

**OKLAHOMA SCHOOL of  
SCIENCE and MATHEMATICS**

**STUDENT HANDBOOK**

**2021-2022**

**August 10, 2021**

# INTRODUCTION

Dear Students and Families: The OSSM Student Handbook provides general information about OSSM's history, operations, and expectations for students. The handbook also broadly describes OSSM's policies and procedures. OSSM may modify its policies from time to time without prior notice. The most up-to-date version of this handbook can be found on our website: [www.ossm.edu](http://www.ossm.edu). OSSM may modify or change its policies as circumstances warrant and without prior notice. The policies in this handbook were created with input from OSSM faculty and staff as well as feedback from students, parents, and other members of the OSSM community. Any changes will be made with careful consideration of different viewpoints and in discussion with all stakeholders.

Students and families should read this handbook thoroughly and carefully before coming to OSSM. For students, attending OSSM means agreeing to abide by school policies and expectations. Parents and guardians are asked to support school policies and expectations as well. Please contact the school with any questions or concerns about these and other procedures.

# **FACULTY AND STAFF**

## **Administration**

Frank Wang, Ph.D. ....	President
A. Brent Richards, Ph.D. ....	Vice President for Academic Services
Amanda Bonnett, M.S. ....	Academic Counselor
Bill Kuehl, M.B.A. ....	Director of Admissions and Registrar
Pam Felactu, M.A., M.B.A. ....	Director of Development
Shannon Gorbet, B.S. ....	Chief Financial Officer
Sharon Jorski, M.L.S. ....	Librarian
Cynthia Parish, M.Ed. ....	College Admissions Counselor
Johnathan Triplett, M.A. ....	Residence Hall Director
Linda Waters, B.A. ....	Director of Public Information

## **Staff**

Sena Brothers .....	Reception
Elizabeth Jacoby .....	Academics Assistant
Keith Forshee .....	Maintenance
Greg Madden .....	Maintenance
Keli Nees .....	Development Manager
Amber Tatro .....	Admissions Assistant

## Faculty

Kurt Bachmann, Ph.D. ....	Physics
Monique Baxter, M.A. ....	Humanities
Sara Bodenstein, M.Div. ....	Mathematics
Manisha Chakraburttty, Ph.D. ....	Computer Science
Brian Chance, Ph.D. ....	Humanities
Kelly Chaves, Ph.D. ....	History
Tony Cornforth, M.S. ....	Mathematics
Clint Givens, Ph.D. ....	Mathematics
Delwar Hossain, Ph.D. ....	Chemistry
Shayne Johnston, Ph.D. ....	Physics
Sean Jones, M.S. ....	Computer Science
David Kighuradze, Ph.D. ....	Mathematics
Mark Y. Li, Ph.D. ....	Biology
Ruibo Li, Ph.D. ....	Chemistry
Michelle McCargish, Ph.D. ....	History
Fazlur Rahman, Ph.D. ....	Chemistry
A. Brent Richards, Ph.D. ....	Biology
Amy Roberson, Ph.D. ....	Biology
Jayanta Rudra, Ph.D. ....	Physics
William Underwood, Ph.D. ....	Geosciences
Dan Vossen, B.A. ....	Physical Education
Frank Wang, Ph.D. ....	Mathematics
Janette Wallis, Ph.D. ....	Biology
Scott Wilkins, M.A. ....	Humanities

# SCHOOL CALENDAR 2020-2021

## 2021 Fall Semester

### August

13	Community Corps and Junior Move-In
14	Junior Orientation and Senior Move-In
15	Convocation
16	1 <sup>st</sup> Day of Classes

### September

6	Extended Weekend (Labor Day)
11	ACT
18	Parent's Day
24	End of 1 <sup>st</sup> Grading Period

### October

9	History Exams
13	PSAT (required for Juniors)
18	Extended Weekend
23	ACT (required for Juniors), International Night

### November

5	End of 2 <sup>nd</sup> Grading Period
6	Sophomore Preview Day
13	General Physics Exam
22-26	Fall Break

### December

4	SAT (required for juniors)
13-17	Final Exams
18-January 9	Winter Break

# 2022 Spring Semester

## January

10.....1<sup>st</sup> Day of Classes  
17.....Extended Weekend  
22.....Winter Formal

## February

5.....Math Exams  
12.....ACT  
18.....End of 1<sup>st</sup> Grading Period  
21.....Extended Weekend

## March

1.....Application Deadline  
5.....History Exams  
9.....Women's Business Leadership Conference  
12.....SAT  
14-18.....Spring Break  
26.....Math Exams

## April

1.....End of 2<sup>nd</sup> Grading Period  
2.....ACT  
9.....Interview Day  
18.....Extended Weekend  
23.....Prom

## May

2-13.....AP Exams  
8.....Extended Weekend/Mother's Day  
23-27.....Finals Week  
27.....Junior Move Out  
28.....Commencement/Senior Move-Out

# CALENDAR GLOSSARY

## Extended Weekend

An extended weekend is a three or four-day period (usually Saturday-Monday or Saturday-Tuesday) in which all students are required to leave campus and go home. On the Friday before an extended weekend, students may depart for home after their last academic requirement but before 7:00 PM. On the last day of the extended weekend, the Residence Hall reopens at 3:30 PM.

## Extended Break

Three extended breaks occur during the school year: Fall Break, Winter Break, and Spring Break. Extended break policies are the same as extended weekend policies, with the exception of Winter Break, when students must depart for home by 5:00 PM.

## Saturday Test

As indicated on the calendar, some required school tests or standardized tests (PSAT, SAT, or ACT) may be scheduled for Saturday mornings between 8:00 and 12:30 PM. After a Saturday test, students may choose to go home or stay on campus for the remainder of the weekend.

## Open Weekend

There is no required testing on Saturday morning of an open weekend. Students may remain on campus or return home. Students who wish to spend open weekends at home may depart on Friday after their last academic requirement.

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

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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 Willis, 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 humanity.

Today's OSSM is the result of more than 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, legal guardian(s), 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 families—individually when needed and collectively in support of the recreational and social programs sponsored by the OSSM Parents Association (PAOSSM). 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 main campus is a 32-acre site near the Oklahoma State Capitol, adjacent to the libraries and research resources of the Oklahoma Health Center. In the summer of 2000, OSSM completed a \$25 million building program to complete its facilities.

### **Manning Academic Center (MAC)**

Beginning in 1992, a partnership of over 130 Oklahoma individuals, businesses, government entities, and other organizations restored historic Lincoln Elementary School and turned it into OSSM's first permanent building. Now known as the Manning Academic Center (or the MAC), it boasts ten classrooms, biology labs, faculty and administrative offices, and student study areas.

## **Dan Little Residence Hall**

Since 1998, students have lived alongside faculty and staff in the Dan Little Residence Hall. The Residence Hall contains the Great Hall, where student meals are served. The Great Hall also serves as a study area and a venue for special events. The reception office of the Residence Hall (also known as the Fishbowl) is a contact hub for students and families.

## **Physical Education Center**

The physical education facility opened in 1999. It contains a full gymnasium along with a wide range of fitness and athletic equipment.

## **Senator Bernice Shedrick Library**

The 2001-2002 school year saw the opening the Senator Bernice Shedrick Library. The library serves as an important academic resource for students and contains several administrative offices. The library is also the main entrance to campus for visitors.

## **Samson Science and Discovery Center**

The Samson Science and Discovery Center was built the same year as the Shedrick Library. It houses OSSM's physics and chemistry laboratories and faculty offices.

## **Schedule**

The school day runs from approximately 8:00 to 4:30 PM. Students follow collegiate-style schedules, with most classes meeting for three hours each week. Evening study time in the Residence Hall is from 8:00 to 10:00 PM, Sunday through Thursday and Friday preceding Saturday tests. Physical education and fine arts classes take place in the 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.). Some student activities and supplies are funded by generous private donations through the OSSM Foundation or the Parent's Association of OSSM (PAOSSM).

# 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 support through both academic and residential components and experience a well-defined curriculum that encourages discipline, honesty, challenge, and collaboration.

## Academic Day

	<u>Seniors</u>	<u>Juniors</u>
Monday-Thursday	8:00 A.M.-3:30 P.M.	8:00 A.M.-4:00 P.M.
Friday	8:00 to Last Academic Requirement	8:00 to Last Academic Requirement
Structured Study (if assigned) <i>Sunday-Thursday</i>	7:00 PM – 8:00 PM.	7:00 PM – 8:00 PM.
Mandatory Study <i>Sunday-Thursday or Friday preceding Saturday Tests</i>	8:00 PM – 10:00 PM.	8:00 PM – 10:00 PM.

## Minimum Academic Requirements

Each semester-long class is a half-unit of credit. While enrolled at OSSM, all students shall successfully complete:

- One unit of biology
- One unit of chemistry
- One and one-half units of physics
- Two units of mathematics, including two semesters of calculus
- One-half unit of computer science
- One unit of electives from one or more of the subjects above
- Two units of English
- Two units of history
- Two units of the same foreign language  
Students should continue their foreign language instruction from their home high school at OSSM. Students who have completed two units of foreign language at their home high school may choose to take two units of elective courses in other subjects.
- One unit of fine arts
- Two units of physical education
- 60 hours of community service
- 60 hours of school service

### Summary of Minimum Academic Requirements:

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

The items listed above are the minimum required credits to graduate from OSSM. Most students exceed them. Students enroll in seven academic classes plus physical education each semester and fine arts for two semesters. Any changes or exceptions to these requirements must be approved by the Vice President for Academic Services.

## **Academic Progress**

Each student must maintain a grade average of at least 80% while at OSSM. Faculty, advisors, and counselors support and work with students to maintain this level of performance. A final grade below 70% in any course is considered failing and will result in no credit awarded for the course.

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

### **Progress Reports**

The instructor for each course reports on the academic progress of each student six times during the academic year. Each student will receive a progress report from their academic advisor after every grading period. A paper copy of the progress report will also be mailed to the student's home address.

The progress report includes the student's current grade for each course, a brief description of topics covered during the reporting period, and recommendations concerning the student's academic strengths and weaknesses.

The progress report will also include all community and school service hours that the student has completed.

### *Academic Committee*

The Academic Committee is comprised of faculty representatives from the following departments: Biology, Chemistry, Computer Science, Humanities, Mathematics, and Physics. The Academic Counselor, Residence Hall Director, Physical Education Instructor, and Director of Admissions are *ex officio* members.

The Academic Committee meets after each grading period and makes recommendations to the Vice President for Academic Services. The Committee may recommend that a student with especially poor academic performance should not continue at OSSM.

### *Grading Scale*

Each student at OSSM is evaluated on their academic progress by examinations, laboratory assignments, homework, quizzes, projects, 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
69 or below...	No Credit

### *Transcripts*

At the end of every semester, the final grade for each course is entered into the student's transcript. The transcript is an official and permanent record of a student's academic performance. Transcripts issued to external parties such as colleges and scholarship committees, contain a note recommending the following grading scale for comparing grades from OSSM to those of a typical high school:

87-100.....	A
77-86.....	B
70-76.....	C
69 or below...	No Credit

### *Auditing*

In some circumstances, students may elect to audit a course at OSSM. A student must have permission from the instructor of the course and the Vice President for Academic Services. When auditing a course, a student must attend all class and lab sessions. Students may not audit courses required for graduation unless it is possible to retake the course or its equivalent before the end of senior year. At the end of the semester, the course will appear on the student's transcript with a grade of "AUD." Students who audit required courses will be placed on Advised Academic Standing the following semester (see below).

## **Academic Integrity Code**

Academic integrity is a critical component of any educational program. If *any* student's academic performance cannot be fairly or accurately measured because of dishonesty or irresponsibility, the value of the hard work by *all* students is diminished. Any act that prevents the proper evaluation of a student's academic performance is considered academic misconduct. This includes *attempted* academic misconduct and assisting others in committing academic misconduct. Unintentional acts can also

be regarded as academic misconduct when the student should have reasonably known better.

## **Examples of Academic Misconduct**

The examples below are for illustrative purposes and should not be considered an exhaustive list.

### *Cheating*

Any inappropriate assistance on an exam, quiz, or other assignment without permission from the instructor is considered cheating. This includes...

- Using "crib" sheets or information stored in a calculator or computer memory during exams
- Copying work from other students, notes, or books
- Accessing questions, prompts, or other materials from an exam or assignment in advance that other students cannot access
- Discussing a completed exam with another student in the same class that has not yet taken it
- Theft or destruction of exam materials or any other act that would disadvantage other students or prevent the administration of the exam

### *Plagiarism*

Plagiarism is any attempt, whether intentional or not, to present someone else's work or ideas as one's own. Anything quoted, summarized, or paraphrased from another source must be appropriately cited. Each instructor will give detailed guidelines for citation styles to use in their courses.

### *Falsification*

Falsification or misrepresentation of grades, transcripts, community or school service hours or any other student records on college or other application forms is considered academic misconduct.

### *Improper Collaboration*

OSSM encourages and expects students to help each other learn and grow as scholars, but students may not collaborate on specific assignments without express permission from an instructor.

### *Resubmission*

Also known as self-plagiarism, resubmission means turning in the same work for more than one course. It creates an unfair advantage, and it prevents students from learning and advancing from each assignment.



## Penalties

Academic misconduct is a major infraction and may result in a failing course grade or expulsion. If an instructor discovers or suspects that a student has committed academic misconduct, they will notify the student and present the evidence for misconduct. They will then apply whatever penalty they deem appropriate. This could be a grade reduction or a resubmission of the assignment or exam, for example.

Especially egregious cases, repeat offenses, or penalties resulting in failure of the course will be referred to the Vice President for Academic Services. The Vice President for Academic Services may assign additional penalties, including course failure, removal of academic honors, denial of participation in school activities such as prom or graduation, and/or expulsion. The student or a parent or guardian may appeal the penalty to the President of OSSM.

Cases of academic misconduct can also be reported to colleges and scholarship committees through reference letters from faculty members or the College Counselor.

Students with questions regarding academic integrity should consult with their instructor, their academic advisor, the academic counselor, or the Vice President for Academic Services. Remember: *It is better to seek permission early rather than try to ask for forgiveness later.*

## Advised Academic Standing

A student will be placed on Advised Academic Standing at the end of a grading period in the following circumstances:

- After receiving a failing grade (below 70%) in any course
- After receiving grades below 80% in three or more courses for students with a normal course load
- After receiving grades below 80% in two or more courses for students with a reduced course load
- After having an average grade in all courses below 80%
- After receiving a grade of "incomplete" in any course
- While auditing a class that is required to graduate

Students placed on Advised Academic Standing must attend Structured Study (see below). The Academic Committee or the Vice President of Academic Services may impose additional restrictions or requirements if necessary. The Vice President for Academic Services can remove a student from Advised Academic Standing after the student has

demonstrated a consistent and sustained improvement in their academic performance.

### **Structured Study**

Structured study is a more intensive study schedule designed to give students more time and focus to improve their academic performance. It occurs 7:00 PM to 8:00 PM each school night (Sunday through Thursday). Students work in a designated, supervised room on campus. Structured Study students are expected to work individually with special attention on classes in which they are underperforming. Students placed on Structured Study may have limited internet access during the 7:00–8:00 PM period. Students placed on Structured Study may also be assigned to special study regimens during the regular school day, evenings, or weekends.

### **Academic Probation**

Poor academic performance may lead to a conference with the student, a parent or guardian, the Vice President for Academic Services, and, if needed, the academic counselor and the student's instructors. The purpose of the conference is to determine if the student is willing and able to continue studying at OSSM and, if so, to create a plan of action to help the student have the best chance of graduating.

The plan of action may include placing the student on Academic Probation. Details of the probation are established at the conference and will require the student to meet certain conditions to continue attending OSSM. Academic probation only occurs after the conference and receipt of probationary terms. If probationary conditions are not met, the Vice President for Academic Services may require an additional conference or require the student to leave OSSM.

### **Community and School Service**

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

- Sixty hours of community service to Oklahoma-based community service organizations
- Sixty hours of school service to the OSSM campus of at least three different types

- At least half of the service hour requirements must be performed and documented between June 1 of the year the student is admitted and August 1 after the student's junior year.
- All service hours must be completed by May 1 of the student's senior year.

Failure to complete service by the required deadlines may result in withholding the student's transcript or diploma and loss of privileges.

The Residence Hall Director approves and records students' service hours. Students who complete significantly more than the minimum requirements may become eligible for the President's Volunteer Service Award.

Service to one's family (babysitting a sibling or mowing a family member's lawn, etc.), religious proselytizing or ceremonial rites, service to for-profit institutions, and time spent on personal care (eating, sleeping, bathing) do not count toward this requirement. Time spent traveling or training for service opportunities does not count toward the service requirement for graduation unless approved by the Residence Hall Director.

## **Mentorships**

The OSSM mentorship program is an opportunity for students to participate in research and gain experience working with a professional mentor in the student's area of interest. Most mentorships take place off-campus, but some OSSM faculty may also serve as mentors. Mentorships generally take place during senior year, but juniors may request a mentorship during their spring semester. Students should meet with the Mentorship Director for more details.

To earn full credit for mentorship, a written report and oral presentation are required at the conclusion of the project. The student will receive credit after the project has been completed and evaluated. Mentorship does not fulfill any of the graduation requirements.

## **Withdrawing from OSSM**

Students may withdraw from OSSM at any time for any reason and complete their high school education elsewhere. Additionally, students might be required to withdraw because of academic performance or as the result of a major infraction.

A student or their parent or guardian who wishes to withdraw should contact the office of the Academic Counselor. After meeting with the student and their parent or guardian, the Academic Counselor will provide the appropriate forms.

To complete the withdrawal process, a student must:

- Return textbooks and other loaned materials and pay outstanding fines to the Librarian.
- Remove personal belongings from campus, pass a thorough room inspection, and pay for any damages.
- Submit the name and address of their new school to the Registrar.

Once these conditions are satisfied, the Registrar can provide an official transcript to the student's school.

## **STUDENT & RESIDENCE LIFE**

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, basic health services, recreation, and community building.

The Residence Life staff is comprised of the Residence Hall Director, 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**

The Residence Hall includes separate female and male wings 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, a telephone, a coin-operated washer and dryer, a vacuum cleaner, and cleaning supplies. Each floor also has a common bathroom with separate shower and toilet stall facilities. Bathrooms do not contain storage areas for students' personal care items.

### **Residence Hall Basement**

The Residence Hall basement is open after 5:00 PM until evening check-in on school days and upon request 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 Residence Hall Fishbowl. The basement also has sofas, a television, and a DVD player. During weekends, students are permitted to use the basement television. Students are not permitted to watch movies/DVDs or TV shows with an R/TV-MA rating. Residence Life staff members have

some discretion concerning when the basement is open to students. The basement is also designated as a tornado shelter.

### **Residence Hall Floor Phones**

Students do not have access to cellular devices during the academic week (see the [Cellular Devices policy](#) for details). Each floor of the Residence Hall has a telephone for student use. Students may not use floor phones during study hours or after 11:00 PM Families are asked not to call students during these hours as well, except in emergencies. Families needing to contact a student during academic hours or after 11:00 PM should contact the Residence Hall front desk at (405) 522-1909.

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

### **Laundry**

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. Laundry may not be done during study time or after 11:00 PM Each student is responsible for their laundry and supplies.

### **Moving in and Out of The Residence Hall**

When students move into the Residence Hall, each student receives a Room Inventory Form. Community Resident Advisors (CRAs) inspect rooms and note any existing damage to the space or its furnishings in writing on the form. Students also note damages and sign the form. Furnishings may not be removed from rooms for any reason.

When students move out of the room, a Community Resident Advisor (CRA) inspects the room again, and vacating students are responsible for new damages. Students 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. OSSM Residence Hall rooms and furniture should be returned to the same condition as issued.

## Furnishings

Each room is furnished with two beds with mattresses, two desks with chairs, two chests of drawers, two closets, a wastebasket, and window blinds. 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 independent temperature controls.

## What to Bring

Some items that students need to bring include

- Bedding: twin sheets (standard size), pillow, pillowcases, blankets, etc. (students may bring an extra mattress, but the OSSM mattress and personal mattress must remain in the bunk)
- School-appropriate clothing for at least seven days (please note the [Dress and Grooming policies](#))
- Shower supplies: bath towels, shower shoes, bathrobe, soap, shampoo
- Personal care items: toothpaste, toothbrush, deodorant, etc.
- Laundry supplies: hamper, detergent, dryer sheets, hangars, etc.
- School supplies: pens, pencils, ruler, notebooks, paper, backpack, calculator, etc.
- Alarm clock with battery back-up (note that students may not use cell phones as an alarm clock per the [Cellular Device policy](#)).
- Desk lamp (no halogen lights permitted)

Other items that are recommended but are not required include:

- Wristwatch (smart watches with internet connectivity may not be worn during the academic day)
- Nonstick shelf paper for dresser drawers
- Radio or MP3 player (smart speakers are permitted but will not have internet access)
- Non-amplified musical instruments
- Organizational supplies: storage containers, hanging file folders, closet organizer, small freestanding bookcase, etc.
- Plastic bags for the wastebasket
- Sewing kit

- Decoration: throw rug/area rug, posters/pictures (limited to 20% of wall space must be hung with removable adhesive; no nails, tacks, glue, or tape)
- footstool (if the student can't reach the top shelf). Sound from radio/musical instruments must not be disturbing to others.
- Students may bring an extra mattress, but the OSSM mattress and personal mattress must remain in the bunk.

## Food Service

Food service is provided to students by contract with a food service company. OSSM students eat most meals in the Great Hall. Typical dining hours are below (Notification will be given if meal times are changed due to special events):

### *Monday through Friday*

Breakfast: 7:15 A.M. – 8:30 A.M.

Lunch: 11:00 AM – 12:30 P.M.

Dinner: 5:30 P.M. – 6:30 P.M.

### *Saturdays*

Breakfast: 7:15 A.M. – 8:30 A.M. (test weekends only)

Brunch: 10:00 A.M. – 12:00 P.M. (open weekends only)

Dinner: 5:30 P.M. – 6:30 P.M.

### *Sundays*

Brunch: 10:00 A.M. – 12:00 P.M.

Dinner: 5:30 P.M. – 6:30 P.M.

Family members and approved visitors are welcome to dine with students. However, meals for guests (including family members of students) must be purchased. Food Services accept cash or check payments only. Pets are not allowed in the Great Hall during meal times.

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 (see [Dress and Grooming](#) for details).

Food Services operates a snack bar during evening hours. Students may purchase a snack card from the Residence Hall Director.

## Housekeeping and Maintenance



Students are responsible for cleaning their own rooms. Residence Life staff may conduct periodic room inspections at their discretion. Inspections are always conducted before Extended Weekends/Breaks. 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 and floor breakrooms of the Residence Hall. Breakroom expectations will be posted. Failure to adhere to these expectations may result in loss of breakroom privileges. Light cleaning supplies are kept on each floor for use by students.

Students are responsible for reporting any maintenance issues as soon as possible to a member of the Residential Life staff. Students should not attempt to resolve maintenance issues.

## **Roommate Selection**

All students at OSSM share a residence hall room with a roommate.

The Residence Hall Director works with the Director of Admissions to assign roommates before the beginning of each school year based on information submitted through Admissions for each year's incoming juniors. The Residence Hall Director can change room assignments during the year as needed. If roommate concerns arise, the student is encouraged to discuss the situation with a Residence Life staff member. Roommate conflict mediation is conducted in the office of the Residence Hall Director. Rising seniors are allowed to select roommates subject to the Residence Hall Director's approval.

## **Study Time, Quiet Time, And Lights Out**

### **Study Time**

Each school night (Sunday through Thursday and Friday preceding tests) has a designated time for study. Mandatory study hours are from 8:00 PM to 10:00 PM For students assigned to [Structured Study](#), study time begins at 7:00 PM.

Faculty members are available during study time to work with individual students or with small groups. Some students choose to work in groups, and a collaborative effort is encouraged.

The following are expectations of available study areas:

- **Structured Study:** Talking is not permitted during Structured Study. Students are expected to use this time exclusively for study and the completion of assignments. Personal computers may be permitted at the discretion of the Vice President of Academics and the Residence Hall Director and are for study purposes only.
- **Residence Hall Lounges:** Residence Hall Lounges are not a place for group study or to be considered a break area. Limited, quiet conversation is appropriate for floor lounges.
- **Residence Hall Rooms:** Students may study in their rooms with up to two other people. Both roommates must agree to have guests in their room during study time. Noise should not be heard outside of the room. When students are studying in their room, the door must remain completely open. Any time a student is not within sight of their room and it is unoccupied, the room door must be closed.
- **Great Hall:** Study groups are required to meet in the Great Hall. Students who choose to study in groups must not distract others and remain focused on schoolwork. The Great Hall is not considered a break area.

### **Quiet Time**

Strictly enforced quiet hours are every day between 10:00 PM and 6:30 AM. All students must be on their floor by 10:30 PM. Students must take care of hygienic needs prior to 11:00 PM.

### **Lights-Out**

Students must be in their own rooms with overhead lights out and other lighting subdued by 11:00 PM until at least 5:00 AM.

To allow for adequate transition to this curfew, incoming juniors must adhere to an 11:00 PM strict lights-out policy for the first six weeks of the fall semester. The lights-out policy includes overhead lights and all additional lighting such as lamps, flashlights, reading lamps, etc. Failure to comply with this curfew may result in the lights-out period being extended as a disciplinary sanction.

Any student who does not adhere to the lights-out policies or receive adequate sleep may be placed on a modified lights-out schedule.

## **Student Interest Groups and Organizations**

Due to OSSM's rigorous academic curriculum, most traditional extracurricular groups and organizations are not permitted. All official student interest groups and organizations require the support and involvement of a faculty or staff advisor and the approval of the Residence Hall Director or the Vice President for Academic Services.

Only official school organizations should bear OSSM's name and other identifying marks. Misrepresentation of official school activities to colleges, universities, and scholarship programs is a violation of OSSM's Academic Integrity Code.

Students may become ineligible to participate in interest groups, organizations, and extracurricular school activities as a consequence of academic performance or conduct infractions. Eligibility will be determined by the Vice President of Academic Services.

# STUDENT SERVICES

## Academic Advisors

Each student is assigned a faculty member who will serve as an academic advisor. The responsibilities for each advisor include:

- Assisting in selection for courses
- Advising on 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. Counseling services support OSSM's mission by addressing the academic and personal needs of students. 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.

### 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 confidentially 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, stress, relationship difficulties, low self-esteem, or unhealthy coping mechanisms.

In some situations, the Academic Counselor may refer a student to a licensed psychologist, who can provide consultation, crisis intervention, and individual counseling on a short-term basis.

Parents and guardians 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 they have a history of mental health issues, it is important to 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 postsecondary education. To facilitate the student's transition from high school to college, the College Counselor:

- Provides resource materials pertinent to colleges and universities across the United States
- Assists students and families in understanding the costs associated with financing a college education
- Advises students and parents on accessing assistance through 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 students and their legal guardian(s) will use throughout the college search and application process

## **Health Services**

A student who feels ill or is injured while on campus should notify an OSSM staff member as soon as possible. Students who become ill during the school day may return to their residence hall room to rest and recover. A student may be excused from classes and other school activities due to illness or injury with the permission of the Residence Hall director. In case of prolonged illness or possible infection, the Residence Hall director may ask a parent or guardian to take ill students home to speed up the recovery process and limit exposure to other students.

## **Off-campus medical care**

If students need urgent medical attention while in residence, a Residence Life staff member will take them to an Oklahoma Health Center clinic or OU Children's Emergency Room as appropriate. When possible, the Residence Life staff will contact parents or guardians before taking a student to receive medical care.

When students register at OSSM, their health history and insurance information are collected. This information will be given to the hospital or medical provider by a Residence Life staff member when a student receives off-campus medical treatment. Families are responsible for all costs associated with off-campus medical treatment, including insurance co-pays.

Residence Life staff can assist with picking up called-in emergency prescriptions, if necessary, but consult with the Residence Hall Director before having prescriptions called into area pharmacies.

Students requiring routine allergy treatments may visit the Oklahoma Allergy Clinic, a short walk from OSSM's campus. For any other non-urgent medical treatment, parents or guardians are responsible for transportation. Students may not drive themselves to medical or other appointments without the express verbal and written consent of a legal guardian and the Residence Hall Director.

## **Medications**

All medications for students must be stored in the Fishbowl. Exceptions to this must be approved by the Residence Hall Director. Keeping any medication or nutritional supplement in a student's possession or residence hall room without approval is a serious safety violation that may result in disciplinary action. Residence Life staff members administer prescriptions and over-the-counter medications at the Fishbowl according to written instructions from parents or guardians.

Some over-the-counter medications and first aid supplies, such as acetaminophen, antihistamines (allergy medication), antacids, antibiotic ointment, band-aids, cotton balls, hydrogen peroxide, ibuprofen, throat lozenges, thermometers, etc. are available on campus. These can be dispensed to students as needed by Residence Life staff (in the Residence Hall) or the Administrative Assistant to the Vice President of Academics (in the MAC).

Students may not provide medication to other students at any time.

## **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.

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 always remain in the library. 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.

### **Textbooks**

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, families 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.

## **National Testing Programs**

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

OSSM juniors are required to take one SAT and one ACT in the fall semester. Exceptions to the required testing may be made by the Academic Counselor. 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.

### **SAT (Scholastic Aptitude Test)**

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 (55 minutes). 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.

### **AP (Advanced Placement) Examinations**

AP ex dates are May 3-May 14, 2021. 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 are responsible for the fees for PSAT, SAT, ACT, and AP tests. The 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.

### **Testing Codes**

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



## **Office of The Registrar**

### **Transcript Requests**

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 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. After all graduation requirements, including course work and service hours are met, a transcript may be released.

## **POLICIES, PRACTICES, AND PROCEDURES**

OSSM expects students to behave responsibly and practice thoughtful decision-making and healthy habits that will impact their lives in a positive manner. All students must comply with OSSM's academic and behavioral policies as a condition of enrollment. 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. A student and their parent or guardian may request to view the student's disciplinary record at any time.

### **Consequences and Sanctions**

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.

#### **Minor Infractions**

In cases of minor infractions, students may face disciplinary sanctions (including verbal warnings). These sanctions are typically assigned by the Residence Hall Director or another member of the Residence Life staff.

An Incident Report is created for each minor infraction. The Incident Report is a means of documenting student behavior to ensure that a pattern of inappropriate behavior does not develop. At the time of the infraction, a member of the Residence Life staff will communicate an Incident Report is being created.

Patterns of unacceptable behavior or failure to comply with disciplinary sanctions may 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 their room without visitors.
- Great Hall restriction: the student must study independently in the Great Hall during mandatory study time.
- Early morning checkout: the student must leave the Residence Hall for class by 7:30 AM.
- Early bedtime: the student must go to bed (lights out, electronics off, in bed) from 10:15 PM until 6:00 AM the following morning.
- Weekend restriction: the student must leave campus immediately following their last class or test of the week and may not return until check-in time on Sunday evening.
- Device restriction: the student will not have access to their personal computer or other devices outside of the academic day.

### **Major Infractions**

OSSM's procedure for handling major infractions is:

- The parent or guardian of the student will be notified of the major infraction as soon as possible.
- The student will be required to go home the day of a major infraction. While at home, the student and their family should discuss whether they have the requisite maturity to live away from home and whether they are willing to comply with school policies.
- A conference will be scheduled to discuss the circumstances of the infraction and the student's desire to resume their studies at the school.
- The conference will be attended by: the student and their parent or guardian, the Residence Hall Director, the Vice President of Academic Services, and any staff as necessary.
- At the conference, the details of the incident will be presented. The student and/or their parent or guardian may respond or offer more details about the incident. After all discussion, appropriate sanctions will be recommended.
- The sanctions may include a period of probation during which a student may be given a specific period to improve their behavior.
- Sanctions for a major infraction may also include permanent dismissal from OSSM.
- The student and their parent or guardian may appeal any sanctions in writing to the OSSM President.

## Approved and Prohibited Items

Students may bring any items from home to feel comfortable and productive in their residence hall rooms at OSSM (please see the [What to Bring section](#) for suggested items). However, items that pose a potential safety hazard or that could cause damage to school property are not permitted. Also, any items that could cause unnecessary disruption or distraction are not permitted anywhere on campus.

### Prohibited Items

The items listed below are not permitted. 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 the parent or guardian of the student for removal from school property. Possession of especially dangerous or offensive items can be considered a [major infraction](#).

- Cooking equipment or appliances
- Exercise equipment (weights, stationary bicycles, etc.)
- Videogaming consoles or equipment
- Recreational equipment such as darts/dartboards, ping pong tables, etc.
- Any illegal substances, including drugs and alcohol or related paraphernalia
- Posters, clothing, or other materials that promote the use of alcohol, tobacco, or drugs
- Any media that feature violence, drug use, pornography, hate speech or otherwise offensive content
- Wheeled devices including skateboards, hover boards, skates, rollerblades, bicycles, unicycles, scooters
- Televisions
- Weapons including firearms, ammunition, knives of any size, and hand tools
- Wireless networking equipment
- Large furniture that may damage Residence Hall facilities or that is designed to accommodate more than one person
- Chemicals or dangerous scientific equipment
- Candles, fragrance/wax warmers, matches, lighters, incense, incense burners, or anything else that could pose a fire hazard
- Live animals of any kind

- Items used for gambling purposes
- Energy drinks, caffeine pills

### **Wall Decorations**

Posters or pictures may not be hung using nails, tacks, tape, or strong adhesives. Only clear or white adhesive putty or removable mounting adhesives (Command Strips, etc.) are acceptable. Posters and other paper wall hangings can cover no more than 20% of wall space inside the room. Nothing should be affixed to the ceiling, windows, or woodwork. Students are responsible for damage to the paint, varnish, etc.

### **Musical instruments and audio devices**

Small musical instruments without electronic amplification are allowed. Stereos, MP3 players, and smart speakers are also allowed but may not be connected to the network. Sound from instruments or audio devices must not be disturbing to others.

### **Alcohol, Drugs, and Tobacco**

Any substances that may not be legally possessed or consumed by anyone under 21 under state or federal law are prohibited on the OSSM campus. Students may not purchase or distribute any such substance or related paraphernalia. These prohibitions apply whether students are on campus or off-campus for an OSSM activity.

A violation of these policies may be determined by a [search](#) or by odor or obvious signs of intoxication and will be considered a [major infraction](#).

### **Marijuana**

OSSM prohibits the use or possession of medical or recreational marijuana by any person (regardless of the individual's status as a medical marijuana license holder) on the OSSM campus, in state vehicles, or in any OSSM sanctioned events. These prohibitions include marijuana, THC, CBD, or any other cannabis-based products.

### **Tobacco**

OSSM is designated as a smoke and tobacco-free environment. Students may not use, possess, or purchase 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.). This policy also applies to other nicotine delivery devices such as electronic cigarettes.

### **Prescription Medication**

Per the [Medication policy](#), students may not keep prescription or over-the-counter medication in their possession. Abuse of prescription medication and sharing medication with other students is prohibited.

## **Harassment**

OSSM strives to provide a safe and supportive environment for students to live and study. Bullying, hazing, and other forms of harassment, whether physical or verbal, whether in person or online, undermine this goal.

Students who experience or witness any form of harassment are required to inform a school administrator immediately. OSSM employees specifically tasked to respond in such cases include the Academic Counselor, the Residence Hall Director, and the Vice President of Academic Services.

Generally, bullying includes acts of aggression or verbal abuse. Hazing consists of ritualized humiliation or abuse. 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, aggressive competitiveness, or exhibiting pornography).

Harassment of any kind is considered a [major infraction](#) and can result in expulsion.

## **Dress and Grooming**

To develop and maintain professional relationships with staff, visitors, and each other, students should adopt appropriate professional manners and appearance.

Students may dress and groom according to their personal preference if their appearance is not disruptive to the educational process, does not constitute a threat to the safety and health of self or others, and is not in violation of applicable laws.

Any action taken to enforce dress and grooming standards will be done to promote mutual respect between students and staff. Any staff member may ask a student to return to the Residence Hall to change if the student's dress or grooming is disruptive or otherwise inappropriate.

The student must check-in with a Residence Life staff member upon entry and departure of the Residence Hall.

Dress code violations will be documented and may result in disciplinary sanctions. Repeated incidents constitute a failure to follow dress code expectations and will warrant a disciplinary meeting.

Exceptions to these policies are permitted for religious or cultural purposes with the permission of the Residence Hall Director.

## **General Standards**

General standards apply at all times and in all parts of campus.

### *Clothing*

Examples of clothing that are inappropriate under general standards include:

- Excessively revealing clothing such as see-through items; sleeveless or strapless shirts or dresses; crop tops; leotards; swimwear; underwear worn as outer wear; and clothing that is excessively torn, ripped, or that has holes.
- Offensive clothing that displays profanity, offensive or suggestive language, obscene images, images, or language that are intolerant or insensitive to others based on ethnicity, race, religion, gender, sexuality, or sexual identity
- Clothing that displays language or images promoting alcohol, drugs, or tobacco use

### *Hygiene*

All students are expected to shower, wear deodorant, and brush their teeth on a regular basis. Clothing should be clean and neat and changed daily. Students may request personal hygiene supplies or laundry supplies from Residence Hall staff.

### *Piercings*

Piercings are permitted in the ear and a singular stud piercing in the nose. Excessively large "gauge piercings" are prohibited.

### *Tattoos*

Tattoos are strongly discouraged and should be covered whenever possible. Images or language that would not be permitted on clothing (see above) are also not permitted as tattoos.

### *Hair*

Hair should be appropriately groomed and should not be dyed or styled in a distracting nature.

## **Academic Standards**

The academic standard is intended to be more professional than the residential standard. The academic dress and grooming standards must be followed during the school day in all academic buildings, at academic functions, Admissions events, and any time students represent the school.

- Clothing should always be properly buttoned, zipped, clasped, etc.
- Pants should be worn at the waistline (not sagging).
- Shorts are not permitted.
- Shirts should cover the midriff, chest, back, and shoulders
- Skirts and dresses should cover the upper thigh at all times.
- All parts of underwear should be completely covered.
- Necklines must not reveal excessive cleavage.
- Leggings may be worn with dresses, tunics, and oversized shirts that cover up to mid-thigh.
- No athletic wear is permitted. This may include sweatpants, yoga pants, warm-ups, or track pants.
- Clothing designed as sleepwear is not permitted. This includes pajamas, robes, and slippers.
- Shoes must always be worn. No house shoes, flip flops, open-toed shoes, or cleats are permitted.
- Hats, caps, and hoods on sweaters or jackets may not be worn inside of buildings.
- Additional dress code restrictions may be imposed by instructors during laboratory exercises to ensure student safety.

## **Residential Standards**

The residential standard is intended to be more relaxed than the academic standard to create a more comfortable setting. The residential dress and grooming standards apply to the Residence Hall and other buildings outside of the academic day unless students are attending a [special occasion](#).

All of the expectations of the General Standards and Academic Standards listed above apply to the Residential Standards with the following exceptions:

- Shorts are permitted.
- Athletic wear is permitted.



- Pajamas, robes, and other sleepwear are not permitted in the Great Hall but may be worn on the floor.
- Shoes must be worn at all times outside of the student room.
- Students must be fully dressed when they leave their rooms, even for short trips to the bathroom or shower. Students may not appear outside of their rooms or the bathroom in inappropriate clothing (e.g., underwear, a towel, shirtless, etc.). Students must be dressed or wearing a robe upon entering and exiting the changing area of the shower stall.

### **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.

- Students need athletic shoes that they wear only at the gym.
- 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.
- Tops are to be loose-fitting with sleeves, free of buttons, snaps, and zippers.
- Bottoms are to be loose-fitting, shorts, or long pants, free of buttons, snaps, and zippers. Cut-offs or jean shorts are not acceptable.
- Socks are mandatory.
- 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.

### **Special Occasions 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.

Suggested attire includes shirt and tie, jacket, dress pants, dress socks, dress shoes, suit, dress, skirt, blouse, etc.

### **Displays of Affection and 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 public displays of affection between or involving students. Examples of inappropriate displays of affection include but are not limited to kissing, extended hugging or touching, inappropriate touching, sitting, or lying on top of another person.

Sexual behavior of any kind is prohibited between students anywhere on campus.

For the purposes of this policy, all areas of the campus are considered public, including all areas of the Residence Hall. For students believed to be in violation of these policies, faculty and staff reserve the right to request students stop engaging in the actions and/or behavior.

Egregious or repeated violations of this policy constitute a [major infraction](#).

## **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. Attendance will be taken in class.

Unexcused absences are reported as an infraction and subject to disciplinary action. Requests for excused absences may be denied, especially in the interest of a student's academic welfare.

Attendance and completed work are required for a student to receive academic credit at OSSM. Excessive absences may result in a student being unable to graduate from OSSM.

All OSSM students are required to:

- Attend and be on time for all classes, tests, and examinations, evening study hours, laboratories, and other all-school activities (assemblies, field trips, special events, community service, etc.).
- Be on campus during the academic day. (8:00 AM to 4:00 PM for juniors; 8:00 AM to 3:30 PM for seniors; 8:00 PM to 10:00 PM for all students)
- On open and extended weekends, they remain on campus until their last academic requirement.

## **Absence Request Procedures**

- Submit absence requests at least three days before missing any portion of the academic day or school event, including absences for school events, to the Vice President of Academic Services.
- In emergency situations, excused absences may be granted by the Residence Hall Director, the Vice President for Academic Services, or the President.
- Arrange to make up missed assignments, preferably before the absence takes place.
- In case of absences due to a doctor's visit or illness, a doctor's note may be required.

## Evening Check-In

Students must check in at the Residence Hall by 7:55 PM on evenings with mandatory study time. Students on Structured Study must check in at the designated location by 6:55 PM. Students should finish 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 leaving campus but returning the same day must return and check in before 10:30 PM. Students on campus must check-in by 7:55 PM.

After checking in, students may not leave the Residence Hall until the following morning at 7:30.

It is the sole responsibility of each student to ensure that they check in successfully. **Students may not check in on behalf of other students.**

## Student Conduct

Students are expected to conduct themselves at all times in a manner consistent with the mission and philosophy of the OSSM community. Students are expected to respect fellow students, faculty, staff, visitors, guests, and school property at all times.

### Disruptive Behavior

Disruptive behavior is anything that interferes with a class or other school activity or that prevents other students from learning. Faculty and staff will remove disruptive students from class or other school activities. After removal, the student must be referred to the Vice President for Academic Services for further action, including disciplinary sanctions.

### Food and Beverages

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

### **Student Life Conduct**

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

### **Noise**

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. Students should keep all conversations to appropriate volume levels.

### **Information Technology and Network Policies**

OSSM provides access to the internet and Information Technology (IT) such as computers and printers to all students and staff. This system is owned and supported by the State of Oklahoma through the Office of Management and Enterprise Services (OMES). It is made available for academic purposes only. These policies apply to all users of the system, whether operating OSSM-provided computers or personal computers attached to the network.

Network activity is monitored by OMES to ensure compliance with these policies as well as state and federal laws. The use of the network systems at OSSM is considered approval to conduct such monitoring.

Violation of these policies may lead to disciplinary action, including but not limited to loss of access to the OSSM network.

### **Responsibilities of Users**

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

#### *Prohibited Activities*

- Any attempt to harass or harm someone else via the internet (cyberbullying, cyberstalking, etc.) is considered a [major infraction](#).
- Attempting to access any computer system on or off-campus without permission from the owner of the system is prohibited.
- Illegally downloading or sharing copyrighted materials such as music, movies, software, textbooks is prohibited.
- Use for product advertisement, political activity, personal gain, or commercial activity is prohibited.
- Students may not create, possess, or distribute materials, including photos, images, stories, audio or video recordings that are considered to be pornographic or obscene or which promote illegal behavior, such as drug use or underage drinking.
- Users may not provide internet service to other users without permission, including the deployment of ad hoc networks on the OSSM campus.
- Students may not open, modify, or attempt to repair the hardware or software of an OSSM provided computer.
- Use of outside network resources to circumvent these policies (e.g., virtual private networks) is prohibited.
- Any activity that could damage IT equipment owned by OSSM or other users or that could compromise the security of the network is prohibited.
- Activities that result in complaints from third parties will be reviewed with respect to the standards of this policy.

#### *Accounts and Passwords*

- Students are responsible for any activity originating from their accounts.
- Students may not share their network credentials with anyone else and may not allow other users to access the network through their accounts.
- Students may not use or access the accounts of other users.
- Students should not allow other users to operate their computer remotely.

- Students who forget their network credentials or are unable to access the network should contact the Vice President of Academic Services to have their password reset.

#### *Network Etiquette*

- Students must be courteous and respectful toward others online. Antisocial comments, online harassment, and offensive language are unacceptable.
- Students must not reveal personal information such as addresses or phone numbers, whether one's own or another's.
- Students should conduct themselves on social media platforms in alignment with the code of conduct expectations stated in the OSSM handbook.

### **Privileges and Restrictions**

The 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 related to current enrollment or mentorship requirements.

#### *Personal Devices*

- Students may bring a personal laptop or tablet to OSSM from home. Seniors may bring a desktop computer, but Junior may not have desktop computers until after the first grading period. Additionally, during the first grading period, Juniors may only access their device from 7:30 AM through 10:15 PM Monday-Friday.
- Students may only connect a single personal device to the OSSM network at one time.
- Each user is responsible for ensuring that their personal device is compatible with the OSSM network and has up-to-date antivirus software.
- The use of personal devices in class is at the discretion of each instructor.
- Students may not make audio or video recordings of others, including recordings instructors during class lectures, without their explicit permission.

#### *Blocked websites*

- Access to most websites and other internet services that are not academic in nature is automatically restricted, especially during the school day.
- Students may submit a request to access a blocked website or service by contacting the Vice President of Academic Services.

- Students may not access any website or service which violates other policies in this handbook even if it is not blocked.

#### *Recreational activities*

- Recreational computing such as video games, non-academic videos, video calling, and social networking is not permitted during the academic day or during evening study time.
- Access to social media and other non-academic content may be restricted if it is deemed to interfere with students' academic work.

### **Warranty and Risks**

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 that result from the use of the school's computers or networks. 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.

### **E-mail**

All students, faculty, staff are provided with OSSM e-mail addresses. The e-mail address format is typically the *firstname.lastname@ossm.edu* (for example, [albert.einstein@ossm.edu](mailto:albert.einstein@ossm.edu)). Students who wish to be assigned a different e-mail address should contact the office of the Registrar. The following rules and guidelines should be followed when using e-mail:

- 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 e-mail service and are expected to check their e-mail daily.
- Students are not permitted to send school-wide e-mails without specific permission obtained by an interest group advisor, Residence Hall Director, and/or the Vice President of Academic Services.

### **Microsoft Office 365**

All students, faculty, and staff are provided with a Microsoft Office 365 license which grants access to software including Word, Excel, PowerPoint, Outlook, and Teams. This license also includes cloud-based file storage through OneDrive. Students are strongly encouraged to store

coursework and other important files (essays, lab reports, etc.) in their OneDrive folders and not on personal hard drives or external storage drives.

## Leaving and Returning to Campus

When leaving campus, students must check out with a Residence Life staff member check in when returning. Students may check out or in with a non-residential staff member in an emergency. **Students may not leave campus without checking out.** Checking out only constitutes permission to leave campus. If a student would miss class or another mandatory school event while away from campus, they must also submit an [absence request](#) in advance.

When leaving campus with family members or guests, students must always have that person come inside to the Residence Hall Fishbowl and show an official ID to sign them out before the student will be allowed to depart campus.

### Checkout Procedures

Students typically check out to leave campus at the Fishbowl in the Residence Hall. The staff member on duty in the Fishbowl will log the date and time that the student is leaving and the date and time that they expect to return. The student's destination and who they are leaving with will also be noted.

Parents or guardians may check out students at any time for any reason. However, checking out during class time or mandatory school activities should be limited to emergencies.

Families may provide a list of individuals with whom their student is permitted to leave campus in addition to a parent or guardian. A parent or guardian may make a change to this list by sending an e-mail to the Residence Hall Director. **Students may not leave campus unless the person they are leaving with appears on their list.** Generally, students may not leave with unrelated peers under age 22.

When a student is leaving with someone else, the person they are checking out with must accompany them to the Fishbowl for the checkout process.

When leaving campus for any reason other than to go home for the weekend or for a school activity, students should usually stay within 30 minutes of the OSSM campus and return within six hours. Parents and guardians must give explicit permission in writing if a student is checking



out for any overnight visits to locations other than the student's home. Parents and guardians may e-mail their permission to the Residence Hall Director. In emergencies, parents and guardians may give verbal permission to the Residence Hall Director by phone.

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

Students are not allowed to use any form of public transportation for personal use, including the city bus, streetcar, taxis, or ride-sharing services (e.g., Uber, Lyft, etc.)

Students may take any of their items that are kept in the Fishbowl, such as car keys, cell phone, and medications.

### **Check-in Procedures**

When returning to campus Sundays through Thursdays and Fridays preceding tests, students must check in at Fishbowl at the Residence Hall 15 minutes prior to mandatory study time. On evenings without mandatory study time, students must return before 10:30 PM. Any items that were taken from the Fishbowl during checkout (car keys, cell phone, medications, etc.) should be returned when checking in.

Please note that checking in from off-campus is not the same as [evening check-in](#). Students must check in every evening before study time, including after returning from off-campus.

### **Safety and Security**

Student safety is a primary concern at 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 provided by a firm under contract to OSSM. Security personnel are on campus 24 hours a day, 7 days a week while students are in residence.

Students should be aware of the following safety issues at all times:

- Students should not bring large amounts of money or valuables, 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, fence gates, and campus buildings. Students are expected to maintain possession of their keycard at all times while on campus. Students may not share keycards with anyone.
- Students will be charged \$15 to replace a lost or damaged keycard.
- 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.
- Students may not tamper with or disable door locks on campus. This includes propping open locked doors.
- Hallways, stairwells, and lounge areas must be kept free of obstructions at all times. Staff may confiscate items that are left in hallways.
- Students must respond to all alarms and evacuate buildings whenever alarms sound or when they are directed to do so by staff.
- Students may not tamper with any fire safety equipment, including fire alarm pull stations, smoke detectors, fire extinguishers, and emergency exit doors.
- Students may not enter or exit through any window on campus and may not tamper with or remove window screens.
- 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. Students are not permitted outside of the Residence Hall after sunset unless for a campus event or chaperoned by a staff member.
- Except in cases of emergency, students must enter or exit the Residence Hall only through the front doors.

### **Residence Hall Access**

To encourage academic focus, student access to residential facilities is limited during the school day. The Residence Hall is open to students before school hours, at lunchtime, and after school. A typical school day begins at 8:00 AM, although seniors without 8:00 AM classes may remain

in the Residence Hall until 8:50 AM. Juniors must leave the Residence Hall by 7:50 AM. The Residence Hall usually opens for lunch from 11:00 AM to 1:00 PM. Once finished with class, seniors may return to the Residence Hall at 3:30 PM, juniors at 4:00 PM. Students needing to leave campus when the Residence Hall is closed should plan to sign out directly from the Residence Hall Fishbowl.

When in the Residence Hall, students who are assigned to rooms in the A or C wings may not go onto any floors or stairwells in the B or D wings at any time and vice-versa. Entering a prohibited wing or helping another student to enter a prohibited wing is considered a [major infraction](#).

### **Campus Building Access**

Students should make the best possible academic use of its campus without compromising their safety or violating school policies. Access to OSSM buildings and fence gates is controlled by electromagnetic locks that require keycard access. The days and times below are when student keycards will grant access to campus buildings. However, occasionally facilities will adjust their hours for inclement weather, holidays, or 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.

#### *MAC*

- 7:30 AM – 5:00 PM Monday-Friday (for classes)
- 6:00 PM – 8:00 PM Monday-Thursday (for Fine Arts and Structured Study)
- 8:00 AM – 11:00 AM Saturday (on exam weekends)

#### *Samson Science Center*

- 7:45 AM – 5:00 PM Monday-Friday

#### *Shedrick Library*

- 7:45 AM – 5:00 PM Monday-Friday

#### *Gymnasium*

- Only during PE classes or open gym

### **Search, Entry, and Privacy**

A student's right to privacy in their room or personal vehicle must be balanced with OSSM's responsibility for all students' safety, health, and well-being while they are in residence. Hence, the following guidelines apply:

- 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 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, or whenever a violation of rules is suspected.
- OSSM maintenance personnel are routinely granted access to student rooms while the students are not present to perform repairs.

### **Search of Student Property**

The President, Vice President of Academic Services, or Residence Hall Director may authorize a search of any student's room, personal vehicle, or other belongings such as a backpack or purse. A search may be authorized when a violation of law has occurred or is suspected or under reasonable suspicion that a student is in possession of prohibited items. A search may also be authorized of a student's room or belongings if there is reasonable suspicion that another student may have placed a prohibited item there.

When a search occurs, two staff members conduct the search and are authorized to confiscate any stolen, illegal, or otherwise prohibited items. In an emergency or during extended school breaks, students are not required to be present during the search.

### **Cellular Devices**

Cellular phones or other devices with cellular service are prohibited during the school week and at special events and presentations. Students may bring cellular devices to campus, but they must be turned in at the Fishbowl at [check-in](#). Barring disciplinary sanctions, students may check out their cellular devices on non-school nights and must return them to the Residence Hall Fishbowl before 7:00 PM on the next school night. Students may also checkout their phones for off-campus

trips, including mentorships. All cellular devices must be checked in at the Residence Hall Fishbowl upon returning to campus.

Possession of a cellular device during the school week is considered a [major infraction](#). Residence Hall staff may periodically conduct random and unannounced searches for prohibited cellular devices. If a cellular device is found in a student's possession, it will be treated as a [prohibited item](#) and must be collected by a parent or guardian.

Students who need to place or receive phone calls during the week may use designated telephones in the MAC, the Fishbowl, or the floors. If necessary, students may call their parent or guardian by temporarily checking out their cellular device from the Fishbowl.

## **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, self-employment, or online employment during the academic year (with the exception of extended breaks). Summer employment opportunities and employment during breaks are permitted.

## **Visitation**

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

All visitors to campus must enter and exit through the Shedrick Library. Visitors should remain at the security window or library reception desk until the student or a staff member comes to get them and then should be accompanied by a student or a staff member at all times.

Parents and guardians must provide a list of individuals who are permitted to visit their students. Changes to this list may be requested by e-mail to the Residence Hall Director. An individual who does not appear on a student's list of authorized visitors will not be allowed on campus.

Guests should respect all school policies and procedures while on campus. Students are responsible for the conduct of their guests. Former students who did not graduate from OSSM are not permitted to visit or

participate in school activities without approval from the Residence Hall Director. Alumni visiting students in the Residence Hall should remain in the Great Hall of the Residence Hall.

Guests should identify themselves at the Fishbowl (during regular hours) or security personnel (nights and weekends) when entering the Residence Hall.

Due to privacy, safety, and security concerns, staff members are not permitted to open student rooms for family 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.

## **Food Deliveries**

Students are prohibited from having off-site food delivered to campus on school days or nights. Food deliveries are permitted on Friday (not preceding a Saturday test) and Saturday evenings of open weekends and Saturdays after morning exams. Students must get permission from a residence hall staff member before placing a food order and may only receive food deliveries at the gazebo gate. Families may bring food to students but only during mealtimes.

## **Mail and Packages**

Mail and packages are delivered to and picked up from the Residence Hall Monday through Friday. Outgoing mail must have correct postage.

Incoming mail or packages for students should be addressed as follows:

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

Any mail without a name may be marked as undeliverable and returned at the sender's expense. Any mail delivered during Fall, Winter or Spring breaks will be held in the residence hall until students return. Mail delivered during summer breaks will be forwarded to the student's home address. However, please note that some delivery services, including Amazon, will not forward packages to students. Students may come to campus during breaks to retrieve any delivered items.

After leaving OSSM, any mail or packages for students will continue to be forwarded to the student's home address for three months. After three months, mail addressed to anyone who is no longer enrolled at OSSM will be returned as undeliverable.

Students are strongly encouraged not to send or receive cash or other valuables through any delivery service.

## **Money and Banking**

Students are responsible for their own incidental expenses (use of the washers/dryers, long-distance calling card, snacks, movies, etc.).

Students should not bring large sums of cash to campus. 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.

## **Religious Services**

Students may attend religious services and related activities while in residence at OSSM. Parents and guardians must arrange transportation, and students must submit an absence request if the activity occurs during academic hours. Students wishing to practice traditional observations that conflict with school policies (lighting candles for example) should contact the Residence Hall Director.

## **Student Vehicles**

OSSM permits students to have personal vehicles on campus for the purpose of traveling to and from home on weekends and extended breaks. The following policies apply to student vehicles:

- Vehicles must be registered with the Residence Hall Director.
- Students must drive safely and responsibly, obeying all traffic laws.
- Students may not drive themselves after 9:00 PM when leaving campus.
- After leaving campus, students must travel directly home.
- When arriving on campus, students must submit their car keys when they check in at the Fishbowl.
- Parking spaces for students are designated by blue outlines.
- Students may not transport other students without the written permission of their own parent or guardian as well as those of their passengers.

- Parents and guardians may give permission for students to drive home during the school week in the event of an emergency.
- Residence Hall staff may prohibit students from driving themselves during inclement weather or other hazardous conditions.

## **Weekend Van Trips**

OSSM offers limited transportation to Bricktown, parts of downtown Oklahoma City, and Wal-Mart during weekends. Students may not use any form of public transportation.



## CONTACT INFORMATION

OSSM's faculty and staff can be contacted Monday-Friday 8:00 –5:00 PM via the main switchboard: (405) 521-6436. The Residence Hall 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. General inquiries may also be sent to the following individuals by e-mail:

President	frank.wang@ossm.edu
Vice President for Academic Services	brent.richards@ossm.edu
Director of Admissions and Registrar	bill.kuehl@ossm.edu
Academic Counselor	amanda.bonnett@ossm.edu
College Counselor	cynthia.parish@ossm.edu
Residence Hall Director	jonathan.triplett@ossm.edu

### In Case of Emergency

Please notify the Residence Hall Director during school hours or the Community Resident Assistant on duty at the Residence Hall evenings and weekends.

Mon.-Fri., 8:00 AM – 5:00 PM: (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 –5:00 PM).



THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS  
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