Students and Parents: The OSSM Student Handbook provides general information about OSSM, its history, its operations, and its expectations for students. The Handbook also broadly describes OSSM’s policies. Policies include but are not limited to those defined in the Handbook. Please consult the online version of the Handbook for updates, modifications, refinements, and changes. OSSM may modify or change its policies as circumstances warrant. Though OSSM reserves the right to make changes with no prior notice, its administration and faculty endeavor to work through careful consideration of different points of view and in discussion with populations affected by policy changes. For students, coming to OSSM means agreeing to follow school policies. Parents are asked to support school policies even when in disagreement with them. Faculty and administration welcome suggestions for change and are committed to considering those suggestions in a serious and thoughtful way.
**Administration**

Frank Wang, Ph.D.                  President
Lynn Morgan, B.B.A.                Vice President for Administrative Services
Xifan Liu, Ph.D.                   Vice President for Academic Services
Christopher Shrock, Ph.D.         Dean of Students
Pam Felactu, M.A.                  Director of Development
Lori Webster, B.S.                 Director of Public Information
Rebecca Morris, M.S.               Director of Admissions, Registrar
Shannon Gorbet, B.S.               Controller
Terryl Berryman, M.S.             Academic Counselor
Cynthia Brown, M.Ed.               College Admissions Counselor
Carol Bennett, Ed.S.               Residence Hall Director

**Faculty**

Kurt Bachmann, Ph.D., Physics
Monique Baxter, M.A., Humanities
Sara Bodenstein, M.Div., Mathematics
Andrew Bucki, Ph.D., Mathematics
Kelly Chaves, M.S., Humanities
Brian Chance, Ph.D., Humanities
Kyler Daugherty, Physical Education
Virginia Ann Dell, Ph.D., Biology
Shayne Johnston, Ph.D., Physics
Sharon Jorski, M.L.S., Library Science
David Kighuradze, Ph.D., Mathematics
Mark Y. Li, Ph.D., Biology
Ruibo Li, Ph.D., Chemistry
Xifan Liu, Ph.D., Physics
Jan Post, Ph.D., Chemistry
Fazlur Rahman, Ph.D., Chemistry
Brent Richards, Ph.D., Biology
Amy Roberson, Ph.D., Biology
Jayanta Rudra, Ph.D., Physics
Farideh Samadzadeh, Ph.D., Computer Science
Christopher Shrock, Ph.D., Humanities
Joseph Skeen, M.A., Humanities
William Underwood, Ph.D., Geosciences
Dan Vossen, B.A., Physical Education
Frank Wang, Ph.D., Mathematics
Scott Wilkins, M.A., Humanities

**Staff**

Brandi Blue, Administration       Sena Brothers, Reception
Debra Cook, Academic Services      Keith Forshee, Maintenance
Susan Greenwood, Admissions       Larry King, Computer Science
Greg Madden, Maintenance          Al Shelton, Maintenance
Shelby Wesnidge, Evening Receptionist Ethan Wood, Evening Receptionist
Calendar Glossary

**Test Weekend:** A required test, as indicated on the calendar, may be a school test or a standardized test (PSAT, SAT or ACT). Typically, school tests begin at 9:00 a.m. on Saturday mornings and are finished by noon, and students need to be seated for standardized tests before 8:00 a.m. and finish around 12:30 p.m. Students may spend the remainder of the weekend at home or on campus.

**Open Weekend:** There is no required testing on Saturday morning of an open weekend, and students may remain on campus. Students who wish to spend open weekends at home may go on Friday after 3:00 p.m. or after their last academic requirement, whichever is later.

**Extended Weekend:** An extended weekend is three or four days. Typically, students may leave for home on Friday after 3:00 p.m. or after their last academic requirement, whichever is later, and the Residence Hall closes (students must go home) at 7:00 p.m. The Residence Hall reopens at 3:30 p.m. on the day indicated in the school calendar.

**Note on returning to campus after weekends or breaks:** Students are expected to check back into the dormitory after 3:30 p.m. but before their assigned study times (7:00 p.m. for students on Advised Academic Standing and 8:00 p.m. otherwise).
# 2015-2016

## Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 7</td>
<td>Registration Deadline for Sept 12 ACT</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Academic year begins Students move in by 11:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Academic Convocation First Christian Church, 1:00 p.m.</td>
</tr>
<tr>
<td>Aug 17</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>Aug 22</td>
<td>Literature Tests (Juniors and Seniors); PSAT Practice (Juniors)</td>
</tr>
<tr>
<td>Aug 29</td>
<td>Math Tests (Juniors and Seniors); PSAT Practice (Juniors)</td>
</tr>
<tr>
<td>Sept 4</td>
<td>Registration Deadline for Oct 3 SAT</td>
</tr>
<tr>
<td><strong>Sept 5</strong></td>
<td><strong>Extended Weekend</strong> Residence Hall closes at 7:00 p.m. on Friday, 9/4.</td>
</tr>
<tr>
<td>Sept 7</td>
<td>Labor Day Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.</td>
</tr>
<tr>
<td>Sept 8</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Sept 12</td>
<td>Junior Parents' Day Open Weekend (Seniors) ACT (not administered at OSSM)</td>
</tr>
<tr>
<td>Sept 18</td>
<td>Registration Deadline for Oct 24 ACT</td>
</tr>
<tr>
<td>Sept 19</td>
<td>History Tests (Juniors and Seniors); PSAT Practice (Juniors)</td>
</tr>
<tr>
<td><strong>Sept 26</strong></td>
<td><strong>Extended Weekend</strong> Residence Hall closes at 7:00 p.m. on Friday, 9/25.</td>
</tr>
<tr>
<td></td>
<td>End of 1&lt;sup&gt;st&lt;/sup&gt; Grading Period Reports sent to parents the following week.</td>
</tr>
<tr>
<td>Sept 28</td>
<td>Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.</td>
</tr>
<tr>
<td>Sept 29</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Oct 3</td>
<td>Literature Tests (Juniors and Seniors) SAT</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Registration Deadline for Nov 7 SAT</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Math Tests (Juniors and Seniors)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>PSAT (Required for Juniors)</td>
</tr>
<tr>
<td><strong>Oct 17</strong></td>
<td><strong>Extended Weekend</strong> Residence Hall closes at 7:00 p.m. on Friday, 10/16.</td>
</tr>
<tr>
<td>Oct 19</td>
<td>Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m.</td>
</tr>
<tr>
<td>Oct 20</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Open Weekend (Juniors and Seniors)</td>
</tr>
<tr>
<td></td>
<td>ACT</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Sophomore Preview Day History Tests (Juniors and Seniors)</td>
</tr>
</tbody>
</table>
Nov 5  Registration Deadline for Dec 5 SAT (required for Juniors)
Nov 6  Registration Deadline for Dec 12 ACT
Nov 7  Open Weekend (Juniors and Seniors)
SAT (not administered at OSSM)
End of 2nd Grading Period  Reports sent to parents the following week.

Nov 14  Physics Tests (Juniors); Literature Tests (Seniors)

Nov 21  **Thanksgiving Break**  Residence Hall closes at 7:00 p.m. on Friday, 11/20.
Nov 29  Residence Hall opens at 3:30 p.m.
        Study time begins at 8:00 p.m.

Nov 30  Classes Resume
Dec 5  Open Weekend (Juniors and Seniors)
Dec 12  Open Weekend (Juniors and Seniors)
        ACT (not administered at OSSM)
Dec 14-18  Final Exams  Reports sent to parents during winter break.
Dec 19  **Winter Break**  Students dismissed after 12:00 p.m. on Friday, 12/18.
Dec 28  Registration Deadline for Jan 23 SAT
Jan 10, 2015  Residence Hall opens at 3:30 p.m.
        **Students report back by 6:00 p.m.**
### 2015-2016

#### Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| Jan 10| Return to Residence Hall                   | Residence Hall opens at 3:30 p.m.  
  Students report back by 6:00 p.m. to receive books and schedules. |
| Jan 11| Spring Semester Classes Begin              |                                                              |
| Jan 16| **Extended Weekend**                       | Residence Hall closes at 7:00 p.m. on Friday, 1/15.          |
| Jan 18|                                            | Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m. |
| Jan 19| Classes Resume                             |                                                              |
| Jan 23| Literature Test (Juniors and Seniors)      |                                                              |
|       | ACT (Elementary Student Talent Search)      |                                                              |
|       | SAT (not administered at OSSM)             |                                                              |
| Jan 30| Open Weekend                               |                                                              |
| Feb 5 | Registration Deadline for Mar 5 SAT        |                                                              |
| Feb 6 | ACT (Required for Juniors); Open Weekend (Seniors) |                      |
| Feb 13| **4-Day Extended Weekend**                 | Residence Hall closes at 7:00 p.m. on Friday, 2/12.          |
| Feb 15| Presidents’ Day                            | Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m. |
| Feb 16| Classes Resume                             |                                                              |
| Feb 20| History Tests (Juniors and Seniors)        |                                                              |
|       | End of 1st Grading Period                  | Reports sent to parents the following week.                   |
| Feb 27| Open Weekend                               |                                                              |
| Mar 3 | Application Deadline – OSSM Class of 2018  |                                                              |
| Mar 4 | Registration Deadline for Apr 9 ACT        |                                                              |
| Mar 5 | Math Tests (Juniors and Seniors)           |                                                              |
|       | SAT (redesigned SAT; not administered at OSSM) |                                                 |
| Mar 12| **Spring Break**                           | Residence Hall closes at 7:00 p.m. on Friday, 3/11.          |
| Mar 20|                                            | Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m. |
| Mar 21| Classes Resume                             |                                                              |
| Mar 26| **Extended Weekend**                       | Residence Hall closes at 7:00 p.m. on Friday, 3/25.          |
| Mar 28|                                            | Residence Hall opens at 3:30 p.m. Study time begins at 8:00 p.m. |
| Mar 29| Classes Resume                             |                                                              |
Apr 2  Literature Tests (Juniors and Seniors)
     8th and 9th Grade Sneak Peek
Apr 8  Registration Deadline for May 7 SAT
    Apr 9  **Extended Weekend**  Residence Hall closes on Friday at 7:00 p.m.
     End of 2\textsuperscript{nd} Grading Period  Reports sent to parents the following week.
     ACT (not administered at OSSM)
Apr 11  Residence Hall opens at 3:30 p.m.
     Study time begins at 8:00 p.m.
Apr 12  Classes Resume
Apr 16  History Tests (Juniors and Seniors)
     OSSM Math Contest
Apr 23  Interview Day (Class of 2018)
     Open Weekend (Juniors and Seniors)
Apr 30  Math Tests (Juniors and Seniors)
May 2-13  Advanced Placement Examinations (Administered at OSSM)
May 4  Registration Deadline for June 4 SAT
May 6  Registration Deadline for June 11 ACT
May 7  SAT (Required for Juniors); Literature Tests (Seniors)
     OSSM Prom
    May 8  **Extended Weekend**  Residence Hall closes on **Sunday at 2:00 p.m.**
     Mother’s Day
    May 10  Residence Hall opens at 3:30 p.m.
     Study time begins at 8:00 p.m.
May 11  Classes Resume
May 14  Math Tests (Juniors and Seniors)
May 21  Open Weekend (Juniors and Seniors)
May 23-27 Final Examinations  Reports sent to parents during the following week.
May 28  Commencement, 10:00 a.m.
June 4  SAT
June 11  ACT
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GENERAL INFORMATION

History and Mission of the School

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

The Bylaws adopted by the Board of Trustees of OSSM on February 23, 1987, state that the purposes of the Oklahoma School of Science and Mathematics shall be:

- To foster the educational development of Oklahoma high school students who are academically talented in science and mathematics and show promise of exceptional development through participation in a residential educational setting;
- To develop a residential secondary school which emphasizes instruction in the fields of science and mathematics;
- To develop, evaluate, and disseminate instructional programs;
- To serve all schools and students of the state through research, outreach activities, and teacher training.

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

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

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

Philosophy

OSSM’s curriculum provides a scholastic program of excellence in the sciences 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
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 the parents—individually when the need is felt and collectively in support of the recreational and social programs sponsored by the OSSM Parents Association. A critical nurturing component of the school has been the active involvement of parents in support of the high academic and professional goals of their children.

**Setting**

The OSSM campus is a 32-acre site near the Oklahoma State Capitol, adjacent to the libraries and research resources of the Oklahoma Health Center. In summer of 2000, OSSM completed a $25 million building program to complete its facilities. Beginning in 1992, a partnership of over 130 Oklahoma individuals, businesses, government entities, and other organizations restored historic Lincoln School (Manning Academic Center) which boasts ten classrooms, biology labs, faculty offices, and more. Since 1998, students have lived alongside faculty families in the Dan Little Residence Hall, which was finally completed in 2014. The physical education facility opened in 1999. And the 2001-2002 school year saw the opening of both the Senator Bernice Shedrick Library and the Samson Science and Discovery Center, which houses OSSM's physics and chemistry laboratories as well as faculty offices.

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

**Safety and Security**

Student safety is a primary concern of the school. 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.
• The campus security is provided by a firm under contract to OSSM. They provide security 24 hours a day 7 days a week when students are present, including a security officer in the Residence Hall during sleeping hours.

• OSSM expects students to be aware of safety issues at all times. Students should not bring large amounts of money or expensive items, such as jewelry, to campus. The school does not assume responsibility for lost or stolen property, nor does OSSM insure the property of students.

• Each student is provided with a personal key (magnetic card). The key card provides access to the student’s own dorm room, gates, and other campus buildings. Keeping track of the personal key and taking care to lock room doors is very important. Students must pay a $15 replacement fee for a lost or damaged key card. The key card should be in the student's possession at all times while on campus.

• Access to OSSM buildings, other than the main campus entry at the Senator Bernice Shedrick Library, is controlled by an electromagnetic lock system. Parents' Visitor Cards permit parents to enter the dormitory, Manning Academic Center, and the Senator Bernice Shedrick Library.

• Students are advised to travel in small groups at all times. Each student must play an integral part in her/his own safety. Students who jeopardize their own safety by ignoring or violating school policies may not be ready to live away from their parents or legal guardians.

• In case of inclement weather and other emergencies the school may alter its opening and closing times or take other measures to ensure student safety.

Cost

Students attend OSSM free of charge. Tuition, room, and board are provided through the budgetary process of the State of Oklahoma. 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, etc.).
ACADEMICS

Philosophy

Students chosen to attend the Oklahoma School of Science and Mathematics 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. OSSM students experience a well-defined curriculum that encourages both academic discipline and honesty.

Paramount to OSSM students' success is the nurturing of our educational community through the integration of academic and residential components. The hallmark of the OSSM experience is great challenge coupled with great support.

Minimum OSSM Academic Requirements

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

- One unit of biology, one unit of chemistry, and one and one-half units of physics. (Most classes are half-unit, so one unit is two semester-long classes.) Students may be permitted to earn the required units in biology, chemistry, or physics in advanced level classes if satisfactory initial competency is shown. Specific standards for acceptable competence will be determined by each department.
- A minimum of two units of mathematics, inclusive of two semesters of calculus. Students with strong mathematics backgrounds will be expected to complete multivariate calculus. Computer science courses do not fulfill the mathematics requirement.
- One-half unit of computer science.
- One unit of electives which may be selected from the sciences, mathematics, or computer science.
- Two units of the same foreign language. It is recommended that students continue their foreign language instruction at OSSM. If two years of high school foreign language have been successfully completed at the student’s home school, an additional two elective units are required while in residence at OSSM in advanced levels of the same foreign language, another foreign language, computer science, mathematics, or science courses.
One unit of fine arts and two units of physical education.
• Community and campus service with satisfactory participation reports in both service areas.

Listing of the OSSM Minimum Academic Requirements:

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

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

**Graduation Requirements**

The graduation requirements of the Oklahoma School of Science and Mathematics are in concert with those maintained by the State of Oklahoma with additional requirements established by the school.

**Academic Honesty**

Academic honesty is the hallmark of any fine academic community, and OSSM students are expected to embrace this principle. OSSM recognizes that cooperation with teachers and other students is helpful in learning. If a professor grants permission, students may work together in completing some out of class assignments and homework.

Any work submitted as a project or report or for an examination, test, or quiz must be the student’s own work. Copying, using “crib” sheets, storing information in calculators or computer memories, or any unacceptable activity that gives a student or group of students an advantage over others is cheating and will not be tolerated. Cheating may result in failure or expulsion.
Formal acknowledgement must be given in assigned papers for ideas or information that belong to someone else, whether quoted, summarized, or paraphrased. Proper documentation of source material is required. The Humanities faculty recommends the Modern Language Association (MLA) and Chicago style guides for students to use in documenting sources and preparing papers. Other departments may require a different documentation style more suitable to the subject matter presented.

Humanities faculty provide each student a copy of the OSSM Academic Integrity Code (AIC), instruction on acceptable and unacceptable practices regarding academic honesty, and instruction in proper use of the MLA and Chicago style.

If a student has questions regarding academic honesty, including the AIC, the student’s faculty advisor or professor should be consulted. Remember: seek permission, not forgiveness.

Attendance

Attendance is critical for academic performance. The OSSM attendance policy emphasizes student preparedness, class participation, and careful planning when absences are necessary. Excused absences from class and other required activities, including the regular school day, must be approved by the Dean of Students. Students are expected to

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

Unexcused absences are major infractions and subject to disciplinary action (see “Procedure for Major Infraction” under “Policies, Practices, and Procedures”). Excessive absences may result in a student's dismissal from OSSM. The Dean of Students reserves the right to deny requests for excused absences, especially in the interest of a student's academic welfare. In emergency situations, excused absences may be granted by any member of the Residence Life Staff, the Vice President for Academic Services, or the President.
**Make-up Work**

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

**Grading Scale**

Each student at OSSM is evaluated on her/his academic progress by examinations, laboratory tasks and reports, homework and quizzes, projects, and/or other learning activities. Grades on all records will be reported as numeric values, but faculty and administration use the following scale in evaluating student performance:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
</tr>
<tr>
<td>69 &amp; below</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

(Another scale may be recommended to colleges and other outside institutions for purposes of evaluating OSSM students’ transcripts.)

**Progress Reports**

Grades are reported six times during the academic year. Progress reports are mailed to parents.

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

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

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

**Community and Campus Service**

OSSM expects students to recognize and appreciate the extraordinary opportunities provided them by the people of Oklahoma. In particular,
students should express gratitude to their communities and state through service and a spirit of volunteerism. Service requirements for graduation:

- Each student must complete sixty (60) hours of community service to Oklahoma based community service organizations.
- Each student must complete sixty (60) hours of school service to the OSSM campus.
- Service to one's family (e.g., babysitting a sibling or cutting grandmother's grass), religious proselytizing or ceremonial rites, service to for-profit institutions, and time spent on personal care (e.g., eating, sleeping, bathing) do not count toward the graduation requirements.
- Service must be performed and documented between June 1st of the year the student is admitted to OSSM and six weeks prior to the student's graduation.

OSSM encourages students to perform community service in their hometowns and to pursue service opportunities that complement their studies and career ambitions. The Residence Hall Director coordinates community and campus service programs. Students who complete significantly more than the minimum requirements may become eligible for the President's Volunteer Service Award.

**Mentorship and Special Projects**

The mentorship program gives students opportunities to work on research projects with professional scientists and technologists, typically outside OSSM. Mentorships are available in students’ senior year, and some even begin in the second semester of their junior year. Details on the mentorship program are provided by Mentorship Coordinator Dr. Brent Richards who coordinates this program.

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

**Academic Expectations**

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

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

**Advised Academic Standing**

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

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

The Academic Committee is composed of eight (8) members: one each from the Biology, Chemistry, Computer Science, Humanities, Mathematics, and Physics Departments together with the Junior Counselors and the Vice President for Academic Services. The Dean of Students and Director of Admissions are *ex officio* members. The Committee is reconstituted each school year.

Students who do not meet OSSM’s academic and behavioral expectations may be asked to leave and return to their home schools.

**Structured Study**

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

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

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

Failing to meet academic or behavioral expectations may result in a parent conference. The purpose of the conference is to determine with parents whether and under what conditions a student may continue attending OSSM (see also “Procedure for Major Infraction of School Policies or Rules” under “Policies, Practices, and Procedures.”).

At the parent conference, the student may be placed on Academic or Disciplinary Probation. Probation requires the student to meet certain conditions in order to continue attending OSSM. If probationary conditions are not met, designated school officials—typically the Vice President for Academic Services, Dean of Students, or Academic Committee—may ask the student to leave and return to his or her home school without calling an additional parent conference. Details of a student’s Probation are established at the parent conference. A student on Probation is ineligible to participate in extracurricular school activities (like Student Council or rowing team).
STUDENT SERVICES

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

• Assisting in registration for courses.
• Advising students on appropriate studying techniques.
• Monitoring the student's overall performance in both academic and residential life.

Guidance and Counseling
Guidance and counseling services support the school mission by addressing the academic and personal needs of the students.

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

• Provides resource materials pertinent to colleges and universities across the United States.
• Assists students and parents in understanding the costs associated with financing a college education.
• Advises students and parents on accessing assistance through institutional and private scholarships, state and federal financial programs.
• Provides access to college representatives to visit with students.
• Establishes a network of admission representatives and/or local area contact persons to act as liaisons to individual colleges and universities.
• Provides students with information and assistance regarding the timeliness of application, scholarship, and financial aid deadlines.
National Testing Programs

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

OSSM School Code: 372-684
ACT Test Center Code: 063210
SAT Test Center Code: 37152

OSSM students are required to sit for the following examinations:

- PSAT for juniors Wednesday, October 14, 2015
- SAT for juniors Saturday, December 5, 2015
- ACT for juniors Saturday, February 6, 2016
- SAT for juniors Saturday, May 7, 2015

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.

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, has additional information as well as online registration.

ACT Testing Schedule 2015-2016:

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Regular Registration</th>
<th>Late Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-12-15 (not at OSSM)</td>
<td>08-07-15</td>
<td>08-21-15</td>
</tr>
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<td>10-24-15</td>
<td>09-18-15</td>
<td>10-02-15</td>
</tr>
<tr>
<td>12-12-15 (not at OSSM)</td>
<td>11-06-15</td>
<td>11-20-15</td>
</tr>
<tr>
<td>02-06-16 (required for juniors)</td>
<td>01-08-16</td>
<td>01-15-16</td>
</tr>
<tr>
<td>04-09-16 (not at OSSM)</td>
<td>03-04-16</td>
<td>03-18-16</td>
</tr>
<tr>
<td>06-11-16</td>
<td>05-06-16</td>
<td>05-20-16</td>
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</tbody>
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SAT (Scholastic Assessment Test): The SAT includes a student written essay and multiple-choice writing section. The SAT consists of nine sections, including a 25-minute essay, each timed separately. The essay is always the first section of the SAT, and the 10-minute multiple-choice writing section is always the final section. The five 25-minute sections can appear in any order, as can the two 20-minute sections. In addition, there is one 25-minute unscored section, known as the variable or equating section.
This section may be a critical reading, math, or multiple-choice writing section. This section does not count toward the final score but is used to try out new questions for future editions of the SAT and to ensure that scores on new editions of the SAT are comparable to scores on earlier editions of the test. Each section of the SAT is scored on a scale of 200-800, and the writing section contains two sub-scores.

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

NOTE: SAT and SAT II Subject Tests cannot be taken on the same day. See sat.collegeboard.org, for additional information and online registration. Also, register early for SAT to ensure a seat at the location of your choice.

2015-2016 SAT Program Test Dates

<table>
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<tr>
<th>Test Dates</th>
<th>Test</th>
<th>Regular Registration</th>
<th>Late</th>
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<td>SAT &amp; SATII</td>
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<td>09-22-15</td>
</tr>
<tr>
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<td>SAT &amp; SATII</td>
<td>10-09-15</td>
<td>10-27-15</td>
</tr>
<tr>
<td>12-05-15 (not at OSSM)</td>
<td>SAT &amp; SATII</td>
<td>11-05-15</td>
<td>11-23-15</td>
</tr>
<tr>
<td>01-23-16</td>
<td>SAT &amp; SATII</td>
<td>01-28-16</td>
<td>01-12-16</td>
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<tr>
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<td>SAT only</td>
<td>02-05-16</td>
<td>02-23-16</td>
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<tr>
<td>05-07-16</td>
<td>SAT &amp; SATII</td>
<td>04-08-16</td>
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<tr>
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<td>SAT &amp; SAT II</td>
<td>05-05-16</td>
<td>05-25-16</td>
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</tbody>
</table>

AP (Advanced Placement Examinations): AP test dates are May 2 through May 13, 2016. These examinations give students an opportunity to gain advanced placement and credit in college. Any student interested in taking AP examinations must discuss this intent with her/his advisor and professor.

Test Fee Information

Fees for national testing programs vary and are assessed by the individual testing agencies. Parents are required to pay the fees for PSAT/SAT, ACT, and AP tests. The Vice President for Academic Services, Dean of Students, or Academic Counselor should be advised of any financial hardships or special situations.

Special SAT Service: The publishers of the SAT are required to provide test takers the opportunity to purchase a copy of the actual test, correct answers, and the test taker’s own answer sheet. The extra expense for this service is worthwhile in analyzing a student’s SAT performance.
**Library Services**

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

Texts required for classes at OSSM are loaned through Library Services at no cost to the student. Students are required to cover textbooks issued to them with paper covers and exercise care in their use. Students may not write in textbooks including highlighting. Although it is not required, parents and students are welcome to purchase or borrow additional copies of textbooks and study aids from non-OSSM vendors. OSSM does not condone the illegal acquisition, sharing, or use of copyrighted materials. For OSSM’s policy regarding violations of federal laws, see “Behavioral Expectations” in the “Policies, Practices and Procedures” section.

Students are expected to learn and exercise good library etiquette. Students may not remove items without checking them out and returning them in a timely fashion. Reference items should remain in the library at all times. If items, including textbooks, are lost or damaged, the responsible student must compensate the library accordingly. Parents and students are asked to acknowledge the policy on paying for lost or damaged books in writing.

Students are encouraged to bring their hometown library cards with them as well as obtain a library card from the Metropolitan Library System of Oklahoma City after relocating to the OSSM campus.

**Office of Registrar**

Students may request official OSSM transcripts by filing a transcript request form with the Registrar or a Counselor. OSSM transcripts include grades from the student's home high school and scores from standardized tests taken at OSSM. Students may also request a form verifying his/her enrollment and reading ability for use in applying for a driver's license. Once a student graduates, OSSM reserves the right to charge a fee for transcripts.

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

**Food Service**

Food service is provided to students by contract with a food service company. OSSM students take most meals in the Great Hall. Meal hours are as follows:

**Monday through Friday:**
- Breakfast: 7:15 a.m. - 8:30 a.m.
- Lunch: 11:20 a.m. - 12:45 p.m.
- Dinner: 5:30 p.m. - 6:30 p.m.

**Saturdays:**
- Breakfast: 7:15 a.m. - 8:30 a.m.
- Lunch: 12:00 noon - 1:00 p.m.
- Dinner: 5:30 p.m. - 6:30 p.m.

**Sundays:**
- Brunch: 12:00 noon - 1:00 p.m.
- Dinner: 5:30 p.m. - 6:30 p.m.

Family members are welcome to eat with their students. However, meals for guests (including family members of students) must be purchased.

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

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

**Philosophy**

The residence component of the school operates primarily in support of the high academic achievement expected of the students. OSSM provides for essential safety, shelter, supervision, food service, health care needs, and recreation. The Residence Hall is a home away from home for students and the home of resident faculty and staff and their families. OSSM has the same high expectations of students in the residence component of their lives at school as in the academic arena. OSSM is committed to providing a safe, secure, and civil environment where students can relax when they need, but also a venue for intense academic work.

The Dean of Students, Residence Hall Director, Resident Faculty, and Evening Receptionists comprise the Residence Life Staff. The staff acts as the focal point for information in the Residence Hall and supervises students after school and on weekends. Resident professionals strive to provide a safe environment, strengthen dedication to high academic performance, create a network for support, and foster a sense of community for students in the Residence Hall complex. The Residence Life Staff is primarily composed of OSSM faculty, so the residential environment functions as an extension of the classroom.

**Residence Hall Facilities and Hours**

The Residence Hall includes two boys’ dormitories, two girls’ dormitories, 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.

Dormitory floors of the Residence Hall have a common lounge/study area on each floor equipped with networked computers. A telephone and a coin-operated washer and dryer are available on each floor. Ironing boards, vacuum cleaners, and cleaning supplies are also available. Private phones are neither available nor permitted.

Students share rooms. The school provides a bed, mattress, desk, chair, chest of drawers, wastebasket, and blinds. There are two closets in each room. Furnishings may not be removed from rooms to accommodate furniture brought from home. Furnishings in the common areas of the dormitory are not permitted to be used in student rooms. Flooring is vinyl.
tile in student rooms. Student rooms are also equipped with two computer network connections. Each room has an independent temperature control.

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

Approved and Non-approved Items

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

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

Posters/pictures may not be hung using hammer and nails, tape, or strong adhesives. Items may be affixed to the wall using yellow or white plastitak or damage-free mounting adhesives. Please do not use blue tack as it stains the walls, and follow product instructions when removing other adhesives. Posters and other paper wall hangings must be limited to 20% of wall space inside the room. Nothing should be affixed to the ceiling, windows, or woodwork.

- The following items are not permitted:
- Appliances
- Exercise equipment
- Gaming consoles and accompanying equipment
- Illegal substances
• Pornography and entertainment items that feature violence, drug-related, sexual or otherwise offensive content
• Televisions
• Weapons and hand tools
• Wireless networking equipment (disable wireless network devices on personal computers)
• Furniture items designed to accommodate more than one person (all dorm room furniture is single-person) or the moving of which is likely to damage Residence Hall facilities
• Chemicals and dangerous scientific equipment
• Inflammable, flame producing, and supporting objects
• Posters or other media that promote the use of alcohol, tobacco, or drugs

Cellular Devices

Cellular devices, including phones and tablets, are generally prohibited from student use, especially during the school week and at special events and presentations. Unless they create a community disruption, students in good standing may have their cellular devices before evening check-in on Fridays of open weekends, Saturdays after tests, or Sundays. Students may also check out their phones for off-campus trips, except in the case of mentorships. (Mentorships are for-credit academic courses, so distractions are discouraged. Each mentorship student is issued a list of phone numbers for use in case of emergency. Students may obtain emergency access to telephones at their mentorship locations or from an OSSM faculty member.)

Students should check cell phones at the front desk when returning from off campus. The Resident Life Staff labels each student’s phone with the student’s name and the Residence Hall phone number. Please do not remove this label, and seek a replacement if it becomes worn.

Moving In and Out of the Residence Hall

OSSM dormitory rooms and furniture should be returned to the school in the same condition in which it was issued. When students move into the dormitory, each student is provided with a Room Inventory Form. Students inspect the rooms and note any problems (existing damage to the room and its furnishings) in writing on the form. Resident Faculty also note damages and sign the form. When students move out of the room, Resident Faculty inspect the room again, and exiting occupants are responsible for any new damages.
When students move out, they are responsible for cleaning the room. There may be a charge for cleaning if the occupants do not clean the room. 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.

**Housekeeping and Maintenance**

Students are responsible for cleaning their own rooms. Residence Life Staff A conduct weekly room inspections. Students may be present during the inspection. If a room does not pass inspection, students have a maximum of 24 hours to correct any problems.

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

OSSM contracts for most other housekeeping and maintenance.

**Roommate Selection**

The Director of Admissions assigns roommates prior to the beginning of each school year based on information submitted through admissions for new students and from seniors. The Dean of Students makes or changes room assignments during the year as needed. If roommate concerns arise, the student is encouraged to discuss the situation with a member of the Residence Life Staff.

**Study Time/ Quiet Time**

OSSM's daily schedule is tailored to learning, study, and personal growth. Each school night (Sunday through Thursday and Friday preceding tests) has a designated time for study. Study hours are usually from 8:00 to 10:00 p.m. Students are expected to use this time exclusively for study and the completion of assignments.

Students may study in their rooms with their doors open or in common areas of the dormitory. Faculty 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. However, students who choose to study in groups must be sensitive to their noise levels so they do not distract others and remain focused on schoolwork.

Quiet time is between the hours of 8:00 p.m. and 7:00 a.m. the following morning, including the time between study time and bedtime. Many students continue studying after 10:00 p.m.; others go to bed; still others
socialize or use the telephone. All students are expected to remain quiet during study hours and throughout the night. Students must be in bed in their own rooms with lights out by 11:00 p.m. until at least 5:00 a.m.

**Health and Dental Care**

Students who feel ill or become injured should alert the Residence Life Staff.

If students need medical attention while in residence, a member of the Residence Life Staff takes them to an Oklahoma Health Center clinic or OU Children’s Emergency Room as appropriate. When possible, the Residence Life staff consults parents prior to taking students to the clinic or emergency room, and parents meet their students at the health care facility. Family health insurance is expected to cover the cost of treatment at Children's Hospital. Insurance co-payment is collected at the time service is rendered at the clinic or emergency room.

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

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

Parents should provide transportation for any medical appointments other than those outlined above.

Please try to schedule routine dental work at home when school is not in session. Should the need arise for emergency dental work, Residence Life staff will contact parents to find a mutually agreeable course of action.

Students must have prior approval from the Residence Hall Director to keep any medication or nutritional supplement (prescription or non-prescription) in their possession or dorm room. Failure to seek prior approval is a serious safety problem.

The school purchases and keeps a supply of the following over-the-counter medicines and first aid supplies:

- Acetaminophen
- Hydrocortisone ointment
- Antacid
- Hydrogen peroxide
- Antibiotic ointment
- Ibuprofen
- Bandages, gauze, cotton balls
- Loratadine
- Diphenhydramine
- Thermometers
- Cough suppressant/expectorant
- Throat lozenges
- Decongestant
- Other multi-symptom medications
Residence Life Staff administer prescription and over the counter medications at the Residence Hall's front desk, in consultation with parent(s) if possible.

A student who awakens in the morning and believes himself/herself to be ill should immediately dress and alert the faculty member or security officer on duty at in the Residence Hall front office. In case of illness or possible contagion, the Residence Life Staff may excuse students from school activities and require them to rest and recover in the Residence Hall. Students missing class and other activities because of illness are restricted to their rooms or other assigned locations (for example, an empty room) for the remainder of the day or until they return to class. In some cases, OSSM may ask parents to take sick students home in order to speed the recovery process and limit other students’ exposure.

Students may not provide any medication to other students.

Laundry

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

Religious Services

The school recognizes the desire of parent(s) to have their children attend the religious services of their choice. Students may attend services if approved transportation is arranged. Students must return to school for evening study time.

Money and Banking

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

Restaurants, Shopping, and Food Deliveries

For students in good standing, OSSM offers limited transportation to Bricktown, parts of downtown Oklahoma City, Penn Square Mall, Wal-Mart, and other destinations on weekends.

Since the State of Oklahoma provides meals to students while they are in residence, students are generally prohibited from having off-site food delivered to campus. However, exceptions are sometimes granted by the
Residence Life Staff on Saturdays. Conditions and procedures for off-site food delivery are available at the Residence Hall front office.

On Saturdays and Sundays and with the express permission of the Residence Life staff, students in good standing may walk to Quiznos sandwich shop, directly across 10th Street from OSSM’s main entrance.

**Postal Services**

The post office delivers and picks up mail Monday through Friday.

Mail should be addressed to:

*Name of Student*

OSSM, Room #

401 East Park Place

Oklahoma City, Oklahoma 73104-2811

Students may find it handy to have a book of postage stamps for letters to friends and family, college applications, testing applications, etc.

**Employment**

Each student is encouraged to achieve academic excellence at OSSM. The academic challenges faced by OSSM students create the need for a well-structured and comprehensive study program. Therefore, in order to help the focus remain academic, students may not engage in part-time or full-time employment or self-employment during the academic year. This policy in no way restricts summer employment opportunities.
Behavioral Expectations

Just as students must fulfill certain academic requirements to study at and graduate from OSSM, so students must comply with OSSM’s behavioral expectations in order to live in its intensely academic community. Each student has the obligation to become familiar with the regulations and policies to which all students are held accountable. Parents and family members are asked to support these policies as accepted conditions of their student’s 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, including the mall, Wal-Mart, Civic Center, etc.

Disciplinary sanctions may occur via an individual conference and result in in-hall or in-room restrictions, detention, removal from class, or expulsion from OSSM.

The following behaviors will result in disciplinary action:

- Violation of any OSSM rule, regulation or policy
- Violation of any local, state, or federal law
- Violation of the OSSM Acceptable Use Policy
- Bullying, fighting, hazing, harassment, vandalism
- Dishonesty, lying, cheating, stealing
- Gambling
- Truancy and tardiness
- Possession or use of tobacco
- Possession, use or being under the influence of intoxicating substances
- Abuse of prescription, over-the-counter drugs, or controlled substances
- Possession, threat, or use of a weapon
- Illegal or disruptive conduct off-campus
- Executing a false alarm
- Mistreatment of school property
- Engaging in a pattern of misconduct
This list is by no means exhaustive. Rather, it is meant to provide parents and students with examples of conduct that threaten the mission of OSSM.

OSSM expects students to act responsibly and make judgments and decisions which will impact their lives in a positive manner.

Procedure for Major Infraction of School Policies or Rules

OSSM's procedure for handling a major disciplinary problem is:

- The student is required to go home at the earliest possible opportunity following a serious offense to examine with their parents whether he/she has the requisite maturity to live away from home and whether he/she is willing to comply with school policies.
- A parent conference (or parent conference with the Academic Committee in the case of a breach of academic honesty) is scheduled if the student and parent(s) desire that the student continue schooling at OSSM. In either case, expulsion is a possible outcome.
- At a parent conference, the Vice President for Academic Services is responsible for the final decision concerning the student’s case. When the student, parent(s), and school personnel have discussed the matter at hand, the Dean of Students (Academic Committee in the case of academic honesty problems) makes a recommendation to the Vice President. The recommendation may include disciplinary action or other sanctions. The Vice President for Academic Services may modify the recommendation before rendering a decision. If the student or the parents are not satisfied with the action of the Vice President for Academic Services, an appeal may be made to the President.

Minor Infractions

An Incident Report Form is filled out on each minor infraction. The Incident Report Form provides a means of monitoring student behavior to ensure that a pattern of inappropriate behavior does not develop. A member of the Residence Life Staff discusses any matters reported on Incident Report Forms with the student(s) involved. The student(s) may be assigned punishment when, in the judgment of the Dean of Students, it is warranted.

Privacy, Entry and Search

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

- OSSM and contract maintenance personnel are routinely granted access to student rooms while the students are not present.
- Residence Life Staff inspect all rooms immediately after closing the dormitory 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.
- School personnel 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.
- School personnel may enter a room if the student does not answer a knock at the door in order to check on a student who is thought to be ill, when looking for a student who has not reported to a scheduled activity or event, to check on a student who has or is believed to have overslept, or whenever a violation of rules is suspected.
- The Vice President for Administrative Services or Dean of Students may authorize a search of an individual student’s room, a student’s vehicle or other belongings, several rooms, or the entire dormitory when a violation of law has occurred or is suspected or there is reasonable suspicion that contraband exists in the dorm or vehicle and such a search may produce evidence of same. When this type of search is required, two faculty or staff members conduct the search and are authorized to confiscate any stolen, prohibited, or otherwise illegal material. Where time is of the essence, or such a search would distract from the academic program, students need not be present during the search.

**Alcohol/Drug/Tobacco Policy**

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

If it is determined (by observation, by the odor of alcohol, or through other means) that a student has consumed a mood-altering substance, that student will have committed a major offense and will be subject to severe consequences.

OSSM is designated a tobacco-free environment. Tobacco possession and use are not permitted in any of its facilities.
OSSM Acceptable Use Policy

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

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

We require from all our users the highest standards of integrity, respect for other users, and regard for the system and its components.

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

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

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

   - During school hours and study hours student use of the network is restricted to academic activities directly related to current enrollment or mentorship requirements.
   - Use of network services provided by other commercial, public, or private organizations via the Internet may be restricted. The Dean of Students will determine what specific Internet services are consistent with the OSSM's goals and objectives.
   - Students on advised academic standing may be subject to additional network access restrictions.
   - Junior students may not bring personal computers (desktops, laptops, tablets, etc.) to school until the Academic Committee has
evaluated their first six-week grades. Personal computers can be connected to the Internet after the Academic Committee has evaluated the first six-week grades for all students.

- Recreational computing and social networking is permitted during non-school hours.

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

- Be polite. Antisocial comments or language is unacceptable.
- Do not reveal personal information such as your address or phone number or those of others.

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

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

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

- Do not open or modify the hardware or software of an OSSM provided computer.
- Do not allow other users to operate your computer remotely.
- Never let another person use your account (and never use another person’s).

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

*OSSM makes no warranties of any kind, whether expressed or implied, for the service it is providing. OSSM will not be responsible for any damages. This includes loss of data resulting from delays, nondeliveries, 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.*

**Classroom Behavior**

Students are expected to respect faculty, staff, campus guests, fellow students, and school property. Food and beverages are prohibited in academic buildings with the exception of the student lounge. Professors may direct disruptive students to leave class. These students must then report to the Vice President for Academic Services for further action.
**Appropriate Dress**

Moderation, good taste, and modesty provide students with the best guidelines in choosing what to wear, when, and where. Students live here, work here, study here, play here, and sleep here. Appropriate dress to a large degree should be determined by the venue in which students find themselves. OSSM generally enforces the following guidelines with the awareness that exceptions may be warranted in certain cases (religious requirements, accommodations for a disability, etc.). When necessary, exceptions are granted by the Dean of Students.

In general, clothing, makeup, hairstyles, and jewelry worn by OSSM students should not be distracting or disruptive or attract undue attention. Clothing should cover one's back, shoulders, and intimate parts. Dresses, skirts, and shorts, when worn, should not be excessively short (above the wearer's fingertips). Tasteful piercing jewelry may be worn only on the earlobe; no other areas of the body may have visible piercing jewelry. “Gauge piercings” are prohibited. Tattoos are discouraged, and visible tattoos are prohibited. Hats or caps are not worn inside buildings at OSSM. Footwear is always advised.

Regardless of the venue clothing should be neat, clean, and appropriate. An OSSM employee may ask a student to return to the Residence Hall to change if the student’s clothing is distracting or otherwise inappropriate.

**Manning Academic Center, Samson Center, Shedrick Library**

Boys: shirts or T-shirts designed as outerwear, trousers or jeans, shoes.
Girls: dresses, skirts, shirts or T-shirts designed as outerwear, cropped pants, slacks or jeans, shoes.

Not all footwear is appropriate for school. Open-toed or open-heeled footwear (e.g.: sandals, clogs, or mules) is not appropriate for academic venues.

Occasionally, dressier attire is appropriate for special assemblies, guest speakers, special outings, etc. It is a good idea to have a dressier outfit at school.

Boys: shirt and tie, jacket, dress pants, shoes with socks.
Girls: suits or pantsuits, dresses, skirt or dress pants and blouse, shoes with hosiery.

Examples of clothing that are inappropriate for academic venues include shorts, cutoffs (skirts, pants, jeans, shirts), scrubs, leggings worn as outerwear, sweats, loungewear, crop tops, leotards, undershirts, tank tops, sports bras, and athletic wear.
"Little Residence Hall Common Areas"

The Residence Hall is a multi-purpose facility; therefore, students are afforded much greater latitude in their choice of attire for different purposes and different areas within the Residence Hall. However, students are expected to choose attire reflecting moderation, good taste, and modesty. Pajamas, robes, loungewear, midriff shirts, boxers, etc. are only appropriate within the respective boys' and girls' dormitories of the Residence Hall. Appropriate footwear is required at meals.

"Boys' and Girls' Dormitories"

Students are expected to be dressed when they leave their rooms even for short trips to the bathroom or shower. It is inappropriate to appear outside of the room or the bathroom in underwear, a towel, shirtless, or otherwise scantily clad. For example, it is fine to leave the shower in a robe, or pajamas, but it is not appropriate to leave the girls' or boys' dormitory in that sort of attire. Bare or stocking feet are fine in the dormitories (though inadvisable) but inappropriate in the common areas of the Residence Hall.

"Gymnasium"

Whether participating in a Physical Education class or using the gym for recreation, OSSM expects the students' athletic attire to meet the standards of moderation and modesty mentioned earlier.

Gym Shoes: Students need athletic shoes that they wear only at the gym. Gym shoes should be carried to and from the gym, rather than worn enroute to ensure that dirt, grit, and stones are not brought onto the hardwood floor.

Other Gym Clothing: 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.

Jewelry and other valuables should be left at the dormitory. DO NOT bring jewelry or other valuables to the gym and expect to store it there.

"Physical Intimacy"

OSSM prohibits sexual activity between and/or involving students. Students considering sexual activity should speak with counselors, health educators, parents, and/or religious professionals about issues of intimacy and sexual responsibility.

Students are expected to maintain a respectful and respectable demeanor with regard to public displays of romantic and sexual affection. These
behaviors are often inappropriate and cause great discomfort for bystanders (including students, OSSM employees, and campus visitors). Students should refrain from them and gratuitous occupations of others’ personal spaces. For the purposes of this policy, all areas of the campus open to students are considered public, including dormitory rooms.

**Harassment**

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

Students who experience or witness any form of harassment are strongly encouraged to inform school administrators immediately. Generally, bullying consists of unwanted aggression, hazing of humiliation-based initiations, and other forms of harassment of 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 (for example, profanity, teasing, or exhibiting pornography). Further questions about what constitutes harassment should be directed to school officials.

**Vehicles**

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

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

Except in rare cases, students are prohibited from driving during the school week. In case of hazardous conditions (inclement weather, late night), a Residence Life Staff member may choose not to allow a student to drive himself or herself.
**Telephones**

Students may not use phones during study hours or after bedtime. Parents are asked not to call students during these hours as well. OSSM understands that there may be circumstances when a parent-student conversation must occur during study time. Please contact the Residence Life Staff if an exception is warranted.

Parents may contact the Residence Hall by calling (405) 522-1909 any time of day or night while students are in residence. Calls during study time or after bedtime should be of an urgent nature.

Students may call home during the school day from the Manning Academic Center. Calling cards are required for long distance calls.

For cellular phone policies, see “Cellular Devices” under “Residence Life.”

**Off Campus Sign In/Out**

All students are required to gain approval before leaving campus and to sign in upon returning. Approval and sign in are handled by the Resident Life Staff and, when appropriate, by the mentorship coordinator and other administrators. Off campus sign in/out is not to be confused with evening check in, addressed later in this section.

OSSM issues each student a sign in/out card on move-in day. The card serves as a

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

The sign in/out card must never leave the OSSM campus. If the student is off campus, the card should be in a designated location to mark the student's absence. Otherwise, the card should be with the student (either in the student's room or on her/his person). Additions and deletions to the individual permissions listed on the card must be made by a parent through the Residence Life Staff.

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

In most cases, students leaving campus will leave under one of eight circumstances:

- A faculty or staff member transports the student using a state, personal, or chartered vehicle. This occurs in cases of all-school or all-class outings, when a professor treats his/her class, weekend van trips, and urgent medical appointments.
- The student checks out with a parent or legal guardian. Students may leave with parents during the school day so long as they do not miss class and obtain permission from the Dean of Students. See “Off Campus Sign In/Out” above and “Attendance” in the “Academic” section.
- The student leaves with a person on his/her off-campus visitor permission list (see previous section). When signed out with a non-parent, the student is required to (a) specify his/her destination(s) and expected return time, (b) stay within 30 minutes of the OSSM campus, (c) be gone no longer than six hours, and (d) comply with the OSSM absence policy. Generally, students may not leave with peers (under age 22) on school nights, and the Residence Life Staff frequently alerts parents when students check out with peers on weekends.
- The student leaves with a person on his/her carpool list (see previous section). When signed out to carpool, the student has permission to travel with the driver to the student's home (not the driver's home or anywhere else). Additions and deletions to the carpool list must be made by a parent. See “Vehicles” in the section above.
- The student leaves on foot. There are occasions when walking from campus is appropriate. Students may sign out to visit the bank adjacent to campus (see “Money and Banking” under “Residence Life”). Many students find mentorships at the University of Oklahoma Health Sciences Center (see “Mentorship” under “Academics”). Some students require regular medical treatments at the nearby allergy, adolescent, and other clinics. Students who leave campus on foot are often required to travel in pairs as a safety precaution.
- The student drives. At OSSM, student vehicles are generally used only for travel to and from the student's home. See “Vehicles” in this section.
- Overnight visits to locations other than the student's home. These are handled on a case-by-case basis, regardless of the student's recorded carpool and visitor permissions. Parents are requested to mail, email, or fax permission to the Dean of Students in a timely
manner. Should unusual circumstances make written notification impossible, parents must speak directly with the Dean of Students.

- Public transportation, the Oklahoma City EMBARK system. Students may not ride the bus without the permission of their parents and the Dean of Students. Students who use public transit may be required to take additional safety precautions.

In any case, it is the student's responsibility to seek approval from a school administrator and sign out when leaving campus (see “Off Campus Sign In/Out” in this section).

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

**Evening Check In**

Students are required to check in at the Residence Hall before 8:00 p.m. on evenings with mandatory study time. Whereas signing in from off campus communicates the student's return to OSSM, evening check in is the student's way of saying that s/he does not plan to leave the Residence Hall again until morning and is ready to commence with evening study activities. Students should finish with other tasks, like escorting guests to the parking lot, acquiring and assembling study snacks, and changing clothes or showering before evening check in. On evenings without mandatory study time, students may check in at 10:30 p.m. It is the sole responsibility of each student to ensure that s/he checks in successfully.

**Visiting Guidelines**

Non-parent visitors may access the OSSM campus through the Senator Bernice Shedrick Library. Other buildings are normally locked. Visitors are required to

- Check in at the library reception or security desk
- Be authorized via the student's on-campus visitor permission form,
- Remain outside the opposite-gendered dormitory, and
- Leave before study time or 10:30 p.m. on night without mandatory study time.

Students are responsible for guests and held accountable for any misconduct. Former students who did not graduate from OSSM are generally not permitted to visit or participate in school activities.
Parent Visiting

Once a parent becomes familiar with his/her student's schedule, he/she should feel free to “drop-in” anytime the student is not scheduled for class or study time. Parents are welcome to attend assemblies, guest lectures, performances, join students at any meal, etc. On school nights, please plan to leave before study time begins. On weekend nights, depart before 10:30 p.m.

Parents should identify themselves to the receptionist (during regular hours) or security personnel (evenings and weekends). They will be provided a visitor a keycard for the Residence Hall front door, the Manning Academic Center front door, as well as the main doors of the library (evening and weekends). Visitor keycards should be returned to reception or security upon leaving the campus. Student keycards operate, among other things, the gate between the parking lot and campus. Parents may leave through the gazebo if their students accompany them back to the parking lot. Drop off the visitor badge at the Residence Hall if leaving through the gazebo. Personalized parent ID badges that allow access to the gazebo gate, Residence Hall, and Manning Academic Center are available for a $20.00 fee.

When visiting at the Residence Hall, family members should check in at the front desk prior to going upstairs. Siblings should comply with the “same sex” visiting policy (brothers, please stay out of girls' dorms and sisters, please stay out of boys' dorms). Siblings may visit in the Great Hall, lobby, and other common areas of the campus.

When departing, family members should also check out at the front desk; doing so helps the Residence Life Staff in monitoring traffic within the hall.
Message from the Dean of Students

Your home may seem a bit empty when you return after settling your child in but adjustment is merely a matter of time for you and your son or daughter. The initial excitement of meeting new people, receiving new books, decorating rooms, and beginning classes should keep a student’s mind off separation from home for a while, but thoughts of home will return soon after the newness wears off. Although faculty, staff, and administrators make every effort to provide the individual attention needed, your support at this time is invaluable. A few suggestions:

- Arrange a regular calling time to phone or have your child phone you. Please do not call during the students’ study time.
- Keep the letters coming and include newspaper clippings with hometown news.
- Remember that care packages are greatly appreciated. Your generosity will be shared among roommates and schoolmates.
- Visit the campus at your convenience.
- Junior parents don’t miss the special Junior Parents’ Day, Saturday, September 12.
- Get involved with the OSSM Parents Association and help out with campus activities. It is a great way to give support to and get to know more about the school.
- Have confidence that your sons and daughters remember what you have taught them and continue to need your love, support, and attention.

Remember: If you wonder why we are doing something, or things just do not seem right, or if you are worried or concerned about your son or daughter, please call:

- Any professor, Faculty Advisor, or Junior Counselor at (405) 521-6436. Leave a message if necessary; we will return your call.
- Residence Hall Director can be reached at (405) 522-1909.
- Dr. Shrock, Dean of Students, can be reached at either of the above numbers.
- Dr. Liu and Dr. Wang can be contacted at the Manning Academic Center (405) 521-6436, 8:00 a.m. to 5:00 p.m., Monday through Friday, or at (405) 519-2702 and (469) 371-3362, respectively, after hours.
Email addresses:

- Christopher.Shrock@ossm.edu;
- Xifan.Liu@ossm.edu;
- Frank Wang@ossm.edu.

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

In Case of an Emergency:

We request that you notify Dr. Shrock or Dr. Wang during school hours or the Resident Faculty member on duty at the dormitory evenings and weekends.

Mon.-Fri., 8:00 a.m. – 5:00 p.m.: (405) 521-6436 (Main school number)
Other times: (405) 522-1909 (Dormitory number)

In each instance the faculty member will obtain all necessary information, explain the situation to your child, and be there to support your child when s/he returns your call.
APPENDIX

Notification of Asbestos Inspection

In compliance with the U.S. Environmental Protection Agency’s Asbestos Hazard Emergency Response Act (AHERA), we performed an inspection of our 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 the school’s administrative office. Everyone is welcome to view these anytime during normal school hours (Monday-Friday, 8:00 a.m.-5:00 p.m.).

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