

Table of Contents

Academy Calendar & Daily Schedule	2
Mission Statement	4
Educational Service Goals and Practices	4
Curriculum and Instructional Program	5
Our Grading System	5
Enrollment Procedures and Guidelines	6
Health Requirements	7
Parent Communication and Conferences	7
Homework Policy.....	8
Parent Commitment	8
Dress Code	8
Attendance.....	9
Tardiness	9
Drop-off/Pick-up and Parking.....	9
Code of Personal Conduct.....	9
Requirements of Personal Care.....	10
Medications	10
Student Illness and Reasons to Send a Child Home	10
Lice Policy	11
Medical Emergency	11
Crisis Intervention.....	11
Safety and Security	11
Academy Closings	11
Academy Wellness Policy.....	12
Food Service.....	13
Nutrition	13
Field Trips	14
Personal Items	14
Social Behavior and Discipline.....	14
Inappropriate Conduct.....	14
Afterschool Detention	15
Unacceptable Behavior/Disciplinary Action	16
Quick Tips for Parents	21
Annual Notifications	27
Computer Usage Policies	32

2014-2015 Evergreen, Forest and Oakland Academies Calendar & Daily Schedule

First Semester

August 27 th	Open House (3:00 – 6:00 pm Wednesday)
September 2 nd	First Day of School
October 30 th	End of 1 st Marking Period – Students Half-Day
October 31 st	No School – Professional Development Day/ Staff Report
November 3 rd – 7 th	Parent/Teacher Conferences
November 26 th – 28 th	No School – Thanksgiving Break
December 22 nd – Jan 2 nd	No School – Winter Break
January 5 th	School Resumes
January 16 th	Last Day of First Semester

Second Semester

January 19 th	First Day of Second Semester
February 27 th	No School – Mid-Winter Break
March 20 th	End of 3 rd Marking Period / Students Half-Day
March 23 rd – 27 th	Parent/Teacher Conferences
April 3 rd – April 10 th	No School – Spring Break
May 25 th	No School – Memorial Day
June 5 th	Last Day of School / Students Half-Day

Daily Schedule

School Day	8:20 am – 3:30 pm
Half Day	8:20 am – 11:30 pm

Other Dates

August 11 th	Principal Reports
August 18 th	Office Staff Reports
August 22 nd	Teachers Report
Sept 15 th – Oct 10 th	NWEA Fall Testing Window
January 19 th – Feb 6 th	NWEA Winter Testing Window
April 13 th – June 5 th	MEAP Testing Window
April 20 th – May 15 th	NWEA Spring Testing Window
June 11 th	Last Day for Teachers
June 12 th	Last Day for Office Staff
June 19 th	Last Day for Principal

2014-2015 Arbor Academy Calendar & Daily Schedule

First Semester

August 27 th	Open House (3:00 – 6:00 pm Wednesday)
September 2 nd	First Day of School
October 30 th	End of 1 st Marking Period – Students Half-Day
October 31 st	No School – Professional Development Day/ Staff Report
November 3 rd – 7 th	Parent/Teacher Conferences
November 26 th – 28 th	No School – Thanksgiving Break
December 22 nd – Jan 2 nd	No School – Winter Break
January 5 th	School Resumes
January 16 th	Last Day of First Semester

Second Semester

January 19 th	No School – Mid-Winter Break
January 20 th	First Day of Second Semester
March 20 th	End of 3 rd Marking Period / Students Half-Day
March 23 rd – 27 th	Parent/Teacher Conferences
April 3 rd – April 10 th	No School – Spring Break
May 25 th	No School – Memorial Day
June 5 th	Last Day of School / Students Half-Day

Daily Schedule

School Day	8:20 am – 3:30 pm
Half Day	8:20 am – 11:30 pm

Other Dates

August 11 th	Principal Reports
August 18 th	Office Staff Reports
August 22 nd	Teachers Report
Sept 15 th – Oct 10 th	NWEA Fall Testing Window
January 19 th – Feb 6 th	NWEA Winter Testing Window
April 13 th – June 5 th	MEAP Testing Window
April 20 th – May 15 th	NWEA Spring Testing Window
June 11 th	Last Day for Teachers
June 12 th	Last Day for Office Staff
June 19 th	Last Day for Principal

The Academy is a public school academy chartered under the laws of the State of Michigan and authorized by Grand Valley State University. The Academy is a not-for-profit corporation whose School Board contracts with the Foundation for Behavioral Resources to manage all school operations. The Foundation is a not-for-profit corporation chartered in 1972 and dedicated to the advancement of education. In addition to management of The Academies, FBR has early education-daycare, employment services and senior support programs.

Our Mission Statement

The mission of the Academy is to provide a high quality general program of fundamental education in reading, mathematics, science, social studies, conduct, health/physical education, and art.

The Academy will employ both traditional and newer curricular material chosen according to objectively demonstrated effectiveness. The Academy's education technology will emphasize continuous assessment of learning and liberal use of tutorial assistance.

The Academy will utilize traditional grading systems and all State required and State or Federally recommended performance assessment practices. As a basic component of the Academy's vision, an elaborate program will be developed for the specification of repertoire and its continuous assessment and communication.

Educational Service Goals and Practices

The Academy's educational goals and practices have been designed with the recognition that a child's future success in life is influenced significantly by early educational experiences.

Throughout all of our interaction and instruction with students, we seek to nurture several fundamental traits of character:

1. Behavior that demonstrates enthusiasm and competence.
2. Behavior that reflects appreciation of and respect for others.
3. Behavior that evidences a growing sense of responsibility.

To promote the development of these traits, we utilize the following specific principles of guidance:

- * We provide a safe and learning-rich environment.
- * We monitor and record developmental and academic progress.
- * We incorporate the use of rules as aids to success in complex cases.
- * We provide to each child an expanding depth and range of exploratory opportunities.
- * We arrange that each child experiences frequent, practical success coupled with social esteem.

Curriculum and Instructional Program

As stated above, the Academy is committed to providing a high quality general program of fundamental education in reading, mathematics, science, social studies, conduct, health, art, and music.

Our curriculum goals have been developed using, as a basic standard, the guidelines set forth in the State of Michigan Board of Education MODEL CORE CURRICULUM OUTCOMES. These goals are used as minimums for progression into the next grade level. Support and guidance toward achieving these performance standards will be sought from recognized curriculum specifications such as:

1. Michigan Curriculum Framework
Michigan Board of Education
2. Modern Red Schoolhouse Academic Standards
Modern Red Schoolhouse Project
3. Core Knowledge Scope & Sequence
E.D. Hirsch
4. Core Knowledge Series
E.D. Hirsch (Doubleday)
5. Common Core State Standards

Teachers, working with the principal, will adopt materials and methods that are aligned with, and complement these authorities and that successfully achieve state curriculum outcome standards.

Our Grading System

Parents sometimes ask about our grading system, more particularly why we do not routinely evaluate student learning on a scale of high to low with intermediate values – such as the traditional A, B, C, D, E system.

We all understand the convenience of summarizing current progress toward a goal as some intermediate or fractional state. For example, a chef might describe a meal preparation as “half done”, a mason can say the house walls are 75% complete, or a teacher can report that a student has earned a 90% grade for the semester. Expressing the “big” or general picture works well in providing an overall estimate of progress on a project or performance when judged from a distance and for extended time periods. We must also consider that the customer, when accepting the meal, should expect to receive all of the correct ingredients and proper preparations. The new home buyer expects the building inspector to assure every brick is in the wall and that there are not voids. Just as the ingredients and steps of preparation for a meal or bricks in a wall are individual, indivisible, and essential elements, each requiring definition, processing, and confirmation, so are the components of a thorough education. With this view, the Academy gives considerable attention to completely specifying, teaching, and monitoring the learning process. Each curriculum has been spelled out into many individual knowledge and skill elements and our teachers focus on teaching and testing for completed learning of every component. Each component is judged as mastered or not, yes or no, is that an “A” type performance or not.

When a student or parent sees a weekly evaluation that gives credit only for mastery on a particular educational component, it may seem strict, but it is a reflection of a thorough and accurate quality assurance system. We must remember that this grade is only for a very small portion of the overall subject. In most schools, a parent is not informed about these small steps in the learning process, but only to general performance trends that began weeks and months ago.

There are important benefits of this system of evaluation. Everyone knows exactly and immediately what is learned and what is in need of further improvement. Of course, stepping back a little and viewing performance on a group of objectives that make up a curriculum of mathematics, or social studies, taught over months, it is helpful to use traditional descriptions, and we do this by providing percentage scores on quarterly and semester reports.

Enrollment Procedures and Guidelines

The Academy is a Michigan public school and does not discriminate on the basis of intellectual or athletic abilities, measures of achievement or aptitude, handicapped status, religion, creed, race, sex, color or national origin. The Academy shall not charge tuition (but may charge fees in the same manner as existing public schools).

People interested in applying for the school year may obtain applications on our website or at the school office. The Academy will mail or fax applications upon request. If the number of applicants for a classroom exceeds the number of positions available, the Academy will hold a random selection lottery at the school. The random selection drawing shall be open to the public. All applicants will be notified of the time and place. Names will be drawn until all available classroom positions have been filled. The remaining names will be drawn thereafter and assigned to classroom waiting lists in the order of their selection.

If applicants are still on a waiting list at the conclusion of the school year in which they applied, they must resubmit an application for the following year.

If the number of applicants for a grade for the next school year received by the last business day of February exceeds the number of positions available, a random selection lottery shall be held on or about March 15th. Siblings of students already enrolled in the school will have preference for any openings.

Once children are enrolled, they will remain eligible to be enrolled at the Academy for successive years without having to reenter the selection process. They must, however, re-enroll for the subsequent year no later than the last business day in February.

Health Requirements

Section 9208 of Act 368 of Public Acts of 1978, State of Michigan, requires all children entering a school in Michigan to meet certain immunization requirements. The county health department will exclude students from school if they do not have an immunization record with the following minimal doses:

DPT, DT, or Td* - Diphtheria, Tetanus, Pertussis (Whooping Cough)	Minimum of 4 doses
Polio	Minimum of 3 doses
Measles/Rubella/Mumps**	Minimum of 2 doses
Hepatitis B	Minimum of 3 doses (3 rd dose after 6 months)
Meningococcal	1 dose for children 11-18 years of age
Varicella (Chicken Pox)	2 doses at or after 12 months of age or current lab immunity or reliable history of disease

*All students will need to show evidence of a booster dose of diphtheria and tetanus vaccine if it has been 10 years since the last dose was administered.

**A history of having the diseases of measles and/or mumps will be accepted only if confirmed by a physician and submitted in writing at the time of enrollment. A history of rubella will be accepted only if confirmed by laboratory evidence of rubella immunity and submitted in writing at the time of enrollment.

NOTE: Parents may request a medical or religious exemption from immunization requirements in writing (form available in the office).

Parent Communication and Conferences

At the Academy, we strive to provide a quality fundamental education for your child. A copy of the objectives to be taught and mastered by your child in the school year can be provided to you. Each week your child's teacher will send you a Weekly Preview of what will be taught during the week. You will receive a Weekly Evaluation Report at the end of each week. Additionally, you will receive four Quarterly Evaluation reports.

Classroom newsletters or classroom agendas will be sent home regularly as well as posted on the Academy website. Additionally, previews and progress reports are sent home every week. Please be sure to check your child's belongings each night for teacher communications.

Parent-teacher conferences will be scheduled in the Fall and again in the Spring. For special learning progress situations, the Academy and parents will conference and agree upon a

corrective action plan. Should you desire an additional conference with a teacher, arrangements may be made directly with the teacher or through the principal. Likewise, should you need to discuss a matter with the principal, appointments may be scheduled at any time.

Homework Policy

The Academy will frequently provide home exercises to augment in-school learning. The development of good home study habits and concentration is an important part of every child's learning experience. Providing an environment at home where your child can study without distraction is one important way that you, the parent, can assist your child. Of even greater importance is parental support and approval for learning and accomplishment. Set aside a period of time, every day, when your child can complete work sent home from school. It is the expectation of the academy that parents should offer the encouragement and praise that will aid in the educational success of the student.

Parent Commitment

At the Academy, we emphasize that a child's education is a fundamental part of family life and family support is vital to academic success. **The academy expects parents to participate and be available as needed, to ensure a successful educational experience for their child.** Opportunities for parent involvement in curricular activities will present themselves during the course of the year. **Your assistance is encouraged, expected, and appreciated.**

Parents are welcome in the classroom if advance arrangements have been made with the teacher. All visitors are required to check in at the office.

Dress Code

While in attendance at the Academy, students will dress neatly according to the following guidelines:

- **Boys:** White shirts with collar such as, turtleneck, polo style shirt, button down oxford. No tee-shirts, no insignias except Academy approved.
- **Girls:** white shirts with a collar such as, turtleneck, polo style shirt, button down blouse, peter pan collared shirts. No tee-shirts, no insignias except Academy approved.
- Navy, gray or white sweaters or fleece, (**no sweatshirts**). May wear sweater vests or fleece vests in navy or gray. All visible undershirts must also be solid white.
- Navy blue pants, skirts, skorts, jumpers (with white collared shirt underneath), or walking shorts (**no sweatpants or jeans**).
- Navy, gray, or white socks or tights (solid color only).
- No open-toed shoes, crocs, shoes with wheels, fashion boots or cowboy boots. May wear tennis shoes or dress shoes. (NOTE: Tennis shoes are required for use of the gymnasium at Forest Academy)
- Boots will be worn for outside wear only.

It is suggested that personal clothing items be labeled with names. Parents will be contacted to correct the situation if a student is in violation of the dress code. The Academy may take additional actions should parents need to be contacted by the Academy more than three times for dress code violations. For example, a letter may be sent home, the parents may be asked to pick up the student, or the parents will be expected to come to the Academy with appropriate

change of clothes for the student.

Attendance

Michigan State Law requires children between ages of 6 and 16 to be in regular attendance at school. Regular attendance is necessary for a student's academic and social progress. To ensure success in a child's school years, it is important to establish good attendance patterns at an early age. It is the responsibility of parents to require regular attendance of their children. In the case of excessive absences, a referral will be made to the Intermediate School District truancy official. Michigan legislature has passed a law which states unexcused or excessive absences could directly affect the government assistance a family receives.

Tardiness

Students are expected to be in school each day that school is in session. Excused absences may be given for illness, accident, or family emergency. If it is necessary for a child to be absent from school, **it is the parent's responsibility to call the school office by 9:00 a.m.** If a student is absent from class without the office being notified by 9:00 a.m., the student's parent will be telephoned. After 8:20 am students absent from their classroom are considered tardy. After 3 tardies the teacher will call home to discuss the importance of being to school on time. Tardies are tallied up at the end of the marking period and recorded on the quarterly report card. After 9:30 am, the student shall be marked absent for a half day. Similarly, a student leaving the Academy before 3:00 pm shall be marked absent for a half day. After 10 absences occur, the administration is notified and truancy action steps may be taken.

If a student arrives after 8:20 a.m. to school, the parent/guardian **must accompany** the student into the building. In the office, there will be a **sign in/out log** that must be signed before the student will be permitted to enter their classroom.

Students are not permitted to leave school property during the school day unless escorted by a parent/guardian or other designated adult. When requesting to take a student from school, identification will be required from any and all persons who are not known by the office. If a student needs to leave school before the end of the day, parents must sign the in/out log, and the office will notify the student's teacher who will dismiss the student.

Drop-off/Pick-up and Parking

Safe driving habits are of great concern. Parents and staff must always approach the school at a slow rate of speed. With parents dropping off and picking up students throughout the day, the possibility that a student could be in the driveway and/or parking lot must be remembered. Always use extreme care when approaching the school. **Please drive one way through the driveway**, and pull ahead as far as possible to ensure **adequate parking** for others. Parents wishing to come into school, **MUST park in a parking space**. Remain in your car during pick-up and allow teachers to escort your child to your vehicle.

Code of Personal Conduct

The Academy's Code of Personal Conduct is based on the premise that students require a positive, safe, learning environment that encourages learning without disruption. When a student chooses to disregard the rules of good conduct, they not only reduce their own opportunity to learn, but disrupt the learning process of others.

All items in this handbook are subject to state or federal law.

At the Academy students are expected to:

- be in attendance and punctual each school day
- be in uniform each school day
- demonstrate honesty, courtesy, kindness, and proper respect to all
- demonstrate respect for school property, as well as property of staff members, fellow students and school neighbors
- use language that is deemed acceptable at all times
- obey all classroom and school rules and regulations
- report interference with their ability to participate in and benefit from their educational opportunity

Students shall conduct themselves in an appropriate manner for all school functions, including but not limited to normal school day, field trips, and special events. They should be respectful of themselves and others. They should be responsible for their own actions. Students should comply with rules and directions given by teachers or other staff members. If they choose not to, the result will be consequences such as: loss of privilege, field trip, etc.

Requirements of Personal Care

Standards of dress and personal care at the Academy have been developed to emphasize the following:

1. To encourage the understanding and respect that school is a special place, and that one cleans and clothes oneself especially for that special place
2. To encourage dress habits that do not flaunt economic privilege or stigmatize economic disadvantage
3. To provide a clear standard that is easy to understand and maintain
4. To help families control budgetary pressures

Though younger children are less sensitive to such things, early years are the very best time to begin life habits.

Medications

We must receive written permission prior to dispensing any medications (both prescription and over-the-counter). Permission to *Administer Medication Form* can be obtained from the office and must be filled out completely. Purple forms are available for long-term medications and yellow forms for short-term medications. All medications **must be in the original container**. Prescription medicine must have the pharmacy label in place with the child's name listed, dosage instructions for administering the medicine and the physician's name. Medications will be administered in the office with two adults present.

Student Illness and Reasons to Send a Child Home

While we hope that your child stays healthy, should your child become ill, you will receive a telephone call from the Academy.

A student will be sent home with prompt pick-up for the following:

1. incurs a fever of 100 degrees or higher
2. is vomiting repeatedly

All items in this handbook are subject to state or federal law.

3. has diarrhea more than once in a day
4. has a rash that may be contagious to others through general contact
5. has a headache that persists throughout the day.
6. is found to have lice and/or nits.

Lice Policy

If a student is found to have nits or lice, they will be sent home with a prompt pick-up by a parent. An information packet will be sent with the child to aid parents in getting rid of the lice. **The child will not be able to return to school until they are nit free.** The child will be checked in the office to determine whether they will be able to return to class.

Medical Emergency

Should a medical emergency arise, resulting from either a serious accident or some other cause, the Academy will take the following immediate action:

1. First aid will be administered by trained personnel on site and parents will be contacted.
2. In the event parents/guardians cannot be reached, the child's physician will be called and the details of the situation provided. The physician shall make the determination whether the child should be taken to the Emergency Room.
3. The Academy Personnel will accompany the child to the Emergency Room.
4. A Green Health Report Form will be completed by the Academy staff and presented to the parent. This form needs to be signed by the reporting and classroom teachers and parents/guardian on site.
5. Any further procedures that need to be followed are listed in the Crisis Intervention Plan.
6. In the event of a severe incident the Academy may call 911 at their discretion.

Crisis Intervention

A crisis intervention plan was developed by the Academy staff to create the safest possible environment for our children. The crisis intervention plan establishes a course of action in emergency/crisis situations. Each teacher has a copy of the plan, and a copy of the plan is in the office.

Safety and Security

The Academy schedules regular fire, tornado, and lockdown drills. Staff is trained in handling emergency situations. Emergency exit routes and procedures are posted in each classroom.

Academy Closings

In cases of inclement weather, local radio and TV stations will be notified about a decision to close school or delay opening. Listen to a local radio or television broadcast for school closings. **DO NOT** call the school. **Local radio stations WKFR (103.3), WKZO (AM590), WVFM (106.5), WBCK (FM 95.3), and WFAT (96.5). TV stations WWMT (CBS) and WOTV (ABC).** School closings can also be found online at www.wwmt.com, or www.woodtv.com.

If a weather emergency should arise during school hours, the following procedures will be

followed:

Tornado/Thunderstorm Watch – (Issued when the possibility of a tornado exists) Students will remain inside the building, local weather broadcasts will be monitored, and our staff will take safety precautions. Students will be released to parents/guardians or other designated adults upon request.

Tornado/Thunderstorm Warning – (Issued when a tornado has been spotted or indicated on the radar) All students and staff members will remain in the building and take shelter in designated areas. Students may be detained beyond the usual dismissal time.

Academy Wellness Policy

The Academy is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education

Every year, all students, pre-k through 6th grade shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition standards that specify the knowledge, skills, and values needed to produce healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus.

Nutrition Standards

The Academy shall ensure that reimbursable school meals meet the program requirements and good nutrition standards found in federal regulations. The Academy shall encourage students to make good nutritional food choices.

The Academy shall monitor all food and beverages sold or served to the students, including those available outside the federally regulated child nutrition programs. The Academy shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

Physical Education and Physical Activity Opportunities

The Academy shall offer fitness education and physical activity opportunities as part of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical fitness. Physical education standards shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.

Other School-Based Activities Designed to Promote Student Wellness

The Academy may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The Academy's principal shall implement this policy and provide assurance that it is being followed on the school campus. The principal shall develop and implement, with input from teachers, parents, students, and administrative staff, administrative rules consistent with this policy. A sustained effort is necessary to implement and enforce this policy. The principal shall report to the local school board, as requested, on the Academy's programs and efforts to meet the purpose and intent of this policy.

Food Service

Both snack and lunch options are available to all students at the Academy for a minimal cost. Free or reduced price lunches are available for students who qualify under federal guidelines. Applications for the National School Lunch Program can be obtained in the school office or online at www.lunchapp.com.

At the end of each month your student will receive a menu and order form for the following month. All meals are pre-ordered through a commissary. Therefore, it is important to return any order forms and payment by the due date or we cannot guarantee that items listed on the menu will be available.

The academy food service participates with the Meal Magic Program so each student has a digital "account" at the academy. While most families choose to make deposits on a monthly basis at the time of ordering, your family may also decide to make weekly or bi-weekly deposits. If a student balance goes below \$0.00, a deposit request will be sent home as a reminder that payment is due. There is a -\$10.00 cap on all accounts. Once an account has reached the maximum limit, that student cannot continue to receive the hot meal choice. Until the balance is paid in full, the student will receive a cereal packet with milk or any available leftovers. However, with meals pre-ordered weekly, the Academy cannot guarantee that there will be additional food every day. Prior to graduating the Academy, all outstanding balances must be paid to complete a student transfer.

If your student is withdrawing from the Academy or has a change in their free/reduced meal status, and has money in his/her meal account, a check will be issued by the Academy for the refund amount. To ensure you receive this refund, the following is requested:

- Submit a written request to your child's school office for the refund of unused monies in the student's meal account.
- Submit this request within 10 days of the student's withdrawal from school.
- Failure to follow this procedure may result in these revenues becoming property of the Academy.
- Note that any account that incurs 30 days of inactivity may be closed.

Refund request forms are available on the Academy website under *School Life / School Meals*

Students participating in the National Free/Reduced School Lunch Program will receive one hot snack and lunch per day, including milk. However, additional milk may only be taken if sufficient funds are available at time of purchase. Students will not be allowed to take extra milk if they do not have funds in their account or on their person.

Nutrition

The commissary is part of the Child Nutrition Program and offers menu choices that exceed

All items in this handbook are subject to state or federal law.

the state-mandated nutritional requirements. The guidelines of the National School Lunch Program ** are strictly followed. Balanced and nutritious meals are served each day, minimizing the use of salt, fats, sugars, colorings and preservatives and are designed to promote life-long healthy eating habits.

** The Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, age or handicap. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington DC 20250.

Field Trips

At the Academy, we arrange a variety of enrichment experiences for our students. Thus, we plan field trips and special outings that bring to the student a new understanding of and appreciation for the world in which they live. Advance notice will be given of any field trip.

Volunteer drivers and chaperones are necessary to make our field trips possible. If you are able to accompany us on any of our outings, please let your child's teacher know. Your involvement will be greatly appreciated. If you will be driving for a field trip, **a copy of your valid driver's license and proof of current insurance must be on file in the office.** There must be a seatbelt for each passenger in the vehicle.

Personal Items

Personal toys or non-essential items of any type are not to be brought to school. Students are only to bring to school items that are necessary for their education.

Social Behavior and Discipline

Every individual's personal satisfaction and social contribution depends upon their interpersonal conduct. With this view, we work diligently to help students develop effective social behavior. Methods of positive reinforcement are used to promote self-discipline. Consistency in application is the goal of each teacher.

Each classroom will use a card system to monitor student behavior. The basic colors are green, yellow, and red. Green cards indicate "good" or proper behavior that follows the classroom rules. Yellow cards indicate 1 or 2 verbal warnings. Red cards indicate that behavior has become disruptive or distracting. Each red card has a consequence. Each classroom will have its own set of rules and consequences.

The Academy specifically does **not** employ certain coercive methods of discipline. We never humiliate, shame, frighten or strike a child. Similarly, we never deprive a child of meals, rest or toilet use.

Generally, misbehavior will engender the consequences of over correction and/or the loss of special privileges. Suspension and expulsion will be reserved for the most severe misconduct.

Inappropriate Conduct

Conduct which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is prohibited even though not specifically set forth below. Violating any school rule or performing any act that is disruptive or detrimental to the health and welfare of other individuals or is damaging to school property whether specifically listed or not, will not be tolerated or condoned. The degree of seriousness of the misconduct, as

All items in this handbook are subject to state or federal law.

well as the accumulative effect of misconduct, will be used in determining the degree of severity of the discipline to be imposed. Gross misbehavior and persistent disobedience may result in expulsion. **School grounds** are defined as the immediate vicinity which students are identified with, or activities under the jurisdiction of the school.

For occurrences of unacceptable behavior, the teacher, administration, parents and student will meet as the first step in solving the problem. Administrators have the authority to execute the discipline outlined in the following pages. The severity of the violation will determine the degree of discipline administered within the stated guidelines. In addition, the Academy may institute other, more detailed, discipline plans designed to fit the needs of the Academy's students.

Afterschool Detention

The Academy team has high expectations for our students. Each child is expected to be a responsible and respectful student. They will strive daily to demonstrate their personal best when asked to work independently and when working with their peers. Students who demonstrate disrespect to their classmates, teachers and or classroom materials, refuse to complete assignments in class or for homework, may be asked to serve an afterschool detention. After school detention will be monitored by Academy staff. Parents will be notified by phone or in person of the date and time detention will be served.

UNACCEPTABLE BEHAVIOR	DISCIPLINARY ACTION
<p>1. Arson: Purposefully setting fire on school premises.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 10 days • Recommended expulsion • Referral to police • Restitution
<p>2. Assault: Striking or threatening to use physical force with school personnel, students, and/or others on school property or at school sponsored events.</p>	<ul style="list-style-type: none"> • Possible Detention • Removal from class • Possible suspension 1 to 10 days • Possible referral to police • Possible expulsion up to and including 180 school days.
<p>3. Biting: The act of purposefully biting another person to do bodily harm.</p>	<ul style="list-style-type: none"> • Possible Detention • Removal from class • Possible suspension
<p>4. Cheating: The act or an instance of fraudulently deceiving.</p>	<ul style="list-style-type: none"> • Possible Detention • Removal from class/Telephone call home
<p>5. Alcohol & Drugs: Possession of, use of, under the influence of alcoholic beverages, narcotics, drugs, caffeine pills and/or any controlled substances including look-alikes or what is represented as a drug or alcohol inclusive and/or any related paraphernalia (empty beer or liquor containers or substitute containers, etc.)</p>	<p>Possession or Use:</p> <p><u>1st Offense</u></p> <ul style="list-style-type: none"> • Referral to police • Suspension 3 to 5 days • Possible Detention <p><u>2nd Offense</u></p> <ul style="list-style-type: none"> • Referral to police • Suspension 5 to 10 days • Drug assessment • Meeting with a qualified substance abuse counselor • Possible Detention <p><u>3rd Offense</u></p> <ul style="list-style-type: none"> • Referral to police • Suspension 10 days • Possible recommended expulsion. This action may be indefinitely postponed if the student participates in and adheres to a substance abuse treatment program. • Possible Detention
<p>6. Extortion: Taking money or items of</p>	<ul style="list-style-type: none"> • Confiscation of item

value through force, illegal activity, or ingenuity.	<ul style="list-style-type: none"> • Suspension 1 to 3 days
7. False Alarms: Fire alarms, the removal of fire extinguishers, a call to 911, or bomb threats.	<ul style="list-style-type: none"> • Possible Detention • Referral to police • Suspension 3 day minimum • Possible expulsion.
8. Fighting: Pushing, hitting, kicking, etc., between two or more students on school property, or at school sponsored activities.	<ul style="list-style-type: none"> • Possible Detention • Suspension: All parties 1 to 10 days • Possible recommended expulsion
9. Forgery: Fraudulent means to use or obtain use of school related documents.	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 3 days
11. Gang or Gang-Like Behavior: Gang or gang like activity of any kind (including graffiti on school property) at any school activities at any time; forming associations with other students who imitate gangs or who have similar characteristics; gang or gang like attire; “ganging up” on other persons to harass, threaten or intimidate; creating a threatening environment; vandalizing or damaging property.	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days
12. Habits or Bodily Conditions Detrimental to the School: Conditions under which the pupil is suspected of having a communicable disease. One who has persistently neglected personal hygiene to the point where it is disruptive.	<ul style="list-style-type: none"> • Possible Detention • Parent and student will be required to correct the condition.
13. Harassment: Gender/Ethnic/Religious/Disability/General Conduct that shows hostility or aversion toward an individual because of his/her gender, race, color, religion, national origin, disability, or age that has the purpose or effect of creating an intimidating, hostile, or offensive environment; or has the purpose or effect of unreasonably interfering with an individual’s performance. Also includes incidents that occur at school sponsored activities, that are initiated by students and that are directed toward students, staff, or	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days • Possible referral to police • Possible recommended expulsion

<p>employees of the school district.</p>	
<p>14. Illegal Activities: Illegal activities not referred to in other portions of the <i>Code of Conduct</i> (breaking and entering, etc.)</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days • Possible referral to police
<p>15. Inappropriate Behavior: Disrespectful student behavior, defiance of authority, the refusal of a student to comply with the reasonable requests of any school employee, unauthorized leaving of school property, or instigating inappropriate behavior.</p>	<ul style="list-style-type: none"> • Possible Detention • Possible suspension 1 to 10 days • Possible recommendation for expulsion
<p>16. Indecency: Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 3 days • Parent and student will be required to correct the condition.
<p>17. Lying: Marked by or containing falsehoods</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 3 days
<p>18. Non-Productive Behavior: Not meeting reasonable academic and/or attendance responsibilities.</p>	<ul style="list-style-type: none"> • Possible Detention • Parent contact made • Meeting with parent, teacher, and administration
<p>19. Obscenity and Profanity: Vulgar acts in verbal or written form, pictures or gestures. Use of inappropriate or offensive language, either written or spoken.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 5 days
<p>20. Pyrotechnics: Use, possession, and/or production of any explosive, smoke- or odor- producing device is prohibited in or on school property includes possession of lighters and matches.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days • Referral to police • Possible Detention

	<ul style="list-style-type: none"> • Possible recommended expulsion
<p>21. Sexual Assault or Harassment: Any physical or verbal effort to intimidate/force, or attempt to force another person against his/her will into any sexually related activity. Unwelcome sexual advances, requests for sexual favors, or other verbal/physical conduct, or communication of an intimidating/ hostile, or offensive sexual nature.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days • Referral to Child Protective Services • Possible referral to police • Possible recommended expulsion • Possible classroom placement change
<p>22. Tardiness/ Truancy: Excessive tardiness, skipping classes or skipping school.</p>	<ul style="list-style-type: none"> • Possible Detention • Parent contact made • Referral to Truant Officer
<p>23. Theft: The act of stealing and/ or possessing stolen goods.</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension up to 5 days • Restitution • Possible referral to police
<p>24. Tobacco: Possession or use of tobacco in any form, including look alike or what is represented as tobacco or in the presence of visible smoke, is prohibited on school property, or at any school event regardless of location. This includes look- alike or what is represented as tobacco or any related paraphernalia (empty tobacco containers or substitute containers), possession of smoking materials, i.e. lighter, matches, etc.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Possible Detention • Suspension up to 5 days • Meeting with a counselor • Referral to police <p>2nd Offense</p> <ul style="list-style-type: none"> • Possible Detention • Suspension up to 10 days • Meeting with a counselor • Referral to police
<p>25. Vandalism: Defacing or destroying property of the school, staff, or students</p>	<ul style="list-style-type: none"> • Possible Detention • Suspension 1 to 10 days • Restitution • Possible referral to police • Possible recommended expulsion

<p>26. Weapon Possession: Possessing, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by the administration or teachers. The term weapon includes such items as a fire arm, gun revolver, pistol, (including a starter gun or BB gun) dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles etc. (State Law: Weapons- Free School Zone Policy #5131.4a)</p>	<ul style="list-style-type: none"> ● Possible Detention ● Suspension pending possible recommended expulsion ● Referral to police <p>The law requires a school administrator to contact the local police agency when a weapon is found in the possession of a student.</p>
<p>27. Weapon Look- Alikes: Possessing, handling, or transmitting any object or instrument that is a “look alike” weapon or instrument, (e. g. starter pistol, rubber knife, comb switchblade, souvenir, or collectable weapons, toy guns, etc.)</p>	<ul style="list-style-type: none"> ● Possible Detention ● Suspension 1 to 10 days ● Possible referral to police ● Possible recommended expulsion

*** This handbook is intended as a general guideline. Procedures may vary as the occasion warrants. Decisions regarding appropriate discipline are made according to school staff involved. ***

Quick Tips for Parents

Schoolwork and Homework

Some things you can do to help your child with school work:

- ❖ Homework first before any social activity
- ❖ Set aside a quiet study place
- ❖ Establish a time and routine for doing homework
- ❖ Turn off television
- ❖ Go over daily school work and school activities
- ❖ Listen to your child
- ❖ Expect and reward age-appropriate attention span
- ❖ Encourage your child to work independently
- ❖ Check your child's homework during and after study time
- ❖ Actively praise and arrange special privileges for outstanding or improved school effort
- ❖ Be consistent
- ❖ If your child has no homework for the day, try some educational games during your "special" time

Suggestions for Building Academic Skills

Reading – This is a Critical and Enabling Skill for Future Learning

- Read to your child and let your child see you read
- Provide a variety of books or materials in your home at your child's reading level
- Play reading games, sound out letters and funny words
- Make up new non-sense words
- Visit your library or bookmobile with your child

Writing - Self Expression Through Writing Should be Established Early

- Practice writing child's name, do it frequently
- Name and label pictures
- Write the names of family members and pets
- Practice writing the child's address and phone number
- Practice putting words in writing
- Help connect words into simple sentences
- Work regularly on age and grade appropriate writing
- Use "Thank You" notes and written surprises in the home

Math - A practical and important skill for further learning

- Practice counting by ones, twos, threes, etc.
- Play math games, create a challenge and keep track of progress
- Talk about practical math at home, at the store or in your community
- Do problems together, each do a part until the "problem" is finished
- Challenge your child to practice on his or her own

- Talk aloud about time of day, counting things and other number related facts
- Use both digital and regular clocks in the home

Science - Excellent for teaching creative thinking and problem solving

- Talk about things in the home that come from science such as electricity, electric lights, microwave ovens, etc.
- Watch science programs on TV with your child
- Talk about news items such as astronauts, earthquakes volcanoes, animals, trees, and food you eat

Social Studies - Develop an awareness of community, self and others

- Effective communication involves both listening as well as speaking. Practice taking turns
- Roles and responsibilities of self and others. Stress the importance of doing your share, say what you do and do what you say
- People and places- talk about your community, people, church, school, etc.
- Note differences in societies and people. National Geographic is an excellent source for pictures and stories
- Watch appropriate TV programs together such as Disney, Discovery, and the Learning Channels

Parents are teachers!!! You see the results daily of your role in teaching your child. Talk with your child's teacher about things you can do at home to further strengthen and support your child's learning.

School Guide for Parents

The Academy welcomes parents as partners in the education of our children. We strive to create an atmosphere at school that promotes parent involvement. As parents, you and your family have a critical role to play in your child's school success, however, the best ways to contribute to that success are not always clear.

We have put together a number of suggestions and items in this guide for your consideration. This guide is intended to serve as a resource and/or a reminder of some common things that have proven to be helpful to other parents and their children.

The items included in this Guide are not intended to be exhaustive nor to set limitations on how you interact with your child, but only to suggest some things that are consistent with good communication, direction and support in your child's education.

Tips for successful parenting

- ❖ Talk with your kids. Take a few minutes to talk with your child each day. Be sure to listen and show interest in what your child says.
- ❖ Show how you care. Little things mean a lot. Smiles, hugs and sitting together can make a bad day okay and a good day better.

- ❖ Use punishment sparingly. Use things like “count-outs”, short “time-outs” or loss of privileges for a short time. Allow your child to make amends.
- ❖ Catch your child being good. Look for chances to praise your child. Help them feel good about him/herself.
- ❖ Show an interest in school. Be active in your child’s school program. Encourage active home work and study times.
- ❖ Monitor your child’s health. Pay close attention to your child’s health habits. Guide and praise good care.
- ❖ Attend carefully to your child when changes occur in family circumstances. This is a time when closeness and reassurance are needed.
- ❖ Set a good example. Imitation is a most common form of learning
- ❖ Reinforce often – reminder – Activities can be used as reinforcers. Use activities the children like as rewards for desired behavior.
- ❖ Make and keep rules. Rules should be short, positively stated, and easy to remember.
- ❖ Parents are teachers. Your child will learn to be the kind of person you teach him to be.
- ❖ Give a nice day! A positive *parental* disposition is the result of good planning about what is important enough to reward and what bad behaviors are trivial enough to ignore.
- ❖ Reduce down time. Assigned chores provide something to do, be appreciated for, be proud of, and help build self-esteem.
- ❖ Show interest. Use questions that continue the conversation by asking for longer answers than just “yes” or “no”.
- ❖ Share your experience. Share stories, jokes, and experiences that might have helped you learn in a similar situation.

Ways to Help Your Child Achieve - A Checklist

- ___ Regular attendance is important
- ___ Arrive at school on time
- ___ Respond to all school communications promptly
- ___ Treat your child with respect

- ___ Make your responses to your child positive
- ___ Refrain from nagging
- ___ Establish routines for school work and home responsibilities
- ___ Assist with homework
- ___ Monitor your child's work
- ___ Make time for your child
- ___ Read to and with your child
- ___ Go to the library and bookmobile with your child
- ___ Play educational games with your child
- ___ Engage in physical activities with your child
- ___ Listen to your child
- ___ Recognize and respond appropriately to your child's feelings
- ___ Listen carefully and calmly to complaints about school or other students
- ___ Use a pleasant voice
- ___ Communicate in simple and direct sentences
- ___ Have and use materials at home to supplement school books
- ___ Work to increase your child's attention span
- ___ Avoid comparisons with family, neighbors, classmates, etc.
- ___ Encourage and support independent study
- ___ Discuss causes for things as objectively as possible
- ___ Discuss consequences of both good and bad behaviors
- ___ Reflect confidence in your decisions with your child
- ___ Be consistent but not rigid
- ___ Monitor your child's health habits

- ____ Notify school of changes in family circumstances that may affect school behavior
- ____ Take time to acknowledge your child's growth and accomplishments
- ____ Encourage your child in activities that foster use of mind and muscle
- ____ Control TV time and program selection
- ____ Congratulate yourself for parenting jobs well done

Suggestions for bedtime routines

Make sure your child is well rested and ready for school each day.

The American Academy of Pediatrics [www.americanacademyofpediatrics.com] research indicates that children require 9 to 10 hours of sleep per night. Some tips for preparing for bedtime are found in *The Good Kid Book* by Howard N. Sloane (for sale in the school office).

- Set bedtime to permit 9 to 10 hours of sleep at night (8- 8:30 pm).
- Rearrange your child's schedule so chores or tasks are completed at least an hour before bedtime.
- Homework also should be completed at least one hour prior to bedtime.
- "Relax Time" should include activities that promote calming down and should last fifteen to thirty minutes. Such activities could include a warm bath, a bedtime story, quiet games in bed (board game), or reading in bed.

Suggested Routine (Ideal)

- Chores and homework completed one hour before bedtime (by 7:30 pm)
- Start bedtime routine 30 minutes before bedtime
- Things ready for next school day
- Clothes ready for next day
- Bath/shower
- Quiet time in bed – read, etc.
- Lights out by set time

The routine you establish should be followed each night regardless of time or who is in charge- parent, grandparent, babysitter, etc.

Benefits of bedtime routine:

- Child knows what to expect each night
- All caregivers can use same routine
- Reduces bedtime stress for parents and children
- Encourage quiet time prior to lights out
- Provide for personal time after children are in bed

To establish and maintain bedtime behaviors/routines, rewards can be used. "Daily Surprises" as mentioned in *The Good Kid Book* could include, but are not limited to:

- Mom or Dad can read to their child for ten minutes
- Stay up ten minutes longer
- Stay up and watch an extra TV program
- Mom or Dad will do chores

Please consult your child's teacher for further assistance.

Nutrition and Physical Activity

Did you realize that your child is in school about 30% of their day and school snack and lunch are about 50% of their daily nutrition?

We have a responsibility to provide a good foundation for a healthy lifestyle for your child. In addition to the curriculum objectives which will be taught, each classroom teacher will encourage good nutrition and physical activity routines. Please refer to the Academy Wellness Policy and Nutrition at School, which are included in this handbook.

Nutrition at School

Our focus is providing our students with a balanced nutritious meal. We all have busy schedules but it's important to make sure we're taking the time to encourage healthy eating habits at school and at home. Below are some ideas for healthy snacks and lunches:

Snacks

- fruit cups, Jello with fruit, apples with peanut butter, bananas, grapes, pre-cut fruit in baggies such as strawberries or watermelon, cottage cheese with fruit
- baby carrots, pre-cut vegetables such as cucumbers, broccoli, celery or peppers with ranch dip, popcorn, bagel with cream cheese
- graham crackers, pretzels, dry cereal in a baggy like Life or Kix, granola bars, crackers and cheese, animal crackers
- trail mix, nuts, raisins, Chex Mix, yogurt with granola, pudding

Lunches

- any of the above
- chicken salad or lunchmeat sandwich
- small salad with dressing on side
- soup, spaghetti, or ravioli in a Thermos
- cold pizza

Drinks

- small bottled water
- low sugar fruit juice (apple juice or orange juice)
- lemonade
- non-caffeinated beverages
- NO POP!
- buy milk from school

We also encourage healthy birthday treats. Thank you for your cooperation. If you need more ideas or have questions please see your child's teacher.

Annual Notifications

Special Requests: Should a parent feel the need to make a particular educational placement request, e.g., assigning a student to a specific grade or teacher, evaluation for placement in supplemental instructional programs like Title I or special education services, the parent must submit the request in writing through the Academy office or to the Academy email address.

Nondiscrimination Disclosure: It is the policy of this school to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the school, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this school. Inquiries regarding compliance and/or grievance may be directed to our Title IX coordinator, Norm Peterson, 600 South Lincoln Street, Augusta, MI 49012.

Drug/Alcohol and Tobacco Free: The Academy is committed to providing a tobacco, alcohol and other drug-free environment for students and staff. The possession/use of alcohol, controlled substance, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited on school district grounds, or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures.

Childfind Notification: The Academy offers special programs such as speech therapy, physical and occupational therapy, Title 1 and special education academic programs to children five years by December 1st and older at no cost to the parent. Developmental screening and/or comprehensive assessments for children who are suspected of having a disability that could adversely affect their educational development are available at no cost to you. Further information can be obtained by contacting the school office.

Home-based instruction: A parent who intends to educate his/her child or children at home in lieu of attendance or enrollment in a public school, private school or an extension program of an approved school must file an annual declaration of intent. Forms are available in the office.

McKinney-Vento Reauthorization of 2002: As required by federal law, the Academy ensures that homeless children are provided equal access to the same free, appropriate public education as provided to other children. Our McKinney-Vento contact is Allison Gumper, 600 South Lincoln Street, Augusta, 269-731-5775.

Equal Opportunity Employer: The Academy complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no professional staff member or candidate for such a position at this Academy shall, on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education. Inquiries regarding compliance and/or grievance may be directed to our Title IX coordinator, Norm Peterson, 600 South Lincoln Street, Augusta, MI 49012.

All items in this handbook are subject to state or federal law.

Teacher Qualifications: You have the right to request information specific to teacher qualifications. For more information, contact the school office.

No Child Left Behind (NCLB) emphasizes parents' right to know about the professional qualifications of his/her child's classroom teachers. Parents have the right to request the following information about the instructional staff working with their child:

1. Has the teacher met state certification requirements for the grade and subjects that he/she is teaching?
2. Is the teacher working with an emergency or conditional certificate?
3. What was the baccalaureate degree major of the teacher and another other graduate certification or degree held?
4. What are the qualifications of the Para educators working with the child?

In addition, all Title 1 schools are required to notify parents when their child has been taught by a teacher who does not meet highly qualified requirements for four weeks. All Academy teachers and Para educators currently meet the highly qualified definitions set by NCLB.

Asbestos Hazard Emergency Response Act (AHERA) Annual Notification:

This is to inform you that the AHERA Management Plan is available for your review in our administration office. The Academy does not contain any asbestos containing material. Please call the office for more information or to arrange an appointment for review of the plan.

Family Educational Rights to Privacy Act (FERPA): FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without

consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school board or management company has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

Designation of “Directory Information”: In accordance with FERPA, the following has been designated as directory information: a student’s name; address; telephone number; date and place of birth; and participation in officially recognized activities and sports.

While other information concerning students of the school remains confidential and will be released only in accordance with the FERPA, the above “directory information” will be released to a requesting party unless a parent/guardian advises the school in writing that such information should not be released with respect to that particular student.

If a parent/guardian desires that the above “directory information” or any part thereof, concerning a particular student should not be released, he/she should contact the school office.

Student Privacy & Parental Access to Information: No student shall be required as part of the school program or curriculum, without prior written consent of the student’s parent/guardian, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or his/her parents; mental or psychological problems of the student or his/her family; sexual behavior or attitudes; illegal, antisocial, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such as program),

Right to Deny Use of Student’s Image: The Academy recognizes the value of utilizing audiovisual and other types of electronic communication in providing an effective education for the students. Unless otherwise notified, the Academy assumes the parent’s permission in the use of their child’s image, name, work product and grade for use in the Academy’s prepared printed materials, and in presentation’s that may be posted on the Academy’s website. If you do not wish to grant the Academy this right, contact the school office.

Right to Inspect Instructional Materials: Parents and students may inspect, request, suggest, complain, or file a grievance as it relates to instructional materials such as textbooks, library books, reference works and other instructional aids used in the Academy. Submit request in writing to the school office.

Pesticides Notification: The Michigan Department of Agriculture now requires school to notify parents when pesticides, herbicides, insecticides, etc. are being applied on school grounds. The school normally applies these chemicals during the summer vacation and other vacation periods when school is not in session. Occasionally, in emergencies, we may be required to apply these chemicals when school is in session. You have the right to be informed prior to any pesticide application made on the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you want prior notification, please contact the school office.

Anti-Bullying Policy

It is the policy and commitment of the Academy to creating and supporting an educational environment for all students that is safe, secure, and conducive to learning. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior and protect the victim of the act.

BULLYING IS PROHIBITED

Bullying of a student, whether by other students, staff, visitors, board members, parents, guests, contractors, vendors, or volunteers, is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivation.

DEFINITION OF BULLYING

Bullying is defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm 1 or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more students.
2. Adversely affecting the ability of a student to participate in or benefit from the schools educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying is prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, on a school bus or other school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the Academy.

"Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur "at school," as defined above, including bullying that occurs over the Internet(cyber-bullying) that causes a substantial disruption to the educational

environment may be subject to disciplinary action in accordance with this policy and applicable law.

REPORTS OF BULLYING

Every student is encouraged to report any situation that the student believes to be bullying behavior directed toward a student to a Teacher, Counselor, Principal or other staff member.

Staff members shall promptly report all student situations that they believe to be bullying behavior directed toward a student to the Building Principal. Complaints against administrators shall be reported to the Director of Schools. Complaints against the Director of Schools shall be reported to the Management Company.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Retaliation shall be considered a serious violation of Board policy, independent of whether a report of bullying is substantiated. Suspected retaliation should be reported in the same manner as suspected bullying behavior.

Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying shall result in corrective and/or disciplinary action up to and including suspension or expulsion, where applicable.

INVESTIGATING BULLYING

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The Principal is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary or corrective action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

DOCUMENTING BULLYING

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

The Academy shall document any prohibited incident of bullying that is reported and shall document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The Director of Schools shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board on an annual basis.

CONFIDENTIALITY

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within student educational records.

NOTIFICATION

This policy will be annually circulated to parents and students, and will be posted on the *Academy's* website.

DIRECTOR OF SCHOOLS RESPONSIBILITY

The Director of Schools is the school official responsible for ensuring that this policy is implemented. The Director of Schools is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed.

Rules for the Use of Foundation Computer Resources

2014-2015

The purpose of computing equipment at the Foundation and its schools is to facilitate the conduct of Foundation business and the educational goals of its schools. Access is granted with restrictions and responsibilities for use. Violations of the rules governing the use of Foundation computing resources will subject the violator to loss of access privileges, disciplinary action, and/or other action as deemed appropriate by the Foundation. Most rules apply to all users of Foundation computing resources and all computing accounts on Foundation computers. It should be noted, however, that students are restricted to using only those computers designated as “Student Computers”.

All Computers

The following rules apply to all computers.

- 1) Only IT is to load programs on Foundation computers. This includes laptops and iPads; loading an app is the same as loading a program. To have a program loaded on a computer, fill out an IT Support Request form.
- 2) Only IT is to move computing equipment. In the case of a mobile device assigned to a school, IT must be notified if the device leaves the campus. In the case of mobile devices assigned to an individual, IT must be notified if the device is no longer in the possession of that individual.
- 3) Assigned logins should always be used. All teachers and staff have an assigned login name (usually the first letter of their first name and their last name) which should be used to log into all computers. Student computers have a computer number and should be logged into using “fbr nnn ” where nnn is the computer number. Login names control access to computer resources such as drives and printers so always log on as yourself even if you are logging into a computer you do not customarily use.

- 4) Report computer issues in a timely manner. If the issue is an emergency, call the IT help desk at 731-5775 ext.120. If not, fill out an IT Support Request form or have your principal do so.

Student Computers

Student computers and computing devices must be used under the supervision of a teacher. The following rules should be observed:

- 1) Students should not load any files on any computing device. Files should not be brought in from home nor should the student load any file or program through the internet.
- 2) If student work is to be stored it must be saved on specified servers and in IT specified folders. Contact IT for their locations. No student files should be stored on student computers.
- 3) The student should always respect the work of others and not delete or modify the work of others without permission.
- 4) The student should be instructed in basic computer care by the teacher and the teacher is responsible for supervision the students and preventing computer abuse.

Teacher and Staff Computers

Teacher computers are for the exclusive use of instructors and staff. Students are not allowed to use teacher computers under any circumstance. Classroom computers are to be used primarily by the instructors assigned to that classroom. If an instructor uses a computer not in his/her room, the instructor should log off that computer and then log in using his/her own password and login name. Login names determine which files a user has access to so it is important to always be logged in using your own login name and password.

General rules for Internet use.

A filtering appliance is in place at each school however in general teachers or staff will supervise all Internet use by students. Both students and staff must follow the basic rules listed below.

- 1) The user will follow copyright law.
- 2) The user will not download executable programs. Only teachers and staff will download anything and they will check all such files for viruses immediately after downloading them.
- 3) The user will not conduct nor solicit the performance of any illegal activity.
- 4) The user will not engage in any behavior that will harm the user's computer nor any computer, router, network, server, etc. connected to it. The writing and the distribution of malicious code, "cracking", DNS attacks and all such activities are forbidden.
- 5) The user should acknowledge the open nature of the Internet. Outside sites may contain material which is defamatory, obscene, illegal, racially offensive, inaccurate or simply untrue.

The Foundation does not approve of such material and prohibits their use in a school environment. But while the Foundation will work to keep such material from its systems, it cannot control content on outside systems accessible through the Internet.

6) Users should be cautious in revealing information about themselves. Students should alert teachers if a site requires them to give such information as last names, phone numbers and addresses.

7) Users should not make changes in the security settings of their browsers nor allow web sites to make such changes. If access to a site that wishes to make these changes and its use is vital, fill out IT Support Request form specifying the site name and reason for accessing it.

8) Even legitimate web sites may become infected with malware so always be aware of unusual behavior. Do not click on pop-ups especially if they tell you that your computer is infected and offer to fix the problem. If anything unusual occurs while visiting a website, ***do not click on anything and contact the IT department immediately (731-5775 ext. 120).***