Parent-Student Handbook
2026-2027

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Charter School Information

The Academy of Warren is a free public charter school that is governed by a local board of directors, managed by CS Partners and chartered by Bay Mills Community College. Funding for charter schools is provided by state monies, as determined by legislators. Charter schools are held to virtually identical laws and regulations that apply to traditional public schools. We are proud to help provide parents with the right and ability to choose the best educational environment for their children, one that not only sets high standards for educational achievement but also provides a safe, caring and nurturing environment.

A Message from the Administration

Dear Parents:

Welcome to the Academy of Warren (AOW), where a world of opportunity awaits**!** The school's leadership team, faculty and staff at the AOW are committed to providing a quality education for all students. Each classroom becomes an exciting business venture while each child plays an important role in our entrepreneurial program. Learning is fun and with lots of activities built in. Your child will learn the core subjects including math, science and language arts plus enjoy many extracurricular activities and sports. We will help prepare your child for lifelong success in a global economy.

The *Parent and Student Handbook* and *Student Code of Conduct* are designed to guide you and your child through this exciting time. We encourage you to read all sections of this booklet thoroughly and discuss them with your child. The handbook includes contact information for the school's leadership team, general information about our curriculum, our instructional design, specific school policies and procedures, which if followed consistently, will contribute to the development of our community and the success of Academy of Warren.

At the Academy of Warren, we recognize that educating children requires a team effort. We look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

The Academy of Warren Administrative Team

GENERAL INFORMATION

Admissions Policy

The Academy is open to the general public for the admission of students in kindergarten through eighth grade who have an expressed interest in and commitment to the school's curriculum and methods of teaching, and are residents of the State of Michigan.

A child who is at least five (5) years of age on or before September 1st of the school year of enrollment is eligible for entrance to the kindergarten program for that school year. A child who is not yet five (5) year of age on or before September 1st for the applicable school year will be admitted to kindergarten under the following circumstances:

1. The child will have attained the age of five (5) by December 1st for the applicable school years; and
2. The parent guardian provides written notice (waiver of age eligibility) to the Academy of intent to enroll the child for that school year.

The availability of applications for admissions to specific grade levels will be made public for a minimum of two weeks per school year. Notification of application and enrollment dates will be published in a local daily or weekly newspaper.

If more applications are received than available openings in the various grade levels being offered each semester, applications will be randomly selected for evaluation and admissions (subject to limited exceptions discussed below). No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation, or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

However, each selected applicant and the applicant's parents or guardians may be interviewed by the school's admission committee to assess interest and commitment toward the school's curriculum and by school policies. Both the student and parent (or guardian) will be asked to sign a contract (pledge) to abide by school policies. Students in grades sixth through eighth will be asked to provide a short written statement as to why he or she would like to attend the Academy. The Academy will comply with all State and Federal Laws applicable to public schools concerning church-stated and civil rights issues.

There will be two limited deviations from a purely random student selection process:

First, once the initial student body is selected, priority **may** be given to siblings to keep the family unit intact as well as to minimize the logistical transportation associated with having multiple children attending different schools.

Second, once a student is in good standing at the Academy, he/she will be permitted to enroll in succeeding school years as long as the appropriate grade levels are offered at the Academy, the student and parents express a continued interest in the curriculum offered and he/she applies during open registration periods.

If openings remain after the official enrollment period, students will be admitted on a first-come, first-served basis throughout the school year. If opening do not exist for the desired grade levels after the official enrollment period, applicants will be placed on a waiting list. When openings occur, students will be placed from the waiting list on a first-come, first-served basis.

The Academy does not charge tuition; however, latchkey, transportation, field trips and other fees permitted by law will be charged when and where applicable.

The school does not have any current plans to participate in a foreign exchange program. If the school does elect to participate in the future, then it may enroll foreign exchange students who are not United Stated citizens.

The Academy will be happy to accept your child's enrollment on a 30-day probationary period of time pending the receipt of records from his/her previous school confirming that the student has successfully completed work required to be admitted to the grade level for which application is being made.

Acting in good faith, the Academy will accept students from other schools based on information given during the parent and student interview with the Academy Administrator. **However, if the information turns out to be false or misleading, the student will be dropped from the Academy. Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.** A student who has been suspended by a previous school may be denied admission to the Academy pending a review of the records.

Upon acceptance, parents / guardians must provide copies of the following:

A. Student's last report card, behavior report from previous school, updated immunization records, birth certificate (or other reliable proof of identity within 30 days of notification), and a copy of the student's recent IEP (if applicable).
B. **Kindergarten students**: Health Appraisal form (vision and hearing test)
C. A copy of the driver's license of the person enrolling the student and a utility bill for proof of residency.
D. Court papers allocating parental rights and responsibilities, or custody (if appropriate)

Final enrollment at the Academy is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison is Tajmu Davis.

Re-enrollment Policy

Students continuing with the Academy from one year to the next will be offered re-enrollment if the following circumstances **have not** arisen during the previous school year:

- Have absences totaling more than 9 days except when absences are due to extenuating circumstances. The school administrator will review cases on an individual basis.
- Failed to re-enroll during the re-enrollment period.
- Failed to adhere to the Parent/Student Contract.

The administrators reserve the right to waive portions of the re-enrollment policy at their discretion. Such waivers will be addressed on an individual basis. Students who have not physically reported to school during the first three days of school may be dropped from the student roster and replaced with a student from the wait list.

Transfer out of the Academy

Parents must notify the Academy Administrator in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent/guardian has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the office manager for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from the Academy enrollment and their child's seat is no longer reserved at the Academy from that point forward.

Student Arrival and Dismissal

Academy students are not to be left on the school property 30 minutes before or **after** school hours unless the student is enrolled in sanctioned before/after school activities. Students on the premises more than 30 minutes before, or after school hours **will be placed in the Beyond the School Day Program at the Parents' expense.**

Class

When it becomes necessary for a student to leave the classroom, a pass will be issued in accordance with school policy. There is ample time between classes for students to get a drink or water or go to the bathroom.

Physical Education is compulsory. If, for health reasons, students are not able to participate in P.E., a medical certificate must be presented to the P.E. teacher and a copy placed in the students' file.

For P.E. classes, students must be properly dressed. (See Dress Code)

All traditional seated courses may also be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process and must amend their Education Development Plan (EDP) plan to include virtual learning prior to submitting their course request form. For students who do not currently have an EDP, students must complete an EDP within the first three weeks of the start of the semester. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications.

Homework Policy

Homework is a required instructional element in the learning experience of all students from kindergarten through eighth grade. Homework will reinforce, extend, enrich and allow for the practice of skills presented in the classroom. Homework will involve a variety of activities and will be evaluated as part of students' academic record. The Academy will develop, implement and publish for students and parents a homework plan in accordance with this policy. It should be expected that as students' progress from elementary to middle school level, the homework will be increased.

Student Assessments

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on-line assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

Academy of Warren Attendance Policy

It is very important that students attend school, arriving on time on a daily basis in order to fully maximize their learning and mastery of the core curriculum. There are many learning experiences that are provided in the school setting that cannot be replaced through independent study. Research indicates that chronic absenteeism as early as kindergarten affects future academic achievement. *In other words, school attendance is critical to successful school performance*. Developing habits of on-time, consistent attendance at school and work are important life lessons for our students.

School Hours

Monday-Thursday: 8:00 am - 3:00 pm Friday: 8:00 am - 2:00 pm
* Breakfast begins at 7:30 a.m.

Early Dismissals

Early dismissals are allowed for emergencies and doctor's appointments only.

Excused Absences/Tardies

An excused absence or tardy are occurrences that are supported by written, verifiable information provided by doctor, medical or professional personnel. Court documentation, letters from funeral homes (or obituaries), are also acceptable documentation.

Reasons for excused absences and tardies would include:

- Illness of student or parent
- Doctor's appointment
- Court Date
- Bereavement (funeral)

Written documentation must be turned in to the teacher of record or attendance office on the day of the student's return.

All documentation will be verified by the Academy of Warren before an absence or tardy is excused.

Unexcused Absences

Students that acquire ten consecutive school days of unexcused or unreported absences will be dis-enrolled from the Academy of Warren. For this reason, we encourage you to communicate with the Academy in advance or prior to the tenth day regarding prolonged absences.

Attendance

- Parents must call the **attendance phone line at (586) 552-8010, before 8:30 a.m.** if their student will be absent from school. The parent should state the student's full name, grade, and the reason for absence.
- Students who arrive after 11:30 a.m. and/or leave school before 2:00 p.m. will receive a ½ day absence on their attendance record.
- The Teacher of Record (for grades K-5) or First Hour Teacher (for grades 6-8) will contact parents regarding any consecutive or cumulative absences or attendance concerns for their students.
- Students will be held responsible for all work missed during any absence. If a student is absent on the due date of an assignment, the student must submit that assignment on the date that they return. A student has the same number of days to make up an assignment as they were absent. For example, if a student is absent on Monday when an assignment is given, the student will receive the assignment when they return on Tuesday and must submit that completed assignment by Wednesday.

· When a student is absent for more than three (3) consecutive days because of illness or other circumstances, a satisfactory explanation from the parent/guardian is required. A physician's verification of illness or note from other professionals may be required when it is deemed necessary to confirm the reason for repeated or prolonged absence.

· The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

· All absence and tardy excuse notes must be received within 30 calendar days from the date of the absence or in order to be honored. Excuse notes received after 30 calendar days will not be honored.

· Each week, a report will be run to alert the School Attendance Officer of any student that has reached a benchmark number of absences and the corresponding actions will be taken:

#of Absences/Semester	School Action	If non-responsive…
Three (3)	Parent letter	
Five (5)	Parent letter & parent meeting requested	Additional letters, meet parent at drop off or pick up, try alternate phone numbers, and/or home visit
Seven (7)	Certified parent letter and parent meeting (including signing of Attendance Contract)	Additional letters, meet parent at drop off or pick up, try alternate phone numbers, and/or home visit
Ten (10)	contact appropriate government agency, and/or removal from school enrollment	Parents will be notified by letter and phone call of the actions taken

Tardiness Policy

· All students must arrive at class no later than 7:55 a.m.

Middle School: Students must also arrive on time to each individual class. A tardy is defined as arriving to class after the scheduled start time. Students that are more than fifteen (15) minutes late to a class will be marked with an unexcused absence.

- Arriving to school late three times (unexcused) will equal one (1) unexcused absence.
- **The Director of Students (or Designee) will address Middle School students who arrive tardy for class during periods 2-6.**
- If there are planned extended absences such as vacations or medical procedures, we ask parents to notify the school and teacher(s) at least one (1) week in advance so that arrangements can be made to provide the student with suggestions and materials to extend the learning of the student and to complete missed work during their absence from school.
- Prearranged absences DO count toward the accumulation of these missed days. However, timely and specific communication by the parent to school personnel regarding the student's absences from school is very important and will be taken into consideration as to the decision regarding attendance.

Appeal Process

If a student/parent wishes to appeal a decision based upon extenuating circumstances, that appeal must be submitted in writing to the School Administrator within two (2) days of the decision. Once received, the School Administrator will arrange a meeting to discuss the attendance issue. The School Administrator will contact the Leadership Team for input prior to that meeting. If the student/parent is not satisfied with the School Administrator's response, the student/parent has the right to appeal that decision by submitting a written appeal to the Chief Academic Officer within two (2) days of the decision. The administration reserves the right to use discretion regarding this attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.

Absence Due to Prolonged Illness

When an appropriate physician, hospital or treatment facility provides written documentation that a student, will be home bound with an illness or hospitalized for a period longer than five (5) consecutive school days, that student becomes eligible for two 45-minute periods of home instruction per week. The school in which the student is enrolled will provide this service. Verifications may be made by M.D. or D.O. physicians only. Parents will be responsible for providing an appropriate environment as well as the necessary supervision to ensure productive instructional sessions.

Before and After School Care (Hawk Watch)

The Academy offers a latchkey service (Hawk Watch) before school from 6:00 a.m.-7:30 a.m. and after school from 3:00p.m.-6:00p.m. The cost is $5.00 per session. (Price is subject to change)

Field Trips

Field trips shall be an extension of classroom instruction. Each trip will provide enrichment to the core curriculum subjects by addressing specific goals and objectives from the Academy's School Improvement Plan. Student that display repeated and/or severe disruptive behavior in school may be excluded from participating in field trip activities.

Student Well Being and Emergency Information

Student safety is a responsibility of the staff. All staff members who work at the Academy are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All families must complete their student(s)' registration process through the school office. The information you provide will allow us to have the most up to date information on your child(ren). A student may be excluded from school until this requirement has been fulfilled.

Please remember to update your contact information by notifying the school office with any changes to this information throughout the school year. It is important that we are able to able to reach you as quickly as possible if an emergency occurs.

In the event of an emergency, the student will be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responder.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the Academy Administrator may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

For more information, please visit www.michigan.gov/immunize.

Injury and Illness

All injuries must be reported to a teacher or the school office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the school office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the school office. The student's family will be contacted and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, COVID-19 symptoms or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

If your child is going to be absent from school, please call the attendance line at (586) 552-8010 before 8:30 a.m. The school office will call parents in the case of unreported absence, so please let us know when your child will be absent.

When to keep your child home: We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

COVID-19

Monitor your children for symptoms of COVID-19. If you child has one or more of the following symptoms, a fever greater than 100.4, a new or worsening cough, shortness of breath/difficulty breathing, runny nose and/or congestion, body aches and/or tiredness, vomiting and/or diarrhea and a new loss of smell or taste, keep the student home from school and follow up with a primary care provider.

Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Concussions

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and

parents/guardians must review, acknowledge and return to the office the Parent/Athlete Concussion Information Sheet:

http://www.michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.

Medication and/or Treatment Policy

The Academy defines medication to include prescriptions, and U.S. Food and Drug Administration (FDA) approved non-prescriptions medications, preparations, and/or remedies that are taken by mouth, by inhaler, injectable, applications to drop into the eyes, nose or skin. This policy also applies to any medically-prescribed treatments. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

- The student's parent/guardian will give the Academy written permission and request to administer medication(s) and/or treatment to their student.

- Any student who requires prescription medications must have written instructions (Medical Action Plan) from a physician which include the name of the student, name of the medication/treatment, dosage, route of administration, and time to be administered to the student. Both the written physician's instructions and written parental permission/request will be kept on record by the Academy.

- Parental or guardian request/permission and a physician's instructions for administration and/or treatment must be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

- Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while

at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and

2. The Academy Administrator or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

- These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

- Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sun screen, if both of the following conditions are met:

    - If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.

    - The School Leader has received a copy of the written approval

- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Control of Casual Contact Communicable Diseases and Pests

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The

Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Safety Drills
The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual lockdown situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Updates and information will only be available on our website and on the Academy voicemail. Situations may include external concerns such as hazardous material spills, police situations, etc.

If a school-wide evacuation becomes necessary, students will be taken to a safe pre-determined location on the school campus. Drills are conducted regularly to ensure an orderly, timely and safe evacuation of the school buildings.

School Closing
The Academy will close for inclement weather as administrators deem necessary. The decision to close school will be made by 6:00 a.m. and will be posted on the school website, as well as broadcast on the following radio and television stations after that time.

Photograph and Publicity Release Form
At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant or deny consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images.

Student Surveys
Student surveys may be conducted as determined necessary by the Academy.

Video Surveillance on Campus
Academy buildings and grounds are equipped with electronic surveillance, which may include video and audio recording, for the safety of students, staff, and visitors. Your actions may be recorded and preserved. The content of the video surveillance may be used in student disciplinary proceedings.

Locker Regulations
Lockers are provided for each student where available. These lockers are equipped with combination locks, and are to be used for securing their books and personal belongings. **The school is not responsible for lost or stolen items.**

Students are responsible for the locker assigned to them. Locks **must not** be broken off unless permission is granted by an administrator.

All lockers are to be emptied two days before the end of the school year. Any items left inside the lockers after that time will be disposed of at the discretion of the school administrators.

All lockers belong to the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy as to prevent examination by Academy administrators of such academy-supplied storage areas.

Lunch

1. Students are not allowed to go off campus for lunch.
2. An Administrator must grant permission for lunch to be delivered to students by parents.
3. Lunch must be eaten in the designated dining area unless otherwise specified

Lost and Found

All lost items will be held for 30 days in a designated location of the school.

Parties/Socials

Requests shall be submitted to the school administrator for all parties or social gatherings in the name of the Academy of Warren, whether these events are on or off campus.

Scheduling of social activities is to be cleared through office.

Organizations, individuals or classes having parties must clean up the premises before leaving.

All socials, etc., must be adequately chaperoned by teachers and/or parents and guardians.

Smoking, Alcoholic Beverages or Illegal Substances are not permitted at any school related functions. Students found engaging in any of these activities will be liable for disciplinary action. (Class 2 Violation)

The Academy prohibits the use, possession, concealment, delivery, or distribution of any drug (including marijuana), drug-related paraphernalia, or alcohol at any time on Academy property, in any Academy vehicle, within the Drug-Free School Zone, or at any Academy event or activity.

The Academy prohibits the use of any tobacco or nicotine products on Academy property, in any Academy vehicle, or at any Academy sponsored event or activity, by any person, at any time, in any location, and at any event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute form of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

General Assemblies

1. Assemblies will be held periodically throughout the school year. These assemblies are designed to broaden the cultural experiences of the students by providing guest speakers, movies, music, discussions, rap sessions, and other aesthetically uplifting experience. Students are encouraged to take full advantage of these opportunities.
2. Some of these assemblies may be scheduled for study and giving assistance to students in need of extra academic help.
3. At Assemblies:
    (A) Students must stand to acknowledge the Academy Administration and all official guests.
    (B) Students must rise promptly and stand for the Pledge of Allegiance, National Anthem, and other designated songs (unless prohibited by religious beliefs)
    (C) Courtesy and respect are the watchwords at all assemblies.
    (D) Students are to sit in their assigned homeroom sections.

Testing Program

All students will be tested in the core academic areas three times a year, fall, winter and spring, using the NWEA Measures of Academic Progress (MAP). The school may change the standardized test from year to year based on student need and/or state requirements. Students in designated grades will take the state-wide assessment.

Counseling Program

The Counseling program at the Academy is designed to assist students in their educational adjustments. Individual counseling focuses on problem solving and understanding personal growth development. Students in high school also have the benefit of individual career development and college placement assistance.

Grading System

The Academy utilizes a standards based grading system that encourages mastery.

Assignment Format

1. Students must have the required books and supplies for each class and are responsible for keeping up with and identifying their own property.
2. Students coming to class with no supplies receive a “zero” in the discipline but will have an opportunity to receive a grade for an alternate assignment.

Placement, Promotion and Retention

The Academy believes that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Parents/guardians will be informed about their child's progress through progress reports, parent/teacher conferences, and report cards throughout the school year. In addition, parents/guardians will be informed of their child's grade placement at the end of the academic year, and again, at the beginning of the new school year.

The Academy administration has the authority to determine the grade placement, promotion and retention of all students under the following guidelines:

Grade Placement

The Academy administration shall determine the appropriate placement for students at enrollment. The Academy administration has 90 days after enrollment to determine if this trial placement in a class is appropriate or a change of placement is necessary. The following is a partial list of data that may be utilized in determining that placement:

- Previous and/or current placement
- Previous school records
- Parent request
- Attendance (or lack thereof)
- Testing results
- Grades
- Overall physical, emotional, social, and academic maturity of the individual student

Class Size

The class size for any class is ultimately determined by the Academy administrator or his/her designee. The Academy administrator shall determine class size in a manner that is consistent with the optimal educational achievement of all students.

Promotion

Promotion to the next grade is based on the following criteria:

- Current level of achievement
- Potential for success at the next grade level
- Emotional, physical, and social maturity
- a passing grade

Retention

Students may be retained if it is in his/her best interest. A student may not be ready to proceed to the next grade for any of the following reasons:

- Emotional growth
- Social growth
- Academic growth
- Lack of sufficient attendance (refer to attendance policy in the Student Handbook)
- Inadequate progress in their core academic classes

Parents shall have the right to appeal any placement, retention or promotion decision according to the following procedure:

- Any appeal should be submitted in writing to the Academy administration within 10 days of the decision.
- A committee that includes the student's current teacher, a representative from Special Education, an Academy administrator, and other personnel as designated by the Academy administrator will conduct an investigation into the appropriate placement of the student based on the factors listed above.

After completion of that investigation, the Academy administrator will give a written decision to the parents and the reasons for that decision. All decisions are final.

Exemption from Participation in Patriotic Activities

Students will be excused from participation in patriotic activities, including reciting the Pledge of Allegiance, with written documentation from parents/guardians.

Dress Code Policy

The Academy's mission is to teach students the basic skills necessary to succeed in a global capitalist economy. Students must learn how to think and act in this economy. Appearance is important since a person's appearance carries a message. A well-groomed and well-dressed person carries the message that he or she is confident, capable, energetic, and ready to succeed. Poor grooming, or faddish dressing, can carry the opposite the message. The Academy teaches this lesson through the enforcement of a strict dress code. The dress code reinforces the educational lesson that to be a successful participant in our economy, you must think, act and dress for success.

Experience also suggests that a strict dress code assists in the creation of a school environment that enhances learning. A dress code enables students to avoid the superficiality of changing fads in outward styles and minimizes materialistic dress competition. Schools with dress codes tend to be more orderly, with less disruptive influences.

Since the Academy considers its dress code to be an integral part of its educational mission, the Academy's dress code will be strictly enforced. Nothing may be worn that detracts from the official uniform. The uniform should reflect the standards of the school

at all times. Students and parents should take this into consideration before enrolling at the Academy. Students who do not adhere are subject to escalating disciplinary interventions.

School dress should be in harmony with the standards, philosophy and style of the school so that all parts of the school program are complementary. Costumes, particularly of bizarre or disorderly appearance, distract from the educational process and an atmosphere of responsibility and seriousness.

Dress Code Rules

The Academy is a uniformed school. Other items of clothing, such as but not limited to sweaters, jackets, blazers, etc., must also match the school color code.

Uniforms may be purchased at local uniform stores, such as ties, sweaters, jackets, blazers, gym wear, skirts and jumpers and school emblem patches. Other items such as pants, shirts and blouses, socks, etc., can be purchased at any store, provided they meet the school color code. A list of stores which carry acceptable uniform colors will be given to parents during orientation, available in the school office, and posted on the Academy website.

Casual days are specific school days announced in advance, on which students will not be required to wear the school uniform. On casual days, students may wear clothing as long as their attire is not disruptive to the educational environment, disorderly in appearance and consistent with the dress code. Modesty is the password. Casual days may be regularly scheduled, or may be “earned” by exceptional performance by the student body. In either case, the school administrator may deny a student casual day privileges as a disciplinary measure for a specific school infraction.

All students and parents should take the Dress Code Policy into consideration before enrolling at the Academy. Students who willingly do not adhere are subject to escalating levels of school-initiated consequences.

1. Students must appear in clean uniforms each school day.
2. No student will be permitted in school out of uniform without a legitimate excuse. On the infraction, the parent will be contacted and the student sent home, unless a satisfactory solution is found.
3. New students who enroll after the school year has started are expected to be in uniform on the first day of attendance. Extenuating circumstances that would prevent this must be discussed with a school administrator.
4. If a student must be out of uniform, he or she must be dressed comparably to the uniform, e.g., 6th through 8th grade boys must wear ties, no blue jeans, no sweat suits, etc.
5. No excessive make-up or excessive jewelry will be allowed. However, a student may wear a ring on the finger, and a chain or wristwatch; ladies may wear a pair

of earrings and a pair of bracelets as long as the wearing of these items does not interfere with the educational process. No body piercing of any kind is permitted.

6. Students must wear their complete uniforms for all official functions, which include **school outings, field trips, and special assemblies,** etc., unless otherwise authorized by school administrator.
7. Hats, jerseys, jeans, shorts, tube tops and t-shirts that display words, pictures or symbols that are offensive, distracting or disruptive of the educational mission and environment are prohibited.

Other Dress Code Policies

The Academy recognizes that fashion and fads change rapidly, and that it is impossible or impractical to anticipate and list all items of objectionable attire and appearance. Therefore, the school administrator has the discretion to add specific dress code rules so long as such list of requirements and prohibitions are consistent with the mission, goals, and objectives of the Academy. These additions will be given to you in writing.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.

Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the School Leader.

Generally, students violating the "spirit" of dress code, by clothing or hairstyle or those things on the list as prohibited, will be given a warning by the administrator before any other sanctions will be imposed.

The school administrator, based upon the mission, goals, and objectives of the Academy, will make the final judgment on the enforcement of the dress code.

Uniforms

Boys K-8th Grade

1. Pants in solid school colors (Khaki, Gray, Navy Blue). Dress pants are preferred, corduroy is acceptable, but not jeans.
2. Solid white, navy blue, gray polo shirt or dress shirt for boys K-8; Black or brown belt.
3. Cardigan or V-neck sweater with school color.
4. Academy approved spirit wear can be worn in place of school uniform top.
5. Athletic attire for gym along **with gym shoes** where required. Notice regarding athletic attire will be sent by the gym teacher.

Girls K-8th Grade

1. Skirts, jumpers, dress slacks or corduroys in khaki, gray, navy blue. “Skorts” are not acceptable at any time.
2. Solid white, navy blue, gray dress blouses or polo shirts for girls in grades K-8. Socks, tights or hose in solid school color.
3. Cardigan sweater in solid school color.
4. Academy approved spirit wear can be worn in place of school uniform top.
5. Athletic attire for gym along **with gym shoes** where required. Notice regarding athletic attire will be sent by the gym teacher.

Copies of the school dress code are available in the school office and posted on the website.

Electronics and Wireless Communication Devices (Cell Phones)

"Wireless communications device" means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. Wireless communications device does not include a basic telephone**.** WCDs include, but are not limited to the following: cellular phones, personal digital assistants (PDA’s), e-readers (e.g., Kindles, Nooks), iPads, smart phones, and Wi-Fi enabled access devices, video broadcasting devices, tablets, laptops and smart watches. Use of WCD’s can create a distraction, disruption or interfere with the educational environment of the Academy.

Students are prohibited from using a wireless communication device on school grounds during instructional time. "School grounds" means a building, playing field, or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy. The Academy may implement additional restrictions regarding the use of WCDs.

Exemptions to this policy include:

a. Medically necessary devices.
b. District-owned devices, including, but not limited to, school-issued tablets and laptops.
c. Devices designated by the district to be used for instructional purposes.
d. Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
e. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.

Emergency situations, as described in an emergency operations plan. Use of a wireless communications device must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

Student cell phones must be stowed in locker or lock box during the normal school day. Cell phone use is only permitted before or after official school hours. If cell phones are visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified. The equipment will only be returned to the parent/guardian by the Administration's discretion.

A student's possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic item shall assume responsibility for its care. At no time shall the Academy be responsible for preventing theft, loss, or damage to cell phones, WCDs or other electronic items brought onto its property.

Cameras are only allowed with the prior approval of the classroom teacher. Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language, picture or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Parent/Student Handbook.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school

administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only; permission to use the network possibly permanently revoked; may result in student discipline action (including suspension and/or expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or legal guardian/guardian within 30 days. A notification of that disposal will be sent to the student's mailing address on file in the School Office prior to such disposal.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

With the permission and supervision of a teacher or office personnel, students may use telephones located in the classrooms or office for emergency reasons.

Network and Internet Acceptable Use

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead**

to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.

Inappropriate Internet and network use is not limited to the following:

- Using offensive or inappropriate language or language that would promote violence or hatred;
- Revealing one's (or other's) personal address, phone number or credit card information;
- Harassing anyone by sending uninvited communication;
- Sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- Accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- Accessing areas blocked by the Academy's firewall without authorization;
- E-mailing is restricted to topics related to instruction and school activities;
- Soliciting or distributing e-mail for non-educational or non-business purposes;
- Misrepresenting oneself or others;
- Making unauthorized copies of software or information, such as software pirating;
- Printing of materials excessively;
- Downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- Violating federal copyright laws or otherwise using the property of another individual or organization without permission (plagiarism). All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- unauthorized use of artificial intelligence and natural language processing tools (e.g. Chat GPT);
- Violating any local, state or federal statute; and
- Accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, X f.k.a. Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee

confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.

School Transportation

Academy of Warren offers school transportation for students who qualify to ride the bus for AM pick-up and PM drop-off bus service. A bus transportation application must be completed for each student and signed by a parent or guardian before the student is eligible for bus transportation. All qualified students will be required to follow the student Code of Conduct and applicable bus rules set in place by Academy of Warren when riding the school bus. A contract must be signed by the parent or guardian regarding the parent's responsibility to make sure their student is at the bus stop on time for bus pick-up and drop-off and making sure their child adheres to the bus rules.

Academy of Warren takes great pride in maintaining a proper Code of Conduct in school and on our school buses. Riding the school bus is a privilege and good student behavior is very important. Both parents and students have the responsibility to know and respect the school bus rules as described in the contract.

Student Discipline: The bus rules are outlined in the Student Transportation Contract and will be explained during the transportation orientation meeting at the beginning of each school year. One of the leading causes of bus accidents is driver's distraction due to the misbehavior of students. **The Transportation Student Code of Conduct is always in effect while a student is riding the bus.** Daily write-ups are turned into the transportation department, and based on the infraction, students will be held responsible accordingly. Repeated violations will result in the suspension of school bus privileges. The discipline process is as follows:

1. For the **first** offense, the parent will be notified that the student received a verbal warning.
2. The **second** offense will result in a write up to be sent home to the student's parent.

3. The **third** offense, the parent will be required to meet with the principal and transportation supervisor regarding the student's behavior. The student will not be allowed to ride the bus until the parent has met with the principal and the transportation supervisor.
4. The **fourth** offense will result in the student being suspended from the bus for three days, in which, the parent or guardian is responsible for providing transportation for the student during the three-day suspension. The parent will be required to meet with the principal and transportation supervisor regarding the student's behavior. The student will not be allowed to ride the bus until the parent has met with the principal and the transportation supervisor.
5. The **fifth** offense will result in the student losing transportation services for the remainder of the school year. This decision is final and not subject to appeal. The student will be allowed the chance to start the process over again the following school year.

If transportation privileges have been revoked, the parent or guardian will be notified by telephone, and/or a written notification of the permanent suspension will be sent home within one school day of termination. During the suspension of bus privileges, it shall be the parents or guardian responsibility to provide the student's transportation to and from school.

Student Code of Conduct

Individual freedom and independence are necessarily limited when large numbers of students attend school in a limited space. Therefore, each individual must exercise self-control and self-discipline for the common good of the surrounding environment. Students must assume responsibility for their own actions and for the actions of others. By using common sense, by taking pride in one's conduct, and by adopting an enthusiastic outlook on life, students will enjoy their time at the Academy all the more.
Violations of any of the infractions listed in this Student Code of Conduct may result in disciplinary action including, but not limited to, short-term suspension, long-term suspension, or expulsion.

All Academy rules will be enforced while students are on Academy property, in any Academy vehicle, and at any Academy sponsored event or activity. Additionally, the Academy reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, discipline, or general welfare of the school. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

The Academy will take swift and appropriate disciplinary action for a violation of any of the infractions listed in this Student Code of Conduct.

Progressive Discipline

The Academy employs progressive discipline in determining the severity of the consequence for a student's behavior. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct in an effort to correct the student's behavior, not to punish the student.

The Academy will take into account the circumstances surrounding inappropriate conduct, including, but not limited to the nature, severity, seriousness, and frequency of the misconduct, the age of the student, the student's disciplinary record, whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used and the context in which the alleged incident(s) occurred.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Students with disabilities under IDEA or Section 504 shall be disciplined only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities.

As applicable, a student who has been expelled under this policy may apply for reinstatement in accordance with Board Policy 5610 (and MCL §380.1311) which is available in the School Leader's office.

Suspensions/Expulsions

Due Process Rights

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal, short-term suspensions for up to ten (10) school days, long-term suspensions for more than ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Suspensions and expulsions can be appealed in accordance with the procedure described in this Student Code of Conduct and Board Policy 5611.

Students being considered for short-term suspensions are entitled to an informal hearing with their Director of Students or Dean of Students prior to their removal from school, at

which time the student will be notified of the charges against him/her and will be given an opportunity to provide a defense to the charges.

When a student is being considered for a long-term suspension and/or an expulsion, a formal hearing is scheduled with the Academy's Disciplinary Panel (composed of two Board members and the Dean of Students or other administrator as designated by Chief Academic Officer), and the student's parent(s) and/or guardian(s) will be given written notice of the time and place of the hearing, the charges against the student, and that the student may bring a representative of his or her choosing. The student's parent(s) or guardian(s) are expected to attend the hearing in front of the disciplinary panel.

Before implementing a short-term or long-term suspension, the Director of Students and/or the Disciplinary Panel shall consider each of the following factors ("Discipline Factors"):

- The student's age;
- The student's disciplinary history;
- Whether the student is a student with a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether Restorative Practices will be used to address the violation or behavior committed by the student; and
- Whether a lesser intervention would properly address the violation or behavior committed by the student.

Students involved in co-curricular and extracurricular activities such as athletics or other student groups can lose their eligibility if they are suspended or expelled in accordance with the Student Code of Conduct.

Students who commit crimes while on Academy property, in any Academy vehicle, or at an Academy sponsored event or activity may be subject to disciplinary action from the Academy as well as subject to disciplinary action from the surrounding community's legal system.

Emergency Seclusion

Seclusion may only be used in emergency situations, in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others and shall only be used in accordance with the Policy for Emergency Use of Seclusion and Restraint as approved by the State Board of Education. An emergency situation requires an

immediate intervention and may not be used in place of appropriate less restrictive interventions.

“Seclusion” refers to the confinement of a student in a room or other space from which the student is physically prevented from leaving. Seclusion does not refer to seclusion that occurs due to an integral part of an emergency lockdown drill (being conducted pursuant to Michigan law) or fire prevention code (being conducted pursuant to local ordinance and/or Michigan law), or of another emergency security procedure that is necessary to protect the safety of students.

“Emergency Seclusion” refers to a last resort emergency safety intervention involving seclusion that is necessitated by an ongoing emergency situation and that provides an opportunity for the student to regain self-control while maintaining the safety of the student and others.

Emergency Physical Restraint

Physical restraint may only be used in emergency situations in which a student’s behavior poses imminent risk to the safety of the individual student or to the safety of others and shall only be used in accordance with the Policy for Emergency Use of Seclusion and Restraint as approved by the State Board of Education. An emergency situation requires immediate intervention. Emergency physical restraint may not be used in place of appropriate less restrictive interventions.

“Restraint” refers to action that prevents or significantly restricts a student’s movement and fall into three categories (1) “Physical Restraint” – restraining involving direct physical contact; (2) “Chemical Restraint” – administering medication for the purpose of restraint; and (3) “Mechanical Restraint” – using a device, article, garment, or material attached to or adjacent to a student’s body to perform restraint.

“Emergency Physical Restraint” refers to a last resort emergency safety intervention involving physical restraint that is necessitated by an ongoing emergency situation and that provides an opportunity for the student to regain self-control while maintaining the safety of the student and others.

The following do not qualify as a Restraint:

- Brief holding of a student to calm or comfort;
- Minimum contact necessary to physically escort a student from one area to another;
- Minimum contact necessary to assist a pupil in completing a task or response if the pupil does not resist or resistance is minimal in intensity or duration;
- Holding a student for a brief time in order to prevent an impulsive behavior that threatens the student’s immediate safety (i.e. running in front of a car);

- Administering medication prescribed by and administered in accordance with the directions of a physician;
- Using an adaptive or protective device recommended by a physician or therapist when it is used as recommended;
- Safety equipment used by the general student population as intended (i.e. a seat belt or safety harness on school transportation);
- Necessary actions to break up a fight, stop a physical assault (as defined in MCL §380.1310(b)), or to take a weapon away from a student; and
- Actions that are an integral part of a sporting event.

Restorative Practices

Restorative Practices shall be considered as an alternative or in addition to suspension or expulsion. If the Dean of Students, Student Support Specialist or the Disciplinary Panel suspends or expels a student, Restorative Practices shall be considered in addition to the suspension or expulsion. If the Administration team, Dean of Students, Student Support Specialist or the Disciplinary Panel decides not to suspend or expel a student for a disciplinary issue, Restorative Practices shall be considered to address the disciplinary issue.

Restorative practices refer to practices that emphasize repairing the harm to the victim and the school community caused by student's misconduct. Restorative Practices include—but are not limited to—victim-offender conferences that are attended voluntarily by the victim, a victim advocate, the offender, members or the school community, and supports of the victim and the offender. These conferences would provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in the consequences to repair the harm. These consequences may include apologizing, participating in community service, restoration, or counseling, or pay restitution.

Restorative practices may be used as a consequence for various offenses including---but not limited to—interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

Short-Term Suspensions

When students are being considered for a suspension of ten (10) days or less, the Director of Students, Dean of Students or Student Support Specialist (SSS) will notify the student and the student's parent(s) or guardian(s) of the charges against him/her. Unless a clear and present danger exists or it is otherwise impossible or unreasonably difficult to hold a hearing, the student will be given an opportunity to explain their side, and the Dean of Students will then provide the student with the evidence supporting the charges. After an informal hearing and consideration of the Discipline Factors, the Dean of Students or Student Support Specialists will make a decision whether or not to suspend the student.

If the student is suspended, the student and his/her parent(s) or guardian(s) will be notified in writing within one (1) day of the reason for and the length of the suspension.

Suspension of more than one (1) school day, but not more than ten (10) school days, may be appealed in writing to the Dean of Students or Student Support Specialists within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. The Dean of Students will reach a decision within ten (10) school days and inform the parents in writing of his/her decision. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be provided as described in the long-term suspension and expulsion section below.

Long-Term Suspension and/or Expulsion from School

When a student is being considered for a long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the student's parent(s) or guardian(s) that will contain:

- The rule(s) the student allegedly violated
- The charge(s)against the student
- The approximate date of the violation
- The time and place of the hearing
- A statement that the student may bring a representative of his/her choosing

Students being considered for a long-term suspension or expulsion may be removed from school immediately for up to ten (10) days in accordance with the short-term suspension procedure. A formal hearing is then scheduled with the Academy's Disciplinary Panel. The Disciplinary Panel must conduct the hearing in compliance with the Open Meetings Act. At the representative's request, the hearing can be held in closed session but the Disciplinary Panel must act publicly.

There is a rebuttable presumption that a long-term suspension or expulsion is not justified unless the Disciplinary Panel can demonstrate that it considered each of the Discipline Factors. The method used for consideration of the Discipline Factors is at the sole discretion of the Disciplinary Panel.

Within three (3) days after the Disciplinary Panel suspends or expels a student, the long-term suspension or expulsion may be appealed, in writing, to the full Board only for alleged due process violations. The appeal will also be formal in nature with testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed

session. Again, student may bring a representative of his/her choosing. The Board may conduct a hearing or respond with its decision in writing within ten (10) days after it receives the appeal. If the Board of Education overturns a student's expulsion, the expulsion shall be removed from the student's permanent records. All opportunity to earn grades or credit ends when a student is expelled.

The Academy of Warren makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student, parent, or guardian have questions regarding the propriety of an in-school disciplinary action, they should contact the Academy Administration or Dean of Students.

Implementation

The Academy shall develop administrative guidelines for dealing with disciplining students as authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), the Academy Board, and the Academy's disciplinary panel as well as the procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Director of Students or Dean of Students for a copy of these guidelines.

Offenses

Class 1 Violations

Students may be referred to the Dean of Students, a Counselor, a School Social Worker, be assigned a before or after school detention, or be required to engage in Restorative Practices for an infraction of a classroom or school rule that is not serious enough to warrant a suspension or expulsion. Depending on severity or repetition, a Class 1 violation may be reclassified as a Class 2 or Class 3 violation. Such behaviors include—but are not limited to—the following:

1-A. Contraband

In addition to all illegal items (see 3-F and 3-G), contraband items that are not to be brought to school include: water pistols, toys, beepers, smoke bombs or stink bombs and other items that may be added to this list by the Academy. Bringing any of the above-mentioned items to school is a violation of the contraband policy.

1-B. Disruptive Conduct

Students shall not engage in any conduct that causes or has the potential to cause disruption or obstruction of any function, process or activity of the school.

1-C. Disorderly Conduct

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

1-D. Appropriate Dress Code

A student will not dress in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Please see Academy Dress Code/Uniform Policy.

1-E. Electronics and Wireless Communication Devices (Cell Phones)

Students will not be in possession of Wireless communication devices. (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor.

Class 2 Violations
Any or all of the following disciplinary actions may be used for students who commit a Class 2 violation:

- Any school response to a Class 1 violation listed above;
- Out of school suspension (short-term) for one (1) school day, up to and including ten (10) school days;
- Recommendation to the disciplinary panel for a long-term suspension or expulsion; and
- Law enforcement agency notification.

Other methods of addressing misconduct may be more appropriate, depending on the circumstances. Depending on severity or repetition, a Class 2 violation may be reclassified as a Class 3 violation. Class 2 violations include, but are not limited to, the following:

2-A. Gross Misdemeanors or Persistent Disobedience

Students guilty of gross misdemeanors or persistent disobedience may be suspended or expelled. (MCL §380.1311(1)). Examples of this conduct include—but are not limited to—aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, theft, possession of stolen property, failure to cooperate with school personnel, academic dishonesty, disruption of educational environment, or any violation of school policies or procedures.

2-B. Insubordination

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. A student may not interfere with school administrators, teachers or other school personnel by threat of force or violence.

2-C. Damage or Destruction of Property

Vandalism and/or disregard of Academy property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment, spray painting surfaces (graffiti is considered vandalism) and tampering with or otherwise interfering with video and/or monitoring equipment. The removal of school property from its assigned location without permission will be considered stealing and also subject to disciplinary action. Violations could result in physical or financial restitution.

2-D. Academic Dishonesty

Academic dishonesty is considered a grave offense. This includes cheating on and/or plagiarizing class assignments or assessments (tests). Academic dishonesty is willingly and knowingly copying or using the work of others and representing such work as one's own without proper citation. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information gained on the assessment. In addition, a student's unauthorized use of artificial intelligence tools (e.g., Chat GPT) to create work as the student's own is considered a form of plagiarism. Consequences of academic dishonesty include, but are not limited to, the receipt of a zero grade on the assignment or assessment in question without the possibility of completing a make-up assignment or assessment, in addition to other Class 2 consequences.

2-E. Physical Assault against School Personnel, Physical Assault Against Students

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. There will be a consequence, up to and including a long-term suspension or expulsion for every act of physical fighting/physical assault with another individual on Academy property, in any Academy vehicle or at an Academy sponsored event or activity.

Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

2-F. Unauthorized Use of Material/Equipment

Students may not carry or use at school, devices such as radios and other devices in violation of the wireless communication devices policy, that may be classified as "contraband" (see 1-A), or any equipment or materials (such as, but not limited to, headphones and ear buds) that interfere with the instructional program during instructional hours. Any student using these items will have the item confiscated by school staff and returned ONLY to the student's parent(s)/guardian(s) in addition to Class 2 consequences.

2-G. Bullying

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited on Academy property, while in any Academy vehicle, and at an Academy sponsored event or activity.

Under state law, bullying is defined as 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 students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs of one (1) or more students.

- Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.

- Having an actual and substantial detrimental effect on a student's physical or mental health.

- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The Director of Students and Dean of Students are responsible for establishing procedures for the effective implementation of the Board's Bullying policy (Board Policy 5517.01).

All students are protected under this policy while on Academy property, in any Academy vehicle, at any Academy sponsored event or activity, and while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices.

Any student who believes he/she has been or is the victim of bullying shall immediately report the incident to the Director of Students or designee may report the situation to a teacher or counselor who will then notify the School Leader. Any complaints against the Director of Students should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the Director of Students or Dean of Students in a prompt, thorough, and impartial manner. The Director of Students or Dean of Students will look at the totality of the circumstances and evaluate facts, including but not limited to:

- The description of the incident, nature of the behavior, and the context of the alleged incident
- The frequency of the conduct
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e. religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, age, grade, or by any other distinguishing characteristic
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

The Director of Students or Dean of Students will report the occurrence of a bullying incident to the parent(s) or legal guardian(s) of all students involved in the incident

The Academy prohibits retaliation or false accusations against a target of bullying, a witness to bullying, or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

Restorative Practices will be considered in the correction of bullying behavior.

2-H. Harassment

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance, or has the effect of substantially disrupting the orderly operation of the Academy. Harassment may be based on an individual's race, color, national origin, sex (including sexual orientation, and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal and State civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment based on race, color, or national origin creates a hostile environment when the conduct is so severe or pervasive that it limits or denies a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy.

Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression is to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

2-I. Sexual Harassment

Sexual harassment is defined as:

- An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or

- Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

2-J. Verbal Assaults

Verbal assault is prohibited on Academy property, in any Academy vehicle, or at a school sponsored activity or event. Verbal assault may be against an Academy staff member, person engaged as a volunteer or contractor for the Academy, or another student.

"Verbal assault" means a threat of an immediate harmful or offensive touching coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; the use of offensive language directed at a person, when such language is likely to provoke a reasonable person; a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event. For purposes of this policy, the definition of assault also includes written threats.

2-K. Smoking

The Academy prohibits the use of any tobacco or nicotine products on Academy property, in any Academy vehicle, or at any Academy sponsored event or activity, by any person, at any time, in any location, and at any event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute form of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

2-L. Swearing/Profanity

Swearing, obscene language, and obscene gestures are forbidden at all times on Academy premises, in any Academy vehicle, or at an Academy sponsored events and activities.

2-M. Failure to Cooperate with School Personnel

The professional and support staff at the academy have the authority to direct students while on Academy property, in any Academy vehicle, and at Academy sponsored events and activities. Students are required to follow all directives given by personnel at the Academy.

2-N. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved

may also be banned from that activity. Gambling or possession of gambling paraphernalia (dice, cards, betting slips, etc.) on Academy property, in any Academy vehicle, or in any Academy sponsored activity or event is strictly prohibited.

2-O. Unauthorized 911 Calls

Students may only call 911 when an actual emergency exists. Students who call 911 with the awareness that there is not an actual emergency, will be subject to discipline.

2-P. Gangs

Gang activity is prohibited at all times on Academy premises, in any Academy vehicle or at any Academy sponsored event or activity.

"Gang" is defined as an organized group of individuals who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the Academy's educational mission. A Gang may identify itself by:

- A unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- An established leadership or command structure
- Defined membership criteria

Gang activity includes, but is not limited to:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intention all identifies the student as a member of a gang, or otherwise symbolizes support of a gang
- Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang
- Gathering two or more persons for purposes of engaging in activities or discussions promoting gangs
- Recruiting other student(s) for gangs.

2-Q. Other Prohibited Acts

Students who have received repeated referrals or detentions, skipping detention, or for other infractions of classroom and school rules and policies may be punished with the consequences being those of a Class 2 violation.

Class 3 Violations

Any or all of the following disciplinary actions may be used for students who commit a Class 3 violation:

- Any Academy response to a Class 1 or Class 2 violation, listed above, including reporting an action to local law enforcement;
- Recommendation to the Academy's disciplinary panel for a long-term suspension or expulsion.

Class 3 violations include, but are not limited to, the following:

3-A. Physical Assault

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in any Academy vehicle, or at an Academy sponsored event or activity may be permanently expelled subject to reinstatement.

3-B Physical Assaults Against Students

Under the Revised School Code, any student in grade 6 or above who commits a physical assault (as defined in Section 3-A) against another student on Academy property, in any Academy vehicle, or at an Academy sponsored event of activity may be suspended or expelled for 180 days.

3-C. Alcohol and Drugs

The Academy is a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. In accordance with the Academy's Drug Prevention Policy (Board Policy 5530), it is the belief of the Academy that drug and alcohol abuse in any school is a threat to the safety and health of students, staff, and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, and consequences listed as Class 3 violations.

The term "drugs" includes:

- All dangerous controlled substances as so designated and prohibited by the state of Michigan;
- All chemicals which release toxic vapors;
- All alcoholic beverages;
- Marijuana; including edibles and all consumable marijuana products.
- Mind altering substances;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy;
- “look-alikes”;
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by law.

The Academy prohibits the use, possession, concealment, delivery, or distribution of any drug, drug-related paraphernalia, or alcohol at any time on Academy property, in any Academy vehicle, within the Drug-Free School Zone, or at any Academy event or activity. When handling violations of this policy, the Academy will take into account all of the circumstances surrounding the incident, including, but not limited to the nature, severity, and frequency of the misconduct, the type of substance, the context in which the alleged incident occurred, and the past incident or continuing pattern of behavior. The Academy shall notify the appropriate authorities if the Academy suspects that a student is under the influence of drugs.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's drug policy and will be disciplined in accordance with the drug-use provision below.

Medical Marijuana & Prescription Drug Policy

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

A student legally in possession of prescribed medication will not be in violation of this section so long as his/her use and possession of the prescribed medication is authorized by the Academy.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marihuana, even if for medical use, on Academy property, in any Academy vehicle, or at an Academy sponsored event or activity.

Reasonable Suspicion Drug Testing

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind-altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used an illegal drug, alcohol or any other mind-altering substance (whether illegal or not);

2. The student's possession of drugs, alcohol or any other mind-altering substance (whether illegal or not) or related paraphernalia; or

3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of drugs, alcohol or any other mind-altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indictors or physical appearance, if deemed necessary.

The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion".

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student's parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test; the student will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed below. The student will then be given a second opportunity to take the test.

If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term-suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

Drug test results are considered confidential, but may be discussed with the student's guidance counselor and any other Academy staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion)

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

3-D. Hazing

Hazing is defined as an intentional, knowing, or reckless act by a student acting alone or acting with others that is directed against another student, employee, volunteer, or contractor and that the student knew or should have known endangers the physical health or safety of the victim, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. The term "organization" includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing includes the following:

- Physical brutality, such as whipping, beating, striking, randing, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person

to an unreasonable risk of harm or that adversely affects the physical health or safety of an individual;

- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual; and/or
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. Students who commit hazing on Academy property, in any Academy vehicle, or at an Academy sponsored event or activity will be subject to disciplinary action.

3-E. False Fire Alarms

Students shall not cause a false fire alarm to occur within the school building, in any Academy vehicle, or at an Academy sponsored event or activity.

3-F. Firearms

Any student in possession of a firearm, as defined by law, on Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

The definition of “firearm” includes any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Expulsion is not required, but may still be pursued, if at least one of the following can be established in a clear and convincing manner:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The pupil did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student is expelled pursuant to this Section, the Academy must enter that fact on the student's permanent record. Within 3 school days of expelling a student, an official of the school must refer the student to the appropriate Family Independence Agency or Department of Community Health, and the student's parent(s) or guardian(s) must be informed of the referral. The Academy shall also notify the Juvenile Division of the Probate Court for students who are expelled and are under the age of sixteen (16).

3-G Dangerous Weapons

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, in a weapon free school zone may be permanently expelled subject to reinstatement.

A dangerous weapon is defined as a firearm, dagger, dirk, stilettos, knife with a blade over 3 inches in length, a pocket knife opened by a mechanical device, iron bars and brass knuckles.

In considering whether to expel, there is a rebuttable presumption that expulsion is not justified if the student has no prior history of suspension or expulsion *and* at least one of the following are established by the student in a clear and convincing manner:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that that the object or instrument possessed by the student constituted a dangerous weapon; or
- The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

If a student is expelled pursuant to this Section, the Academy must enter that fact on the student's permanent record. Within 3 school days of expelling a student, an official of the school must refer the student to the appropriate Family Independence Agency or Department of Community Health, and the student's parent(s) or guardian(s) must be informed of the referral. The Academy shall also notify the Juvenile Division of the Probate Court for students who are expelled and are under the age of sixteen (16).

3-H Arson

Any student who commits in the school building or on school grounds may be permanently expelled subject to reinstatement. For purposes of this Section, Arson refers to a felony violation of Chapter X of the Michigan Penal Code.

If a student is expelled pursuant to this Section, the Academy must enter that fact on the student's permanent record. Within 3 school days of expelling a student, an official of the school must refer the student to the appropriate Family Independence Agency or Department of Community Health, and the student's parent(s) or guardian(s) must be informed of the referral. The Academy shall also notify the Juvenile Division of the Probate Court for students who are expelled and are under the age of sixteen (16).

3-I Criminal Sexual Conduct

Any student who commits criminal sexual conduct in the school building or on school grounds, at an Academy sponsored event or against another student enrolled in the Academy may be permanently expelled subject to reinstatement. A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law. For purposes of this Section, Criminal Sexual Conduct means a violation of Section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code.

If a student is expelled pursuant to this Section, the Academy must enter that fact on the student's permanent record. Within 3 school days of expelling a student, an official of the school must refer the student to the appropriate Family Independence Agency or Department of Community Health, and the student's parent(s) or guardian(s) must be informed of the referral. The Academy shall also notify the Juvenile Division of the Probate Court for students who are expelled and are under the age of sixteen (16).

3-J. Threatening the Use of a Weapon or Dangerous Item

A student threatening the use of a legitimate tool (not included in the legal definition above) as a weapon to harm another individual may be suspended or expelled. Examples of these tools include, but are not limited to, pens, pencils, compasses, or combs.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the Academy administrator including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons.

3-K. Bomb Threat

A student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, an Academy vehicle, or an Academy related event or activity may be suspended or expelled.

3-L. Sexual Activity

Students shall not engage in any sexual activity on Academy property, in any Academy vehicle, or at any school sponsored event or activity.

3-M Forgery

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data on any document relied upon by the Academy.

3-N. Other Prohibited and Illegal Conduct

Students shall not engage in any conduct at the Academy, in any Academy vehicle, or at any Academy sponsored event or activity or in the on-line classroom that constitutes an offense under city, state or federal law.

Corporal Punishment

Corporal punishment against a pupil by an employee, volunteer or contractor of a local or intermediate school district, or public school academy is prohibited by section 380.1312 of the Revised School Code. Corporal punishment against a pupil by any individual is prohibited on Academy property, in any Academy vehicle, or at any Academy sponsored event or activity. Corporal punishment is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline." It does not include physical pain caused by reasonable physical activities associated with athletic training. Although the use of corporal punishment is prohibited, the use of **reasonable** physical force upon a student if **necessary** to maintain order and control for the purpose of providing an environment conductive to safety and learning is permitted in the following situations:

- To restrain or remove a pupil whose behavior is interfering with the orderly exercise of a public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts;
- For self-defense or the defense of another;

- To prevent a pupil from inflicting harm on himself or herself;
- To quell a disturbance that threatens physical injury to any person;
- To obtain possession of a weapon or other dangerous object upon or within the control of a pupil; and/or
- To protect property.

LEGAL NOTICES

Equal Education Opportunity/Civil Rights Designee
It is the policy of the Academy to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex**,** (including sexual orientation, or gender identity), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the Academy Administrator or designee below. "Race" is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, "protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

Complaints will be investigated in accordance with the administration's guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The Academy Administrator or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Chief Academic Officer and School Counselor

Website Accessibility Coordinator: Grace Martin, Executive Assistant, 586.552.8010, ext. 132, gmartin@academyof/warren.net

or the Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Email: OCR.Denver@ed.gov.

Title IX Notice of Nondiscrimination
Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and

other persons from all forms of sexual harassment, sexual violence and sex discrimination.

The Academy does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX and its implementing regulations not to discriminate. This requirement extends to admission and employment at the Academy.

The Academy's Title IX Coordinator is Grace Martin, Executive Assistant. She may be reached at (586) 552-8010, ext. 132, via email at gmartin@academyofwarren.net or at 13943 E. 8 Mile Road Warren, MI 48089

Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and its implementing regulations. These procedures address how to report or file a complaint of sex discrimination, how to report or file a formal complaint, and how the Academy will respond.

These grievance procedures are posted on the Academy's website and are available here- https://www.academyofwarren.net/.

Post-Secondary Enrollment Option

Although the Academy does not offer high school and college credit while a student is at the elementary level, as a student progresses through their academic journey, they will have opportunities to receive post-secondary credits while enrolled in the Secondary school of their choice. Secondary schools contain programs such as dual enrollment and advanced placement. These future opportunities highlight the importance of good study habits and academic success at the elementary level.

Student Rights and Responsibilities

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Academy rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-

way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Title IA Parent/Family Involvement Plan

The Academy of Warren aims to build relationships with parents to maintain a safe, academic environment where all students express their talents and display their character. The Academy of Warren seeks to include parents while molding our future life-long learners. In order to achieve this, The Academy of Warren will:

-Involve parents in the development and distribution of the school parental involvement policy through the inclusion of parents as stakeholders in school improvement team meetings, surveys, and information distributed at the annual Title I meeting.

***-Convene annual Title I meeting during September Open House, and Parent Teacher Conferences to inform parents of the school's participation in the Federal Title I program and the associated requirements of the school, and the right of the parents to be involved in the development and evaluation of the program*.** We will advertise for this meeting by sending home flyers, displaying information on our school bulletin board, poster size flyers in front windows of buildings, translators and/or translated documents as needed, utilize computerized announcement program (PowerSchool), as well as individual phone calls.

Offer a flexible number of meetings by thoughtfully planning events and meetings for the Title I program and school curriculum that vary regarding the time of day. To enable parent participation during evening sessions, AOW school will offer free child care, which will be provided by trained middle school students with adult supervision.

- Curriculum Night
- Parent Workshops
- Parent-Teacher Conferences
- Flexible IEP times
- Contact with Administration
- Activities including, but not limited to Curriculum Nights, Book Fairs, Award Ceremonies, Assemblies, Reading and Math Nights
- Classroom Volunteers
- Field Trip Chaperones
- Invitations to select parents to hold a position on the School Improvement Team and contribute to school wide efforts and initiatives.
- PAB (Parent Advisory Board) meetings will have varied times (morning meetings and evening meetings).

-Involve parents in the planning, review, and improvement of the Title I program by inviting them to participate in the planning, review and improvement of the school parental

involvement policy throughout the year. Parents will have the opportunity to meet with staff and other parents at events including but not limited to orientations, conferences and programs at school. After each event, parents will be asked to complete a short computer or pencil/paper survey, which will provide data on the Title I Program that drives adjustments based on their input and suggestions.

The parents will also be included in the development of the school-wide program plan through their inclusion as stakeholders in school improvement team meetings, taking surveys, and information distributed at annual Title I meetings. The Academy will expand avenues of communication with parents (newsletters, website, PowerSchool, phone calls and email) to increase parent involvement in the School-Title I programs.

-Provide parents of participating Title I children timely information through the following meetings and resources:

The Academy will provide parents with information through the school website that includes academics/curriculum. At the beginning of the year at the Academy's open house and parent orientation, staff will explain the Common Core State Standards curriculum; standards based grading, benchmark assessments (NWEA) and Title I Services. At the beginning of the year, and for each new unit, staff from Kindergarten through 5th grade will provide parents with syllabi, and then bi-weekly newsletters to inform parents about the students learning in the classroom. Parents will also receive usernames and passwords to access PowerSchool to monitor their child's attendance and grades.

-Provide **parents of Title I children** ***a description and explanation of the curriculum in use at the school,*** **the forms of** ***academic assessment*** used to measure student progress, and the ***proficiency levels*** students are expected to meet through:

All parents are given multiple opportunities to be actively involved in their child's education. The Academy will provide parent-student orientation, curriculum nights, quarterly conferences, RTI and Title I meetings, Parent Workshops and a transition to Pre-K/Kindergarten and 5th grade to middle school Program. During these times staff has opportunities to meet with parents and explain our curriculum, grading practices and report on student progress. All parents will receive AOW parent/student handbook, bi-weekly newsletters, benchmark assessment data three times a year (NWEA), and individual student state summative testing data. Parents will be able to monitor their child's progress through PowerSchool, EnVision (K-3) and Raz-Kids; and find pertinent information via the school's website. Parent - school/teacher communication is an important component of student success and these venues will assist us with providing and maintaining consistent communication throughout the year.

-Provide parents of Title I children with opportunities for regular meetings where

parents can give suggestions or participate in decisions regarding their child's education through:

The Academy of Warren provides teacher/administration meetings upon request, quarterly conferences, IEP and 504 meetings, parent surveys after any school event and flexible School-Wide monthly Title I meetings. Parents will also have the opportunity to be on the School Improvement Team as well as an important part of the Parent Advisory Board, and provide input to AOW Board meetings.

-Ensure that if the school-wide program plan does not meet parents' satisfaction, ***parent comments will be*** received and ***shared with*** administration of ***the Academy of Warren.***

The Academy of Warren will provide Internet based and paper/pencil surveys after each event to collect data and generate feedback. This feedback will be shared with the Academy Administrator, School Improvement Team and staff for analysis and responses.

-Jointly develop a compact that outlines how the entire school staff, parents and students will share the responsibility for improved student achievement and how the school and parents will develop a partnership to help students achieve the State's high standards.

The staff and the Parent Advisory Board will work together to modify the current compact. Throughout the year the Academy provides surveys after every school function. Once the parents complete the survey the School Improvement Team, which is comprised of staff and parents, will look at the results and make adjustments accordingly. The compact is discussed with the parents at orientation and is discussed in-depth again at the first conference.

-Include a schedule for elementary school parent-teacher conferences:

The Academy will hold conferences three times a year during November, February and April. During the conferences the teachers and students will discuss the current parent compact, student progress and benchmark assessments.

-Provide frequent reports to parents on their children's progress through:

The Academy will provide many different avenues to show and understand student progress. This will be accomplished by the Academy providing access to PowerSchool, sending home syllabi, newsletters, progress reports and report cards. Through these communications with the home, parents and teachers will have ample opportunities to have conversations or meet throughout the school year. Periodically throughout the year, parents will receive information and results from benchmark assessments NWEA, DRA (K-3), M-Step and grade 8 will take PSAT in the areas of English Language Arts and

mathematics.

-Afford parents of children receiving Title I services ***reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities*** through:

Parents should play a predominant role in their child's education by being involved through volunteering time (two hours/week), working with students in the classroom, chaperoning field trips, actively using Parent Resource Center and monthly participation in the Parent Advisory Board. Parents whose work schedules prevent them from volunteering during the day may also provide donations to the school as their participation role. Another way for parents to be involved is through completing surveys, attending Parent Workshops, and school wide events.

-Shall provide assistance to parents of children served by the school in ***understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress*** and work with teachers to improve the achievement of their children through:

The Academy will host various curriculum nights, parent-student orientations, workshops, quarterly conferences and Title I meetings. The staff will use this time to explain students' progress, grading, curriculum and standards, benchmark assessments and summative testing data. Special Education and RTI staff will be available during these events to provide additional support and understanding of the material. Parents will also receive bi-weekly newsletters about the material being learned and how this material is helping students meet their objectives.

-Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement through:

The Academy will host academic events during evenings or daytime that focus on improving student achievement. During these events, staff will be able to show and explain the different tools and websites used to support student learning and increase understanding of curricular material. Along with these informational and workshops, the Academy will provide lists of community and state organizations with additional resources for supporting learning and student achievement.

The Academy will also hold regular parent and Title I meetings in which additional training will be offered to support parents with their efforts to scaffold student learning. Bi-weekly newsletters will be sent home throughout the year to inform parents of upcoming events in the school. Towards the end of the year, Summer Learning Packets will be sent home to help the students practice their skills for next school year.

Shall, **with the assistance of parents**, ***educate teachers, pupil services personnel, principals, and other staff in the value and utility of parents' contributions.*** Educators should also ***receive guidance in ways to reach out to parents*** through:

The Academy will reach out and help parents by hosting an orientation three times throughout the academic year that fully explains the expectations and requirements for parents, students and staff to have a successful year. Parents will complete a survey after each school event to provide information to SIP, admin on parent perceptions of the event and what the school can do to make each event more beneficial or relevant in the future. Parents are also encouraged to join the Parent Teacher Organization (PTO) as an expectation of volunteer hours. The PTO will meet monthly to review any parent suggestions, comments or concerns about the school. Together members of the PTO will analyze this data and select pertinent items and PTO representatives to present to the School Improvement Team for further action.

Shall coordinate and integrate parental involvement programs and activities with Head Start, Even Start, and the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in increased participation in the education of their children through:

The Academy will provide a kindergarten round-up twice a year, in which advice and tips are given to parents on supporting student achievement at home. We will offer a kindergarten readiness screening and a kindergarten summer program. We will also provide parent workshops for parents whose oldest child is attending school for the first time and encourage them to be involved in the Parent Teacher Organization and how to fulfill volunteer hours.

The Academy will have a close partnership with a multitude of community organizations working with families to ensure success for all.

-Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, to the extent practicable, in a language the parents can understand:

Everything that is sent home from the Academy is user friendly, easy for everyone to understand. The school will use flyers, posters, school website and social media to advertise opportunities for parent participation in school activities. Translators will also be used if necessary.

Shall provide such other reasonable support for parental involvement activities under Title I as parents may request:

The Academy will provide other support not listed here to families on a case-by-case

basis. Parents will fill out a parent/event survey, which will later be used to make changes in the processes, procedures or times of that event. Some of these changes may include child care, home visits and tutoring.

-Shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 in a format and, to the extent practicable, ***in a language such parents understand***, in carrying out parental involvement policy in the school division and in the schools through:

The Academy will provide assistance or translators upon request for any school needs. We will also provide handicapped accessible facilities, accommodations for parents with disabilities, flexible meeting times, home visits, phone conferences and collaboration with community agencies. Individual meetings are scheduled for students with disabilities to address students' needs through IEP's.

Visitors

All visitors including volunteers, parents and other family members must register in the school office. When visiting the school, please sign-in at the office and wear a visible "visitor" sticker at all times.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before and after school hours and non-Academy-enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities (subject to a few exceptions below and as permitted by law).

These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

A dangerous weapon is defined as a firearm, dagger, dirk, stilettos, knife with a blade over 3 inches in length, a pocket knife opened by a mechanical device, iron bars and brass knuckles.

The definition of "firearm" includes any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Certain weapons may be excluded from this policy if:

- The weapon is under the control of law enforcement personnel
- The weapon is pre-approved by the Academy Administration to be used as part of a class or individual presentation, with adult supervision, and the weapon is used for the purpose and manner approved. (Working firearms and any ammunition will never be approved)
- The weapon is merely a non-dangerous theatrical prop, only used in appropriate settings
- The weapon is a starter pistol used in appropriate events
- The weapon is under the control of a properly licensed retired police or law enforcement officer.

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

Visitors, who are rowdy, commit a verbal assault and/or physical assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable. Board Policy 9150

“Verbal assault” means a threat of an immediate harmful or offensive touching coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; the use of offensive language directed at a person, when such language is likely to provoke a reasonable person; a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event. For purposes of this policy, the definition of assault also includes written threats.

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Sex Offenders

Visitors, including parents, who are registered sex offenders, are required to so notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the Academy administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

Protocol for Volunteers

The Academy welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks such as reading to students, tutoring, and assisting with hallway, lunch and early release procedures, that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

- It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
- To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
- The classroom volunteer must be willing and prepared to:
- Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
- Learn and support classroom procedures, social protocols, and routines.
- Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
- If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.

- Do not use cell phones and other electronic devices in the classroom.
- Photographs and video recordings (including cell phone recordings) taken on Academy property, in an Academy vehicle, or at any Academy sponsored activity or event shall not be published without the expressed prior consent by a member of the Academy Administrator.
- Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
- Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc…)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

Background Checks

In order to provide a safe environment for all Academy students, volunteers (including parents) who work with or have access to students may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The Academy may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The Academy Administrator may be contacted for any questions or for further information.

Search and Seizure of Student's Person and Academy Property

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, desks, other school-supplied storage areas, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy to the student.

The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or

his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy, or other school-supplied storage areas at any time and for any reason, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the student's convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the Academy Administrator or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the Academy Administrator or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The Academy Administrator or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

The Academy Administrator or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Academy Administrator or his/her designee shall supervise the search. In the course of a search, the Academy Administrator or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the Academy Administrator or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Academy Administrator or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property.

In addition to all illegal items, contraband items that are not to be brought to school include: water pistols, toys, beepers, smoke bomb or stink bombs and other items that may be added to this list by the Academy.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Academy Administrator or his/her designee shall be removed and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student 18 years of age or older, shall be notified by the Academy Administrator or his/her designee of items removed from the storage area.

Children and Youth in Transition

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is Tajmu Davis.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the Main Office at (586) 552-8010.

English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified, as English Learners will be provided

additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the school office at (586) 552-8010 to inquire about procedures and programs offered by the Academy.

Access to Student Records

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. 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.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202 -5920

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the Academy's personnel. Any parent wishing to deny access to a student or prevent information regarding the student from being released to another person must provide a court order to this effect.

Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the Academy may disclose appropriately designated "directory information" without written consent, unless the parent/guardian you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the Academy to disclose directory information from your child's education records without your prior written consent, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address (except for students participating in the address Confidentiality Program Act)
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received

- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Teacher and Para-professional Qualifications
All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate.

Academy teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Academy Administrator at any time.

Review of Instructional Materials and Activities
Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Administration prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Preparedness for Toxic and Asbestos Hazards
The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

Pesticide Notice
State of Michigan law requires that schools that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that the Academy of Warren utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method will be by posting at the main entrance to the school. The second method will be on the Academy's website.

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the Academy school office by calling (586) 596-0386.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Oronde Kearney at (586) 596-0386 or by email at okearney@academyofwarren.net.

Mandated Reporter

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities. The Individuals with Disabilities Education Act (IDEA) includes a Child Find mandate, requiring school districts to identify, locate and evaluate children with disabilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law.

Contact the Special Education Liaison at (586) 552-8010 to inquire about evaluation procedures and individualized educational programs (IEP).

§300.300 of the Individuals with Disabilities Education Act (IDEA) indicates that written parental consent is required when the school district proposes to conduct an initial evaluation to determine if a child qualifies as a child with a disability.

§300.301 of the Individuals with Disabilities Education Act (IDEA) requires that each school district must conduct a full and individual initial evaluation before the initial provision of special education and related services to a child with a disability. The initial evaluation must consist of a procedure to determine if the child is a child with a disability and also to determine the educational needs of the child.

Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities.

Children with disabilities may be eligible for special education and related services under Section 504. That's because Section 504's definition of disability is broader than the IDEA's definition. To be protected under Section 504, a student must be determined to:

- have a physical or mental impairment that substantially limits one or more major life activities; *or*
- have a medical record of such an impairment; *or*
- be regarded as having such an impairment.

Contact the S. Brown, School Counselor at (586) 552-8010 to inquire about evaluation procedures for a 504 Plan.

Sexual Harassment and Sexual Assault Information Guide

The Michigan Department of Education requires schools with grades 6-12 to disseminate the Sexual Harassment and Sexual Assault Information Guide found in this student handbook.

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

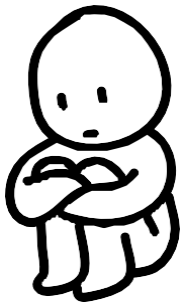
Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual Harassment can make someone feel many emotions.



- You may feel scared, uncomfortable, upset, embarrassed or angry.
- When it comes to sexual harassment, what matters is how the action makes a person think or feel-- not the intention of the person who did it.
- Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct".

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.

What if This is Happening to Me?

IT IS NOT YOUR FAULT. YOU ARE NOT ALONE.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you will be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, them may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who …")
- If the person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However, YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

BELIEVE. LISTEN. SUPPORT.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.

- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.

- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Acknowledgment

I have received and reviewed the 2026-2027 Academy of Warren Parent-Student Handbook, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:

_____

_____

_____

_____

Parent/Guardian Signature _____

Date: _____

Authorized by Bay Mills Community College

Managed by CS Partners

Board of Directors

President:	Howard Hughey
Vice President:	Jacqueline Bray
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Academy of Warren Charter School
Academy/Parent/Student Contract

It is important that families and schools work together in good faith to help students achieve high academic standards. This process includes teachers, parents and students. This written contract outlines the agreed upon roles and responsibilities that all stakeholders will carry out to support student success throughout the year.

PARENT INVOLVEMENT: The Academy is based on the concept that **parent commitment, involvement, and participation is critical** to the success of a child's educational process. During this process, each child will encounter different challenges and situations that will need the attention of school administration, staff, and parents/guardians. As a part of the admission requirements, parents, guardians and students must agree to uphold the goals and pledges as outlined in the Academy Parent/Student Contract.

Academy Goals and Pledges:	
1) To provide high quality curriculum and instruction. 2) To strive to motivate students to learn. 3) To hold parent-teacher conferences where the school-parent compact will be discussed and signed, along with the student's individualized learning plan. 4) To provide parents/guardians frequent reports on their student's progress, such as testing results, progress and report cards. 5) To provide a warm, safe and caring learning environment. 6) To provide meaningful homework assignments to reinforce and extend learning. 7) To participate in professional development opportunities that improves teaching and learning and supports the formation of partnerships with families. 8) _____	

Parent Goals and Pledges:	**Student Goals and Pledges:**
1) To fully endorse and support the policies and educational goals as outlined in the student-parent handbook and the student code of conduct. 2) To actively participate in school activities, committees and/or fund-raisers. 3) To volunteer regularly or as requested by school administration. 4) To attend or send an adult representative to every parent/teacher conference. 5) To take an active position in assisting my child(ren) with the completion of homework and bring specific needs to the attention of his/her teacher(s). 6) To commit to a media-free day at least once a week in which students would refrain from listening to radio, watching TV, using the Internet or video games. On this day families would participate in interactive activities such as board games, card games, dominoes, reading or conversing with child. 7) Other ways to achieve goals: _____	1) To behave in a way that shows respect for myself, teachers, peers and others as well as school property. 2) To do my best academically, physically, and emotionally. 3) To refrain from smoking, using drugs or alcohol. 4) To attend school daily and arrive on time. 5) To complete and return homework on time. 6) To follow the school dress code. 7) To ask for help when needed. 8) To follow all the policies listed in the student/parent handbook.
I have read and discussed the contents of the student/parent handbook and this contract with my child(ren) and I agree to abide by the provisions listed above.	I have discussed the contents of the student/ parent handbook and this contract with my parent(s) and I agree to abide by them.
Parent Signature **Date**	**Student Signature**
Print Parent Name	**Print Student Name**
Contact Number	**Date**