



# **Family & Student Handbook**

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# **Code of Student Conduct**

Positive Discipline Support Plan

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*"A Partnership in Responsibility"*

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Macomb Montessori Academy  
14057 E. 9 Mile  
Warren, MI 48089  
586-359-2138  
[www.macombmontessori.com](http://www.macombmontessori.com)

Revised August 2016

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# 1 2016-2017 Calendar

## Macomb Montessori Academy 2016/17 School Calendar



September 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

9/6 First day of school  
 9/16 Early Release  
 9/12-10/6 NWEA Testing  
 9/16 Early Release  
 9/23 Early Release  
 9/30 No School

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

2/1 Count Day  
 2/2-2/9 NWEA Testing  
 2/3 Early Release  
 2/10 Early Release  
 2/15 & 2/16 P-T Conf. pm  
 2/17 Early Release  
 2/20 No School  
 2/24 No School

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

10/5 Count Day  
 10/7 Early Release  
 10/14 Early Release  
 10/21 Early Release  
 10/28 No School

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3/3 Early Release  
 3/10 Early Release  
 3/17 Early Release  
 3/17 End of Trimester 2  
 3/24 Early Release  
 3/24 Report Cards Mailed  
 3/31 No School

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

11/4 Early Release  
 11/11 Early Release  
 11/16 & 11/17 P-T Conf. pm  
 11/18 Early Release  
 11/24-11/25 No School

April 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4/3-4/7 No School  
 4/10-5/26 Testing  
 4/14 Early Release  
 4/21 Early Release  
 4/28 Early Release

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12/2 Early Release  
 12/9 Early Release  
 12/9 End of Trimester 1  
 12/16 Early Release  
 12/16 Report Cards Mailed  
 12/21-1/3 No School

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

5/1-5/25 NWEA Testing  
 5/5 Early Release  
 5/12 Early Release  
 5/19 Early Release  
 5/26 Early Release  
 5/29 No School

January 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

1/2-1/3 No School  
 1/6 Early Release  
 1/13 Early Release  
 1/16 No School  
 1/17-2/9 NWEA Testing  
 1/20 Early Release  
 1/27 Early Release

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

6/2 Early Release  
 6/9 Early Release  
 6/16 Early Release  
 6/22 Last Day of School

KEY	
	No School (Students)
	Count Days/Instruction Days
	Regular Day Schedule
	Early Release
	NWEA Testing
	Teacher Professional Development

**184 School Days**  
**1,153 Total Hours Instruction**

14057 E. Nine Mile Road, Warren, MI 48089 586.359.2138  
 Monday – Thursday School Hours 8:15 am - 3:20 pm  
 Friday School Hours: 8:15 am – 1:20 pm



## 2 Vision Statement

Macomb Montessori Academy will be a recognized model of Montessori learning and a thriving, diverse community that respects students, inspires teachers, supports families and enhances the community. Enriched through this model, our children will be academically, socially, and emotionally ready to take their place in our world.

## 3 Mission Statement

Macomb Montessori Academy is a diverse educational community built on the Montessori philosophy that fosters curiosity, creativity, and critical thinking in its students. The Academy will foster an environment that meets students' individual needs to pursue academic excellence, become life-long learners, and responsible global citizens.

## 4 Core Values

Integrity  
Excellence  
Unity  
Montessori

## 5 Board of Directors

The Board of Directors is the governing body for the Academy. The Academy's Authorizer Lake Superior State University appoints our board members. Meetings are scheduled for the 4<sup>th</sup> Monday of the Month at 6:00 pm at the Academy. Special meetings are scheduled when needed. All Board meeting notices are posted at the main entrance of the Academy and are open to the public.

The Academy Board contracts with MIChoice, LLC for management and employment services.

### 5.1 Academy Board of Directors

- President: Mr. Samuel Bullock
- Vice President: Glen Hutton
- Secretary: Sandra Garbovan
- Treasurer: Emmett Jones
- Trustee: Jennifer Johnson
- Trustee: John Marks

### 5.2 School Administration

Ashley Ogonowski  
[ashleyogonowski@michoicemma.com](mailto:ashleyogonowski@michoicemma.com)  
586-359-2138

### **5.3 Management Company**

**MIChoice, LLC**

**255 Colrain SW, Suite 1**

**Wyoming, MI 49548**

**Phone: 616-785-8440**

**Fax: 616-785-8455**

## 6 Parents

The Academy relies on parents for active involvement in their child's education, growth and development. **It is the hope of the academy that all families will devote time to volunteer.** Parents are children's first and most effective teachers and are encouraged to become active partners with their children's teachers. Research clearly reports that a student's success is closely tied to a significant adult in his or her life.

### 6.1 Volunteers

It is the policy of the Academy to encourage volunteers to work in the school. A volunteer must receive a background check to certify that they have not been charged with child abuse, neglect, or a felony. All volunteers must attend an orientation meeting before working in a classroom with children. All volunteers will be under the supervision of the classroom teacher. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteer activities include responsibilities such as being tutors, mentors, classroom assistants, and guest speakers. Parents, grandparents, and friends are encouraged to become volunteers. If you are interested in becoming a volunteer, please notify the office.

### 6.2 Parent Education Meetings

Parent education evenings will be scheduled throughout the year. Different topics will be discussed to give you the opportunity to learn more about the Academy. The Academy's Parent and Educator Organization work together for the education and enrichment of the children. This is a voluntary organization that holds monthly meetings. For more information on this organization, see the front office.

### 6.3 Partnership in Responsibility

The Code of Student Conduct is titled "*Partnership in Responsibility*" in anticipation of parents, students, teachers, administration, support staff, and Board of Directors forging a strong bond on behalf of the children of the Academy. The Partnership is based on mutual respect, responsibility, and results. You are encouraged to embrace the partnership philosophy and translate it into action.

### 6.4 Parents' Rights and Responsibilities

Parents have the right:

- To know that their child is cared for in a safe, supportive environment;
- To unlimited access to their children (unless prohibited by a court order);
- To access the school staff during the school's normal hours of operation;
- To be informed about serious misbehavior on the part of their own child;
- To be regularly informed of school activities.

Parents have the responsibility to fulfill their obligations as described in various portions of this handbook. These obligations include, but are not limited to:

- Keeping their child's records up-to-date;
- Letting the school office know if their child will not be attending on a regularly scheduled day;
- Noting any communications from the administrators or teachers regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation;
- Attempting to attend school activities that involve parents;
- Informing the school of any significant changes that occur in the home.

## 7 Educational Program

Montessori Schools: alter 7.1-7.3 below as you see fit.

### 7.1 Philosophy and Method

Our programs are based on the philosophies of Dr. Maria Montessori (1870-1952), world famous educator, physician, and scientist who developed a method of education through research and experiences in Italy at the turn of the 20<sup>th</sup> century. Many of the reforms, now taken for granted or newly adopted in the public schools in the United States, have been in place for almost 100 years in Montessori schools around the world.

Montessori discovered that individual children would progress at their own pace if placed in an enriched environment that nurtured human development. The school environment is thoughtfully created by the teachers in order to allow the child to follow his/her interests and to develop skills and concepts using concrete, manipulative materials created by Dr. Montessori. As the child masters the skills and concepts, the materials become more abstract.

Teachers give lessons on all of the exercises available and carefully sequence the presentations so that every experience builds on the foundation of the previous one. All lessons are given with learning materials suited to the child's interest and developmental levels. Teachers are facilitators, planners, learners, counselors, and friends.

Montessori classrooms generally have three-year age spans. For example, 3 to 6 years (primary) and 6 to 9 years (early elementary). This allows the younger child to learn from the older child. Each student benefits from the example of the older students and he/she will one day be the "teacher", setting examples for others to follow. A lesson is perfected when a student is able to give that lesson to another. Mixed age groupings encourage a sense of family and community. A bond between the children develops naturally through grace and courtesy, and can be seen in mutual caring and respect.

Children are gifted with special powers of learning. They are like sponges absorbing the world around them in a way quite different from adults. This power to absorb knowledge gives children the energy to teach themselves. Education then is a process, which naturally develops in the human being, not something the teacher does! Children are

gifted by nature to exercise the skills they see practiced around them. The Academy intends to foster and follow this great gift of childhood.

*“In the special environment prepared for them in our schools, the children themselves found a sentence that expressed the inner need: “Help me to do it myself!”*

*~Maria Montessori*

The goal of the Academy is to introduce children to experiences which:

- Provide a warm and loving environment in which each child feels secure, respected, and loved
- Support and encourage the growth and development of the whole child
- Develop social skills, emotional growth, physical coordination, as well as cognitive preparation
- Help build self-confidence, self-esteem, and motivation
- Foster the natural desire to learn
- Develop freedom within limits
- Develop and refine each child’s sensory motor skills
- Lengthen each child’s attention span
- Enable each child to move smoothly and purposefully
- Encourage the development of creativity in each child
- Provide a framework of discipline through which each child can develop self-discipline and personal strength
- Provide an environment with safe limits in which each child can become an active explorer and learner
- Provide opportunities for each child to develop social grace and courtesy
- Develop skills in observation, questioning, and listening
- Promote order, coordination, concentration, and independence
- Refine and develop each child’s physical and mental capabilities and interests as they expand
- Help develop respect for themselves, for others, and for their environment
- To encourage a positive attitude toward school and learning
- To encourage concentration and positive learning habits
- To allow the child to progress at their own pace and rhythm by trusting their intuitive nature
- To develop competent critical thinkers who discover that learning is for life

## **7.2 The Montessori Curriculum**

*North American Montessori Center (NAMC) Curriculum Diploma Program*

In December, new Montessori teachers will begin training on the curriculum component.

Participants will receive:

- Curriculum binders that align to a Scope & Sequence. (September)

- Access to online demonstration videos
- A CD of Blackline Masters
- A personal tutor
- A NAMC diploma upon completion of the program
- Montessori Coaching

Montessori Coaching will take place once a month during the months of September through May for a total of nine (9) sessions.

- New teachers will be visited once a month for classroom observations.
- Each session will be followed up with a 1-hour de-brief consisting of conversations around: strengths and weaknesses, lesson presentations, classroom management, teacher language, positive discipline etc.
- Teachers will be provided written feedback in addition to verbal feedback.

### 7.2.1 Preschool

Children 4 years of age enjoy exploring in a beautifully prepared environment scaled to their size. There are exercises of practical life, sensorial, language, math and cultural studies (geography, science, music and art). Children are shown precisely how to handle and use the Montessori materials. The self-correcting quality of the work enables each child to gain greater confidence and perfection through his choice and repetition. Children gain a sense of independence as they take an active role in the classroom environment. In order for a child to enroll in our preschool class, he/she MUST be completely toilet trained; no exceptions.

### 7.2.2 Kindergarten

The kindergarten environment is designed to provide the children an opportunity to build upon the skills they have attained in the preschool classroom. As an individualized program, the children are given daily lessons in the language and math areas with the freedom to choose activities in the geography, history, science (botany, zoology), sensorial, and practical life areas. Each area of the classroom is interconnected and provides several opportunities for the children to observe and explore the world around them. It is through the continued use of the Montessori apparatus that the children refine and master skills essential for a lifetime of learning. The kindergarten curriculum inspires children to develop inner discipline, self-assurance, and a love of learning.

### 7.2.3 Lower Elementary

Freedom of movement, open work areas, and uninterrupted blocks of time for individual and group projects help to support the 5-9 year old's drive toward autonomy. Students are guided through a rich and challenging curriculum as they continue to work both individually and in small groups. The program permits a variety of approaches using colorful manipulatives that make sense of abstract principles. The subject matter includes: math, reading, grammar, sentence analysis, penmanship, spelling, creative writing, geography, history, general science, botany, zoology, and art.

#### 7.2.4 Upper Elementary

The upper elementary curriculum is built upon the foundation laid in the primary and lower elementary classrooms. New materials are introduced as the child moves from concrete to abstract thinking. The curriculum is integrated, individualized, academically challenging, and meets the developmental needs of each child, intellectually, socially, physically, and emotionally. The students experience individual, small and large group lessons, and projects. Subject areas include: Language Arts (penmanship, spelling, grammar, reading, study of words, creative writing, sentence analysis, and diagramming of sentences), Math (arithmetic, geometry, and algebra), Geography (physical, political, and economical), History & Science (botany, human anatomy, zoology, astronomy, chemistry, and physics) and Practical Life (cooking, sewing, cleaning, and community service). Children build time lines, record science experiments, research and present written reports and projects, and learn computer skills. Field trips that relate to areas of study are scheduled to enhance the child's learning experience. Organizational skills and independence are developed through the use of classroom work plans, homework planners, and weekly schedules. Class meetings encourage cooperative efforts as questions of right and wrong lead to discussions on fairness, rules, and procedures. Also, literature circles serve as a venue for discussions about character development, responsibility, and accountability in our personal lives.

#### **Montessori reminds us of these important tendencies at the elementary age:**

- The child's mind moves from the concrete to abstract reasoning.
- The child develops a moral sense.
- Children are fascinated with the grandeur of the world at large. They have continual drive to explore our natural and social environment.

#### 7.3 Multi-age Grouping

A Montessori classroom is a mixed age group of students who stay with the same teacher for several years. They become a unique "family" of learners. Every child is given opportunities to find success in his or her own personal development. This grouping leads to peer tutoring and cooperative learning. Some of the benefits include:

- Continuous learning
- Respect for the individual child
- Family unit
- Cooperative social interaction
- Cross age learning
- Mentoring/leadership
- Several years with the same teacher

Montessori students are unusually adaptable. Since they have learned to make decisions from an early age, they are usually problem solvers who can manage time well and make appropriate choices. They have been encouraged to exchange ideas. Their good communications skills ease the way in new settings.

## 7.4 Academic Interventions

Students who are not on grade level will be given opportunities for in-school and/or after school tutorials during the school year to make sure they satisfy promotion requirements.

## 7.5 Child Find

The objective of the Academy is to ensure that the child receives the instruction, support, and services needed to succeed in school.

It is the Academy's intention to:

- Engage first in preventative and targeted instruction and intervention
- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time
- Select every component of the evaluation based on its relevance for creating the student's instructional program.

Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:

- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1))
- An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1))
- Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3)(i-vi))
- Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b) received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction

Also consistent with IDEA 2004, the Academy believes that:

- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308)
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2))

- For students participating in an RTI program, parents must be notified about their state’s policies about the collection of student performance data, strategies for increasing the child’s rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii))
- The RTI process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning and help inform the development of effective instructional plans for students found to have SLD
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child’s instructional program.

RTI records can indicate whether or not the child (a) achieves adequately for age or grade level when provided with appropriate instruction, and (b) makes sufficient progress to meet age or grade level standards based on the child’s response to scientific, research-based intervention. Evidence that the student is improving when provided with general education interventions indicates that the student is not in need of special education services, a requirement for placement in special education.

## 7.6 Helping Your Child Learn

- Start each day with a calm beginning.
- Make sure your child is well rested with at least 9-12 hours of sleep each night.
- Encourage your child to have a healthy breakfast and lunch.
- Laugh and talk with your child about school experiences – listen attentively.
- Stress attendance. Home is the best place for a sick child; otherwise your child should take advantage of each school day.
- Acknowledge your child for special accomplishments.
- Keep the lines of communication open. Inform the teacher of any family situation that could influence your child’s behavior.
- Have a special place for notes and notices about school events.
- Read each day to your child. Encourage reading for pleasure, and utilize the public library regularly.
- Stress organization of your child’s belongings.
- Encourage independence in your child by showing him/her what he/she is able to do by himself/herself.
- Work at home with skills taught at school.

## 8 General Information

### 8.1 Entry Age for Elementary

The Academy provides instruction for grades K-6. Beginning with the 2015-16 school year, a child is eligible to enroll in kindergarten if he or she is at least five years of age on or before **September 1** of the school year of enrollment. A child becoming six years of

age before December 1 must be enrolled in school on the first day of the school year in which the child's sixth birthday occurs or must satisfy one of the exceptions stated in law. A child must remain in school until their sixteenth birthday.

## **8.2 School Hours**

The regular daily school schedule **begins at 8:15 AM and ends at 3:20 PM Monday-Thursday. School dismisses at 1:20 every Friday.**

## **8.3 Attendance**

Regular school attendance is of the utmost importance to your child's adjustment to school and contributes to the realization of the importance of education. When they are not in school, students also miss valuable instruction and fall behind academically and socially. If you arrive late or must pick up your child early, please call the office where you will need to sign your child in and out. For specific attendance and excused absence requirements refer to The Student Code of Conduct .

## **8.4 Make up Work for Absence from School**

Students are responsible for getting and completing any work they have missed due to absence from class. Make up work should be completed within three days of return to school for short-term absence of 1-2 days and within five days of return for absence of 3-5 days as agreed upon with the classroom teacher. In cases of extended absence of more than five days due to illness, a student may request special consideration for additional time to make up work. Parents/guardians may request this in writing.

## **8.5 Visitors**

All parents or visitors must report to the office upon entering the school grounds. A daily sign-in sheet will be available for the use of parents and pre-approved visitors to visit in the school. You are to stop in the office, sign-in, and tell the school secretary whom you wish to visit. All parents and approved visitors will be given a "Visitor's Badge", which must be visible. Sign-in and approval procedures are necessary for the safe protection of our children and to avoid disruption of classes.

Visitors will be required to secure permission of the school leader to be on school grounds. Visitors who are not known by the school secretary or the school leader will be required to present a form of official identification, for example, driver's license, to have their request to visit in the school or to be on school grounds considered. No one is to bypass the office and go directly to the classroom or to the playground area. The staff must provide safe, secure supervision of all children. Parents are always welcome to visit in classrooms and are to make advanced arrangements with the teacher for in-class visitation. Small children are not permitted to visit classrooms during school hours.

Unauthorized persons must not loiter in the school use area. Any person, who comes into the school area and does not properly sign in at the office, will be considered a

trespasser. The person will be asked to leave the school area immediately. Failure to leave the school area will be reported to the Police Department for action.

## **8.6 Messages to Students and Staff**

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities. Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. All staff members have email accounts that parents can communicate through. Safe, secure classrooms and disruption-free instruction require us to seek total cooperation of parents in not going directly to the classroom.

## **8.7 Early Dismissal Requests**

The student may need to leave school during the school day. The parent is to receive approval of the School Leader in advance by written or personal request for a justifiable reason, including such early dismissals for doctor's appointments, religious observations, family funerals, and other prearranged events. Students will only be released to parents and designated adults. In child custody situations, the custodial parent must properly inform the School Leader of any limitations. Excessive early dismissals will be viewed similarly to tardies.

## **8.8 Vacations**

The school discourages the practice of taking family vacations on school days or during times other than regular school vacation periods. If a student will be out of school for a family vacation, they will be responsible for making up any work upon returning. When you must schedule a family trip during Academy time, contact your School Leader at least one (1) week in advance to discuss how your child will complete missed assignments. Time given for completion of make up work is (1) day for every day absent.

## **8.9 Emergencies**

Most emergencies involve the weather. Procedures have been developed in an effort to ensure safety and security for all children when they are under the care of the Academy. Parents are encouraged to keep informed of weather patterns and possible school closings and to make sure childcare arrangements are in place for emergency closings.

## **8.10 Fire and Tornado Drills**

Fire and tornado drills are regularly scheduled to educate students in safe practice in case of an emergency. The teacher will review rules of safety and evacuation routes with students. Evacuation routes and tornado watch locations are posted in each classroom and use area of the Academy. The teacher or person responsible for a group of students will take class roll to determine the presence of all students who are in attendance on that day. Students and staff will return to class when the teacher is given approval—verbal or hand signal—by the School Leader or school secretary.

### **8.11 Tornado Emergencies**

Students will not be dismissed from school when there is a tornado watch, warning, or actual tornado. During a tornado watch, students will remain inside the building in designated areas, local radio stations will be monitored, and staff will take safety precautions. Students will be released to their parents or designated adult as requested.

During a tornado warning or tornado, all students and staff members will remain in the building. Everyone will take shelter in designated areas and will follow outlined safety precautions. Students may be detained beyond the usual dismissal time. Parents who have come to the school to pick up students are encouraged to stay at school until the tornado warning or tornado has passed and safe conditions prevail. Out of respect for parental responsibility for their children, a student will be released to parents only.

### **8.12 Lock Down Drills**

The State of Michigan has made it mandatory for schools to practice two Lock Down Drills per year. We will follow this mandate just as we do Fire Drills and Tornado Drills. These drills will be conducted in coordination with the local emergency management coordinator.

### **8.13 Academy Full Day Closing Announcements**

Notice of school cancellation is given by announcements on several radio and television stations. We also will contact families by phone through our automated School Messenger family contact program. Please monitor the stations below for closing information.

**Radio Stations:** WWJ 950, WJR AM 760

**Television Stations:** FOX 2, Local 4, ABC 7, WWJ-TV 62, CW 50

### **8.14 Emergency Closing During the School Day**

In the event of severe weather or other unexpected emergencies, the school may be forced to dismiss students early. If school must be dismissed early, parents are encouraged to have prearranged, adult supervision of their children. Parents should discuss emergency procedures with their children in case there is nobody at home when the child arrives. Parents are expected to provide the school with a working emergency number in case of the child's illness or emergency closing. If the parent cannot be contacted, the school will make reasonable efforts to contact the person designated for emergency situations. The Academy will make use of an automated contact system to reach parents/guardians for weather or building related emergencies, and the CrisisGo contact system for hazardous and crisis situations.

## 9 Dress Code Policy

The dress code policy will be enforced for all students in grade levels Kindergarten through six. The following procedure will be used for dress code violations:

**1st Offense** - Verbal and written warning

**2nd Offense** - Phone call to parent/guardian (at home or work) to bring proper attire

**3rd Offense** - Parent Conference

**4th Offense** - Possible detention or suspension

Dress code items can be purchased at Wal-Mart, Target, Burlington, Rainbow, Old Navy, Goodwill, Salvation Army or any other uniform store.

### General attire:

#### Girls K-6:

- Pants – navy or black slacks (no cargo pants)
- Shorts, Jumpers, Skirts and Skorts -navy or black (no shorter than 2 inches above knee)
- Blouse, turtlenecks, polo shirts, cardigans, sweaters- light blue, navy or white (short or long sleeve and no logos)
- Tights – white, navy or black
- Shoes - dress or tennis shoes.

#### Boys K-6:

- Pants - navy or black slacks (no cargo pants)
- Shorts - navy or black
- Button-ups, dress shirts, turtlenecks, sweaters, cardigans polo shirts –light blue, navy or white (short or long sleeve and no logos)
- Shoes - dress or tennis shoes.

#### ALL STUDENTS K-6:

- Macomb Montessori Academy school shirt may be worn with jeans for FREE each Friday.
- Shirts must be neatly tucked into slacks. No T-shirts allowed unless it is a Macomb Montessori Academy school shirt on Friday.
- Hats, visors, bandanas, hoodies and sunglasses are not permitted.
- Jewelry - one earring per ear is permitted for boys or girls. Earrings cannot hang longer than one inch below the ear lobe.

- Tattoos or facial piercings need to be removed or covered.
- Shoes with wheels are not allowed.

Dress should allow students to participate comfortably in a variety of physical and outdoor activities. Clothing should cover the body adequately and should not be distracting due to ill fit. Students who come to school inappropriately dressed will need to contact their parent/s. It is our expectation that a proper change of clothing will be provided if requested.

Clothing is to be a proper fit for the child and must be properly worn (i.e. regular floor length pants, worn at waist level and not excessively baggy). Clothing is to be clean, without holes, and in good repair. Students are to be neat and well groomed for school. Shoes must be worn at all times. Buttons, patches, pins, or other accessories that are considered offensive and disruptive (including, but not limited to, sexually suggestive, profane, obscene, tobacco or alcohol advertisements) are not permitted. Sunglasses, hats, coats, and jackets may be worn outdoors only. Parents are urged to see that their children are properly dressed for inclement or cold weather. Students do not go outdoors if the temperature is below 20 degrees Fahrenheit (wind chill factor).

## **10 Meals**

Parents are encouraged to provide a nutritious breakfast to their students before school or allow them purchase breakfast at school, if it is available. Children are required to bring a nutritious lunch daily or they may purchase lunch at school. Please bring lunches that do not require warming in a microwave oven. Both breakfast and lunch are served daily, free to all students.

A daily hot lunch program is offered to all students at the Academy from an outside food service or an on-site kitchen. Menus are distributed to parents. Payment for lunches must be made in advance according to the lunch schedule. No lunches can be purchased the same day. Students that forget to bring their lunch must call home to have a parent/guardian bring their lunch to the Academy. All foods served in the food service program as well as any other activities in which food is served must adhere to the wellness policy mandated by USDA. Foods must satisfy nutritional standards established by USDA.

Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children should be encouraged to help pack their own lunch using food from the four major food groups, thus learning the importance of nutrition in their daily diet. Please pack items your child likes. This is not the time to introduce new foods. Always keep in mind how big your child's appetite really is and pack accordingly.

Good nutrition is an important aspect of mental and physical well-being. We offer the following suggestions as a helpful guideline:

- Your goal is to pack a nutritious lunch which your child likes and will eat. This should include main course, drink, snack and healthy dessert (whole grain muffin, fruit, yogurt).
- We strongly suggest white milk, pure fruit juice or water as a beverage. Pop and high sugar energy drinks may not be sent to school.
- Offer a variety of dips and spreads for raw veggies, cheese spread for crackers or bread sticks. Children enjoy handling food.
- Keep sandwiches interesting by varying bread: white, wheat, pita, buns, bagels and muffins. Try cutting sandwiches into interesting shapes.
- Try raw cucumbers, celery, cherry tomatoes, carrots or green peppers.
- Try fresh, canned or dried fruit: apples, bananas, plums, oranges, melon, berries, pineapple, raisins, apricots, fruit cocktail, etc.
- Please include napkin, silverware, paper plate, etc., daily.
- Use containers with tight lids so that leftovers can be sent home. This is your best judge to know if you are packing too much or sending items your child does not like.

Your child's name should appear on the inside and outside of their lunch box and thermos. All containers and utensils should be included and labeled. A cold pack should be put in the lunch box to keep items cold and healthy until eating time.

**All suggestions are to benefit your child's health and safety, ensuring an enjoyable dining experience for everyone.**

## 11 Snacks

- Please respect any notices regarding food allergies that are posted on your child's classroom bulletin board.
- Children will have the opportunity for a nutritional snack every day during the morning.
- If your child must be restricted to certain food and/or is on a special diet, please inform the staff and indicate so on the Child Information Card. For your child's safety, please provide your child's daily snack.

### 11.1 Birthday Snacks and Holiday Parties

Sometimes families like to provide a special treat on a child's birthday. We welcome the opportunity to celebrate. Please speak to your child's teacher about birthday treats. Grades K-6 have holiday parties throughout the year. Parties must comply with the USDA mandated wellness policy and practices.

## 12 Telephone Use

Students may make school-related calls to parents or other designated childcare providers from the office, with permission from classroom teachers. Please make sure that after school rides are arranged in advance, so students do not need to use the telephone at the close of school to make such arrangements.

### **13 Pesticide Use**

The Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all available and appropriate techniques to attain the goal of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized at our facility.

This notice has been provided in compliance with MCL324.8316. We are also required to notify you of your right to review the IPM Plan and IPM records.

**Prior Notification Request**

You also have the right to be informed prior to any application of an insecticide, fungicide or herbicide made in or at the school grounds or buildings during this school year, with the exception of bait or gel formulations. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

At least 48 hours before an application, advance notification will be given by 1) posting at commonly used entrances to the facility and 2) by E-mail. Advance notification flyers will be posted at the following commonly used entrances: main entrance.

The school leader is responsible for pesticide application procedures.

In addition to the above methods of notice, the parent/guardian is entitled to receive the notice by first-class U.S. mail postmarked at least 3 days before the application. If you need prior notification via U.S. mail, please complete the information below and send it to the school office.

\*\*\*\*\*

**PRIOR NOTIFICATION REQUEST**

PARENT NAME: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, ZIP: \_\_\_\_\_  
DAY PHONE #: \_\_\_\_\_  
EVENING PHONE #: \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## 14 Transportation

Parents are responsible for transportation of their children to and from school, if the school does not provide transportation. Parents dropping off or picking up their children are reminded to pay close attention to movement of students and vehicles in the parking area.

## 15 Verbal Communication

In an effort to promote and enhance effective communication between parents, teachers and administration, we ask that any problems or concerns be routed to the appropriate person as soon as possible. Part of problem solving is making sure the right people are aware and involved in the resolution process.

## 16 Channels of Communication

<u>Classroom Teacher</u>	<u>School Leader</u>	<u>Office Staff</u>
Child's Progress	School Policy	Absence Calls
Classroom Activities	Parent Education	Billing/Accounts
Classroom Assistance	Academic Policy	Registration
Class Procedures	Admissions	
Daily Scheduling	Donations	
Field Trips	Facilities	
	Legal Matters	

Parents who wish to address specific issues or concerns about their child's education are asked to speak first to their child's classroom teacher to seek a suitable resolution. Unresolved issues should be brought to the attention of the School Leader. The School Leader has primary responsibility for management of the school. The communications "chain of command" is the following:

1. Teacher
2. School Leader
3. Area Superintendent
4. Management Company
5. Academy Board

Except in extreme or prescribed situations, a teacher will discuss a behavior problem with the student and the parent before a referral is made for assistance from the School Leader. Prescribed situations are listed in the Code of Student Conduct.

## 17 Academy Newsletter

The Academy will periodically distribute a newsletter or bulletin. The newsletter contains information about school activities and programs as well as an updated calendar for the month. For the good of the environment, we will send newsletters through email unless a paper copy is specifically requested.

## 18 Medications/Immunizations

Students are not allowed to keep any type of medication in their possession during school hours. All medication should be sent to the school in a container labeled by the pharmacist. A written, signed, and dated directive from the physician must accompany any medication to be administered at school. This includes, but not limited to, over-the-counter medications such as Tylenol, Ibuprofen, lotions, creams, and aspirin. The school is only authorized to dispense Band-Aids and water without a physician's written directive.

The academy encourages parents to arrange for students to take all medications at home, if possible. Medications will be administered at school, provided approved guidelines are followed. "Medication" includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Students are to register non-prescription medications in the office under the same guidelines as prescription medications.

For the safety of your child, the learning environment educator or office staff will dispense ALL medication with written permission from the parent, written physician's instructions, and administered in the presence of another adult.

1. Completed "Administration of Medication to Pupil Permission Form" and "Liability Form."
2. All prescription medication must have a pharmaceutical label (student's name, doctor's name, and type of medication and dosage).
3. A parent/guardian must bring in all prescribed medication to the learning environment educator or the front office.
4. ALL medication will be locked up in the learning environment for security purposes.

A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the child's physician and parent/guardian are on record at the school and provided the School Leader has been informed and has notified the child's teachers.

Individuals who administer medications will receive in-service training on policies and procedures related to this responsibility. An individual medication administration log will be kept in the student's permanent record until one year after graduation from high school.

Any adverse reaction to medication, as described on the physician's written instructions, and/or any errors made in the administration of medications shall be reported to the child's parent/guardian immediately.

State law and the local County Immunization Code require all students entering the

Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, HIB shot, Hepatitis B, and Chicken Pox or a signed statement that a child has not been immunized because of religious or other reasons. State law and local County Immunization Code prohibit the Academy from admitting children without the required immunizations.

### **18.1 Illness**

The school does not have facilities to care for the children when they are sick. If your child becomes ill while at school, you will be notified using the information you provided on your Child Information Card. Please have a plan so that you, or your emergency person, will be able to pick your child up promptly if necessary. Children should not attend school when the following conditions are present:

- Temperature above 100 degrees.
- Unusual drowsiness, excessive sleep or the child appears ill.
- Vomiting two or more times in a 24-hour period.
- Three or more loose or watery bowel movements in a 24-hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open areas on the skin
- Ringworm, lice or pinworm.

Children should report all illnesses and injuries occurring in the Academy to their educator or supervisory personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. For the health and well being of our staff and students, parents will be responsible to make sure the child is picked up within the hour after notification. It is the responsibility of the parent/guardian to make sure all emergency contact phone numbers are current.

Any student evidencing a rash, sores, or other physical problems will be excluded from the Academy. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with County Health guidelines. Please contact the Academy office for further information.

A student may be excused from physical education for one day with a note from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note.

### **18.2 Child Information Card**

The Parents will be asked to sign an emergency medical card to permit the teacher or adult in charge to secure medical assistance for the child in an emergency. The parents will be notified as quickly as possible of medical care being given to the child.

### **18.3 Insurance**

Parents are encouraged to be sure their child has medical insurance. If the child does not have medical insurance and the parent wants insurance for the child, the parent is encouraged to notify the School Leader so they can work together to secure insurance for the child.

## **19 Personal Property**

The Academy will work with parents to protect personal property. Reasonable guidelines will contribute to our success.

*School Materials:* Students are responsible for taking care of school owned materials and are expected to pay replacement or damage costs if applicable.

*Clothing:* The Academy recognizes that all clothing is very expensive and must be cared for. Proper care includes labeling articles that the child will most likely remove upon arrival at school. Items such as coats/jackets, hats, gloves, and boots should be labeled. The Academy does not assume responsibility for lost articles of clothing.

*Money:* Parents are encouraged to be sure the child has properly secured any money brought to school. If a large sum of money is required, parents are encouraged to see the teacher before or after school and make payment or the teacher will collect money upon the child's arrival at school. Parents are encouraged to place money sent to school in an envelope with a note stating the reason the money is being sent. The child's name and teacher's name should be clearly written on the outside of the envelope. Parents are encouraged not to allow children to bring large amounts of money to school.

*Electronic Equipment:* Cellular phones or other electronic devices, not school related, shall not be turned on at any time during school hours. If these devices are found to be powered on or in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device.

## **20 Asbestos Management Plan**

As per AHERA (40CFR 763.80) Rule, the Academy is required to notify all students, staff, legal guardians, outside contractors and community members of the availability of the AHERA Management Plan for their inspection and review. A copy of this plan is available at the school office for your review during normal business hours. Periodic (6 month) inspections are performed by properly trained staff members. At this time there are no planned asbestos abatement activities for the upcoming year. Should the need for abatement arise, all building occupants and their legal guardians will be notified in writing prior to the start of any abatement activities.

## **21 Academics**

In order for students to be prepared and ready for instructional activities, students will be expected to be at school on time, to have completed homework assignments, and to have proper instructional materials with them. Teachers will provide parents with a list of supplies needed for each class.

### **21.1 Report Cards/Conferences/Progress Reports**

At the end of the first and second grading periods, parents must meet with the child's teacher to receive a progress report on the child's academic, behavioral, and citizenship progress. Parents must sign the report card at the conference and will receive a copy. Parents are encouraged to discuss the information on the report card with their child and to encourage excellence in achievement and behavior. The purpose of report cards is to communicate to parents and students the child's progress on the knowledge and skills the student is working on in class and to provide insight into the child's behavior. Academic reports for all students are distributed in December, March, and June. Every elementary learning environment educator will arrange at least one planned conference with each child's parent(s)/guardian per year. It is understood that educators shall, if necessary, arrange additional conferences with parents. Conferences with educators must be scheduled during non-instructional time.

### **21.2 Portfolios**

Your child's teacher will work with your child to compile a portfolio of his or her work throughout the year in all academic and interest areas. The portfolio will provide a documented record of your child's developing knowledge base, skills, and work quality.

### **21.3 Character Choices: Character Education Program**

The Academy is committed to the development of children becoming responsible citizens. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, teambuilding activities and character traits education are a vital part of our curriculum.

### **21.4 Field Trips**

Written parental or legal guardian permission is required for a student to go on any field trip off school grounds. Parents may sign a blanket permission slip for local (walking distance) fieldtrips. For trips involving travel, teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. Teachers work to schedule field trips that are relevant to the school curriculum. The minimum guidelines for the supervision of field trips is for every 10 students there will be 1 adult chaperone. Student/adult ratios may vary with the nature of the field trip.

Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. The decision will be made by the School Leader in consultation with the teacher(s) conducting the field trip. The Code of Student Conduct applies to students at school and on school related trips/activities away from school.

Students are expected to follow Academy rules and pay for any costs incurred. Parents who cannot afford such costs for their child's participation are encouraged to contact the School Leader. Parents will always be given prior notice of field trips. The student who is not going on the field trip is to attend school. The student will be provided alternative learning opportunities at school during the school day.

### **21.5 Testing**

The Academy administers state mandated assessments at grades 3-6. The Academy also administers a computer based adaptive assessment three times a year in grades K-6. This enables us to more effectively and accurately monitor the growth and identify the needs of our students. The results of the state assessment tests, and the computer-based test, are used to guide instruction and assist in the improvement of curriculum and instruction. Parents will be sent individual scores of their children, when available. Test scores will be included in the child's cumulative folder.

### **21.6 Special Education**

The Academy attempts to provide appropriate educational programs for children who are identified with disabilities and who have an approved Individual Educational Plan. The Academy embraces the instructional practice known as inclusion. When the IEP calls for pullout services, the student will be permitted to leave the classroom to work with a properly trained professional educator. The goal of special education programming is to provide students with an educational plan that best meets their individual needs in the least restrictive environment. This means that, to the extent appropriate, students will be provided services within the regular education classroom with the necessary support.

The Academy enjoys an excellent working relationship with the local intermediate school district (ISD). The ISD provides a parent resource center which provides parents with comprehensive resources on rights of the disabled, responsibilities of the school, support systems for parents and children, and educational programs available.

If you have concerns about your child's progress, arrange to speak with your child's teacher. If appropriate, your child's teacher will consult with a Teacher Support Team for suggestions on classroom and instructional modifications. For further information on all special education services and programming, contact the School Leader.

### **21.7 Homework**

Homework is a very necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment.

Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. A request for homework for a child that is ill should be made the first morning the child is absent. This will allow time for the educator to organize the materials. Homework may be picked up in the office the following school day morning.

### **21.8 Fundraising**

Students may solicit only for Academy-sponsored activities. The School Leader, or Board of Directors, when appropriate, must approve fundraisers in writing prior to announcement of fundraising activities, placing orders, or making commitments. Academy students are prohibited by Board Policy from door-to-door solicitation of any type in the community. There will be no exchange of money among students for any purpose unless authorized by the School Leader.

### **21.9 Additional Instructional Programs**

The following classes are an integral part of our curriculum. All students are invited to participate in these activities.

- Each trimester after school clubs will be offered for students in all grade levels (not all clubs must serve all grade levels).
- Parents are also invited to facilitate an after school club (volunteer form and clearance required).
- Attendance must be taken each week by the club leader and submitted by the
- Students must maintain positive behavior in order to remain in the club.
- There is no minimum to the number of clubs a student can join.

### **21.10 After School Care**

Admission Criteria: Only students enrolled in the Academy's kindergarten through grade 6 program are eligible for the Academy's After School Child Care Program. Interested parents should contact the front office staff that will inform you of the necessary documents for enrollment.

#### **After Care Program Hours**

3:30 PM – 6:00 PM Monday-Thursday

1:30 PM – 6:00 PM Friday

- Doors open at 7:45 AM. We are not prepared to accept students prior to that time.
- Any child(ren) not picked up by 6:00 PM, will be assessed a charge of \$1.00 per minute after 6:00 PM per child.

#### **Fees and Billing:**

- After Care will be billed by the day.

- The daily rate is \$1.00 per student.
- All students must be signed up by Friday of the week prior in order to attend latchkey. No exceptions.
- Any account not paid in full by the week prior will not receive any services until all payment is received.
- All payments must be made by check, cash or money order, or credit cards.
- A \$25.00 fee will be charged to your account for checks returned by your bank for any reason. A second occurrence will mandate that all future payments to be paid by money order only for the remainder of the year.

Academy withdrawal of Student from the After School Program:

The Academy reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. A student may be withdrawn from the program if fees are not paid. Written notice will be sent to parent/guardian explaining reasons for withdrawal.

## **22 Behavioral Expectations**

### **22.1 School Wide Behavior**

Students at the Academy have the right to be treated with respect by their teachers and classmates. They are to be treated equally and fairly with dignity. All students should be included in all activities and made to feel welcome in all activities of the Academy. Teachers work to facilitate internal discipline within each child. Staff members work as coaches for children, helping them to make good decisions and reflect on bad decisions in order to determine a better choice next time.

Through classroom discussions, students acknowledge that certain behaviors, such as talking without permission, calling out, passing notes, bullying, students making fun of other students, and talking back to teachers, interfere with learning. Bullying will not be tolerated in the classroom or on school grounds and is considered intimidation and if severe enough “assault.” There are school wide behavior expectations posted throughout the buildings. These behaviors are modeled and taught to students multiple times throughout the school year.

### **22.2 Consequences**

We work to help children recognize disruptive behavior and develop self-control out of respect for self and others. Disruptive students may be removed from the classroom temporarily until the teacher and or School Leader is confident the student is ready to return to class as a responsible participant. A conference with parents and the School Leader will be called for any student, who repeatedly interferes with a teacher's ability to teach, another student's right to learn, or demonstrates an inability to improve behavior.

Students and parents need to know that the classroom teacher is authorized to suspend a student for one day for good cause. Behaviors that are considered major infractions are listed in the Code of Student Conduct and consequences for these behaviors are determined by the School Leader. The Code of Conduct explains discipline procedures, including suspensions and appeals. If there is insignificant improvement in the child's behavior, the parent may be scheduled to spend a day with his/her child to observe the classroom dynamics.

### **22.3 Playground Behavior**

Students are provided with the opportunity to engage in unstructured, open-ended, social interaction during recesses. Recess time is supervised by a classroom teacher who is responsible for student safety. Equipment appropriate for use at recess time is available through classroom teachers. Consult with your child's teacher to find out if equipment from home is appropriate for use on the school playground. Equipment brought to school should be appropriate for group activity and should be shared with other students. Equipment such as skate boards and scooters is not allowed at school.

Children are expected to maintain the same level of respect on the playground as in the classroom. Respect for self, others and materials is essential. Students who disregard this will lose the privilege of recess until the next day where they have a chance to make a different choice. Recess is an important part of the total curriculum. When recess is held outside, ALL STUDENTS ARE EXPECTED TO GO OUTSIDE. A student may be excused from recess for one day with a note from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note. Parents are responsible to see that their child is dressed appropriately for the weather.

#### **While on the playground, students are expected to:**

- Use playground equipment and structures carefully
- Play within the designated areas and boundaries
- Share equipment and follow the rules of the game
- Leave all personal items at home that may be damaged or endanger the safety of others. (The building School Leader is authorized to make judgments on these items.)

### **22.4 Breakfast and Lunch Behavior**

Breakfast and lunchtime provides students with another opportunity to practice social skills in an informally structured environment. During this time students are expected to: speak softly and be considerate of classmates, remain seated while eating, clean up after themselves, and be courteous to the people in charge.

#### **Cafeteria Rules**

- Students are expected to follow the Code of Student Conduct.
- Students are expected to sit while eating.
- Students are to use quiet voices when conversing with other students.

- Students are expected to use good table manners and to clean up after eating.

### **22.5 Tobacco/Smoke Free School Zone**

The use of any tobacco products and E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited. Students will be subject to disciplinary procedures outlined in the Code of Student Conduct.

### **22.6 Drug and Alcohol Use**

The use and/or possession of drugs or alcohol are illegal and will be treated by the school as a serious offense. Any student found with or using alcoholic beverages or drugs during school hours or at school-related activities shall be referred to the School Leader for long-term suspension or expulsion. The student's parent(s) will be notified and required to attend a conference with the School Leader and possibly the Board of Directors. The police will be notified and the student may be liable for arrest and prosecution.

### **22.7 Firearms**

The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Expulsion may be permanent.

### **22.8 Prohibition of Harassment, Intimidation, and Bullying (including cyber-bullying)**

The Academy will not tolerate bullying of any kind, including cyber bullying, on its school grounds or during school-sponsored activities/events. The Academy Board's revised anti-bullying policy has been included as an addendum to Student Code of Conduct. You are encouraged to read the policy, understand that it is based upon law, and encourage your child to refrain from bullying activities and report incidents observed at school.

## 22.9 Sexual Harassment

The Academy is committed to providing a working and learning environment based on dignity and respect, free of harassment or intimidation. All those associated with the Academy are expected to foster a climate that is supportive, respectful and conducive to teaching and learning. Title IX of the Education Amendments of 1972 (Title IX) and the Department of Education's implementing regulations prohibit discrimination based on sex in federally assisted education programs and activities.

"Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, based on sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual harassment of students is, therefore, a form of sex discrimination prohibited by Title IX under the circumstances provided in this guidance" ("Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U. S. Department of Education, Office for Civil Rights, January 2001).

Sexual harassment is among the behaviors that are destructive to a positive working and learning climate, and as such is prohibited by state law, federal law, and school board policy. Any member of the school community who engages in sexual harassment as defined below will be in violation of this policy. The Employee Manual is explicit in its discussion of sexual harassment and consequences of inappropriate behavior by employees.

This policy encompasses behavior of adults towards adults or students, and students towards students or adults.

### *DEFINITION:*

It is a violation of this policy when a person makes any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejections of advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges, employment or placement services or as a basis for the evaluation of academic achievement; or such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's education or career by creating an intimidating, hostile, humiliating or sexually offensive educational or employment environment.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal or written harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks to a person with sexual or demeaning implications,
- Unwelcome touching,
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats including, but not limited to, one's grades, and job.

- Display of lewd or sexually explicit materials, inappropriate jokes, or language of a sexual nature.

#### *RESPONSIBILITIES:*

All persons associated with the Academy are responsible for:

1. Ensuring that his/her behavior does not sexually harass any other person associated with the schools.
2. Reporting any observed or experienced harassment or mistreatment immediately to the Sexual Harassment Grievance Officer and cooperating fully in the investigation of alleged sexual harassment; and
3. Actively participating in the Academy's effort to prevent sexual harassment in the schools.

Retaliation of any form, including threats, intimidation, reprisal or harassment, towards any person who makes a sexual harassment complaint, or who assists in or participates in an investigation, proceeding, or hearing is unlawful and will not be tolerated and can be considered grounds for dismissal of staff and/or removal of a student from school.

#### *FALSE REPORTS:*

False (fabricated) claims of sexual harassment can cause permanent damage to the victim of such claims and must therefore be treated as a very serious matter. A false claim may be considered grounds for dismissal of staff, or discipline including the removal from the educational setting for a student, who makes a false claim.

#### *CONFIDENTIALITY:*

Reports and complaints of sexual harassment will be kept as confidential as possible consistent with the rights of all parties.

#### *SEXUAL HARASSMENT GRIEVANCE OFFICER:*

The Board of Directors has appointed the Chief Administrative Officer, or their designee, as the Grievance Officer who will be responsible for processing all sexual harassment complaints in accordance with the procedure outlined below.

#### *COMPLAINT PROCEDURES:*

1. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, the victim should make clear to the harasser that the behavior is offensive and must stop. If the harasser does not stop the behavior or the victim is uncomfortable confronting the harasser, or if the behavior warrants further action in the opinion of the victim, the victim should lodge a complaint with the Grievance Officer.
2. Upon receipt of the written complaint, the sexual harassment Grievance Officer will investigate the matter. The complaint should be as specific as possible, including names, dates, times, places, witnesses, and specific words or action which were experienced as offensive. In cases involving students, the student's parents will be notified immediately of the complaint, the steps to be followed, and the ways in which they will be involved in the process.

3. All complaints of sexual harassment will be promptly investigated. Depending on the circumstances, the investigation may encompass any or all of the following:
  - a) The alleged victim may write a letter to the alleged harasser describing the offensive behavior, the circumstances under which it took place, the way the behavior made the victim feel, and requesting that the harasser apologize and promise not to repeat the behavior. The Grievance Officer will then meet with the alleged harasser, hear the harasser's account of the situation, present the victim's letter, and discuss the matter.
  - b) Where appropriate in the opinion of the Grievance Officer, a meeting will be held between the alleged victim and the alleged harasser to clarify the facts and to attempt to mediate a resolution.
  - c) The Grievance Officer may interview all parties and witnesses to the alleged harassment.
4. In cases of alleged student harassers, the Grievance Officer will determine if these facts constitute harassment. Disciplinary consequences such as detention, suspension, or expulsion consistent with school rules may be implemented. In cases of alleged adult harassers, the Grievance Officer will report the facts of the alleged harassment and will determine if these facts constitute harassment. The Grievance Officer will recommend to the Board of Directors appropriate action, which could include disciplinary action up to and including termination of employment by Choice Schools Associates/MIChoice, LLC.
5. If disciplinary steps are taken, copies of the reports of facts and the written decision will go to the harasser, the personnel file in cases of adult harassers, and to the parents in cases of student harassers. The victim, and his or her parents, if the victim is a student, will also be informed of the determination as to whether harassment occurred.
6. Repeated or extreme forms of harassment, violence, or civil rights infringements will result in a recommendation for expulsion or termination from the Academy.

The Grievance Officer will make complete records of all sexual complaints, facts, steps taken, determinations, and resolutions, and those records will be kept in a central file in the School Leader's office for a period of 60 years.

*STATE and FEDERAL REMEDIES:*

In addition to the above, if someone believes he/she has been subjected to sexual harassment, he/she may file a formal complaint with either or both of the governing agencies set forth below. The complaint process does not prohibit filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)
2. State of Michigan

## **22.10 Suspensions and Expulsions**

Detentions, in and out of school suspensions, and/or expulsions are levels of consequences that are administered to students who demonstrate disobedient, disruptive, violent, disrespectful, or otherwise harmful behavior at school. A student whose presence creates, or is likely to create, a specific threat or risk to the safety or well-being of the school community or any of its members will be suspended or expelled from school. The Code of Student Conduct clearly spells out the responsibilities of parents and students, appropriate and inappropriate behaviors, and consequences for unacceptable behaviors.

## **23 Student Rights**

The Academy Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students;

Among these rights and responsibilities are the following:

1. Civil rights, including the rights to equal educational opportunity and freedom from harassment and discrimination; the responsibility not to harass and discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspensions, expulsion, and decisions the student believes injure his or her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the school's records.

The Board of Directors believes that as part of the educational process students should be made aware of their legal rights and of the legal authority of the Academy Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the Code of Student Conduct, which is distributed annually. Parents are required to sign the Code of Student Conduct as an acknowledgment that they have reviewed and discussed the Code with their children.

### **Children's Rights and Responsibilities**

#### **Children have the right:**

- To experience a safe, supportive, and consistent environment;

- To use all of the program equipment, materials, and facilities on an equal basis with all of the other children;
- To receive respectful treatment;
- To experience discipline that is fair and non-punitive;
- To receive nurturing care from staff members.

**Children have the responsibility:**

- To be accountable for their actions;
- To respect the school rules that guide them while at school;
- To remain with the group and staff at all times;
- To care for materials and equipment properly.

**23.1 Child Abuse or Neglect**

Michigan State law rightfully requires the school to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Human Services. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law. Michigan DHS Children’s Protective Services phone number is 855-444-3911.

**23.2 Interrogations and Searches**

*Searches by Staff*

The right to inspect students' cubbies, backpacks/book bags, and belongings is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. More detailed information on interrogations and searches is in the Code of Student Conduct. In exercise of that authority by school officials, it is incumbent upon them to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the school.

*Interrogation by Police and Other Outside Agencies*

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials and representatives of other agencies. Therefore:

1. When law enforcement and or agency officials find it necessary to question students during the school day or periods of extracurricular activities, the school, School Leader or designee will be present when possible.
2. An extensive effort will be made to contact the student's parent or guardian to ensure that the responsible individual is notified of the situation.
3. If custody and/or arrest is/are involved, the School Leader will request that the law enforcement officials observe all procedural safeguards, as prescribed by law.

### **23.3 Directory Information (Third Party Access)**

The Academy is required to provide directory information on your child to anyone who requests it unless the parent has provided a written statement stating his or her desire for directory information to be withheld from public requests. Directory information includes such information as the child's name, address, and telephone number. Parents are encouraged to provide the Academy with a written statement to withhold release of directory information from third party requests.

### **23.4 Summary of Regulations Pertaining to Student Records**

A parent has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within a reasonable period of time after the request, unless the parent or student consents to a delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee (\$.25 per page) may be charged for the cost of duplicating the materials. The parent and student may request to have parts of the record interpreted by a qualified professional of the school or a third party if desired with written approval of the parent.

### **23.5 Confidentiality of Records**

With few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific informed, written consent of the parent or the student.

### **23.6 Amendment of Record**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference, and the School Leader must render a decision in writing. If the parent and student are not satisfied with the decision, the decision may be appealed to the Board of Directors or the person designated by the Board.

### **23.7 Non-Discrimination Policy**

The Academy does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, political belief, marital status, sex, age, height, weight or handicap unless it impairs an individual's ability to perform work responsibilities adequately. Sexual harassment will not be tolerated in Academy employment practices and/or educational programs or activities.

Inquiries regarding compliance with Title IX, Section 504, or any other federal or state regulations may be directed to the School Leader, the Michigan Department of Education, or the Director of the Office of Civil Rights, U.S. Department of Education.

### **23.8 Notification of Rights under FERPA**

The Family Educational; Rights and Privacy Act (FERPA) afford 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 [or appropriate school official] 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 where the 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 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 them of their right to a hearing regarding the request for amendment.
- 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 by the School 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 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. 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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

# *Macomb Montessori Academy*

## Code of Student Conduct Positive Discipline Support Plan



*“A Partnership in Responsibility”*

Macomb Montessori Academy  
14057 E. 9 Mile  
Warren, MI 48089  
596-359-2138, [www.macombmontessori.com](http://www.macombmontessori.com)  
August 2016

## **Introduction**

### **Character Education Code of Student Conduct**

**The Code of Student Conduct provides behavior guidelines for development of good social skills, students as responsible citizens, and accelerated learning school culture. All stakeholders—students, parents, administration, faculty, and support staff—enter a partnership in responsibility to build positive character in our students that prepares them for college, work, military, parenthood, and community service.**

**Our Character Choices program empowers students with the knowledge, skills, attitudes, and opportunities to become responsible members of the home, school, and community. The nine character traits are the following:**

**Respect  
Responsibility  
Cooperation  
Compassion  
Good Judgment  
Integrity  
Perseverance  
Courage  
Citizenship**

**The nine character traits represent values of responsible citizenship and empower students with the discipline to be lifelong learners and enlightened citizens in a diverse society.**

**Each individual has rights and responsibilities. The Code of Student Conduct attempts to preserve individual rights in the school community and deliver academic excellence in a safe, emotionally secure community of learners. Diversity is our strength and we pursue productive classrooms where all students find meaning, dignity, and sense of community.**

**The overarching goal of the Code of Student Conduct is to teach students self-discipline and good social skills. We want to keep students in school. Our Positive Discipline Support Plan provides a framework for progressive and constructive discipline practices and in-school interventions for minor misbehaviors. Out of school suspension is reserved for serious infractions of the Code of Student Conduct.**

**Parents are our most valuable partners. We seek your cooperation and participation in the ongoing development of your child's academic knowledge, skills, and attitudes and social skills. We encourage you to read and review the Code of Student Conduct with your child and encourage acceptable behavior at school.**

## **STUDENT RIGHTS**

### ***EDUCATION***

The rights of all students are ensured by the Constitutions of the United States and the State of Michigan and by all applicable federal, state, and local statutes. These rights, including the right to an education, shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability. Students have a right to a public education beginning with pre-kindergarten and extending through the twelfth grade.

Students, in all their diversity, are to be educated in a safe and supportive environment that fosters academic success and healthy development and that prioritizes keeping students in school.

### ***ENVIRONMENT***

Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.

### ***RESPECT***

Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students.

### ***PROPERTY***

Students have a right to expect that other students and school personnel will respect their personal property.

### ***PARTICIPATION***

Students have a right to participate in school activities, subject to qualification requirements and compliance with Board of Directors policies and administrative guidelines.

### ***EXPRESSION***

Students have the right to address policies both publicly and privately, in writing and orally. Students may advocate change in any law, policy, or regulation.

### ***APPEAL***

Students have the right to seek a review and change in policies and decisions concerning student conduct. A parent has the right to seek a change in a school policy or decision concerning his or her child.

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### **SECTION A: A PARTNERSHIP IN RESPONSIBILITY**

The Academy is committed to respect for the rights of others. Rules governing discipline and conduct are written so that parents, students, teachers, and the School Leader know what is expected of students. By working together under clearly stated and consistently enforced regulations, we can administer firm, fair and consistent discipline practices as called for by the US Department of Justice.

Parents, teachers, staff, the School Leader, and the Board of Directors are responsible for helping students develop self-discipline and learn social skills required for work and college. The Code of Student Conduct delineates the partnership that the school and the larger-community share across several broad concepts.

Environment, which includes the climate of the school;

Education, which includes preparation and work habits;

Respect, which includes treatment of others;

Participation, which includes involvement in school activities; and

Expression, which includes dress and verbal and nonverbal issues.

These broad concepts appear in each statement of responsibilities contained in this handbook.

### ***Beliefs***

The following beliefs guided the development of the Code of Student Conduct:

1. That schools must be safe and secure for students and staff.
2. That students have rights and responsibilities in the learning environment.
3. That the school is for instruction and learning, and anything that distracts from the learning process must be dealt with by the School Leader, faculty, and staff within progressive and positive discipline practices.
4. That students and their parents should be knowledgeable of school and classroom rules.
5. That students have a responsibility to exercise self-control over their own behavior and that teachers and support staff have the responsibility to teach students good social skills and acceptable behaviors.
6. That the responsibility for discipline is shared among students, school personnel, the Board of Directors and parents.
7. That the school respects differences in discipline practices at home as long as they are within parameters of the law.
8. That students, who violate school and classroom rules, must be afforded their rights to due process, which are procedurally, morally, and legally fair and correct.
9. That students, when they violate school and classroom rules, should be assigned corrective measures with the purpose of teaching good social behaviors.
10. That disciplinary measures should be progressive, corrective, and preventive, unless the safety of students is an issue.
11. That disciplinary measures should be firm, consistent, and fair.
12. That the disciplinary measures of the school should be a problem solving process and should focus on the causes of the infraction and learning acceptable behaviors.
13. That the assigning of disciplinary measures should be reasonable.
14. That students, who commit criminal acts, should be administered measures that are severe and swift when the safety of the general school population is at issue.

## ***School Jurisdiction***

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds during, before, and after school hours.
2. On school sponsored transportation for all school-related activities and the regular school day.
3. On the school grounds as either a spectator or a participant at any other time when a school group is using the school.
4. Off the school grounds at any school-related activity, function, or event as a participant or a spectator.

## ***Student Expression***

The School Leader will maintain open channels of communication through which students may express their individual or group concerns and suggestions that will be formally and informally deliberated.

We sincerely believe that continued recognition of students' rights and responsibilities will develop within our youth a student philosophy that will nurture their internal strengths, will deter the influence and spread of degrading attitudes, and will perpetuate the American ideal of a responsible, democratic system of government.

## **SECTION B: RESPONSIBILITIES**

### **Student Responsibilities**

#### *Environment*

1. Assist the School Leader and his/her staff in the operation of a safe and orderly school, where all students can learn and develop socially.
2. Be clean and dress in compliance with school rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner, which conforms to Academy's, dress guidelines.
3. Obey school rules and/or the law concerning use, possession, distribution or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.
4. Obey laws and regulations, which forbid supplying, handling, using, transmitting, or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event.
5. Report to the School Leader or her staff incidents when your safety or the safety of others may be jeopardized.

### *Education*

1. Support all students' right and opportunity for a free appropriate public education as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability, or intellectual ability.
2. Take advantage of the educational opportunities offered by the school.
3. Complete all assigned work, study, and read.
4. Attend school regularly and punctually to achieve maximum learning.
5. Be prepared for learning by bringing materials and supplies to classes.

### *Respect*

1. Be self-controlled and non-disruptive on school property and/or at school activities.
2. Be reasonable, modest, self-controlled, non-suggestive, non-intimidating, and considerate in your relationships with other students and with school employees.
3. Keep your language and gestures respectful and free of profanity or obscenities.
4. Respect private, public, and school property.
5. Be informed of laws and school rules regarding students' rights and responsibilities.

### *Participation*

1. Support and participate in school activities, co-curricular and extra-curricular.
2. Remain on the school campus during the school day; be punctual in carrying out your schedule, and take part in classroom activities.

### *Expression*

1. Support the right to freedom of expression.
2. Ensure that your expressions do not interfere with the educational program or activities or with the rights of others.
3. Be sensitive to others in your choice of expressive clothing that you wear or carry, ensuring that it does not express obscene, racist, or sexist language or gestures or slanderous, libelous, racist, or sexist statements.
4. Be sensitive to others in your choice of expressive words that you say or write, ensuring that they are not obscene, slanderous, libelous, racist, or sexist.

## ***Parent Responsibilities***

### *Environment*

1. Insist that your child is clean and dressed in compliance with school rules of sanitation and safety and within the school dress guidelines.
2. Ensure that your child is free of communicable disease and in good health.
3. Support school officials in maintaining a safe and orderly school environment, free of disruptions, which interfere with teaching, learning, and safety.

4. Ensure that you and your child(ren) understand school rules and/or the law concerning students' use, possession, distribution, or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the School Code of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to or from school, or while attending school-sponsored activities.
5. Ensure that your child understands that supplying, handling, using, transmitting, or possessing any type of weapon on school property, on the way to or from school, or at any school-sponsored event is prohibited.

### *Education*

1. Help support education for children as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability.
2. Make certain your child's attendance at school is regular and punctual and all absences are properly excused.
3. Instill in your child the desire to learn.
4. Become acquainted with your child's school, staff, curriculum, and activities.
5. Ensure that your child has the necessary materials and supplies needed for classes and activities.
6. Ensure that your child has a quiet and proper place to study at home.

### *Respect*

1. Guide your child, from the earliest years of his or her life, to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his or her actions.
2. Teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
3. Know and understand the rules your child is expected to observe at school; be aware of the consequences for violations of these rules, and accept legal responsibility for your child's actions.
4. Encourage your child to respect honest work and to develop an interest in exploring broader fields of knowledge.
5. Accept the right of the Board of Directors to require respectable behavior of all students and nonstudents at all activities involving the school.
6. Help your child understand and respect the purposes of schooling, learning, and teaching.

### *Participation*

1. Send your child to school as required by The Michigan School Code, on time, every day, ready to learn.
2. Request and attend parent-teacher conferences.
3. Attend school functions and activities with your child.
4. Volunteer for school functions or assist when possible.

### *Expression*

1. Encourage your child to conduct him or herself in an acceptable manner.
2. Encourage your child not to make obscene gestures or libelous, racist, or sexist statements or to use intimidating tactics toward others.
3. Encourage your child not to interfere with the educational progress of others or the educational program by using inappropriate verbal or nonverbal expressions.
4. Encourage your child to dress appropriately in the school uniform so that his or her appearance will not disrupt the educational process or activities.

### *Teacher/Staff Responsibilities*

#### *Environment*

1. Reflect personal enthusiasm for teaching and learning and genuine concern for the individual student.
2. Express positive reinforcement for acceptable behavior.
3. Provide clear, reasonable classroom rules consistent with the Code of Student Conduct.
4. Project the image of your profession, your school, and education for everyone in a positive manner.
5. Be professional, and be a role model for students.
6. Refer to the student's teacher or School Leader any student whose behavior requires special attention.
7. Report all incidents of suspected child abuse or neglect to your School Leader as required by Michigan Law.

#### *Education*

1. Guide differentiated learning activities so students learn to think and reason.
2. Provide opportunities for students to develop socially acceptable skills, attitudes and behaviors.
3. Provide meaningful schoolwork for students with the expectation that all students will be successful.
4. Inform parents regarding student achievement and behavior, and consult with parents whenever necessary.
5. Teach each student as an individual on his/her own level.
6. Communicate with School Leader regarding academic achievement.

#### *Respect*

1. Guide students to assume responsibility for their actions and to respect the rights of others.
2. Be firm, consistent, and fair in enforcing school rules on school property and at all school-sponsored activities.
3. Demonstrate by word and personal example self-discipline and respect for law.
4. Develop positive relationships with parents and students.
5. Respect the dignity of everyone.

#### *Participation*

1. Assume the rights and responsibilities of collaborative culture and shared decision making.
2. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students, and require observance of them.
3. Assist the School Leader in developing the school philosophy, objectives and procedures for the efficient and orderly operation of the school.
4. Participate in school activities and sponsor co-curricular and extra-curricular activities.

### *Expression*

1. Ensure that expressions by anyone do not interfere with meaningful instruction.
2. Encourage students to express themselves appropriately and respectfully.
3. Do not use language that is obscene, slanderous, racist, sexist, or sarcastic.
4. Encourage students, parents, other teachers, and other staff to use language that is not obscene, slanderous, racist or sexist.
5. Represent your profession positively through your appearance and conduct at school and at school-sponsored events.
6. Refrain from initiation of or participation in sexual harassment activities.

### ***School Leader Responsibilities***

#### *Environment*

1. Create the best teaching-learning conditions possible for student learning.
2. Create a safe, caring school environment for everyone.
3. Take the lead in establishing reasonable rules and regulations for the orderly operation of the school.
4. Make rules and regulations known and understood by students, parents, teachers and staff.
5. Report all incidents of suspected child abuse or child neglect as required by Michigan Law.

#### *Education*

1. Organize school schedules and teaching assignments, and require effective classroom management and instruction.
2. Maintain open lines of communication between school and home and between staff and administration.
3. Offer a complement of student activities, which provide interesting activities for all students.
4. Encourage the recognition of students' accomplishments.
5. Protect instructional time and ensure the best possible conditions for learning.
6. Ensure that discipline practices are progressive, constructive, and focused on developing self-discipline and social skills for career and college success.
7. Ensure that all students are encouraged to achieve high academic standards.

#### *Respect*

8/23/16

1. Be firm, fair, courteous, and consistent in all decisions affecting students, parents and staff.
2. Demonstrate by word and personal example respect for law, self-discipline, and genuine concern for all persons.
3. Recognize that parents are a child's first teachers and listen to the concerns and suggestions of parents.

#### *Participation*

1. Provide leadership by creating a school culture where a collaborative culture can flourish, shared decision making is encouraged, and unity of purpose is achieved.
2. Become acquainted with students and parents by visiting classrooms, attending school activities and events, accepting opportunities to take part in community events, and inviting the community into the school.
3. Receive teacher or staff referrals of students with behavior problems, confer with these students, communicate with parents, and set up cooperative procedures for correcting student behavior and teaching good social skills.

#### *Expression*

1. Do not use language that is obscene, racist, sexist, libelous or sarcastic.
2. Encourage and ensure that students, parents, teachers and other staff use appropriate expressions which are not obscene, racist, sexist, slanderous, disruptive, libelous, intimidating, or sarcastic.
3. Exemplify leadership qualities, and represent your profession positively through your appearance and conduct at school, and at school-sponsored events, and in the community.
4. Ensure that students, parents, teachers, and staff members follow the appropriate dress guidelines for the school and for common decency and that guidelines are consistently and fairly enforced.
5. Be aware of and follow guidelines prohibiting sexual harassment.

### ***Board of Directors and Management Responsibilities***

#### *Environment*

1. Inform the community of what is expected of students and what the consequences are when rules are violated.
2. Give full support to school staff and others charged with the responsibility for managing the schools.

#### *Education*

1. Maintain a well-trained staff at all levels.
2. Develop programs and activities, which provide for all students, including those with special needs.
3. Provide vision for the school, which includes curricular programs and activities designed to provide students with opportunities to learn and develop.

### *Respect*

Be fair, courteous and consistent in making decisions regarding those students whose behavior problems have been appealed to the Board of Directors in accordance with state law.

### *Participation*

1. Become acquainted with the Academy, its staff and students by visiting buildings regularly and by attending school activities.
2. Encourage and support participatory decision-making.

### *Expression*

1. Provide Policies regarding appropriate expressions by students, parents, teachers, and other staff members consistent with federal, state and local laws.
2. Ensure and protect freedom of expression for all students, parents and caretakers, publics, and constituencies.

## **SECTION C: GUIDELINES FOR STUDENT BEHAVIOR**

School Leadership, teachers, and support staff are responsible for ensuring that meaningful and engaging instruction takes place and that students who want a high quality education receive it. Educators share responsibility to teach students the social and emotional skills required to achieve success in school, including interventions to monitor and change behavior until the individual student demonstrates acceptable behavior as a student and member of the school community.

### **Attendance**

Michigan law places responsibility on each student to attend school on time, every day regularly and on each parent/guardian to send their child to school every day. The Board of Directors requires that all students attend school during the days and hours that the Academy is in session. Students are expected to be at school every possible day because they miss valuable instructional time and fall behind in their studies. Attendance is also an important habit to learn in preparation for work. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade or receive credit in coursework.

### ***Help Your Child Succeed in Life: Build the Habit of Good School Attendance***

#### *Did you know?*

- It is the parent/guardian's responsibility to get their child to school.
- Missing just five days of school means 30 hours of missed instruction.
- Starting in kindergarten, there is a direct link between absences and reading level.
- One in ten kindergarten and first grade students is chronically absent.
- Students who are chronically absent are 7.5 times more likely to drop out of high school.

#### ***WHAT CAN YOU DO?***

- Set a regular bedtime and morning routine.
- Lay out clothes and backpack the night before.
- Develop a back-up plan for how your child is getting to school in case something comes up. Call on a friend, family member or neighbor.

- Don't let your child stay home unless he or she is really sick. A stomach ache can be a sign of anxiety or avoidance.
- Have your doctor fax or email the school directly.
- Talk to your teacher or school leader if you need additional help or resources

Parents are asked to call the school office to notify the school of their child's absence or to leave a message on the answering machine whenever their child will be absent from school. Parents are encouraged to notify the office manager prior to 9:00 AM. Parents are to provide valid written documentation stating the cause of absence for the absence to be excused; otherwise, the absence will be considered unexcused.

Excused absences may be granted for the following reasons:

- a. Illness of the student. The School Leader may require a doctor's statement. A doctor's statement of illness must be presented if a student is absent more than three consecutive days or more than ten absences during a semester.
- b. Illness in the immediate family, which requires absence of the student from school.
- c. Death in the immediate family (should not exceed five days).
- d. Recovery from an accident.
- e. Required court appearance. Parents are asked to notify the school in advance.
- f. Professional appointments. Parents need to notify the school in advance of the appointment and are encouraged to have the child return to school after the appointment.
- g. Religious holidays regularly observed by persons of the student's faith, provided the parent has given written notice in advance of the absence.
- h. Absences for other reasons as approved by the School Leader upon request of the parent.

Upon return to school, a student is to check with his or her teacher(s) to schedule make-up work.

When a student accumulates 12 absences, the parents will attend a mandatory meeting with the School Leader. This meeting will determine the course of action that will be taken, which may include the development of an attendance contract, an absenteeism report submitted to the truancy officer, possible withdrawal from the school, and possible petition to the juvenile court. If the family chooses not to participate in the meeting, or the student does not uphold the attendance contract, an absenteeism report will be submitted to the county truancy officer.

When a student is absent from school for ten consecutive days without knowledge of the School Leader will be withdrawn from the Academy and the student's directory information will be reported to the truancy officer of the intermediate school district and other state and local agencies. The School Leader will attempt to make contact with the student's parent/caretaker during the period of consecutive absences.

## **Student Arrival and Dismissal**

Arrival and dismissal of students will be supervised by staff members 30 minutes before school starts and 30 minutes after school dismisses. Parents may circle through the parking lot and drop-off their children at the entrance of the school; children should proceed to their designated area with their teacher. If you need to enter the building, you may park in the designated parking area. Students who are leaving school at the end of the school day are to be picked-up at 3:20. Students are to be picked-up by a parent/caretaker or person designated by the parent/caretaker and approved by the School Leader immediately after school or report to after school child care (when available). Students are not to be unsupervised at any time during the school day or before and after school.

### **Late Arrival**

Students are tardy to school if they arrive after the school day begins for all students. Teachers are expected to begin opening exercises promptly and transition smoothly into instruction. A tardy student must report to the office upon arrival and provide written or oral reason from the student's parent. The School Leader, or his/her designee, will provide the student with a tardy pass to admit him or her to the class that is in session at the time.

A student who is tardy three times will receive a warning letter sent home to the parents for the parent's signature. If a student receives 6 unexcused tardies, an attendance intervention plan will be developed with the student, parent and School Leader. Tardy students interrupt learning for other students.

There are times when a deviation from a student's normal school schedule is necessary. Tardiness will be excused under the following circumstances:

- 1) Serious illness (accompanied by a parent's note or written doctor's notice)
- 2) Death in the family
- 3) Legally required presence at a court proceeding
- 4) School sponsored co-curricular and extra-curricular activities
- 5) Religious observations
- 6) Severe weather, fires, family tragedies
- 7) Pre-arranged late arrival approved by the School Leader

When a child is tardy between classes, it is the responsibility of the student to receive a pass from the previous teacher. Teachers are encouraged to assist students in transition to the next class.

Kindergarten through sixth grade classrooms are open at 8:10 AM for all students. Students arriving in the classroom after 8:15 AM will be considered tardy. Class activities begin promptly at 8:15 AM. Students may be dropped off to the cafeteria between 7:45 AM and 8:10 AM, for no additional child care fee. State guidelines require that all attendance must be documented and reported to the local Intermediate School District, including late arrivals.

## **Early Dismissal**

The student may need to leave school during the school day. The parent is to receive approval of the School Leader in advance by written or personal request for a justifiable reason, including early dismissals for doctor's appointments, religious observations, family funerals, and other pre-arranged events. Students will only be released to parents and adults designated by the parent/caretaker and approved by the School Leader. In child custody situations, the custodial parent must properly inform the School Leader of any limitations. Michigan law calls for students to receive 1,098 hours of instruction.

## ***Expressions and Limitations***

Students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or administrative guideline. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the School Leader or teacher to forecast substantial disruption of, or interference with, school activities or that endangers the health or safety of students;
2. Material that is libelous or slanderous - statements that are inaccurate or false statements that injure the person as to his or her reputation, cause personal humiliation, mental anguish, and suffering or other injuries;
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the State of Michigan, the County or the City of residence;
4. Material that is obscene as defined in the Michigan School Code, as amended.
5. Material, communications, and or actions that are considered to be bullying as defined in the Michigan School Code, as amended, and in Board Policy and administrative guidelines.

## **Distribution of Literature by Students and Nonstudents**

The School Leader or his/her designee shall coordinate distribution or display of literature by students enrolled in the school. The material must be approved by the School Leader, must not be in violation of applicable Board of Directors Policy, and must bear the name of the sponsoring individuals or school organizations.

## **Search and Seizure**

Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school. The School Leader or designee may make general inspections on a periodic basis and may open desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students, when there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, or stolen property, or that the student has violated or is violating

state or federal laws, City Codes, or Policies of the Board of Directors, provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. The School Leader may also, to the full extent permitted by law and Board Policies, search and seize students and their personal effects. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of the student's parents or turned over to the Police, and only in exceptional circumstances, when the health or safety of the student or of others is immediately threatened. Reasonable efforts to locate the student shall be made prior to the search. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. If the student is not present, he or she shall be informed of the search. Stolen items and items that are specifically prohibited by federal and state law, Board of Directors Policies, regulations of the County and City and or school administrative guidelines may be impounded. The student shall be given a receipt for any items impounded by school authorities, and parents shall be notified of any items impounded.

### **Prohibition of Harassment, Intimidation, and Bullying (cyberspace as well)**

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, in a school-related vehicle, at school-sponsored events, or using telecommunications access device or a telecommunications service provider under control or ownership of the Academy. Bullying and cyberbullying that do not occur at school but cause a substantial disruption to the educational environment may be subject to disciplinary action according to Board Policy (Attached).

Bullying means any written, verbal, or physical act, or any electronic communication, including but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly. Any reference to bullying includes cyberbullying.

The Academy Board's revised anti-bullying policy is provided in addition to Student Code of Conduct. You are encouraged to read the policy, understand that it is based upon law, and encourage your child to refrain from bullying activities/ and report incidents that they observe at school.

Every student is called upon to report any situation the he or she believes to be bullying behavior directed toward a student or an employee. Employees are required to report bullying behavior to the School Leader.

## Anti-Bullying Policy

*Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).*

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### *Bullying and Cyberbullying are Prohibited*

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

### *Definition of Bullying*

“Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- B. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- C. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- D. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- E. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyberbullying.”

Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using 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 school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

#### *Reporting and Investigating Reports of Bullying*

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the ESP. Complaints against the ESP shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The ESP or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials. Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals. The School Leader is the school official responsible for ensuring that this policy is implemented. Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

#### *Notification*

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

#### *Reporting*

As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the Academy's procedures with respect to bullying are contained within this policy. No administrative guidelines accompany this policy.

## **SECTION D: DISCIPLINARY ACTION**

### ***Definition of Discipline***

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary action outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

The School Leader will carry out a positive behavior intervention program to help children and families, teachers and support staff, reflect upon their actions and be proactive instead of reactive to teach students self-discipline and acceptable social skills for school and career and college readiness. Positive discipline can be a powerful tool for teaching students to succeed. Intervention options need to consider disciplinary referrals as opportunities for learning, with exclusion reserved for the most serious offenses. The consequence must be reasonable in direct relationship to the seriousness of the misconduct or the pattern of misconduct.

Certain rules and procedures are established to guide students through constructive growth and readiness for careers and college. Parents, teachers, and others responsible for the welfare and education of these students need to cooperate to interpret and enforce these rules.

### ***Mandatory Exclusion by Michigan Law***

**For students in grades 6 and above, Michigan law requires the Board of Directors to remove a student who possesses a dangerous weapon unless the student meets an exception in the law, commit arson, criminal sexual conduct, physical assault against a school employee or volunteer, physical assault against another student, bomb threat or similar threat.**

**The law provides a process for parents/guardians to petition the Board for reinstatement of the student. The School Leader will provide the parent/guardian with procedures to petition for the student to return to school. Parents/guardians should anticipate conditions for reinstatement being established**

### ***Behaviors Warranting Disciplinary Action***

Students are expected to meet classroom and school rules and are subject to appropriate disciplinary action, including suspension and expulsion, as set forth in the Michigan School Code. The purpose of disciplinary decisions is to develop self-discipline and social skills required for success in college and work. The positive discipline system is based on behavior intervention supports much like our academic Accelerated Learning Plans. Behaviors that interfere with the rights of students to achieve academic success and to be educated in a safe, secure environment are categorized into three groupings, with exclusion from school reserved for most serious infractions and repeated and habitual behaviors that deter teaching and learning.

If a student feels unsafe or threatened, the student or the student's parent/guardian is encouraged to contact the School Leader immediately. Individual rights include individual responsibility within the bounds of reasonable behavior expected of all members of the school community. This applies especially to the freedom of fellow students to receive instruction. Educators must prioritize keeping students engaged in meaningful learning.

Various types of student misconduct are listed. The list is not all-inclusive and a student who commits an act of misconduct not listed is still subject to disciplinary action.

1. Absenteeism;
2. Appropriate Dress and Grooming
3. Appropriate Use of Electronic Communication Devices
4. Alcohol and Drugs
5. Arson or attempted arson;
6. Assault (or attempted assault) and Battery
7. Bullying

8. Cheating/Academic Misconduct;
9. Defacement of Property
10. Destruction of Property
11. Disorderly Conduct;
12. Extortion;
13. Failure to Serve Assigned Detention;
14. False Fire Alarm or Bomb Threat;
15. False Identification;
16. Felony;
17. Fighting;
18. Fireworks;
19. Forgery;
20. Fraud
21. Gambling;
22. Gang Activity;
23. Harassment/Intimidation
24. Hazing
25. Improper, Negligent, or Reckless Operation of a Motor Vehicle
26. Insubordination/Unruly Conduct
27. Interference with School Authorities
28. Public Display of Affection
29. Leaving school without Permission
30. Loitering
31. Micro-aggressions that are commonplace daily verbal, behavioral, or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative racial slights and insults.
32. Possession of Inappropriate Personal Property;
33. Physical Assault
34. Profanity and/or Obscenity toward Students
35. Profanity and/or Obscenity toward Staff
36. Robbery
37. Sexual Assault and Battery or Other Illegal Behavior
38. Sexual Misconduct that is indecent/consensual, amorous kissing or similar displays of affection, indecent exposure, or of a sexual nature
39. Sexual harassment (Level 1);
40. Sexual Harassment (Level 2)
41. Smoking or Use of Tobacco Products, or Electronic Cigarettes;
42. Tardiness;
43. Technology Abuse
44. Theft or Possession of Stolen Property;
45. Threat/Coercion
46. Trespassing
47. Truancy;
48. Weapons: Dangerous Instruments
49. Weapons: Dangerous Weapons
50. Weapons: Use of Legitimate Tools as Weapons (including, but not limited to, pens, pencils, compasses, and combs)  
Weapons: Look-a-Likes

51. Any violation of this code, policies of the Board of Directors, administrative guidelines, or local, state or federal law;
52. Any other conduct considered by the School Leader or teachers to be disruptive, disrespectful or disobedient.

In the following six cases, discipline referrals must be made immediately to the School Leader:

1. Fighting;
2. Assault and or battery toward a teacher or another student;
3. Student actions that disrupt the class to the extent that the teacher's authority is being challenged and the teacher is losing control of the class;
4. Student actions which indicate the use of drugs, alcoholic beverages, or other behavior-altering substances;
5. Student actions that present a danger to the safety and well-being of anyone in the school;
6. Other criminal acts in violation of local, state or federal laws.

The School Leader is to recommend long term suspension of more than ten days or expulsion for the following first-time offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

1. Arson or attempted arson, including setting fire to anything on school property;
2. Assault and/or battery of an employee or student;
3. Possession, use, or sale of a firearm or dangerous weapon;
4. Manufacturing, growing, distribution, and/or sale of drugs and/or drug paraphernalia;
5. Extortion, attempted extortion, robbery, and/or larceny;
6. Immoral conduct;
7. Hazing;
8. Unlawful assembly and/or riot;
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices;
10. Students found guilty or not innocent of a crime that resulted in or could have resulted in injuries to others, regardless of where the crime occurred.

### ***Discipline Procedures***

At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, the teacher's authority extends to all students, whether or not the teacher teaches the student in class.

**Disciplinary Actions.** Disruptive student behavior is subject to disciplinary action by the teacher and/or School Leader. School Leader and staff are expected to use respectful and accountable intervention strategies, such as staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution, peer mediation, anger management, anger prevention, and social skills. Intervention strategies may include anger management and conflict resolution programs

for parents. Community based services may be called upon when appropriate. Actions taken by teachers may include but are not limited to:

1. Daily/weekly progress reports for students and parents
2. Time out in the classroom or other secure, supervised area;
3. Conference with the student;
4. Oral and/or written reprimand;
5. Detention during, before and after school
6. In school alternative with another teacher
7. Relocation to another classroom for a brief period of time
8. Relocation to blended learning environment
9. Conference with a parent;
10. Consultation with a behavior specialist
11. School service assignment
12. Denial of participation in school activities
13. Give students a choice of consequences
14. One-day suspension until satisfactory conference with a parent is held.

A discipline referral should be sent to the School Leader when the teacher has exhausted in-classroom actions and feels that the student's improper behavior cannot be corrected through classroom management practices without sacrificing safety and/or learning for other students.

After consultation with the student and the teacher (if needed), the School Leader will determine the course of action required to provide a safe, secure school. Action taken by a School Leader toward students who are disruptive may include but is not limited to:

1. A conference with the student and/or the parents;
2. A verbal and or written reprimand;
3. Consultation with behavior interventionist, social worker, counselor, and outside agencies;
4. Entering into Individual Student Behavior Plan between student, parent, and School Leader;
5. Academy appointed advisor to cooperate with parent/guardian to ensure follow-through of ISBP;
6. Detention during, before, and after school and on Saturday;
7. Focused in school academic alternatives
8. Counseling and psychological services
9. Saturday school
10. School service assignment
11. Removal from co-curricular and extra-curricular programs until ISBP satisfied;
12. Referral of student and parent/guardian to a parent program
13. Out-of-school suspension (OSS) (up to five days and up to ten days with approval of the School Leader's supervisor);
14. Recommendation for long-term suspension (more than ten days) with approval of the School Leader's supervisor and Board of Directors;
15. Recommendation for expulsion with approval of the School Leader's supervisor.

The School Leader, with approval of his/her supervisor, may request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation with attention to applicable special education rights afforded children with disabilities.

Corporal punishment is prohibited by Michigan law and is not to be used in any situation.

**Incorrigible Behavior:** A child is incorrigible when the child repeatedly or habitually engages in unacceptable behavior as defined in the Code of Student Conduct and disrupts the school and or classroom to the extent that the School Leader's and or teachers authority is being challenged. Incorrigible behavior, and other patterns of behavior, may result in long-term suspension (more than ten school days) of a student from the Academy. Parents and adult caregivers enter a partnership in responsibility with the Board of Directors to cooperate with the School Leader, faculty and staff to demonstrate responsible behavior in situations involving their child. The School Leader and faculty expect parents/caretakers to share responsibility for each student's responsible actions, academically and behaviorally and to enter a partnership in responsibility.

**Patterns of Behavior:**

1. Parents send and don't support their children at school.
  - a. Parent's low expectations: academic and behavior
  - b. Parent's reluctant to take responsibility for their own actions
  - c. Parent's bad mouthing school and staff
  - d. Parent's being disrespectful to staff
  - e. Parent's failure to check in properly, disruption of classrooms, and assaulting employees
  - f. Parent's not volunteering and not having school's interests at heart
  - g. Failure of parents to cooperate with school in behavior improvement plan
2. Students not accepting academic responsibility for being on grade level and above.
3. Student failure to attend school responsibly (absences, tardies, and not responsible).
4. Student discipline problems.
  - a. Bringing community issues to school and trying to solve them at school.
  - b. Students having low expectations: academic and behavior.
  - c. Students reluctant to take responsibility for their own actions.
  - d. Students talking back to teachers.
  - e. Rude, disrespectful behavior that escalates into overly aggressive behavior.
  - f. Not following teacher directions.
  - g. Leaving classroom without teacher's permission.
  - h. Lying about situations.
5. Attitude of Learned Helplessness.

**Definitions.** Out-of-school suspensions are considered in the following classifications:

- **Short-Term:** Short term suspensions occur when a student is suspended for one school day, up to and including five school days. The student's rights and privileges of attending school, including extra-curricular and co-curricular activities, are suspended. The child's teacher may suspend him or her for one day or until a parent comes to school and holds a satisfactory conference with the teacher. The School Leader can suspend a student for up to five days and for up to ten days with approval of the School Leader's supervisor. One-day suspensions by the teacher can be appealed to the School Leader.

The School Leader or designee must provide the student and the parent/guardian with oral or written notice of the misbehavior and an explanation of the situation. The parent shall be notified in writing of the action taken.

- **Long-Term:** A student can be suspended for more than ten days following approval of the School Leader's recommendation by the Board of Directors or its appointed representative. Long Term Suspension from school excludes the student from regular school attendance and participation in academy activities until readmitted by the Board.
- **Expulsion:** A student can be expelled only by action of the Board of Directors based upon recommendation of the School Leader or his/her designee. Expulsion from school excludes the student from regular school attendance and participation in academy activities until readmitted by the Board.
- **Notification:** A letter from the School Leader or his/her designee will be sent to the student's parent(s) when the student is assigned detention or out-of-school suspension or is recommended for long-term suspension or expulsion.

The suspension notice for *out-of-school suspension (ten or fewer days)* shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated;
2. A parent will be contacted to establish a date and time for a readmission conference with the School Leader;
3. The student will not be allowed to participate in classroom and school activities during the suspension period;
4. The student is not to go on school property;
5. Appeal procedures shall be clearly stated in detail.

The suspension notice for long-term suspension/expulsion (greater than 10 days) shall include at least the following information:

**First Notice and Invitation to Meet**

1. The reason(s) for a long term suspension or expulsion are to be clearly stated;

2. A parent should be informed that an investigation is being conducted by the School Leader and what the most severe recommendation might be;
3. A date and time for a conference is given when a parent, accompanied by the student, are invited to come to school for a conference with the School Leader or designee and/or other advisors to present and hear information;
4. The student will not be allowed to participate in classroom and school activities during the suspension; and
5. The student is not to go on school property or attend school activities.

Following the conference, the School Leader will review the facts with his/her supervisor and they may decide to recommend long-term suspension or expulsion to the Board of Directors. The School Leader or his/her supervisor will inform the parent(s) and student of the recommendation to reinstate with conditions, long-term suspension, or expulsion. If the School Leader recommends long term suspension or expulsion, the School Leader or his/her supervisor will write to the President of the Board and send a copy of the notice to the parent(s) including at least the following information:

**Second Notice to the Parent/Guardian of Recommendation to the Board of Directors**

1. The recommended action and reason(s) for the recommendation are clearly stated;
2. The right of the student and his/her parent(s) or guardian to a hearing before the Board of Directors or its designees for long-term suspension and for expulsion recommendations, including the time, date, and location of the hearing;
3. The right to inspect the student's school records and related documents;
4. List of all witnesses that may testify;
5. The right to an adult advocate, including parents, other adult advisors up to and including legal counsel;
6. Copy of Board Policy 5610 Emergency Removal, Suspension and Expulsion of Students, including discipline hearing processes and appeal procedures.

Subsequently, the School Leader will follow-up with the student and his or her parent or guardian of the time, place, and location of the hearing with the Board of Directors or its designee to ensure delivery of the notice and to respond to questions.

**Students with Disabilities. Students with an Individualized Education Program (IEP) are responsible for following the Code of Student Conduct.** Students with disabilities may be suspended for inappropriate behavior. In making decisions concerning inappropriate behavior by students in Special Education, the teacher and the School Leader are to consult with the student's Special Education resource room teacher to ensure consistency with the student's IEP. School Leader is responsible for consistency with specific special education procedures.

School Leader may recommend a student with disabilities for long-term suspension or expulsion (greater than ten days) by following these procedures:

1. The School Leader will follow regular procedures for long-term suspension or

- expulsion as described above.
2. Once the School Leader has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she shall hold the Manifestation Determination Review to determine:
    - (1) if the student is eligible for special education services;
    - (2) if the student is appropriately placed in a special education program; and
    - (3) if there is a causal relationship between the student's disabling condition and the conduct for which he or she is to be disciplined.
  3. The parent will be notified in writing of the time and place of the hearing and its purpose.

## **Appeal Procedures**

### ***In-school Disciplinary Actions***

Should a parent disagree with disciplinary action of the school **other than out-of-school suspensions or expulsions**, the parent may appeal the decision as follows:

1. Appeals should be made to the School Leader by arranging an appointment or by writing to the School Leader.
2. If the parent is dissatisfied with the result of the appeal to the School Leader, the parent may appeal to the School Leader's supervisor. Appeals must be filed, in writing, within three school days of receipt by the parent of the School Leader's notice of disciplinary action.

### ***Out-of-School Suspension (five days or fewer)***

Should the parent disagree with a suspension of five days or fewer, the parent may appeal the decision of the School Leader as follows:

1. Appeal requests must be made in writing by the parent to the School Leader. Such written requests must be filed with the School Leader within three school days of the notice of suspension or the right to review and appeal is waived.
2. If the parent is dissatisfied with the School Leader's decision, he or she may appeal the decision to the School Leader's supervisor. Such written requests must be filed with the School Leader within three school days or the right to review and appeal is waived.
3. If the parent is dissatisfied with the Board Liaison's decision, he or she may appeal the decision to the Board of Directors by filing a written request of appeal within five school days or the right to further appeal is waived.

In cases of immediate appeal, if the School Leader determines that the student's presence at school does not create a continuing danger to persons or property or an ongoing threat of disruption, the student may be allowed to continue in school on a regular basis until the appeal is considered. A favorable decision will allow the student to continue in school, whereas a decision supporting the School Leader will require the student to serve the full suspension beginning the next school day after receiving notice of the decision. In situations where the student is excluded during the appeal process and the appeal is ultimately favorable to the student, opportunity will be provided for the completion of make-up assignments.

### ***Long-Term Suspensions (more than five and up to ten days)***

A student may be suspended for more than five school days and up to ten school days with approval of the School Leader's supervisor. The same procedures for Short Term Suspensions apply to suspensions of more than five and up to ten school days.

### ***Expulsions and Long Term Suspensions (more than ten days)***

Long term suspension of more than ten days and expulsion occur when the Board of Directors terminates the student's rights and privileges to attend school, including extra-curricular and co-curricular activities. Long term suspension is for a specific period of time, while expulsion is for an indefinite period of time. Reinstatement processes are outlined in Board Policy.

Following the School Leader's recommendation for long term suspension of more than ten days or expulsion, the Board of Directors, or its designated representative, will hold a hearing within the ten days suspension period to determine whether to impose a long term suspension or expulsion. The student and parent/guardian must be notified of the allegation, the recommended disciplinary action, the time, date, and location of the hearing, and of their right to attend and participate in the hearing. Prior to the hearing, families will be given an opportunity to review all evidence as well as a list of all persons scheduled to testify.

Following a hearing, should the parent disagree with the Board designee's decision to suspend a student for more than ten school days, the parent may appeal the decision to the Board of Directors as follows:

Appeal requests must be made in writing by the parents to the School Leader within five calendar days of receipt of the suspension decision, or the right to appeal is waived. The petition to appeal the representative's decision shall be in writing and contain the reason the designee's decision should be reviewed or reconsidered. The designee may be an individual or a discipline committee of two Board members.

The parent/guardian of the student may petition the Board of Directors to request the student's reinstatement to schools, as permitted by law. Within ten school days, the Board must appoint a committee to review the petition and any supporting information provided by the petitioner. The committee has ten days to review the petition, including documents provided by the petitioner and School Leader, and submit a recommendation to the Board of Directors.

All appeals of decisions by Board designated representatives to the Board appointed Discipline Committees shall be considered by the Board of Directors at its next regularly scheduled meeting. The Board must decide to reinstate the student, to reinstate the student conditionally, or to deny reinstatement.

## **SECTION E: SCHOOL RECORDS**

### ***School Records***

Students have the right to accurate and complete school records, maintained in accordance with applicable federal and state law. Accurate and complete individual records shall be maintained for each student enrolled in Choice Schools.

1. Parents have the right to inspect any and all records relating to their dependent;
2. Students with written parental permission may inspect their own records;
3. Information may be released to others only under carefully prescribed conditions;
4. Nominal fees may be charged for duplication of records;
5. A procedure should be established for challenge of the contents of a student's record by parents;
6. Directory information may be released without parental consent following notice to parents. Parents may give written notice of directory information that they do not want released. This information may include the following:

Name of student in attendance or no longer in attendance

Address

Date and place of birth

Telephone listing and other similar information

7. Educational records may be forwarded without parental consent on request of a school in which the student intends to enroll or has applied for admission.

### **CLOSING**

“The Code of Student Conduct—A Partnership in Responsibility” has been developed to communicate the responsibilities that all stakeholders share in ensuring every student a safe, secure place for learning. Our Partnership relies on promises kept, trust, good faith, and a commitment to the well-being of all students.

## SECTION F: CODE OF STUDENT CONDUCT CHECKLIST

A parent or adult caretaker is expected to read this Code of Student Conduct carefully and review each section of this handbook with his or her child. The student and the parent are expected to sign this verification form and return the entire checklist to the school.

1. THE SCHOOL HAS AUTHORITY OVER SCHOOL ACTIVITIES.
  - The school has authority over the school grounds before, during, and after school hours.
  - The school has authority off the school grounds at school-related events.
  - The school has authority over school-sponsored transportation.
2. LEARNING IS THE PRIMARY PURPOSE OF SCHOOL.
  - Anything that interferes with learning will not be permitted.
  - Come prepared with materials and assignments.
3. STUDENT ATTITUDES ARE IMPORTANT TO THE SCHOOL.
  - Students are expected to display positive attitudes, such as honesty, respect, tolerance, and courtesy.
4. STUDENTS ARE TO WEAR THE SCHOOL APPROVED UNIFORM.
  - Clothing must be clean and modest and consistent with dress guidelines.
  - Clothing cannot portray profane, obscene, vulgar, or racist language or tobacco, substance or alcohol abuse.
5. STUDENTS HAVE THE RIGHT TO EXPECT A SAFE SCHOOL.
  - School staff in cooperation with parents and students must ensure safe and secure places for teaching, learning, and school-related events.
  - Weapons and acts of violence will not be tolerated.
6. STUDENTS MUST LEARN TO GET ALONG WITH OTHERS.
  - Students can expect courtesy, fairness, and respect.
  - Students must offer courtesy, fairness, and respect.
  - Bullying, harassment and intimidation will not be tolerated.
7. STUDENTS MAY EXPRESS THOUGHTS AND OPINIONS.
  - Use suitable methods of expression and wait for an appropriate time.
  - Do not use profanity or obscenity in language, gestures, and clothing.
8. ATTENDING SCHOOL EACH DAY IS VERY IMPORTANT.
  - Students should be in school, on time, every day prepared for instruction.
9. VANDALISM IS NOT ACCEPTABLE.
  - Personal and school property must be respected and cared for by everybody.
  - Do not damage or destroy school property.
  - Do not damage the property of others.
10. CHOICE SCHOOLS CODE OF STUDENT CONDUCT IS FOR ALL STUDENTS.
  - Parents, students, and staff are responsible for knowing the contents of this booklet.
11. THE SCHOOL LEADER IS THE SCHOOL'S LEADER.
  - The School Leader has the right to make a final decision when rules have been broken.
12. SERIOUS MISBEHAVIOR CAN RESULT IN SERIOUS CONSEQUENCES.
  - Suspension means that the student is not allowed to attend class for one or more days.
  - Long Term Suspension and Expulsion means that a student may not attend school or be present on school property.

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## SECTION G: VERIFICATION OF PARTNERSHIP AGREEMENT

### Students and Parents

Each student and his or her parents or adult caretaker are expected to enter into the Partnership in Responsibility outlined in the Code of Student Conduct as a condition of enrollment at the Academy. To verify that you have received the *Code of Student Conduct* and this checklist, please sign the following statement and return it to the Academy immediately:

**STUDENT:** I have received and attempted to review the Code of Student Conduct with my parent or guardian and accept my responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT/GUARDIAN:** I have received the Code of Student Conduct and have or will review it with my child and understand my responsibilities in the partnership.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**TEACHER & SCHOOL LEADER:** I have reviewed the Code of Student Conduct, understand its contents, and will work to fulfill my responsibilities in the partnership with parents and student.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure of a student and his or her parents or guardian to sign this verification form does not relieve the student and his/her parent(s)/caretaker of their responsibilities to demonstrate appropriate behavior at the Academy at all times.**

## 25 OPT IN Agreement for Regular School Communications

I understand my contact information will be used for regular school communication including emails and automated phone calls and texts to my mobile device. I understand that I may not Opt In or Out of school closing or crisis communications.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Photo Release Permission Slip As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

Yes, I give consent for Macomb Montessori Academy to photograph my child for school purposes and/or at school events.

No, I do not authorize Macomb Montessori Academy to photograph for my child for any event.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent Name:

\_\_\_\_\_

Student's Name:

\_\_\_\_\_

## 26 Student, Parent, Teacher, and School Leader Compact

### 26.1 Student Agreement

*I will work to the best of my ability. Therefore, I will strive to do the following:*

- Come to school ready to learn.
- Return my assignments and home activities completed and on time.
- Follow the rules of the school.
- Do my part in keeping my school clean and safe.
- Set aside a regular time and place to complete homework.
- Show my school communications and papers to a parent or guardian.
- Attend school regularly and be punctual.
- Have the supplies I need for class.
- Show respect for myself, my school, and other students.
- Always try to work to the best of my ability
- Believe that I CAN LEARN
- Ask for help when I do not understand or I am not sure what to do

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 26.2 Parent/Guardian Agreement

*I want and accept the responsibility of helping my child to reach his full potential. Therefore, I will encourage him or her by doing the following:*

- See that my child is punctual and attends school regularly.
- Supply a nourishing breakfast and a healthy lunch and snack each day
- Support the school staff with maintaining proper discipline
- Encourage my child to be respectful of diverse cultures
- Have a time and place for my child to do his/her homework, and I will check the homework for accuracy providing assistance as needed
- Have on-going communication with my child's teacher and school
- Read to my child and let him/her see me reading every day
- Provide a library card for my child and see that he/she gets to the library to check out books
- Encourage my child's efforts to do his or her best.
- Encourage positive attitudes.
- Stay aware of what my child is learning.
- Attend parent-teacher conferences and other school functions.
- Provide volunteer hours to support the school.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 26.3 Teacher Agreement

*In order to succeed, students must have the opportunity. I am committed to outstanding achievement by my students and will strive to do the following:*

- Provide an environment conducive to learning
- Have high expectations for my students
- Use methods and techniques that work best for the students in my classroom
- Support student learning that encourages students to try for even higher goals
- Maintain open lines of effective communication with my students and their parents
- Involve parents in learning activities in the classroom
- Respect the students, their parents, and the diverse culture of the school
- Show the care and concern that I have for all of my students
- Make efficient and effective use of academic learning time.
- Provide a safe, secure, and caring environment for learning and developing.
- Provide an enriched and challenging curriculum utilizing the school's approved curriculum, aligned to state and national standards.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 26.4 School Leader Agreement

I support high expectations across all programs and activities of the Academy and will do the following:

- Provide a safe, secure, positive atmosphere for learning.
- Provide an environment that allows for open communication among teachers, parents, and students.
- Support school functions.
- I have reviewed the Code of Student Conduct, understand its contents, and will work to fulfill my responsibilities in the partnership with parents and student.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*Compact should be signed 3 times throughout the school year: at the beginning of the year, and at both parent teacher conferences. Compact content should be reviewed annually, at the April Title I Review Meeting, where changes may be made*

**Revised August 2016**