



2023-2024

Family and Student Handbook

&

Code of Conduct

“A Partnership in Responsibility”

Lake Superior Academy

8936 S Mackinac Trail, Sault Ste Marie MI 49783

906-259-1168

www.lakesuperioracademy.com

Serving Grades K through 5

Mission Statement

It is the Mission of Lake Superior Academy to have every student leave with:

- *A happy heart.*
- *A desire to learn.*
- *A strong foundation for success.*

Vision Statement

In order to fulfill its Mission, Lake Superior Academy will:

- *Emit a warm and nurturing environment.*
- *Employ Montessori instructional methods that foster creativity, exploration and strong problem-solving skills.*
- *Ensure accountability for student progress.*

Core Values

Respect & Compassion, Honesty, Collaboration, Empowering Greatness, Child Centered Education

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of August, 2023. If any referenced policies, procedures or administrative guidelines are revised after August, 2023, the language in the most current policy, procedure or administrative guideline prevails.

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School Calendar 2023-24

LAKE SUPERIOR ACADEMY

Teachers Report	August 21	
Staff PD	August 22 & 23	
Labor Day	September 04	
First Day of School	September 05	
Parent Teacher Conf	October 19 (half day – no school)	
Parent Teacher Conf	October 20 (no school for students)	
Thanksgiving Break	November 22-24 (no school)	
Winter Break	December 25-January 05	
School Resumes.....	January 8	
Re-Enrollment Period	January 02-12	
Sibling Enrollment	January 15-29	
Open Enrollment Period	January 29-February 11	
Enrollment Lottery	February 14 (if needed)	
Spring Break	March 25-March 29	
School Resumes	April 01	
Memorial Break	May 24-27	
School Resumes	May 28	
Parent/Teacher Conf	June 05 & 06 (half days – no after-school)	
Last Day of School	June 07 (no after-school)	
School Day (Full): 8:00a – 3:30p Lunch: 11a-11:30p		
School Day (Half): 8:00-11:30a, no lunch break.		
Regular School Schedule is as follows:		
Monday-Thursday, Full Days.		
Fridays, Half Days		
Total number of school days: 180	Number of days required by MDE: 180	
Instructional hours: 1126.5	Instructional hours required by MDE: 1098	

Staff Prep first three Friday afternoons of each month (12-4p)

Staff PD last Friday of each month (12-4p)

SECTION I: General Information

Academic and Program Guidelines

For students to be prepared and ready for instructional activities, students will be expected to be at school on time, and to have proper materials with them. Families will be provided with a list of supplies needed for each class.

Educational Program

Lake Superior Academy combines the requirements of Michigan's Common Core standards with the pedagogy of Maria Montessori to offer an alternative choice for education in Michigan's Eastern Upper Peninsula.

Philosophy and Method

Montessori is an education philosophy and practice that fosters rigorous, self-motivated growth for children and adolescents in all areas of their development, with a goal of nurturing each child's natural desire for knowledge, understanding, and respect.

The Curriculum

Our classes are designed to offer individualized learning and provide the necessary Montessori materials to help each student develop skills essential for this age group. Each classroom offers the children experiences in the practical life, sensorial, language, math and cultural (geography, history, science, music and art) areas. The materials in these curriculum areas are self-correcting. This enables each child to gain greater confidence and perfection through his choice and repetition. Children gain a sense of independence as they take an active role in the Montessori environment.

Enrolling in the Academy

The Academy has a designated time period for open enrollment in the Academy. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement in the Academy – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the Academy than there are available seats.

Prior to the open enrollment period each year, all current students must re-enroll to attend the Academy the next year. Following this period, siblings of current students are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures at the Academy, please contact an administrative assistant in the school office.

New students must be enrolled by their parent or legal guardian and participation in a guided tour of the Academy is required. This will allow parents/guardians to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity within 30 days of notification
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a current Immunization record or waiver
- D. A copy of the driver's license of the person enrolling the student

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 and all above-listed requirements have been met.

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 Jodi Caldwell.

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.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Prior to denying admission, the Head of School or designee will facilitate a thorough review, including an opportunity for a discussion between the parents and the Head of School or designee regarding the circumstances of the suspension or expulsion and any other factors the Head of School or designee determines to be relevant.

Entry Age for School

A child is eligible to enroll in kindergarten if he or she is at least five years of age on or before **September 1** of the school year of enrollment. However, if your child turns five years old before December 1st, you may request a waiver, through a written letter to the school, to enroll them in kindergarten for the current school year. The parent or legal guardian retains sole discretion to determine whether or not to enroll the child in kindergarten under this subsection.

A child becoming six years of age before December 1st must be enrolled in school on the first day of the school year in which the child's sixth birthday occurs or must satisfy one of the exceptions stated in law.

Classroom Assignment

The Head of School will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the Head of School.

All traditional seated courses may also be held virtually. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications.

School Hours

Class hours for students are from 8:00 a.m. to 3:30 p.m. on Monday-Thursday and from 8:00 a.m. to 11:30 a.m. on Friday. Classrooms open at 7:30 AM for all students.

Attendance

Michigan law places responsibility on each student to attend school on time, every day regularly, and on each parent/guardian to send their child to school every day. Research shows that students who miss 10% or more of school days struggle academically from as early as kindergarten. When they are not in school, students also miss valuable instruction and fall behind academically and socially. Attendance is also an important habit to learn in preparation for work. The Board of Directors requires that all students attend school during the days and hours that the Academy is in session. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade or receive credit in coursework. 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.

Help Your Child Succeed in Life: Build the Habit of Good School Attendance *Did you know?*

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

WHAT CAN YOU DO?

- Set a regular bedtime and morning routine.
- Lay out clothes and backpack the night before.
- Develop a back-up plan for how your child is getting to school in case something comes up. Call on a friend, family member or neighbor.
- Do not let your child stay home unless he or she is really sick. A stomach ache can be a sign of anxiety or avoidance.
- Have your doctor fax or email the school directly.
- Talk to your teacher or Head of School if you need additional help or resource

Absences

Parents are asked to call or email the school office giving notice of their child's absence by 9:00 AM. Parents may be required to provide valid written documentation stating the cause of

absence for it to be considered excused; otherwise, the absence could be considered unexcused.

A total of 6 excused absences may be granted for the following reasons:

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

After the 6th Absence

When a student reaches his/her 6th absence, a school official will contact the parent regarding the excessive absences. The purpose of the contact will be to discuss the Attendance Policy, Chippewa County Truancy Protocol and the consequences if the student continues to be absent from school.

After the 9th Absence

A school official will attempt to contact the parent/guardian to discuss the student's ongoing attendance issue. If the parent/guardian cannot be contacted by phone, a restricted certified letter will be mailed to the adult responsible for the student, along with a copy of the school's attendance policy, student's attendance record and the Chippewa County Truancy Protocol.

After the 12th Absence

A restricted certified letter will be mailed to the adult responsible for the student, along with a copy of the school's attendance policy, student's attendance record and the Chippewa County Truancy Protocol.

After the 15th Absence

A mandatory attendance-planning meeting may be held at the school in which the parent/guardian will be required to attend. This meeting will determine the course of action that will be taken, which may include the development of an attendance contract, an absenteeism report & complaint submitted to the truancy officer, and possible withdrawal from the school. If the family chooses not to participate in the meeting or does not uphold the

attendance contract, a complaint will be filed with the county truancy officer. **Students who are chronically absent may be recommended for retention.**

Further Absences

A complaint will be forwarded to the Chippewa County Prosecutor's Office.

Extended Unexcused Absences

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

***In accordance with the Lake Superior Academy Truancy Protocol, any student receiving a 6th tardy without valid reason recorded will have it counted toward the six (6) day absent limit. An absence will be recorded for every 6 subsequent unexcused tardies.

Student Arrival and Dismissal

Arrival of students will be supervised by staff 30 minutes before school starts. Children head to the After School Room immediately following 3:30p and daily rates will apply. Parents may circle through the parking lot and drop-off their children at the entrance of the school; children should proceed to their designated area with their teacher. If you need to enter the building, you may park in the designated parking area. Students who are leaving school at the end of the school day are to be picked-up at the end of regular class time. Students are to be picked-up by a parent/caretaker or person designated by the parent/caretaker and approved by the Head of School immediately after school or report to after school childcare (when available). Students are not to be unsupervised at any time during the school day or before and after school.

Late Arrival

If you arrive late or must pick up your child early, please call the office where you will need to sign your child in and out. Students are tardy to school if they arrive after the school day begins for all students. Teachers are expected to begin opening exercises promptly and transition smoothly into instruction. A tardy student must report to the office upon arrival and provide written or oral reasons from the student's parent. The School Leader, or his/her designee, may provide the student with a tardy pass to admit him or her to the class.

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

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

- 1) Serious illness (accompanied by a parent's note or written doctor's notice).

- 2) Death in the family.
- 3) Legally required presence at a court proceeding.
- 4) School sponsored co-curricular and extra-curricular activities.
- 5) Religious observations.
- 6) Severe weather, fires, family tragedies.
- 7) Pre-arranged late arrival approved by the Head of School.

State guidelines require that all attendance must be documented and reported to the local Intermediate School District, including late arrivals.

Early Dismissal

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

Making Up Work for School Absences

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

Child Custody and Student Release

If one parent has been awarded custody of the student by the courts, the custodial parent shall provide the Academy with a complete copy of the custody court order and inform the Academy in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the Academy will presume that the student may be released into the care of either parent. School staff will not mediate any parental disputes and will follow the court order if it exists. We encourage parents to work out their custody concerns outside of the school and to keep their children well-informed of the schedule of parental pick-up and visitation rules.

Vacations

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

Transfer out of the Academy

Parents must notify the Head of School in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Academy office 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.

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 Head of School 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.

Student Well Being and Emergency Information

Student safety is a responsibility of the staff. All staff members working 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.

In the event of an emergency, the student should 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.

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.

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

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 office at (906) 259-1168 ext. 1 by 9:00 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, vomit & diarrhea free for 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 your 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](#).

Medication and/or Treatment Policy

The following definition of "medication" is adopted for use at the Academy: medication includes prescription, and U.S. Food and Drug Administration (FDA) approved non-prescription medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the 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 and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at 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 onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

- 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
- The Head of School 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 with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

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

1. 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.
2. The Head of School 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.

Epinephrine Auto-Injectors

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

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. The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

Safety Drills

The Academy 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 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 via email and Remind messages. Situations may include external concerns such as hazardous material spills, police situations, etc.

Communication: School and Home

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

12.1 Channels of Communication		
Classroom Teacher	School Leader	Office Staff
Child's Progress	School Policy	Absence Calls
	Parent	
Classroom Activities	Education	Billing/Accounts
Classroom Assistance	Academic Policy	Registration
		School-wide
Class Procedures	Admissions	questions
Daily Scheduling	Donations	
Field Trips	Facilities	
	Legal Matters	

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

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

First, go to your child's teacher. In most situations, teachers will know firsthand about classroom, academic and social situations. Teachers are accessible via email/phone or by scheduling a time to meet. Please share your concern with the teacher(s) and allow them time to gather information and formulate a response. If the matter is urgent, please express that in

your email. With continued open communication teachers and parents will develop a supportive relationship that allows the student to become successful. When necessary, please reach out to your School Leader, whose contact information is listed in the front of this handbook.

The School Leader's role is to support all stakeholders in moving forward the mission and vision of the Academy. They can best support unresolved classroom concerns by working with teachers and parents jointly to find a resolution that aligns with our core virtues. Our principals are available by appointment. Please contact the office to schedule a call or meeting.

Messages to Students and Staff

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities.

Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. All staff members have email accounts that parents can communicate through. Safe, secure classrooms and disruption-free instruction require us to seek total cooperation of parents in not going directly to the classroom.

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

Student cellular phones shall not be turned on at any time during school hours. If these devices are found to be powered on or in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

Academy Newsletter and Social Media

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

The Academy also has a social media presence. The page is intended for current and new parents/guardians, teachers and staff of the Academy to share stories, events, activities and promotions. We understand that questions and concerns may arise during the school year. However, when personal situations involving students come up, please see above for the Channels of Communication flow so that you know who to turn to with your questions or comments. The Channels of Communication should be utilized for these questions and concerns rather than posting them on social media outlets. See below for our social media guidelines.

1. The purpose of the pages are to build community. We will share stories, make announcements, solicit volunteers and celebrate great things happening at the Academy.
2. The page is monitored. At any point, we will have the right to remove a post that does not meet the stated guidelines.
3. Please address any issues that may arise with the specific individuals involved privately. All of our staff members have email addresses posted on our school website, and an email is usually the best first step in resolving an issue.
4. Before posting, double-check that your message is helpful, necessary and/or kind. Ask yourself if your message supports the Academy's values.
5. Use this page to ask questions regarding school events and receive up-to-date information.
6. Use this page to network with families, post shout-outs and celebrations about great things happening at the school.
7. The posts on the page should not include the following: negative, racial, slander, vulgar, harassment, sexual or hate comments or postings; outside advertisements or sales pitches; political opinions and posts. It will be removed, and you will be blocked from the page.
8. As adults in the school community, we have the opportunity to model how to navigate the tricky waters of social media. Let's give the children in our care the best possible example of how to reap the benefits and avoid the pitfalls!

Academy website is: <https://lakesuperioracademy.com/>

Parent/Teacher Conferences

The Academy believes that a strong partnership between home and school is critical to the optimized education of all students. Academy staff welcomes the opportunity to conference with parents as the need may arise. Parents are encouraged to access this open and proactive line of communication.

Transportation

Parents are responsible for transportation of their children to and from school if the school does not provide transportation. Parents dropping off or picking up their children are reminded to pay close attention to movement of students and vehicles in the parking area. The Handbook and Code of Conduct rules extend to the bus and any school sanctioned event on or off campus. Students are under the authority of the bus driver while they are on the bus. The driver will enforce this Handbook and Code of Conduct and report all student behavior problems to the Head of School who will be responsible for disciplinary action. Failure to follow this Handbook and Code of Conduct while on the bus may result in termination of the privilege of riding the school bus, in addition to other appropriate disciplinary actions.

Picking Up Your Child

Parents and Guardians are responsible for picking up their student immediately after school, or school activities, or after discipline has resulted in a student suspension. Parents must contact the school office as soon as they know that they will be late to pick up their children. Under no circumstances will children be allowed to stay after the school office is closed. If parents/guardians are not available, each emergency contact provided by the parent/guardian will be called. Police will be contacted to pick up children who are not picked up by the time the office closes for the day if there have been no responses to efforts to have the child picked up by family or emergency contacts. After care fees may be charged if a child is not picked up on time by their parent/guardian.

School Closing

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

Fines, Fees, & Other Charges

The Academy will assess a fine when Academy equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of official transcripts, grades, diplomas, caps and gowns, dance tickets, parking passes or other privileges, up to and including, participating in commencement ceremonies. Unresolved obligations can be appealed to the Head of School or designee.

Outdoor and Playground Behavior

Students are provided with the opportunity to engage in unstructured, open-ended, social interaction during recesses, provided that all health precautions are followed. Recess time is supervised by a classroom teacher or staff member who is responsible for student safety. Equipment appropriate for use at recess time is available through classroom teachers.

Consult with your child's teacher to find out if equipment from home is appropriate for use on the school playground. Equipment brought to school should be appropriate for group activity and should be shared with other students. Equipment such as skateboards and scooters are not allowed at school.

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

While on the playground, students are expected to:

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

Field Trips

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

Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. Students who have demonstrated and documented behavior that is aggressive, harassing, or intimidating AT ANY TIME during the school year may be denied the opportunity to go on overnight field trips. The decision will be made by the school leader in consultation with the teacher(s) conducting the field trip. The Code of Student Conduct applies to students at school and on school related trips/activities away from school.

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

After School Care

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

After Care Program Hours:

School full days: 3:30 - 5:30p

Half days: 11:30a - 5:30p

Fees and Billing:

- Before and After Care will be billed by the day or month.
- Invoices will be sent after the last Friday of each month with a due date noted.
- The fee schedule will be as follows:

Monthly Rate: Pre-Payment due on the 1st of each month

Family - \$225/month

Single - \$150/month

Daily Rate Monday-Thursday: Payment for services rendered due on the 1st of each month in order to be eligible for the program in the upcoming month

Family \$15/day

Single \$10/day

Daily Rate Friday: Payment for services rendered due on the 1st of each month in order to be eligible for the program in the upcoming month

Family \$20/day

Single \$15/day

- Any account not paid in full by the due date noted on each invoice will not receive any services until all payment is received.
- All payments must be made by check, cash, or credit card.
- A \$25.00 fee will be charged to your account for checks returned by your bank for any reason. A second occurrence will mandate that all future payments be paid by cash only for the remainder of the year.
- If at any time an account has an overdue balance for more than 30 days payment will be required PRIOR to utilizing the program each day.

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

Please note that a copy of the "Licensing Rules" notebook is available for viewing at the center during regular business hours. This notebook contains the licensing inspection reports and all related reports for the facility. Licensing inspection reports and any investigative reports from at least the last two years are available on the childcare website at www.michigan.gov/michildcare.

Meals and Snacks

Parents are encouraged to provide a nutritious breakfast to their children before school. Students are required to bring a nutritious lunch daily. Please pack lunches that do not require warming in a microwave oven. Students that forget to bring their lunch will be allowed to call home to have a parent/guardian bring their lunch to the Academy.

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

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

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

Your child's name should appear on any containers, utensils, etc. brought to the school. A cold pack should be put in the lunch box to keep items cold and healthy until eating time.

Breakfast and Lunch Behavior

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

Rules to be followed during mealtimes:

- Students are expected to follow the Code of Student Conduct.
- Students are expected to sit while eating.

- Students are to use quiet voices when conversing with other students.
- Students are expected to use good table manners and to clean up after eating.

Snacks

Please respect any notices regarding food allergies that are posted on your child's classroom bulletin board.

If your child must be restricted to certain food and/or is on a special diet, please inform the staff and indicate so on the Child Information Card. For your child's safety, please provide your child's daily snack.

Birthday Snacks and Holiday Parties

Sometimes families like to provide a special treat on a child's birthday. We welcome the opportunity to celebrate. Please speak to your child's teacher about birthday treats or trinkets.

All grades are welcome to have holiday parties throughout the year. Parties must comply with the USDA mandated wellness policy and practices.

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 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.

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.

Publications/Distribution of Literature

An individual or organization wishing to submit information for publication in the Academy Newsletter must submit the information to the Academy Administration for review at least one week prior to publication due date. The Academy reserves the right to review and determine content over school sponsored publications. The Academy does not solicit business for non-school related functions and/or organizations.

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

Fundraising

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

SECTION II: Student Code of Conduct

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the Academy to address concerns.
6. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort

to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.

4. Keep parent informed of their students' challenges, effort and success.
5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at the Academy endeavor to ensure that the Academy is a safe place for teaching, learning and working.

The Academy will take swift and appropriate disciplinary action for violation of any infractions listed in the Family Handbook or inappropriate behavior where notice has been given. All Academy rules will be enforced while on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services.

Additionally, the Academy reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the Academy.

Violations, including violations of the electronics and wireless communications devices and Network and Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining student with disabilities.

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.

Offenses

Gross Misdemeanors or Persistent Disobedience

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

Weapons, Arson or Criminal Sexual Conduct

Any student in possession of a firearm on the 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.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on the Academy property, in an Academy vehicle or at an Academy sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy, subject to reinstatement under the law.

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.

Dangerous weapons are defined as firearms*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of *“firearm”* is 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.

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

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

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

Physical Assaults against School Personnel

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 an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

Under Academy guidelines, any student in grade 5 or below 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 an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

Physical Assaults against Students

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 another student in Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against another student on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

Verbal Assaults

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Under Academy guidelines, any student in grade 5 or below who commits verbal assault on an Academy staff member, person engaged as a volunteer, contractor for the Academy, or another student, on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

“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; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

Bullying Prohibition

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.

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

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable

person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- 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 Head of School is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Head of School. The student may also report the situation to a teacher or counselor who will be responsible for notifying the Head of School. Any complaints against the Head of School 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 Head of School in a prompt, thorough and impartial manner. The Head of School will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- 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., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The Head of School will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness 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.

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 a staff member'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, ethnicity, 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 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 creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit 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 are 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.

Sexual Harassment

Sexual harassment is defined as:

1. 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
2. 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

3. 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.

Hazing

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, 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. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. 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 is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

Prohibition of Smoking

The Academy prohibits the possession and/or use of any tobacco or nicotine product on Academy property, in an Academy bus or vehicle or at any Academy sponsored 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 forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Prohibition against Alcohol and Drugs

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration 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, suspension and/or expulsion.

When handling violations of this policy, the Head of School will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in

any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including but not limited to bath salts, K-2, etc. and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation;
- Marijuana;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and;
- Any other illegal substance so designated and prohibited by state and federal law.

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.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

Gang Activity

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

“Gang” means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- 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

Gambling

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the Academy administration as official Academy functions.

Chewing Gum in School

Students are not permitted to bring chewing gum (including with their lunches and/or snacks) to school. Violations will result in the chewing gum being taken from the student.

Damage of Property

Vandalism and disregard for school 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 and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution.

Profanity and/or Obscenity

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

Academic Dishonesty

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one’s own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. 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 obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments. In addition, a student’s unauthorized use of artificial intelligence and language processing tools (e.g., Chat GPT) to create work as the student’s own is considered a form of plagiarism.

Public Displays of Affection

Demonstration of one’s affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

Leaving the Academy without Permission

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

Appropriate Dress Code

A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

Contraband

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

Insubordination

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff.

Sexting

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

False Fire Alarm

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy sponsored event.

Theft or Possession of Stolen Property

A student may not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

Forgery

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

Disorderly Conduct

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

Other Illegal Conduct

Students shall not engage in any activity that constitutes a violation under city, state or federal law on Academy premises, on an Academy bus or vehicle at any Academy sponsored events or the on-line classroom.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

Exclusion during Suspension/Expulsion

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 attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

Progressive Discipline

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator 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 student's age; 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. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

Implementation

The Academy shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Executive Director and Board, 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 Principal for a copy of those guidelines.

Annual Review

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).

Academic Integrity

In order to foster a healthy and appropriate atmosphere for learning, the Academy strives for its students to maintain certain standards of academic integrity. At the Academy, we strive for students to understand that they are in control of their own actions and behavior. In order to be effective students and life-long learners, it is imperative to hold high standards for success and academic honesty. Students should use their own abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a student. Steps toward this type of activity will result in academic consequences.

Dress Code Policy

Black bottoms, and shirts should be one of the following colors: Red, Cobalt Blue, Racing Yellow or Evergreen. You can see actual colors by name at <https://www.landsend.com/>.

On the Land's End website select "School" from the top of the homepage, then "Find your school". After that choose "enter school number", our school # is 900172628. Uniforms are not required to have logos.

Uniforms **DO NOT** need to be from Land's End, but they do need to be the same colors/shades as the ones defined on the Land's End site.

Policy Compliance

If a student's attire for the school day or school-related activity is found to be unacceptable according to the dress code/uniform policy standards, the teacher will notify the parent and ask them to bring the appropriate item of clothing to school. The Academy may be able to loan the item from the school clothing inventory for the rest of the day. If an item is loaned to the student, the item will need to be washed and returned to the Academy. Accepting the premise that compliance with the Academy dress code/uniform policy begins at home, the school encourages parents to have a contingency plan for times they may not be able to bring a clothing item to school. This contingency plan, similar to the one you would follow if your daughter/son becomes sick during the school day, might involve a relative or neighbor who would act on your behalf. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience.

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 Head of School.

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

Student Valuables/Personal Property

Students should not bring items of value to the Academy. The Academy cannot be responsible for the safekeeping of such valuables and will not be liable for loss or damage that may occur. Examples of valuable items include, but are not limited to, cash, wireless communication devices (MP3 players, iPads, handheld games, etc.), trading cards, jewelry, expensive clothing etc.

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

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

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

Electronics and Wireless Communication Devices (Cell Phones)

During school hours, CD players, MP3 players, iPads and other music devices must be turned off and stowed. If these items are visible or audible, the item will be confiscated and the parent will be notified. The equipment will be returned to the parent only.

Students may bring wireless communication devices (WCDs) (including cell phones, pagers, etc.) to school but it must not be on their person or it may be confiscated. A "wireless communication device" includes any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. WCDs include, but are not limited to, cellular phones, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), I-pods, Smartphones, WI-FI enabled devices, video broadcasting devices, tablets, laptops and smart watches. The Principal will not give such permission unless the student's parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in an Academy vehicle or at any

Academy–sponsored event, students must only use the Academy’s filtered Network for data access (either wirelessly or through a direct connection).

WCDs, or other personal electronic devices, not school related, shall not be turned on at any time during school hours. If these devices are found to be powered on or in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

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 Safe Schools Discipline Code of Conduct.

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

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 items shall assume responsibility for its care.

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.

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

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 email 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. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, SnapChat, 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 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.

SECTION III: Academics

Academic Support

Academic Interventions

Students who need academic intervention will be given opportunities for in school and after school tutorials during the school year and for summer school to make sure they satisfy promotion requirements. These interventions will be based on data collected by staff through both formal and informal assessments. This data is analyzed and used to pinpoint each student's academic need and address that need with targeted intervention. Parents will be notified when their child is receiving interventions to establish support at home.

Child Find

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

- Engage first in preventative and targeted instruction and intervention.
- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented.
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time.
- Select every component of the evaluation based on its relevance for creating the student's instructional program.
- Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:
 - A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1)).
 - An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1)).
 - Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3) (i-vi)).
 - Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b) received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction.

Also consistent with IDEA 2004, the Academy believes that:

- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308).
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2)).
- For students participating in a Multi-Tiered Systems of Support (MTSS) program, parents must be notified about their state's policies about the collection of student performance data, strategies for increasing the child's rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii)).
- The MTSS process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning and help inform the development of effective instructional plans for students found to have a Specific Learning Disability (SLD).
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child's instructional program.

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

SECTION VI: Required 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, gender identity, or expression), 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 Head of School 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 Head of School 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: Susie Schlehuder

Website Accessibility Coordinator: Jodi Caldwell, Operations Coordinator, (906) 259-1168, jcaldwell@lakesuperioracademy.com, 8936 S. Mackinac Trail, Sault Ste. Marie, MI 49783.

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, 216-522-4970, Email: OCR.Cleveland@ed.gov.

Title IX Notice

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, Susie Schlehuber, Head of School. She may be reached at (906) 259-1168., via email at sschlehuber@lakesuperioracademy.com or at 8936 S. Mackinac Trail, Sault Ste. Marie, MI 49783.

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/or 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-
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://secure.munetrix.com/n/Michigan/Schools/UPR/Eastern-Upper-Peninsula-ISD/PSA/Lake-Superior-Academy/School/Doc_download/32625

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.

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.

Parents

The Academy relies on parents for active involvement in their child's education, growth, and development. It is the hope of the Academy that all families will devote time to volunteer. Parents are children's first and most effective teachers and are encouraged to

become active partners with their children’s teachers. Parents are welcome to make advanced arrangements with the teacher for in-class visitation. Small children are not permitted to visit classrooms during school hours.

Visiting the Academy

All visitors including volunteers, parents and other family members included must register in the school office. When visiting the school, please sign-in at the office and wear a visible “visitor” badge 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 school and after school hours and to 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.

Certain weapons may be excluded from this policy if:

- a. The weapon is under the control of law enforcement personnel
- b. The weapon is pre-approved by the Head of School 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)
- c. The weapon is merely a non-dangerous theatrical prop, only used in appropriate settings
- d. The weapon is a starter pistol used in appropriate events
- e. The weapon is under the control of a properly licensed retired police or law enforcement officer.

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

Sex Offenders

Visitors, including parents, who are registered sex offenders, are required to 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 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:

1. 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.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. 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 of the Head of School.
4. 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.
 5. 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) 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 Head of School 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 Head of School 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 Head of School 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 Head of School or his/her designee. The Head of School 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 students' 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 Head of School 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 Head of School 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 Head of School 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 discipline 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 Head of School or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Head of School or his/her designee shall supervise the search. In the course of a search, the Head of School 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 Head of School 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 Head of School 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.

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 Head of School or his/her designee will be seized 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 eighteen years of age or older, shall be notified by the Head of School or his/her designee of items removed from the storage area.

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 School/Academy's programs and facilities.

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 main office at (906) 259-1168 to inquire about evaluation procedures and programs. Susie Schlehuber is the Section 504 Coordinator.

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 Jodi Caldwell.

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 against, 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 Jodi Caldwell at jcaldwell@lakesuperioracademy.com.

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 Susie Schlehuber at sschlehuber@lakesuperioracademy.com 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 Head of School 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

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 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 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.)
- 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

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the Every Student Succeeds Act of 2015; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

Teacher and Paraprofessional 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 Head of School 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 Principal 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 Lake Superior Academy 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 by email.

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 the school office by calling (906) 259-1168.

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 Susie Schlehber at (906) 259-1168 or by email at sschlehber@lakesuperioracademy.com.

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.

Acknowledgment

I have received and reviewed the 2023-2024 Academy 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: _____

STUDENT AND PARENT AGREEMENTS FOR SIGNATURE

VERIFICATION OF PARTNERSHIP AGREEMENT

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

STUDENT: I have received and attempted to review the Family and Student Handbook & Code of Student Conduct with my parent(s) or guardian and accept my responsibilities.

Student Signature: _____ Date: _____

Print Name: _____ Grade: _____

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

Parent Signature: _____ Date: _____

Print Name: _____

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

Teacher Signature: _____ Date: _____

School Leader Signature: _____ Date: _____

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

Family Educational Rights & Privacy Act (FERPA) Notice of Directory Information and Opt Out Form

The Academy may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the School to the contrary by filling out, signing and returning this form to the Academy. The primary purpose of directory information is to allow the School to include this type of information in certain school publications.

The following list of uses are those that the Academy would commonly disclose a student's directory information. Please check the ones in which you do NOT give the Academy permission to use your student's directory information:

- Playbill – showing student's role in a play or music production
- Annual Yearbook
- Honor roll or other recognition
- Graduation Programs
- Sports and Activity Sheets
- Sharing my student's directory information with colleges or post high school institutions.

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 or adult student's prior written consent. Two (2) Federal laws require the board to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the Academy that they do not want their student's information disclosed without their prior written consent. Please indicate on the next page which **Directory Information items** that you do NOT give permission for release to third parties.

Student Information	Opt Out "X"
Student's names, addresses, telephone numbers, email addresses	
Parents' names, addresses, telephone numbers, email addresses	
Student's date and place of birth	
Dates of attendance and grade designation	
Date of graduation	
Current and previous educational institutions attended	
Achievement awards or honors received; honor rolls	
Scholarships	
Photographs or videos of students participating in school activities, events or programs, their artwork on webpages, or school social media accounts.	

The board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information by returning this Opt-Out Form to the School Office within 14 days of receipt. Directory information will not be provided to any organization for any profit-making purposes. ***If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.***

Print Name of Student: _____
 Print Name of Person Signing and State Relationship: _____
Or state if student is an adult and signing on his/her own behalf
 Signature of parent/guardian/adult student: _____
 Date Received by School: _____ Staff Signature: _____

Permission for Online Education Recording Opt-out Form # 7540 F5

Our school is using Zoom, Google Hangout, or similar online educational platforms to record and teach lessons. The recording will be used for educational lessons and material during distance learning. Our intent is to only record the "host," which in most cases is the teacher or staff member conducting the lesson, then distribute that lesson to only the students in the classroom. There may be some cases where student's faces are on the screen if the lesson is recorded live. Therefore, each student is required to have a signed Permission for Online Education Recording on file at school. Please check it out below.

- I give my permission to the Academy to record and distribute educational lessons to my child's classroom via Zoom, Google Hangout, or similar platform.
- I do not give permission to the Academy to record or distribute educational lessons to my child's classroom via Zoom, Google Hangout, or similar platform.

Parent/Guardian Signature
Date

Student, Parent, Teacher, and School Leader Compact

Student Agreement

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

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

Signature: _____	Date :	
Signature: _____	Date :	

Parent/Guardian Agreement

I want and accept the responsibility of helping my child to reach his full potential.

Therefore, I will encourage him or her by doing the following:

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

Signature: _____	Date :	
Signature: _____	Date :	

Teacher Agreement

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

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

Signature: _____	Date :	
Signature: _____	Date :	

School Leader Agreement

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

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

Signature: _____	Date :	
Signature: _____	Date :	

This Compact may be signed 2 times throughout the school year at the parent teacher conferences. The Compact content should be reviewed annually, at the April Title I Review Meeting, where changes may be made.

