence Hall to change if the student’s dress and grooming is distracting or otherwise inappropriate. Failure to return appropriately dressed and groomed will result in disciplinary action.**

### *Academic Standards*

The academic standard is intended to be more formal than the residential standard in order to create a more professional setting. The academic dress and grooming standards will be followed at all times in academic facilities, at academic functions, Admissions events, and any time students represent the school.

1. Clothing should be properly buttoned, zipped, clasped, etc. at all times.
2. The student’s midriff/torso, chest, back, upper thigh, or undergarments should not show at any time even while sitting, bending or leaning.
3. Pants should be worn at waistline (no sagging). Shorts are not permitted.
4. Necklines must not reveal cleavage or bras/sportsbras.
5. Skirts or dresses should not expose the upper thigh at any time even while sitting, bending, or leaning.
6. Undergarments must be worn at all times. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (including the strap).
7. Transparent or semi-transparent leggings and other bottoms may be worn with dresses, tunics, and oversized shirts as long as they cover the student’s buttocks.
8. No loungewear (“athleisure”) of any form is not permitted. This includes, but is not limited to, pajama pants, sweatpants/joggers, yoga pants, warm-ups or track pants.
9. Shoes must be worn at all times. No house shoes, flip flops, backless or open-toed shoes, sandals, clogs, mules, or cleats are permitted.
10. Hats, caps, stocking caps (“skullies/beanies”), and hoods on sweaters/jackets may not be worn inside of buildings (unless required by religion).

11. Lab dress code, as outlined by the lab supervisor, must be followed in all science labs in order to ensure student safety.

### ***Residential Standards***

The residential standard is intended to be more relaxed than the academic standard in order to create a more comfortable setting. The residential dress and grooming standards apply to areas of campus that do not host academic events, classes, meetings, assemblies, etc. (e.g. the Residence Hall).

1. Clothing should be properly buttoned, zipped, clasped, etc. at all times.
2. The student's midriff/torso, chest, back, upper thigh, or undergarments should not show at any time even while sitting, bending or leaning.
3. Pants should be worn at waistline (no sagging). Shorts **are** permitted.
4. Necklines must not reveal cleavage or bras/sportsbras.
5. Skirts, dresses, or shorts should not expose the upper thigh at any time even while sitting, bending, or leaning.
6. Undergarments must be worn at all times. No undergarments may be visible at any time. This includes underwear, boxer shorts, and bras (including the strap).
7. Transparent or semi-transparent leggings and other bottoms may be worn with dresses, tunics, and oversized shirts as long as they cover the student's buttocks.
8. Loungewear ("athleisure") **IS** permitted. This includes sweatpants/joggers, yoga pants, and warm-ups/track pants. Pajamas, robes, and other sleepwear are not permitted in the Great Hall.
9. Shoes must be worn at all times. Bare or stocking-feet are permitted in student rooms only.
10. Hats, caps, stocking caps ("skullies/beanies"), and hoods on sweaters/jackets may not be worn inside of buildings (unless required by religion).
11. Students must be dressed when they leave their rooms even for short trips to the bathroom or shower. Students are not permitted to appear outside of their rooms or the bathroom in inappropriate clothing (e.g. underwear, a towel, shirtless, etc.).

### ***Gymnasium Standards***

Whether participating in a Physical Education class or using the gym for recreation, OSSM expects students' athletic attire to meet Gymnasium dress and grooming standards.

1. Students need athletic shoes that they wear only at the gym.
2. Gym shoes should be carried to and from the gym, rather than worn en route to ensure that dirt, grit, and stones are not brought onto the hardwood floor.
3. Tops are to be loose fitting with sleeves, free of buttons, snaps, and zippers.
4. Bottoms are to be loose fitting, shorts or long pants, free of buttons, snaps, and zippers. Cut offs, or jean shorts, are not acceptable.
5. Socks are mandatory.
6. DO NOT bring jewelry or other valuables to the gym and expect to store them there. Jewelry and other valuables should be left at the Residence Hall.

### *After 5:00 P.M. And Special Occasions Standards*

On most evenings after 5:00 p.m., the Manning Academic Center allows relaxed dress and grooming standards, permitting students to wear shorts and sandals for study sessions, Fine Arts classes, structured study, practice of musical instruments, and use of the computer lab. However, in case of guest speakers, Fine Arts performances, presentations from college representatives, standardized testing, etc., students should adhere to the academic dress and grooming standards.

Occasionally, more formal attire is appropriate for special assemblies, distinguished guests, special outings, etc. Students are expected to have clothing items appropriate for these special occasions.

Boys: shirt and tie, jacket, dress pants, dress socks, dress shoes.

Girls: suit, dress, skirt, dress pants and blouse, dress shoes.

### **DISPLAYS OF AFFECTION/INAPPROPRIATE SEXUAL BEHAVIOR**

Students are expected to maintain a respectful demeanor with regard to public or private displays of affection. Students should refrain from gratuitous occupations of others' personal spaces including unwelcome verbal or physical contact (e.g., comments, jokes, gestures, etc.) regardless of sexual/nonsexual intent.

OSSM prohibits sexual behavior and inappropriate displays of affection between and/or involving students. Examples of inappropriate displays of affection include, but are not limited to behaviors such as kissing; extended hugging or touching; inappropriate touching; sitting or lying on top of another person. Examples of inappropriate sexual behavior include, but are

not limited to full or partial nudity in an intimate situation, or sexual activity of any type.

For the purposes of this policy, all areas of the campus are considered public, including Residence Hall rooms. For students believed to be in violation of these policies, faculty and staff reserve the right to request students stop participating in the actions and/or behavior. Failure to adhere to this policy may result in disciplinary action, including expulsion.

## **EMAIL ADDRESSES**

Student, faculty, staff e-mail addresses: OSSM e-mail addresses are composed of the legal first name and last name as follows: First.Last@ossm.edu (for example, Abby Smith would be Abby.Smith@ossm.edu or John Smith would be John.Smith@ossm.edu).

## **EMPLOYMENT**

The rigorous academic curriculum undertaken by OSSM students creates the need for a well-structured and comprehensive study schedule. Therefore, in order to help students remain academically-focused, students may not engage in part-time, full-time, or self-employment during the academic year. Summer employment opportunities and employment during breaks are permitted.

## **FOOD DELIVERIES**

Students are prohibited from having off-site food delivered to campus on school days and school nights. Food deliveries are permitted on Friday and Saturday evenings of open weekends and Saturdays after morning exams. Students may not invite delivery personnel onto campus and therefore should receive their deliveries at the gazebo gate. Parents are asked to refrain from bringing in food to their students during class and evening study time.

## **HARASSMENT**

OSSM strives to provide a safe and supportive environment for students to live and study. Since bullying, hazing, and other forms of harassment undermine such environments, they are treated as serious offenses. Every student should be fully able to benefit from the services, activities, and opportunities offered by OSSM.

Students who experience or witness any form of harassment are required to inform school administrators immediately. OSSM employees specifically

tasked to respond in such cases include the Academic Counselor, Residence Hall Coordinator, and Dean of Students.

Generally, bullying consists of unwanted aggression. Hazing consists of humiliation-based initiations. All forms of harassment involve the violation of the victim's dignity. Often harassment is based on the victim's race, color, national origin, sex, disability, or religion, but other forms of hostility may also constitute harassment. Harassing behaviors may be extreme (involving physical aggression or stalking) or more subtle (e.g. profanity, teasing, malicious gossip, or exhibiting pornography). Further questions about what constitutes harassment should be directed to school officials.

## **LEAVING AND RETURNING TO CAMPUS**

All students are required to gain approval before leaving campus and to sign in upon returning. Approval and sign-in are handled by the Residence Life staff and, when appropriate, by the mentorship coordinator and other administrators. Whether leaving campus with parents, family members, or guests, students MUST always have that person come inside to the Residence Hall front desk ("Fishbowl") and show a state ID to officially sign them out before the student will be allowed to depart campus.

The approval granted in the off-campus sign-out procedure is merely a safety precaution. It does not give students permission to miss class or other mandatory school events nor does it allow them to circumvent the requirements for leaving campus.

Sundays through Thursdays and Fridays preceding tests, students must return to the Residence Hall by 7:45 p.m. to begin studying by 8:00 p.m. On evenings without mandatory study time, students must return before 10:30 p.m. Upon returning to campus, students should sign in immediately in order to alert OSSM staff of their return.

### ***Sign-In/Sign-Out Procedures***

OSSM issues each student a sign in/sign out card on move-in day (traditionally called a "yellow card"). The card serves as a:

- Marker of the student's presence or absence
- Log of the student's campus arrivals/departures as well as the student's items kept at the Residence Hall (vehicle keys, cell phone, medicine)
- Record of the student's individual carpool, on campus visitor, and off-campus visitor permissions

The sign in/out card must never leave the OSSM campus. If the student is off campus, the card should be in a designated location to mark the student's absence. Otherwise, the card should be with the student (either in

the student's room or on her/his person). Additions and deletions to the individual permissions listed on the card must be made by a parent through a Residence Life staff member.

When signing out, students should be accurate and specific in giving their destinations, departure times, and expected return times. If plans change or there is a delay, contact the Residence Hall front desk ("Fishbowl") at (405) 522-1909 or the OSSM Main switchboard at (405) 521-6436 as soon as possible.

It is always the student's responsibility to obtain appropriate permissions before attempting to leave campus. All students planning to leave campus during traditional class hours (8:00 a.m.-4:00 p.m.) must complete and submit a student absence request form to the Dean of Students. This form must be submitted at least 3 days prior to the date of the absence request and include the appropriate dated signatures from professors.

Below are examples of when students must complete a student absence request form:

- A faculty or staff member transports the student using a state, personal, or chartered vehicle. This occurs in cases of all-school or all-class outings, when a professor treats his/her class, weekend van trips, and urgent medical appointments.
- The student checks out with a parent or legal guardian. Students may leave with parents during the school day so long as they do not miss class and obtain permission from the Dean of Students.
- The student leaves with a person on his/her off-campus visitor permission list. When signed out with a non-parent, the student is required to (a) specify his/her destination(s) and expected return time, (b) stay within 30 minutes of the OSSM campus, (c) be gone no longer than six hours, and (d) comply with the OSSM absence policy. Generally, students may not leave with peers (under age 22) on school nights. Parents may be alerted when students check out with peers on weekends.
- The student leaves with a person on his/her carpool list. When signed out to carpool, the student has permission to travel with the driver to the student's home (not the driver's home or anywhere else). Additions and deletions to the carpool list must be made by a parent.
- The student leaves on foot. There are occasions when walking from campus is appropriate. Students may sign out to visit the bank adjacent to campus. Many students find mentorships at the University of Oklahoma Health Sciences Center and nearby businesses. Some students require regular medical treatments at the nearby allergy, adolescent, and other clinics. Students who

leave campus on foot are often required to travel in pairs as a safety precaution.

- The student drives. At OSSM, student vehicles are generally used only for travel to and from the student's home.
- Overnight visits to locations other than the student's home. These are handled on a case-by-case basis, regardless of the student's recorded carpool and visitor permissions. Parents are requested to mail, email, or fax permission to the Dean of Students in a timely manner. Should unusual circumstances make written notification impossible; parents must speak directly with the Dean of Students.

\*Students are not allowed to use any form of public transportation, for personal use including the city bus or taxis. Additionally, students are not permitted to use transportation from ride-sharing programs (e.g. Uber, Lyft, etc.).\*

## **MAIL AND PACKAGES**

Mail and packages are delivered to/picked up from the Residence Hall Monday-Friday and should be addressed:

Name of Student  
OSSM, Room #  
401 East Park Place  
Oklahoma City, Oklahoma 73104-2811

It is strongly recommended that students not send or receive cash or valuables via mail or package.

## **MONEY AND BANKING**

Students are responsible for their own incidental expenses (use of the washers/dryers, long distance calling card, snacks, movies, etc.). They should not bring large sums of money to OSSM. BancFirst, immediately adjacent to the campus, allows OSSM students to cash checks with a \$50.00 per check limit. Student ID is necessary to cash a check.

## **PHONES**

### ***Residence Hall Floor Phones***

Each floor of the Residence Hall has a telephone for student use. Parents may contact the Residence Hall by calling (405) 522-1909 any time of day or night while students are in residence.

Students may not use phones during study hours or after lights out. Parents are asked not to call students during these hours as well. OSSM understands that there may be circumstances when a parent-student conversation must occur during study time. Please contact the Residence Hall front desk (“Fishbowl”) if an exception is warranted.

With appropriate approval, students may call their parents during the school day from the Manning Academic Center or by temporarily checking out their cell phone from the “Fishbowl.”

### ***Cellular Phones and Devices***

Cellular devices, including phones and tablets, are prohibited from school use during designated times during the school week and at special events and presentations. Barring disciplinary sanctions, students may check out their cellular devices on non-school nights and must return them to the Residence Hall “Fishbowl” before check-in on the next school night. Students may also check-out their phones for off-campus trips and mentorships. All cellular devices must be checked-in at the Residence Hall front desk (“Fishbowl”) upon returning to campus.

## **RELIGIOUS SERVICES/OBSERVATIONS**

Students may attend religious services and related groups if approved transportation is arranged. Students wishing to practice traditional observations that conflict with school policies (e.g. lighting candles) should contact the Dean of Students.

## **SAFETY AND SECURITY**

Student safety is a primary concern of OSSM. Supervision and security are provided throughout the campus. Faculty and staff maintain a high degree of direct contact with students in order to ensure a safe and secure environment.

- Campus security is handled by a firm under contract to OSSM. They provide security 24 hours a day, 7 days a week when students are present, including a security officer in the Residence Hall during sleeping hours.
- OSSM expects students to be aware of safety issues at all times. Students should not bring large amounts of money or expensive items, such as jewelry, to campus. OSSM does not assume responsibility for lost or stolen property, nor does OSSM insure the property of students.
- Each student is provided with a personal keycard. The keycard provides access to the student’s own Residence Hall room, gates, and other campus buildings. Students must pay a \$15 replacement

fee for a lost or damaged keycard. Students are expected to maintain possession of their keycard at all times while on campus. Student keycards provide access to campus buildings and gates according to the following schedule (subject to change):

Manning Academic Center:	7:00 a.m. – 8:00 p.m., M – Th 7:00 a.m. – 5:30 p.m., F 7:00 a.m. – 12:30 p.m., SA (tests only)
Samson Science Center:	7:45 a.m. – 5:00 p.m., M – F
Shedrick Library:	7:45 a.m. – 5:00 p.m., M – F
Gazebo and Main Gates:	all times

- At all times, students should remain in areas of campus intended for their use. Regardless of keycard access, students should not enter campus facilities outside of designated operating hours or when not staffed by OSSM employees. When outside, students should remain in well-lit, central areas of campus.
- Access to OSSM buildings, other than the main campus entry at the Senator Bernice Shedrick Library, is controlled by an electromagnetic lock system. Parents' Visitor Cards permit parents to enter the main gazebo gates, Residence Hall and the Senator Bernice Shedrick Library.
- In case of inclement weather and other emergencies OSSM may alter its opening and closing times or take other measures to ensure student safety.

Students are prohibited from engaging in any behavior that threatens or undermines the safety and security of other students, faculty, staff, guests or visitors, as well as personal and school property.

Hallways, stairwells, and lounge areas must be kept free of obstructions at all times. Items that are left in hallways may be confiscated by staff.

Students must respond to all alarms and evacuate buildings whenever alarms sound, or when they are directed to do so by faculty and/or staff.

Students are prohibited from tampering with any fire safety equipment, including fire alarm pull stations, smoke and/or heat detectors, fire extinguishers, and emergency exit doors. Smoke and heat detectors may not be covered or disabled at any time.

Except in cases of emergency, students must enter or exit the Residence Hall only through the *front doors*.

Students are prohibited from entering/exiting through any window on campus or tampering with window screens (e.g. removing or damaging screens).

Violation of safety and security policies will result in disciplinary action, which may include expulsion.

## **SEARCH, ENTRY, AND PRIVACY**

Students' desires and requirements for privacy in their rooms and their vehicles must be balanced with OSSM's responsibility for the students' safety, health, and well-being while they are in residence. Hence, the following guidelines apply:

- OSSM maintenance personnel are routinely granted access to student rooms while the students are not present.
- Residence Life staff members inspect all rooms immediately after closing the Residence Hall for extended weekends and vacation periods. The purpose of this inspection is to ensure that all windows are properly secured, the lights are off, air conditioners and other equipment are turned to appropriate settings, and rooms are clean.
- Residence Life staff members may inspect a student's room when the student is not present if the student fails to appear on time for a scheduled room inspection.
- Residence Life staff members may enter a room if the student does not answer a knock at the door in order to check on a student who is thought to be ill, when looking for a student who has not reported to a scheduled activity or event, to check on a student who has or is believed to have overslept, or whenever a violation of rules is suspected.
- The Vice President for Administrative Services or Dean of Students may authorize a search of an individual student's room, a student's vehicle or other belongings, several rooms, or the entire Residence Hall when a violation of law has occurred or is suspected or there is reasonable suspicion that contraband exists in the Residence Hall or vehicle and such a search may produce evidence of same. Room searches may also occur during times when students are not in residence (e.g. extended weekends or breaks). When any of these types of searches occur, two faculty/staff members conduct the search and are authorized to confiscate any stolen, prohibited, or otherwise illegal material. In emergency or crisis situations, students are not required in order for the search to occur.

## VEHICLES

OSSM permits students to have vehicles on campus for the purpose of a single overnight trip to and from home each weekend. Students are expected to

- Drive responsibly
- Make their way home in a timely and direct manner
- Respect state and local traffic laws
- Submit their keys upon arriving or returning to the Residence Hall
- Register their vehicle(s) with the office of the Dean of Students
- Park in blue-designated student parking areas
- Obtain and submit prior written permission from the parents of other households before transporting other students

Except in rare cases, students are prohibited from driving during the school week or to any place other than the student's home. In case of hazardous conditions (inclement weather, late night, questionable health condition), or if the student exhibits a condition that a Residence Life staff member or administrator believes would make it dangerous for the student to drive, the decision may be made not to allow students to drive themselves.

## VISITATION GUIDELINES

Visitors with a keycard must check in at the Residence Hall front desk ("Fishbowl") after entering the gazebo gates. Visitors without a keycard must access the OSSM campus through the Senator Bernice Shedrick Library. All visitors are required to:

- Be authorized via the student's on-campus visitor permission form ("yellow card")
- Remain at the security office, reception desk, or Residence Hall front desk ("Fishbowl") until accompanied by the student or a school employee
- Respect school policies and procedures (stay out of opposite-sex Residence Hall floors, refrain from cell phone use, etc.)
- Depart campus by 7:45 p.m. on weekdays or 10:30 p.m. on weekends

Students are responsible for all guests and will be held accountable for any misconduct. Former students who did not graduate from OSSM are not permitted to visit or participate in school activities without approval from the Dean of Students. Alumni visiting students in the Residence Hall should remain in the Great Hall of the Residence Hall.

### ***Family and Guest Visitation***

Family and guests are welcome to visit students on campus outside of class hours. They also are invited to attend assemblies, guest lectures, performances, join students at any meal, etc. On school nights, please plan to leave by 7:45 p.m. before study time begins. On weekend nights, depart before 10:30 p.m.

Family and guests should identify themselves to the “Fishbowl” receptionist (during regular hours) or security personnel (evenings and weekends) whenever they enter the Residence Hall. They will be provided a visitor keycard for the Residence Hall front door, the Manning Academic Center front door, as well as the main doors of the Senator Bernice Shedrick Library (evening and weekends). Visitor keycards should be returned to reception or security upon leaving the campus. Student keycards operate, among other things, the gate between the parking lot and campus. Family and guests may leave through the gazebo if students accompany them back to the parking lot. The visitor badge may be dropped off at the Residence Hall if leaving through the main gazebo gate. Personalized parent keycards that allow access to the gazebo gate, main parking lot gate, and Residence Hall front door (when students are present) are available for a fee.

When visiting at the Residence Hall, family and guests should check in at the front desk (“Fishbowl”) prior to visiting a student’s room. Due to privacy, safety, and security reasons Residence Life staff members are not permitted to open student rooms for family and/or guests. If a student is not in the Residence Hall, family and guests must wait in the Great Hall until the student arrives. Siblings and other guests must comply with the “same sex” visiting policy for Residence Hall floors. Siblings and other guests may visit in the Great Hall and other common areas of the campus.

When departing, all family members/guests must check out at the Residence Hall front desk (“Fishbowl”).

### **WEEKEND VAN TRIPS**

OSSM offers limited transportation to Bricktown, parts of downtown Oklahoma City, Penn Square Mall, and Wal-Mart during weekends.

### **ZERO TOLERANCE POLICY**

OSSM has “zero tolerance” for certain actions or behaviors that do not positively or accurately reflect our mission, philosophy, or expectations for students. Students found in violation of this policy will have their enrollment status terminated (expulsion). Examples of actions or behaviors that violate this policy include, but are not limited to:

- Possession and/or use of alcohol, tobacco/tobacco-less products (electronic cigarettes/vaporizers), drugs, or drug paraphernalia.
- Possession and /or use of firearms, weapons
- Threats of violence or otherwise harmful actions towards self, members of the school community and school property, or others through the use of any destructive device (e.g. explosives, chemicals, weapons, etc.)
- Violation of safety and security policies.
- Violation of city, state, or federal laws (other than minor traffic violations).

## **CONTACT INFORMATION**

### **HOW TO CONTACT US**

OSSM’s faculty and staff can be contacted Monday-Friday 8:00 a.m.-5:00 p.m. via the main switchboard: (405) 521-6436. The Residence Hall front desk (“Fishbowl”) can be contacted 24 hours a day: (405) 522-1909. If we are unable to answer your call, please leave a detailed message so that we can return your call.

President	frank.wang@ossm.edu
Vice-President for Academic Services	janet.neufeld@ossm.edu
Vice-President for Administrative Services	lynn.morgan@ossm.edu
Dean of Students	angel.wilson@ossm.edu
Director of Admissions and Registrar	bill.kuehl@ossm.edu
Academic Counselor	terry.berryman@ossm.edu
College Counselor	cynthia.parish@ossm.edu
Residence Hall Coordinator	valerie.hiett@ossm.edu
Executive Assistant to the President	amanda.bonnett@ossm.edu

### **IN CASE OF AN EMERGENCY**

Please notify the Dean of Students or Residence Hall Coordinator during school hours or the Community Resident Assistant on duty at the Residence Hall evenings and weekends.

Mon.-Fri., 8:00 a.m. – 5:00 p.m.:	(405) 521-6436	(Main Switchboard)
Other times:	(405) 522-1909	(Residence Hall)
Alternative number:	(405) 812-2383	(Security Cell Phone)

In each instance the faculty/staff member will obtain all necessary information, explain the situation to your student, and be there to support your student when they return your call.

# APPENDIX

## NOTIFICATION OF ASBESTOS INSPECTION

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), OSSM performed an inspection of its school building for asbestos-containing building materials and have had an accredited management planner review the results of this inspection and abatement procedures. Based on this review, an AHERA Management Plan has been developed.

The results of this inspection and the management plan are in OSSM's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday-Friday, 8:00 a.m.-5:00 p.m.).

**THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS**  
**1141 NORTH LINCOLN BLVD.**  
**OKLAHOMA CITY, OK 73104**  
**(405) 521-6436**

