
STUDENT HANDBOOK 2010-2011

THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS



Founded 1990 for the People of Oklahoma

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STUDENT HANDBOOK

2010-2011

Students and Parents: Much of the information in this handbook is provided so you will know how the school operates, what the school does to meet the needs of the students, and so you will understand the expectations, academic and behavioral. Other information provided is school policy that we expect to be followed.

THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS

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2010-2011 Fall Semester

Aug 15	Academic year begins Academic Convocation	Students move in by noon. First Christian Church, 2:00 p.m.
Aug 16	First Day of Classes	
Aug 21	Math Tests - (Juniors and Seniors) PSAT Practice (Juniors)	
Aug 28	Junior Parents' Day Open Weekend (Seniors)	
Sep 4-6	Extended Weekend Labor Day	Students dismissed late afternoon on Friday 9/3. Students report back before 8:00 p.m., Monday, 9/6.
Sept 7	Classes Resume	
Sept 10	Registration Deadline for SAT on October 9 (Required for Seniors)	
Sept 11	Language and Literature Tests (Juniors and Seniors) PSAT Practice (Juniors)	
Sept 17	Registration Deadline for ACT on October 23 (Required for Seniors)	
Sept 18	Open Weekend	
Sept 25	History Tests (Juniors and Seniors) PSAT Practice (Juniors) College Admissions Workshop for Seniors and Their Parents	
	End of first grading period, Fall Semester	Reports sent to parents the following week.
Oct 2-4	Extended Weekend	Students dismissed late afternoon on Friday, 10/01. Students report back before 8:00 p.m., Monday, 10/4.
Oct 5	Classes Resume	
Oct 8	Registration Deadline for SAT on November 6 (Not administered at OSSM)	
Oct 9	Language and Literature Test (Juniors) SAT (Required for Seniors)	
Oct 13	PSAT (Required for Juniors)	
Oct 16	Open Weekend	

Oct 23	History Tests (Juniors) ACT (Required for Seniors)	
Oct 30- Nov 1	Extended Weekend	Students dismissed late afternoon on Friday, 10/29. Students report back before 8:00 p.m., Monday, 11/1.
Nov 2	Classes Resume	
Nov 5	Registration Deadline for ACT on December 11 (Not administered at OSSM) Registration Deadline for SAT on December 4 (Not administered at OSSM)	
Nov 6	SAT (not administered at OSSM) Math Tests (Juniors and Seniors) End of second grading period Fall Semester	Reports sent to parents the following week.
Nov 13	General Physics Tests (Juniors) History Tests (Seniors) Sophomore Preview Day	
Nov 20-28	Thanksgiving Break	Students dismissed late afternoon on Friday, 11/19. Students report back before 8:00 p.m., Sunday, 11/28.
Nov 29	Classes Resume	
Dec 4	Math Tests (Juniors and Seniors) SAT (Not administered at OSSM)	
Dec 11	Open Weekend ACT (Not administered at OSSM)	
Dec 17-22	Final Exams Fall Semester	Reports sent to parents during winter break.
Dec 23	Registration Deadline for SAT on January 22 (Required for Juniors)	
Dec 23- Jan 9	Winter Holidays	Students dismissed afternoon on Tuesday, 12/22. Students report back before 8:00 p.m., Sunday, 1/9/11.

Test Weekends: A required test, as indicated on the calendar, may be a school test or a standardized test (PSAT, SAT or ACT). School tests generally begin at 9:00 a.m. on Saturday mornings and are finished by noon. Students usually need to be seated for standardized tests shortly before 8:00 a.m. and are typically finished at about 12:30 p.m. On test weekends, students are free to spend the remainder of the weekend at home or on campus.

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

Extended Weekends: An extended weekend is a three or four day weekend as indicated in the school calendar. The residence hall closes (i.e., students must go home on extended weekends) by 7:00 p.m. the evening before an extended weekend. The residence hall reopens typically at 3:00 p.m. on the day indicated in the school calendar.

Note on returning to campus after weekends or Thanksgiving, Winter, and Spring Breaks: Students are expected to check back into the dormitory after 3:00 p.m. but before their assigned study time (i.e., before 7:00 p.m. for students on Advised Academic Standing or before 8:00 p.m. for all other students).

2010-2011 Spring Semester

Jan 7	Registration deadline for ACT on February 12 (Required for Juniors)	
Jan 9	Return to Residence Hall Students report early enough to begin study hour at 8:00 p.m.	
Jan 10	Spring Semester Classes Begin	
Jan 15-17	Extended Weekend	Students dismissed late afternoon on Friday, 1/14. Students report back before 8:00 p.m., Monday, 1/17.
Jan 18	Classes Resume	
Jan 22	Literature Tests (Seniors) SAT (Required for Juniors)	
Jan 29	Open Weekend	
Feb 5	Math Tests (Juniors and Seniors)	
Feb 11	Registration Deadline for SAT on March 12 (Not administered at OSSM)	
Feb 12	ACT (Required for Juniors) History Tests (Seniors)	
Feb 18	End of first grading period, Spring Semester	Reports sent to parents the following week.
Feb 19-22	4-Day Extended Weekend	Students dismissed late afternoon on Friday, 2/18. Students report back before 8:00 p.m., Tuesday, 2/22.
Feb 23	Classes Resume	
Feb 26	Literature Tests (Juniors and Seniors) Middle School Math Contest	
Mar 3	Application Deadline - Class of 2013	
Mar 4	Registration Deadline for ACT on April 9 (Required for Juniors)	
Mar 5	History Tests (Juniors and Seniors)	
Mar 12	SAT (Not administered at OSSM)	
Mar 12-20	Spring Break	Students dismissed late afternoon on Friday, 3/11. Students report back before 8:00 p.m., Sunday, 3/20.

Mar 21	Classes Resume	
Mar 26	Math Tests (Juniors and Seniors) 8th and 9th Grade Sneak Peek	
Apr 2	Open Weekend	
Apr 8	Registration Deadline for SAT on May 7 (Not administered at OSSM)	
Apr 9	History Test (Seniors) ACT (Required for Juniors) End of second grading period, Spring Semester	Reports sent to parents the following week.
Apr 16	Interview Day (Class of 2013) Open Weekend	
Apr 23-25	Extended Weekend	Students dismissed late afternoon on Friday, 4/22. Students report back before 8:00 p.m., Monday 4/25.
Apr 26	Classes Resume	
Apr 30	Literature Tests (Juniors and Seniors)	
May 2-13	Advanced Placement Examinations (Administered at OSSM)	
May 6	Registration deadline for SAT on June 4 Registration Deadline for ACT on June 11	
May 7	SAT (Not administered at OSSM)	
May 7-9	Extended Weekend	Students dismissed late afternoon on Friday, 5/6. Students report back before 8:00 p.m., Monday, 5/9.
May 10	Classes Resume	
May 14	Math Tests (Juniors and Seniors) Prom	
May 21	Open Weekend	
May 23-27	Final Examinations Spring Semester	Reports sent to parents the following week.
May 28	Commencement Ceremony, 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. Principal authors of this historic legislation were Representative Penny Williams and Senator Rodger Randle.

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.

OSSM is the result of twenty-seven years of positive vision, hard work, and dedication from governors, legislators, educators, scientists, mathematicians, businessmen, and concerned Oklahomans.

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

Philosophy

As the academic year begins, students, parents, faculty and staff continue to chart the course of history for the Oklahoma School of Science and Mathematics. With this honor comes the responsibility of ensuring the success of OSSM for future generations of Oklahomans.

The curriculum is tailored to provide a scholastic program of excellence in the sciences and mathematics and exemplary instructional programs in physical educa-

tion and wellness, the humanities and the arts. Advanced studies are available in mathematics and all of the science disciplines to encourage individual 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. Experience through the years and feedback from alumni and parents indicate that the on-campus residency program is perhaps the most stimulating of all. Informal interaction among peers, together with individual and small group focus on academics in residence, provides the atmosphere that can foster each student's highest potential. The availability of laboratory facilities, along with evening and weekend programs of special interest, challenge the 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 the academic and residential components. *A critical and unquestionably valuable nurturing component of the school has been the very active involvement of parents in support of the very high academic and professional goals of their children.* In building this integration, the 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.

Setting

The campus is located on a 32-acre site near the state capitol and adjacent to the libraries and research resources of the Oklahoma Health Center. In the summer of 2000, the school completed a \$25 million building program to complete the campus. A partnership of over 130 Oklahoma individuals, organizations, businesses and government entities restored historic Lincoln School (Manning Academic Center) for classrooms in 1992. Students live in the school's 61,000 square foot Dan Little Residence Hall that accommodates 140 students and six faculty families. Construction on the hall was completed in early 1998, and in March of 1999, OSSM opened a new physical education facility. During the 2001-2002 school year OSSM celebrated the opening of the Senator Bernice Shedrick Library and the Samson Science and Discovery Center which houses physics and chemistry laboratories and faculty offices. Currently construction is underway on the expansion of the residence hall.

The school day runs from approximately 8:00 a.m. to 4:30 p.m. 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 some fine arts classes are held in the early evening.

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 per day, seven days a week, 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.
- Students are 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 (magnetic card) and taking care to lock room doors is very important. Students must pay a \$10 replacement fee for a lost or damaged key card.
- Access to OSSM buildings, other than the main campus entry at the Senator Bernice Shedrick Library, is controlled by an electro-magnetic lock system. Parents' Visitor Cards are also programmed to 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.

Cost

Students attend the school 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 of accomplishment in their hometown high schools. The faculty and the Board of Trustees of OSSM are committed to providing academic excellence that will enhance previous knowledge as well as prepare students for future studies. OSSM students experience a well-defined curriculum based upon high academic principles that demonstrate both academic discipline and honesty.

All students live on campus as participants in a scholastic program of excellence with students who share similar interests. It is the nurturing of this educational community -- the integration of the academic and residential components--that is paramount to OSSM students' success. The hallmark of the OSSM experience is great challenge coupled with great support for the students undertaking the challenge.

Minimum OSSM Academic Requirements

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

1. One unit of biology, one unit of chemistry, and one and one-half units of physics.
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.
2. 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.
3. One-half unit of computer science.
4. One unit of electives which may be selected from the following disciplines: sciences, mathematics or computer science.
5. Two units of English and two units of history.
6. 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 (a.) advanced levels of the same foreign language, (b.) another foreign language, or (c.) computer science, mathematics or science courses.
7. One unit of fine arts and two units of physical education.

8. Community and campus service with satisfactory participation reports in both service areas.

A Listing of the OSSM Minimum Academic Requirements

<u>Discipline</u>	<u>Units</u>
Biology	1
Chemistry	1
Physics	1.5
Mathematics	2
Computer Science	.5
Electives	1
English	2
History	2
Foreign Language	2
Physical Education	2
Fine Arts	1
Community and Campus Service	
<i>Total Requirements</i>	<u>16</u>

The list above outlines the minimum academic requirements. It is understood that OSSM students will study courses in sufficient number and of appropriate academic challenge so that the minimum requirements will be exceeded substantially. Specifically, most students will be enrolled in at least seven (7) academic classes plus physical education each semester and fine arts for two semesters. In rare instances, for 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.

However, 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 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 it is 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.

The Humanities faculty will give 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 questions about AIC, the advisor or any faculty member should be consulted. Remember: *seek permission, not forgiveness.*

Attendance

There is a positive correlation between class attendance and academic performance; therefore, a student is expected to attend all classes, tests and examinations, evening study hours, laboratories, and other required school activities (field trips, special events, community service, etc.). Students are expected to be on time for all classes and activities.

Requests to miss class or other requirements must be submitted to the Dean of Students.

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 a 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.

The following scale will be used at OSSM:

90-100	A
80-89	B
70-79	C
69 & below	No Credit

Progress Reports

Grades will be reported six times during the academic year. These progress reports will be mailed to the parent(s).

Progress reports will include grades, a brief description of topics covered during the reporting period and a narrative of academic strengths and weaknesses. Other areas of the student's performance that may be assessed include:

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

Additional comments and/or suggestions will be an integral part of this progress report. Parent(s)' assistance may be requested in order to ensure the student's success at OSSM.

Community and Campus Service

The people of Oklahoma provide very special educational opportunities for OSSM students. OSSM expects students to recognize and appreciate these special opportunities. OSSM also expects students to support their communities and our school.

Meeting these expectations requires at least fulfilling the OSSM community service and campus service obligations. Specifically,

- a. Each OSSM student must complete sixty (60) hours of community service from time of acceptance to graduation. OSSM recommends using vacations and holidays to complete this requirement.
- b. Each OSSM student must complete sixty (60) hours of school service to the campus.

Mrs. Elizabeth Schwerdtfeger coordinates the Community and Campus Service Programs. Service that is documented on or after June 1st of the year the student is admitted to OSSM will be credited. OSSM encourages all students to get an early start on completion of these requirements. Seniors should make every effort to have the requirements completed before the second grade report of the Spring semester.

Students who complete significantly more than the minimum requirements become eligible for the President's Volunteer Service Award.

Mentorship and Special Projects

The mentorship program gives a student an opportunity to work on a research project with a professional who is working in a scientific or technological organization. Mentorships will be available in the students' senior year. Some mentorships may begin in the second semester of the junior year. Details on the mentorship program are provided by Dr. Brent Richards who directs this program.

Special projects in research may be arranged with OSSM faculty with approval from the Vice President for Academic Services.

Mentorship and Special Projects Grades

A student in a mentorship will be assessed by an off-campus mentor and by an on-campus faculty member. A student participating in a special project will be evaluated by the designated OSSM faculty advisor. A written progress report will be given during the semester. The student will receive a final grade and credit upon completion of the mentorship/project.

Academic Expectations

Each student is expected to maintain at least a B average while at OSSM. The student will work with advisors, the Academic Counselor, and professors to ensure the level of performance needed within each class to maintain a B average. A final grade lower than a '70' will result in an unsatisfactory grade for the course with no credit given.

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 during the academic year. This policy in no way restricts summer employment opportunities.

Review of Student Performance

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

Advised Academic Standing

A student with an unsatisfactory grade in a course (69 or below) or with C's in three or more courses or having an overall C average 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 C's.

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 Academic Counselor 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 will 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 will require that the student begin evening study by 7:00 p.m. and study in a designated area each school night. Students placed on Structured Study may be assigned to special study regimens during the regular school day, evening and weekends. Structured Study is implemented to help a student develop better study habits and achieve a successful level of academic performance.

Student Services

Advisor

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

- Assisting in registration for courses.
- Advising the student how to master and use appropriate studying techniques.
- Monitoring 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.

Guidance and counseling services include individual and/or group sessions on specific topics such as career development, test anxiety, study skills, time management, and preparation for the 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.

OSSM has two school counselors referred to as the Academic Counselor (Mr. Tim Bodenstein) and the College Admissions Counselor (Mr. Gary Salwierak).

National Testing Programs

Achievement and aptitude tests are utilized by colleges and universities for the purpose of entrance requirements, 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 3, 2010
SAT for seniors	Saturday, October 9, 2010
ACT for seniors	Saturday, October 23, 2010
SAT for juniors	Saturday, January 22, 2011
ACT for juniors	Saturday, February 12, 2011
ACT for juniors	Saturday, April 9, 2011

PSAT: *The 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: Students can register to take one of the two test options: the ACT Assessment or 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 2010-2011

Test Dates	Regular Registration	Late Registration
	Postmark Deadline	Postmark Deadline
	<u>(regular fee)</u>	<u>(regular fee+late fee)</u>
09-11-10 (not administered at OSSM)	08-06-10	08-20-10
10-23-10 (required for seniors)	09-17-10	10-01-10
12-11-10 (not administered at OSSM)	11-05-10	11-19-10
02-12-11 (required for juniors)	01-07-11	01-21-11
04-09-11 (required for juniors)	03-04-11	03-18-11
06-11-11	05-06-11	05-20-11

SAT: The SAT will include 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 will always be the first section of the SAT, and the 10-minute multiple-choice writing section will always be 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 either 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 will contain 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 also require SAT II Subject Tests.

NOTE: SAT and SAT II Subject Tests cannot be taken on the same day. See website, www.collegeboard.org, for additional information and online registration.

2010-2011 SAT® Program Test Dates

Test Dates	Test	Registration Deadlines	
		(Regular Fee)	(Fee+ late fee)
10-09-10 (required for seniors)	SAT & SATII	09-10-10	09-24-10
11-06-10 (not administered at OSSM)	SAT & SATII	10-08-10	10-22-10
12-04-10 (not administered at OSSM)	SAT & SATII	11-05-10	11-19-10
01-22-11 (required for juniors)	SAT & SATII	12-23-10	01-07-11
03-12-11 (not administered at OSSM)	SAT only	02-11-11	02-25-11
05-07-11 (not administered at OSSM)	SAT & SATII	04-08-11	04-22-11
06-04-11	SAT & SATII	05-06-11	05-20-11

AP: The Advanced Placement Examination 2011 test dates are May 2 through May 13, 2011. 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 the Academic Counselor.

Test Fee Information

Fees for national testing programs vary and are assessed by the individual agencies. Parents are required to pay the fees for PSAT/SAT, ACT and AP tests. The President, Vice President for Academic Services 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 library catalog is accessed by computer and includes the entire book and audio-video collection. The periodical index is also on the computer as are several other reference sources.

Students have access to materials from the Oklahoma Department of Libraries through daily courier service as well as books from other libraries through inter-library loan.

Orientation sessions to the OSSM library and general library research are given throughout the year.

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 the OSSM community. 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 is 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 to, but also where they can attend to intense academic work.

The Dean of Students, Assistant Residence Hall Supervisor, Resident Faculty and clerical support personnel comprise the residence hall staff. The staff acts as the focal point for information in the residence hall and supervises the 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.

Residence Hall Facilities

The residence hall includes a boys' dormitory, a girls' dormitory, 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.

The dormitory areas of the residence hall have a common lounge/study area on each floor equipped with networked computers and a laser printer. A telephone and a coin-operated washer and dryer are available on each floor of the dormitory. Ironing boards and vacuum cleaners and cleaning supplies are also available. Private phones are not available and are not permitted.

Students share rooms. The school provides 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.

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, desk lamp (no halogen lights permitted), all personal care items, shower shoes, bathrobe, laundry hamper, laundry detergent, general school supplies (e.g. pens/pencils, ruler, notebooks, three-ring notebook paper), large 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, small 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 plasti-tak. Please do not use blue tack as it stains the walls. 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

Illegal substances

Weapons and hand tools

Large pieces of furniture

Chemicals and dangerous scientific equipment

Flammable, flame producing and supporting objects

Posters or other media that promote the use of alcohol, tobacco, or drugs

Cell phones, WIFI technology, televisions and game systems or components.

Students may not have movies at school regardless of the format (VHS/DVD/.avi/ etc.). Internet telephones, web cameras, still or motion picture cameras that operate as a web camera, DVD players, and video game consoles are also prohibited. A student using his or her personal computer operating as a telephone, television, or contrary to the AUP is subject to disciplinary action.

Students may not use or have in their possession any mobile communication devices of any sort (i.e. cell phones, blackberries, i-phones and the like) nor may they enable any wireless network device associated with their personal computer (laptop or otherwise).

Moving In and Out of the Dormitory

When students move into the dormitory, each student is provided with a Room Inventory Form. Each student is expected to inspect the room and note any problems (existing damage to the room and its furnishings) with the room in writing on the form. The Resident Faculty on each floor will also note the damages recorded by the student and sign the form. When students move out of the room, the Resident Faculty will inspect the room with each student. The occupants of the room are responsible for the damages.

When students check out of the room, students are responsible for cleaning the room. There may be a charge to students for cleaning if the occupants do not clean the room.

Students should not attempt any repairs. Harsh chemicals, abrasives, or solvents should not be used in an attempt to clean-up before moving out. Cleaning materials for this purpose are provided.

Students are not permitted to paint the dorm rooms.

Housekeeping and Maintenance

Students are responsible for cleaning their own rooms. A weekly room inspection will be conducted by a staff member in the residence hall. Students will have an opportunity to be present during the inspection. In the event that a room does not pass inspection, students will be notified and have a maximum of 24 hours to correct any problems.

Students will be assigned various residence hall housekeeping duties on a rotating basis and will earn campus service credit for their efforts. Students are responsible for helping to maintain the 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 at any time during the year as needed. If roommate concerns arise, the student is encouraged to discuss the situation with a member of the residential staff.

Study Time/Quiet Time

One of OSSM's goals is to create an environment that will foster learning and personal growth. Therefore, it is important to tailor the daily schedule to maximize the students' opportunity for study.

Each school night (Sunday through Thursday and Friday nights preceding required tests) has a designated time for study. Study hours are from 8:00 to 10:00 p.m. Students are expected to use this time each evening expressly for study and the completion of assignments.

Students may study in their rooms or in common areas of the dormitory. Faculty are available during study time to work with individual students or with small groups of students. Some students choose to work in groups, and a collaborative effort is encouraged. However, students who choose to study in groups must:

- a. be sensitive to the noise level that their group may create so they do not distract others.
- b. insure that the focus of their group remains on schoolwork.

Loud music, TV, and computer games are prohibited during study time.

The resident floors of the dormitory must remain quiet during the period between the end of study time and bedtime. Many students choose to continue studying during this time; others go to bed; still others wish to socialize during this time. Following the mandatory study time, students are free to use the telephone and socialize until bedtime so long as their activities do not result in an unacceptable noise level on the resident floors of the dormitory.

Quiet time is between the hours of 8:00 p.m. and 7:00 a.m. All students are expected to remain quiet in the dormitories during study hours and throughout the night. All students are expected to be in bed in their own rooms with lights out by 11:00 p.m.

Health and Dental Care

If students need medical attention while in residence, a member of the residence hall staff will take them to Children's Hospital of Oklahoma, Adolescent Clinic or Emergency Room as appropriate. Residence hall staff consults parents prior to taking students to the clinic or emergency room, if at all possible. 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 hall staff can assist with picking up called-in emergency prescriptions, if necessary, but please consult with residence hall 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 other medical appointments 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 hall staff will contact parents to come to some mutually agreeable course of action.

Students may not have any medication or nutritional supplement (prescription or non-prescription) in their possession or in their dorm room without prior approval. 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	Nyquil
Benadryl	Thermometers
Cough suppressant/expectorant	Throat lozenges
Decongestant	

Residence hall staff administer prescription and over the counter medications at the residence hall's front desk in consultation with parent(s) and the Adolescent Clinic (if needed).

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 are located 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 on time for their regular evening study time.

Money and Banking

Students will need to pay for incidental expenses (e.g., use of the washers/dryers, long distance calling card, snacks, movies). 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.

Restaurants and Shopping

The school offers limited transportation for students in good standing to Bricktown, Penn Square Mall, and Wal-Mart on weekends.

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.

Policies, Practices and Procedures

Behavioral Expectations

The Oklahoma School of Science and Mathematics expects all students to fulfill the academic requirements of the school. Also, OSSM requires students to fulfill the social obligations of residence within an academic community. Each student has the obligation to become familiar with the regulations and policies to which all students are held accountable.

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, e.g., at the mall, Wal-Mart, the Civic Center, etc.

Disciplinary sanctions may occur via an individual conference, in-hall or in-room restrictions, removal from a 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 beverages, or 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
- 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 distract from 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.

Procedure for handling a major disciplinary problem is:

- a. Students will be required to go home at the earliest possible opportunity following a serious offense to examine with their parents whether the student has the requisite maturity to live away from home and whether the student is willing to comply with school policies.
- b. A parent conference (or parent conference with the Academic Committee in the case of a breach of academic honesty) will be scheduled if the student and parent(s) desire that the student continue schooling at OSSM. In either case, expulsion is a possible outcome.
- c. 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 for disposition to the Vice President for Academic Services. The recommendation or disposition may include disciplinary action or other sanctions. The Vice President for Academic Services will render a decision on the recommendation and may modify the recommendation. If the student or the parents are not satisfied with the action of the Vice President for Academic Services, an appeal can be made to the President.

Minor Infractions

An Incident Report Form is filled out on all minor infractions. The Incident Report Form provides a means of monitoring student behavior to insure that a pattern of inappropriate behavior does not develop. Incident Report Forms are reviewed daily by the Dean of Students. The Dean of Students will discuss any matter reported on an Incident Report Form 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 students 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 hall staff inspect all rooms immediately after closing the dormitory for extended weekends and vacation periods. The purpose of this inspection is to insure that all windows are properly secured and that lights, air conditioners, and other equipment are turned off.

- 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 the following situations:
 - a. To check on a student who is thought to be ill.
 - b. When looking for a student who has not reported to a scheduled activity or event.
 - c. To check on a student who has or is believed to have overslept.
 - d. 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, 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 will conduct the search and will be 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 will 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 will not be tolerated.

If it is determined (either by observation, or by detection of the odor of alcohol) 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 computer network is owned by the State of Oklahoma and made available to the students, faculty and staff of OSSM for educational purposes. This Acceptable Use Policy applies to all users of this system whether operating OSSM provided computers or personal computers attached to the network.

All network activity is monitored and logged by OSSM staff and other State agencies to ensure compliance with this policy as well as state and federal laws and regulations. Use of OSSM computer system or attaching to the network 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 U.S. or Oklahoma law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Network activity relating to or in support of illegal activities will be reported to appropriate authorities. Operation of peer-to-peer file sharing software or any other system for acquiring copyrighted material is prohibited.
 - Use for personal gain or commercial activity is prohibited. Use for product advertisement or political activity is also prohibited.
 - Users will not undertake any network activity anonymously, using an alias, or using another user's identity. Users must always clearly and properly identify themselves when using network resources. There are specifically assigned user names, computer names, domains and workgroups for computers connected to the network.
 - Users will not provide any network or Internet service to other OSSM users or any Internet users without specific, advance permission from the network administrator.
 - Using or deploying wireless or wired networks on the OSSM campus is expressly prohibited.
 - Use of other organizations' network or computing resources (including the use of proxy services) to circumvent these policies is prohibited. Activities emanating from this network that result in complaints from other network administrators will be reviewed with respect to this policy.

2. **Privileges and Restrictions** - The use of the network is a privilege, not a right.
 - Since the school is a boarding school, provision is made for non-academic use of the system by students.
 - During school hours (8:00 a.m. – 4:30 p.m.) and study hours (8:00 p.m. – 10:00 p.m.) student use of the system 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. Such services include but may not be limited to “web log” or “personal profile” websites, tasteless or offensive web sites, web sites providing bandwidth intensive content, etc. The Dean of Students will specify Internet services inconsistent with OSSM objectives.
 - Junior students may not bring personal computers to school until the Academic Committee has evaluated their first six-weeks grades. Personal computers will not be connected to the Internet until the Academic Committee has evaluated their first six-weeks grades.

- Students may be subject to additional access restrictions at the direction of the Academic Committee or the Dean of Students.
3. **Network Etiquette** - You are expected to abide by generally accepted rules of network etiquette.
 - Be polite. Do not be abusive in your interaction with others.
 - Use appropriate language. Hate mail, harassment, profanity, discriminatory remarks and other antisocial behaviors are unacceptable.
 - Do not reveal personal information such as your address or phone number or those of others.
 - All communications and information obtained via the Internet should be treated as proprietary. Obtain the author's permission (or cite appropriately) before including such information in your reports and projects.
 4. **Email** - Email is provided to all users for conducting the official business of OSSM and for maintaining public professional dialog.
 - A user must not attempt to access any electronic message not explicitly addressed to their account.
 - Because of email virus threats, users are required to use the OSSM provided email service. Other email services may not be accessed from the OSSM network.
 - Since the school is a boarding school, provision is made for students to use OSSM email to communicate with family members and friends.
 5. **Security** - Protection of passwords, access privileges and the systems hardware and software is everyone's responsibility. If you observe a deficiency in system security, or if you feel the security of your personal computer or an OSSM computer has been breached, report it immediately to the network administrator or the Dean of Students. Users must not demonstrate security problems to other users.
 - Do not, under any circumstances, open or modify the hardware of an OSSM provided computer.
 - Do not modify the software installed on an OSSM provided computer.
 - Do not, under any circumstances, allow other users to operate your computer remotely.
 - Do not configure your computer for remote operation or allow your computer to be operated remotely.
 - Never leave a computer system unattended while you are logged in.
 - Never let another person use your account (and never use another person's).
 - Do not write down your password. Change passwords often.
 - Never "experiment" on the Internet with remote hosts or accounts.
 - Sharing file space on personal computers is discouraged. If you do, be aware that there are significant risks to the integrity of your system. If you do share files, you must require passwords or other authentication mechanisms.

6. **Malicious Activities** - Any attempt to harass, harm, or damage any local or Internet user or any attempt to damage data or systems belonging to OSSM is an egregious breach of this policy.
- Do not use this network or network services to harass other users.
 - Do not acquire, propagate, or create computer viruses.
 - Do not attempt to infiltrate any other computer or computing system.
 - Do not attempt to disrupt or disable this network, its servers, or the Internet.
 - Do not attempt to modify the parameters of the servers or other network components.

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

Before a student will be granted access to any OSSM computing facilities or services, both student and a parent/guardian must sign a copy of this policy, and the student must complete and pass a written examination on this policy.

Appropriate Dress

Moderation, good taste, and modesty will 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.

In general, clothing, makeup, hairstyles, or jewelry worn by OSSM students should not be distracting or disruptive or attract undue attention. Regardless of the venue: class, lab, gymnasium, library, parties, dances, group trips, clothing should be neat, clean, and appropriate. Hats or caps are not worn inside buildings at OSSM. Footwear is always advised.

Manning Academic Center, Samson Center, Shedrick Library

Males: shirts or T-shirts designed as outerwear; slacks or jeans; shoes.

Females: dresses; skirts; shirts or T-shirts designed as outerwear; slacks or jeans; shoes.

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

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

Males: shirt and tie; jacket; dress pants; shoes with socks.

Females: suits; dresses; skirt and blouse; shoes with hosiery.

Examples of clothing that are inappropriate for academic venues include shorts, cutoffs (skirts, pants, jeans, shirts), scrubs, capri pants, 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, et cetera 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 insure that dirt, grit or stones are not brought onto the hardwood floor.

Other Gym Clothing: Tops are to be loose fitting with sleeves, free of buttons, snaps or zippers. Bottoms are to be loose fitting, shorts or long pants, free of buttons, snaps or zippers. Cut offs, or jean shorts are not acceptable. Socks are mandatory and must be white.

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.

Textbooks and School Property

All textbooks are the property of OSSM and are provided to each student at no cost during the course of study. Students are required to cover textbooks issued to them and are expected to exercise care in their use. Students are required to pay for damaged or lost books, equipment, facilities and furnishings. Parents and students are asked to acknowledge the policy on paying for lost or damaged text in writing. Likewise, students should act responsibly when using all school property.

Vehicles

OSSM permits students to have vehicles on campus for the purpose of a single trip traveling to and from home on a weekend. Upon returning to the residence hall, students are required to turn their vehicle keys in to the front desk attendant. Each car must be registered with the office of the Dean of Students via the Vehicle Permission Form. This form is to be completed prior to bringing the vehicle to campus and must be signed by both the student and the parent(s) or guardian(s).

Students may transport other students home only if both sets of parents have given the Dean of Students prior written permission.

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 hall staff if an exception is warranted.

Parents may contact the residence hall by calling (405) 522-1909 any time of the 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.

Students may not have cell phones in their possession or in their rooms. They may leave their cell phone in their vehicle or check the cell phone in at the front desk. Please label or engrave the student's name on the cell phone if it will be left at the dorm front desk.

Student Check In/Out Procedure

Students may choose to participate in various activities in Oklahoma City and plan trips to commercial shopping centers and stores. Such participation will require that the student first receive permission from a residence hall staff member via the Sign In/Out Card. The information will be reviewed by the staff member on duty and approval of the off-campus trip will come in the form of staff initials.

The sign in/out procedure is required of all students. It is the sole responsibility of each student to gain approval before leaving **and** to *sign in at the residence hall* when he/she returns to campus.

Students must also check out at the residence hall before going to the Manning Academic Center in the mornings and check-in at the residence hall before study time (on school nights) and before 10:30 p.m. evenings when there is no evening study time.

Sunday through Thursday and Friday preceding tests students must return to the residence hall in plenty of time to begin studying by 8:00 p.m.

During the regular school day, students may check out for off campus trips with their parent(s) or legal guardian(s) only (as long as the student does not miss class or lab). The student must obtain permission from the Dean of Students to be away from campus during the school day.

Overnight Trips

Permission for overnight visits to a location other than home are handled on a case by case basis. If a student is planning an overnight stay at a friend's house (or any location other than home) the student's parents are requested to mail, email, or fax permission to the Dean of Students. Should unusual circumstances make written notification impossible, parents must speak directly with the Dean of Students.

When a student has the opportunity to travel overnight on a school-sponsored trip, the faculty in charge will contact the parent(s) for special permission.

Before leaving for an overnight trip, students must follow the regular check out procedures.

Overnight Guests

OSSM students may be allowed to have overnight guests in the residence hall. Any student who wishes to have an overnight guest must make the request via an Overnight Visitor Request Form. At least one week's advance notice is desirable and final approval must be granted by the Dean of Students. Overnight guests are limited to Friday (when there is no test the next morning) or Saturday nights. Guest meals taken in the cafeteria must be purchased.

Visiting Guidelines

The normal point of access for everyone, other than students and employees, is through the Senator Bernice Shedrick Library. All other buildings are locked 24 hours per day, year around. The school ID and visitor badge is a machine-readable card that provides access and egress via card readers adjacent to doors and gates.

Visitors other than parent(s) must be authorized to visit via a Visitor Permission Form. This form is to be completed by parents prior to the student's arrival at OSSM. Additions/deletions to the Visitor Permission Form must be made by a parent.

Visitors are required to check in at the library reception or security desk. Visitors will be asked to sign in and show identification. If a student is expecting visitors, the student should be available to meet them at the front desk. Students are responsible for their guests and will be held accountable for any misconduct. Visitors must leave campus by the start of study time. If visitors wish to attend classes, please clear that with the Vice President for Academic Services and the professor(s) well in advance of the planned visit.

Males may not visit in the girls' dorm; females may not visit in the boys' dorm.

Students who do not complete the program at OSSM are generally not permitted to visit or participate in school activities.

Parent Visiting

Once parents get familiar with their student's schedule, they 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, to join their students at any meal, etc. On school nights, please plan to leave before study time begins. On weekend nights, plan to 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 badge that also is a key for the residence hall front door and the Manning Academic Center front door as well as the main doors of the library (evening and weekends). Visitor badges/keys should be returned to reception or security upon leaving the campus. Student keys 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.

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 (i.e., brothers, please stay out of girls' dorms and sisters, please stay out of boys' dorms). Siblings should visit in the Great Hall or 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 hall staff in monitoring traffic within the hall.

Parent Postscript

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, (Sunday through Thursdays and Friday preceding tests, from 8:00 to 10:00 p.m.) if you can avoid this.
- Keep the letters coming - at least once a week - 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, August 28.
- Senior parents don't miss the Senior/Parents' College Admissions Workshop on Saturday, September 25.
- Get involved with the OSSM Parents Association and help out with an activity or two. 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, Mr. Bodenstein or Mr. Salwierak at (405) 521-6436. Leave a message if necessary; we will return your call.
- Assistant Residence Hall Supervisor, Liz Schwerdtfeger, can be reached at (405) 522-1909.
- Professor Gleason, Dean of Students, can be reached at either of the above numbers or (405) 604-2695.
- Dr. Lease and Dr. Manning can be contacted at the Manning Academic Center (405) 521-6436, 8:00 a.m. - 5:00 p.m., Monday through Friday, or at (405) 752-4595 and (405) 527-7648, respectively, after hours.

Important Contact Information

Student Mailing Address:

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

Main School Number: (405) 521-6436
Dormitory Front Desk Number: (405) 522-1909
Fax Number: (405) 522-4586

School Business Address:

Oklahoma School of Science and Mathematics
1141 North Lincoln Boulevard
Oklahoma City, Oklahoma 73104

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., e.g. Tori Reilly's (Victoria Reilly) email address would be Victoria.Reilly@ossm.edu or John Smith's email address would be John.Smith@ossm.edu

In Case of an Emergency:

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

Mon.-Fri., 8-5: (405) 521-6436 (Main school number)
Other times, please call: (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 he/she returns your call.

Appendices

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.).

notes



THE OKLAHOMA SCHOOL OF SCIENCE AND MATHEMATICS



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