



Parent/Student Handbook



2018-2019

Table of Contents

Welcome	2
Parent Contract	3
Daily Schedule	4
Drop-off/Pick-up Procedures	4
School/Home Communication	5
Attendance Policy	6
Homework	10
Recess	11
School Volunteers	11
Field Trips and Chaperones	12
Bus Transportation	12
Conferences	13
Assessment/Testing	13
Student Fundraising	13
Fees, Charges, & Fines	13
Directory Information	14
Emergency Information	15
Fire, Tornado, and Lockdown	17
Snow Days/Emergency Closings	17
Student Services	18
Promotion and Retention	19
General School Rules	20
Prohibited Conduct	21
Video & Audio Monitoring System	24
Harassment, Intimidation & Bullying	24
Search & Seizure Policy	26
Student Conduct and Discipline	27
Internet Use and Technology Code of Ethics	35
Bring Your Own Device	39
Student Health	40
Wellness Policy	41
State & Federal Policies	43
Handbook Acknowledgement Form	45

Giving children the “whole mind advantage”- Great academic schools require the arts!

Welcome

Welcome to West Michigan Academy of Arts & Academics. This handbook contains information for parents and students. WMAAA desires that all our students come to school ready to learn each day and leave more aware, more informed, and more capable of being a responsible citizen in our world. The following guidelines have been established to ensure for all students, parents, and staff the best academic and social climate.

MISSION STATEMENT

WMAAA’s mission is to empower students to reach their ultimate personal success through the unique integration of Arts and Academics.

WMAAA BELIEF STATEMENTS

- We believe that students learn in different ways at different times.
- We believe that students learn best when they are actively engaged in their own learning.
- We believe that the arts nurture the acceptance of diversity.
- We believe that students learn best when they apply their learning to real life situations.
- We believe that the exposure to the arts is essential to the development of each child.
- We believe that all children have value, worth, and deserve respect.
- We believe in creating a caring community of learning to promote life-long learners.

STUDENT PLEDGE

Today, I will do my personal best. I will only give encouragement and not put-downs. I will be trustworthy, truthful, and an active listener.

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board of Directors’ comprehensive policy manual is available for public inspection through the District’s website (<http://www.westmichiganacademy.org>).

The Board of Directors governs the school district. Current Board of Director members/Trustees are:

Andy Alt, President
Jamie LeRoux, Vice-President
Matt Butler, Secretary/Treasurer
John Hayes, Trustee
Marjorie Stonecypher, Trustee
Melisa Sass, Trustee

The Board of Directors has hired the following administrative staff to operate the school:

Joanna Bennink, Director
Tighe Carter, Assistant Director

WMAAA Staff:

Whitney Zillmer, Pupil Accounting/Administrative Assistant
Liz Johnson, Administrative Services Coordinator
Heather Smith, Administrative Assistant
Katie VanSingel, Instructional Coach
Sarah Bruhn, Speech Language Pathologist
Lisa Emmert, EL Para-pro
Beverly VanDyke, Special Education Coordinator
Diane Cromwell, Social Worker
Kathleen Karpin, Title I
MaryAnn Dykstra, Elementary Resource Room Teacher
Ashley Vlasak, Middle School Resource Room Teacher
Jenn Wilthof, Kindergarten Teacher
Trisha Larsen, Kindergarten Teacher
Julia Chicoine, Kindergarten Teacher
Georgeanne Larsen, 1st Grade Teacher
Kendra Oele, 1st Grade Teacher
Stephanie Berg, 2nd Grade Teacher
Jordan Zubrickas, 2nd Grade Teacher
Kendra Streng, 3rd Grade Teacher
Michelle Brydon, 3rd Grade Teacher
Beth Lepley, 4th Grade Teacher
Christie Sucheki, 4th Grade Teacher
Jason Cooke, 5th Grade Teacher
Ashley Johnson, 5th Grade Teacher
Michelle Smith, 5th Grade Teacher
Derek Ottenbaker, MS Teacher
Jamie Lillibridge, MS Teacher
TBA, MS Teacher
Marilyn Nieboer, MS Teacher
Ben Langholz, MS Teacher
Rachael Hobeck, MS Teacher
Jeff Bretz, MS Teacher
Mandy DeBoer, Drama Teacher
Melissa Anys, Visual Arts Teacher
Adam Weber, Band Teacher
Heather Minnebo, Visual Arts Teacher
Danielle Kaye, Dance Teacher
Lorraine Feenstra, Music Teacher

Parent Contract

As a parent/guardian of a student(s) at West Michigan Academy of Arts & Academics, I will:

- Be a positive role model by supporting the Mission of West Michigan Academy of Arts & Academics, which states: *It is the mission of the academy to provide an outstanding environment through the integration of the arts that encourages the success of each child academically and through creative expression.*
- Be responsible for my child's punctual attendance and provide conditions at home conducive to study including reviewing homework assignments and offering assistance when needed.
- Agree to contact the teacher and/or the Director/Assistant Director with concerns when they arise or to request their support.
- Agree to take an active role in my child's life by attending as many school activities as possible examples include, but are not limited to, parent orientation meetings, parent/teacher conferences, open house, music concerts, drama, performances, and PTSO (Parent Teacher Student Organization) meetings.
- Agree to support my child's education by volunteering to help at various times (a minimum of 25 hours per school year). Some examples of such help are membership in a committee, tutoring, driving for field trips, and coordination of special class activities.
- Understand and agree to be bound by the provisions outlined in the West Michigan Academy of Arts & Academics Student Handbook, particularly the "Student Discipline Code".

Daily Schedule

School is open for arrival at 7:25am with staff members located in the hallways to monitor students. Students entering before rooms open, no later than 7:45am, will be asked to put their belongings away then sit quietly with a book. Classrooms open no later than 7:45am and class begins at 7:55am. The school day ends at 3:15pm unless we are on a half day schedule in which we end the school day at 11:30am. Students are required to be picked up no later than 4pm on regular full days or 12:15pm on half days.

Lunch will be in a classroom with a classroom teacher, times are as follows:

- K-4: 11:35 – 12:00
- 5-8: 11:20 – 11:40
 - Note: there will not be a lunch period on ½ days

Drop-off/Pick-up Procedures

When entering the WMAAA drive you will notice two lanes. The right lane is for drive thru or drop-off/pick-up lane and the left lane is to enter to park your vehicle in the lot. If using the drive-thru or drop-off/pick-up lane we ask that families let their children out of the car or enter their car once past the crosswalk in front of the theater. Once you have dropped-off or picked-up please continue to follow the pavement markings around the lot to the exit. If using the left lane to enter the lot to park please use the three rows of parking furthest from the building as this aids in seamless traffic flow. When you are ready to exit please follow the pavement markings around the lot and out the exit.

Vehicles MAY NOT be parked or located in the fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

School/Home Communication

All WMAAA staff desire to build a strong working relationship with parents. This partnership is extremely important in providing a successful education program. Research tells us that students are more successful in school when their parents are actively involved. The help, involvement, and cooperation of parents is vitally important to the students and the Academy. Parents are always welcome at school. We work diligently to keep parents informed as to their child's progress and school happenings. Please take advantage of the opportunities so your child may have the best educational experience.

COMMUNICATION WITH TEACHERS

Teachers are available through voicemail, email, or via the school website. If you wish to conference with a teacher, please call and make an appointment. Please do not engage a teacher in discussion during class time. The teachers are responsible for students during this time and discussion with parents during class can disrupt the learning environment. In order to maintain communication, the school website and Parent Portal will be available and training will be provided to all interested parents.

VISITS TO THE SCHOOL

All visitors, including parents and siblings, are **required** to check in to the office upon arrival at school. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location and must wear a visitor tag at all times while in the building. Visitors are required to proceed immediately to their location in a quiet manner. The visitors are not to interfere with classroom instruction and routine. All visitors must return to the main office and sign out before leaving the school. If students wish to bring a student visitor, forms to arrange the visit are available at the school office. The Director/Assistant Director and all the teachers who will have class contact with the visitor must give 24 hours advanced permission.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

PARENT NEWSLETTER

The parent newsletter is published bi-weekly or monthly and sent home via email to keep parents informed of the events at the school. School events and the school calendar may also be found at www.westmichiganacademy.org

REPORT CARDS & PROGRESS REPORTS

Report cards are issued at conference time in November and March, and also distributed in January and June. Sixth through Eighth Grade Progress Reports are distributed at the midpoint of each marking period.

CLASS ASSIGNMENT PROCESS

WMAAA strives to create a well-balanced classroom environment. Classroom assignments are based on current teacher recommendation. Other considerations include the following: number, gender, special needs, behavioral needs, extrovert/introvert, and ability of student. Parental input will be taken into consideration. Completion of the "Supplemental Information Form" will give parents an opportunity to provide relevant information that will aid in the placement decision. There will be no "Teacher Request Form" at WMAAA moving forward. The Academy reserves the right for final assignment of a student to a classroom.

Attendance Policy

WMAAA's goals for student learning emphasize the importance of communication skills, social responsibility, and respect for the ideas of others. Students cannot achieve these goals if they are not in class. All research indicates that a student's academic achievement is directly related to the amount of time spent in school. In addition, entering a class late is also a distraction that can take away from instruction for the rest of the students in the class. Class time missed is learning lost. There is no substitute for attending class and parents are urged to stress the importance of regular attendance and punctuality.

DEFINITIONS:

- **Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.)
 - Note: All absences for the school year should be counted, even if they have carried over from a different school. Attendance shall be continuous and consecutive for the school year (sec 1561) and not start over each semester.
- **Disciplinary absence** means absences that result from school disciplinary action and are neither unexcused nor excused absences. (*Does not count against chronic absenteeism*).
- **Late Arrival/tardy** means arriving to school or class after start time unless excused = 1-10 minutes late
- **Early Dismissal** means leaving school or class early prior to dismissal, unless excused = 1- 10 minutes
- **Unexcused absence** means an absent that is neither excused nor disciplinary. Ten late arrivals and/or early dismissals = one unexcused absence.
 - **Truant** means a student who has 8 or more unexcused absences in a school year
 - MCL 712A.2(a)(4)
- **Excused absence** means the following:
 - Student illness/injury/residential treatment (with doctor's note or verified by parent)
 - Medical appointments (with doctor's note)
 - Religious holidays
 - Lice (3 days)
 - Funeral/death in family
 - Mandated court appearances (documented-only if children are required per subpoena)
 - Placement by Juvenile Court in detention
 - Educational opportunities approved by school officials
 - Travel (5 days with prior school official approval)
- **Unexcused absence** is any absence not accounted for above, examples of unexcused absences include, but not limited to:
 - Staying home to baby-sit
 - Overslept
 - Travel (more than 5 days in school calendar or any travel days without prior approval)
 - Needed at home
 - Weather
 - Missed bus
 - Child is not immunized
 - Sickness (not documented or verified by parent)
 - Chronic lice (over 5 days)
 - Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a runaway)
 - Failure to notify school

SCHOOL CODES:

In order for significant data to be collected, it is important schools use codes with consistent definitions. The following codes are necessary for tracking student attendance.

- **EA** – Excused Absence
- **UA** – Unexcused Absence
- **EM** – Excused Absence - medical (used only when a written doctor’s note is provided)
- **UT** – Unexcused Tardy: arrived to school 1-10 minutes late without approved excuse
- **ET** – Excused Tardy: arrived to school 1-10 minutes late with approved excuse (use for appointments, but not missing an entire class period/hour)
- **LEU** – Left Early Unexcused: left school 1-10 minutes early without approved excuse
- **LEE** – Left Early Excused: left school 1-10 minutes early with approved excuse
- **LAE** – Late Arrival Excused: Primarily used for Elementary schools that do the AM/PM attendance
- **LAU** – Late Arrival Unexcused: Primarily used for Elementary schools that do AM/PM attendance
- **IST** – In School Tutorial (Suspension, if applicable to building)
- **OSS** – Out of School Suspension
- **SS** – School sponsored event such as a field trip, athletic, or academic event

CHRONIC ABSENTEEISM, 10% - WHETHER EXCUSED OR UNEXCUSED:

At any time during the school year if a student has absences that have reached 10% of their school days as being absent, this will initiate the following steps by the district addressing concerns.

OR

At any time during the school year a student has tardies (late arrivals and early dismissals) that have reached 20% of their school days, or any combination of the above, the following steps will be initiated:

- At 5 days absent (or at 10% of their school days being absent) a district identifies a potential attendance problem.
- At 7 absences (or continued absences after identified attendance issue) district sends out an attendance letter addressing concerns of absences.
- At 10 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian to discuss attendance issues and offer any support as needed. District also attempts to confirm that parent/guardian received attendance letter.
- At 12 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian and schedules school meeting to complete Truancy Meeting Forms and offer any resources that might be helpful.
- At 15 absences (or continued absences after identified attendance issue) and the district has exhausted all resources and interventions and attendance has not improved, a referral to the **ISD** is made via the Truancy Data Manager (TDM). After a referral has been made, all absences **must** have a doctor’s note in order to be marked excused.
 - Schools can refer a student to truancy prior to 15 absences (especially elementary) as long as the student has missed 10% of the school year and the school has exhausted all efforts and tiered interventions to improve attendance.

EXEMPT ABSENCES

Absences with a doctor’s note, court documentation, funeral/bereavement or those pre-excused for an educational trip will be exempt from the total number of absences. Please see the office for more details or to turn in the doctor’s note or documentation.

- Any absence that a student incurs as an approved representative of WMAAA will be marked exempt and will not count toward the total number of absences.

- Absences from class because of approved in-school activities and meetings with counselors or other school personnel do NOT count toward the absence limit.

EXCUSED ABSENCES

According to WMAAA's Policy, students have a limit of nine (9) excused absences per semester in any class. Should a student exceed the 9-day limit for the semester, this may greatly affect that student's academic success. Excused absences are for sporadic illness, family emergency, family business, or other extenuating circumstances, but will only be given at the discretion of the school. If a student is absent more than twenty minutes of the class period, he/she will be considered absent for that class. Teachers will allow students to make up work upon their return in the above instances.

- In order for an absence to be marked excused a parent or guardian will need to call the office to notify the school of the absence with a valid reason the morning of the absence, but there is a 2-day grace period from the day of the absence.
- Up to 3 days per semester can be marked excused due to a family trip that is deemed to be non-educational in nature. In order for the absences to be marked excused a parent or guardian will have to notify the school office at least 1 week before the trip takes place.
- Calling in to notify the office that your child is missing school due to illness, family emergency, family business, etc. by law does not allow us to exempt that absence from the total, it will still count toward the total number of absences.

UNEXCUSED ABSENCES

According to WMAAA's Policy, students have a limit of five (5) unexcused absences per semester in any class. An absence will be marked unexcused if the student is absent from a class or school and the office was not notified. Students with five or more unexcused absences in a given class during an academic semester may not receive credit for the semester.

TARDINESS

School begins at 7:55 a.m. A student who arrives after 8:00 a.m. to school will be marked tardy and must report to the office and be signed-in. The student will then receive an admit slip and report to class immediately.

6-8th grade students entering a class after the designated beginning of class time will be marked tardy for that class period.

- Excessive tardiness, regardless of reason, is unacceptable. Students who are chronically late to school will receive disciplinary action and may lose credit in the courses in which they are regularly absent. This includes both excused and unexcused tardies. 3 unexcused tardies or 5 excused tardies are considered excessive.
- After 3 unexcused tardies or 5 excused tardies a student may receive a detention, SSR, or other consequence to be served as assigned by the Director/Assistant Director.
 - Tardiness due to being brought to school late will not result in consequences for the student. Continued tardiness at the beginning of the day will count toward the overall absence count and may lead to the truancy process for parents including the development of a Formal Attendance Plan that will be shared with the Ottawa County Truancy Officer.

TRUANCY

A student is considered "truant" when absent from class 6 or more unexcused days in a semester or absent 10 or more days of excused and unexcused days in a semester.

- Upon missing the 6th unexcused or 10th combination excused/unexcused day a letter will be sent home notifying the parents of the attendance concerns and truancy process.
- Upon missing the 8th unexcused or 12th combination excused/unexcused day a meeting will be scheduled to develop a Formal Attendance Plan that will be shared with the Ottawa County Truancy Officer.
- Upon missing the 10th unexcused or 14th combination excused/unexcused day a follow up meeting will be scheduled and the Ottawa County Truancy Officer will be notified.
 - **Additional guidelines available at the Ottawa Area ISD web site:**
<http://www.oaisd.org/oaisd/departments/specialneedseducation/programsservices/truancy>

REPORTING ILLNESS OR NECESSARY ABSENCE

In the event of any absence, the student's parent or guardian is required to call the school at 616-844-9961 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:30 a.m. on the day of a student's absence, the school messenger system will call home to notify the student's parent or guardian of the absence and ask that a call be made to the main office explaining the absence. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

The method for reporting an absence is as follows:

1. **DAY OF THE ABSENCE**, the parent should telephone the Attendance Line **616-844-9961** to report the absence and give the reason for the absence. The call should be made before 9:00 a.m. each day during the period of the absence.
2. **UPON THE RETURN OF THE STUDENT TO SCHOOL**, a written note or a call from the parent stating a) the exact days on which the student was absent and b) the reason for the absence should be given to the Main Office between 7:40 a.m. and 8:05 a.m. The absence will be considered unexcused until confirmation is received.
3. The student is responsible for any classroom work missed during any absence.
4. On the third consecutive day of absence due to illness a note from the primary care physician of the student should be provided for documentation of an extended illness.

EARLY DISMISSAL (PARENTS AND STUDENTS):

Medical and dental appointments should be made on days or times when school is not in session. When appointments are unavoidable or an emergency arises, the following procedures are to be followed:

1. Parents must either a) call the Attendance Line at before 8:00am or b) write a note for the student to bring with the necessary information and the method of transportation to the Main Office as soon as the information is available.
2. Before leaving the building, the person providing transportation must sign the student out at the Main Office.
3. If/When the student returns to school, he/she must report to the office to sign in and receive an admit slip to re-enter the class currently in session. If the sign out is discovered to be unexcused, it will be reviewed by the Director/Assistant Director to determine appropriate disciplinary consequences.

ILLNESS DURING THE SCHOOL DAY

1. If a student becomes ill while at school, the student should get a pass from his/her teacher and go to the Main Office.
2. At the Main Office, the student will be able to wait for 5-10 minutes to determine if he/she is able to return to class.

3. If the student is unable to return to class, the parent will be notified and expected to pick him/her up at school.
4. In the case of a medical emergency the school will call 911 as appropriate.
5. The person providing the transportation must sign the student out in the Main Office before leaving school.

LUNCH

Parents may take their children out for lunch; however, they must return on time for their next class. Students WILL NOT be allowed to finish their food or drink in the classroom or office. *Please make sure you sign your child in and out when they leave campus for any reason.*

EXTENDED ABSENCES (vacations, trips, etc.)

WMAAA strongly discourages extended absences during the school term. The first 3 days of a vacation will count toward the 9-day excused absence limit each semester if the school is properly notified prior to the vacation. If the school is not properly notified the absences will be marked unexcused. The decision for the absence is the responsibility of the parent and the student and should be made with consideration given to the student's current status in school, with serious thought given to the impact of the absence. It is the parent's and student's responsibility to arrange for and complete any work missed.

- If an extended absence is required, students and parents must fill out an extended absence form available in the front office prior to the absence and receive written approval from the Director/Assistant Director.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Director at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

HOMEBOUND/HOSPITALIZATION INSTRUCTIONAL SERVICES

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact: Joanna Bennink, Director.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students are expected to make up the work which was assigned during an absence. Generally, this

work must be completed within a period of time equal to the length of the student's absence (1 day absent = 1 day to complete missed assignments).

K-8 Reading Policy

We urge each family to spend a minimum of 20 minutes reading TOGETHER every evening and strongly encourage more time be spent by each student reading independently.

Recess

Physical activity is beneficial to children's proper growth and provides an effective outlet for excess energy. All students receive a lunch-time recess that is approximately 25 minutes long, supervised by several playground aides. In the event of inclement weather (rain or wind chill/feels like temperature below 0 degrees) the lunch recess will be conducted indoors. Please provide appropriate outdoor clothing for your child. In the warmer months children are expected to wear shoes at all times while on the playground. In the winter, hats, boots, gloves or mittens are necessary and expected. Younger children benefit greatly from snow pants especially since students in the lower elementary classes also receive a morning and/or afternoon recess supervised by a teacher(s) and/or teacher aide.

As a safety precaution for all students, children are not permitted to go to the parking lot or approach any cars during recess to greet parents/visitors. Students must be signed out at the office prior to leaving the school playground.

Students are expected to use the equipment safely, respect the boundaries of the playground, and conduct themselves in a safe manner while they are on the playground. Any student not using equipment appropriately or misbehaving will be placed in a "time out". Continued unsafe or disruptive behavior may result in disciplinary action.

WMAAA has a large playground equipment shed that houses a variety of equipment for all student use. The shed contains soccer balls, footballs, 4-square balls, tennis balls, basketballs, and other items. Although it is not encouraged to do so, should your child choose to bring an item from home, please advise them that they will be expected to share that item with others and it is not the school's responsibility if the item is lost or stolen. *Electronic devices (generally anything battery powered) such as game boys, I-pods, cell phones are not permitted on the playground.* Additionally, stuffed animals, toys, pencils, pens, markers and other writing utensils are not allowed on the playground. *For the safety of all the students, long boards or skateboards, roller skates, and sneakers with wheels are not permitted.* We are always adding additional items to the shed and any suggestions by your child will be welcome.

IMPORTANT NOTE: If a child is well enough to come to school, the child is considered well enough to join in all recess periods, including lunch time. Children may not be held in the classroom or school office during these times without a note from a treating physician.

School Volunteers

All school volunteers must complete the "Volunteer Assessment Form" (available in the school office) and be approved by the Director or designee before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Director.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Field Trips and Chaperones

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Without parent volunteer drivers, WMAAA would not be able to maintain the quality and quantity of our field trips. We appreciate parents fulfilling their volunteer requirements by chaperoning for field trips.

Driver Requirements:

- Copy of current Driver's License and Insurance turned in to the school office.
- No non-custodial children allowed in front seat.
- All children buckled according to Michigan Child Restraint Laws adopted on July 1, 2008.

Chaperone Requirements:

- WMAAA expects parents to be good role models for students at all times during the event.
- WMAAA prohibits adult drinking, smoking, any tobacco/nicotine product use, and/or inappropriate language on all school related field trips.
- Chaperones are expected to provide proper and continuous supervision of students at all times.
- All chaperones must register as a volunteer and go through a criminal background check.

Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Director or Assistant Director.

Parents will be informed of any and all inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Bus expectations will be shared and modeled for students at school and will adhere to the following guidelines.

- Be Safe
 - Face forward, with your bottom on the seat, and back to the back of the seat
 - Stay seated until the bus stops; no switching seats
 - Keep hands, feet, and other objects to yourself and/or inside of the bus
 - Keep the aisles clear of hands, feet, and other objects
- Be Respectful
 - Follow the bus driver's instructions
 - Use kind words and an indoor voice, without shouting or calling out the window
- Be Responsible
 - Keep the bus clean; pick up litter
 - Report any problems to the bus driver or a teacher

Conferences

Faculty is committed to provide as many opportunities as possible for parents to interact with teachers and administrators. Parents may call the school and schedule a conference whenever they feel a need to discuss their child's progress.

Parent/teacher conferences are scheduled at the end of the first and third marking periods during the school year. WMAAA prides itself in maintaining 100% attendance at Parent/Teacher Conferences. Please make every effort to attend your child's conference. This provides opportunities for parents and teachers to discuss each student's academic and social growth. Both afternoon and evening conferences are offered.

Assessment/Testing

Students are tested regularly to determine their progress. In addition to regular classroom evaluations, Kindergarten through Eighth grade students participate in NWEA MAP (Measures of Academic Progress) testing in the Fall, Winter (optional, but used by most teachers) and Spring to assess their progress and to help teachers tailor their lessons to meet the needs of the students. All Third through Eighth grade students also take the M-Step (Michigan Student Test of Educational Progress) tests in April or May to measure their knowledge and abilities according to the State of Michigan's identified outcomes in the areas of mathematics, science, language arts, and social studies. The Michigan Department of Education (MDE) does not allow schools to offer the opportunity to opt-out of state testing. Districts must have 95 percent participation in each school and student sub-groups. Therefore, all students in attendance on test days will be tested. All 8th graders may need to take the PSAT 8/9 test in the Spring to establish a baseline measurement of college and career readiness as students enter high school, while providing students a chance to preview the SAT (11th grade) and PSAT 10 (10th grade) and connect to AP courses.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their student(s) in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the Director. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Fees, Charges, and Fines

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and

admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

A fee waiver may be requested by meeting with the Director.

BLUE BEAR

This program is a student fee-collection program that eliminates the need for consistently sending small amounts of cash with your student to school. This program allows you to deposit money into your student's account and any costs that may be incurred by your student will automatically be deducted from their account (e.g. Subway, pizza, field trips, etc.). New families to the Academy will have to complete a consent form available in the office prior to utilizing Blue Bear which outlines who is allowed to access the account and who will be responsible for any debt incurred on the account (i.e. parent/guardian).

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that WMAAA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, WMAAA may disclose appropriately designated "directory information" without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow WMAAA to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

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 publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want WMAAA to disclose directory information from your child's education records without your prior written consent, you must notify the Academy in writing by September 30, 2018. WMAAA has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities
- Address
- Telephone listing
- Photograph (in yearbook)
- Honors and awards received
- Major field of study - Focus
- Grade level

STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect*, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

Emergency Information

At registration time, parents are asked to complete a form which provides information in regard to family doctor, hospital preference, and people to contact in case of an emergency. There is provision made on this form for parents to grant permission for medical personnel to treat their child in their absence. Information on this form includes work numbers, cell phone numbers, as well as pertinent medical information. In emergency situations or if a child becomes ill during the school day the parent, guardian, or emergency contact listed will be called. In the event of a severe emergency, students will be evacuated from the building and students will only be released to parent, guardian, or emergency contacts on file.

Note: Please notify the school office if changes must be made with respect to this information (address, phone number, etc.) during the school year.

ACCIDENTS

Anyone injured during school hours or while participating in school sponsored activities must report the injury to a teacher, aide, or to the office immediately. An accident report is completed and parents are notified when necessary. If the injury requires professional attention, every attempt will be made to contact parents or their listed designee. In rare instances when a child must be transported by ambulance to a hospital and a parent cannot be contacted, a school official will accompany the student until the parent arrives at the hospital.

GENERAL HEALTH INFORMATION

All new students to WMAAA are required to present a birth certificate and a record of their immunizations when registering. The Public Health laws and School Code of the State of Michigan require that all students be immunized for polio, DPT, measles, mumps, rubella, chickenpox and Hepatitis-B.

Students with communicable or infectious diseases should not attend school until they are clear of the infection. If your student has had a temperature or has vomited within 24 hours, it is strongly encouraged that they do not attend school for that day. If a student arrives at school with a communicable condition, they will be detained in the school office and their parents or emergency designee will be called to pick them up from school. Some common examples are pink eye, fever, vomiting, strep throat, impetigo, chicken pox, and head lice. If there is any question as to whether your child should attend school, please call the office or check with the Health Department first.

MEDICAL LIMITATIONS

Students who have permanent or temporary physical disabilities, allergies, or handicaps should notify the school office at the beginning of the school year. This confidential information will be provided to their teacher(s) when it is in the best interest of the student or at your request.

MEDICATION

The administration of medication shall be in strict compliance with the rules and regulations of the Board and carried out by the Director/Assistant Director, faculty, and/or staff. A student may not have medication in his/her possession at any time except as stated under the Self Administration Policy.

Prescription medication and non-prescription medication, with the exception of aspirin free pain relievers and cough lozenges, will be administered only with the written permission of the pupil's parent or guardian and in compliance with the instructions of a physician, physician's assistant or certified nurse practitioner. School personnel will administer medications as indicated in this paragraph, when the following additional requirements have been met:

1. The medication is in its original container with printed directions from the pharmacy or pharmaceutical company and the label includes dosage and frequency of administration.
2. Parents/guardians have brought the medication to school for dispensing to students.
3. Parent/guardian consent in accordance with HIPPA regulations.
4. Administration of the medication to a pupil is done in the presence of another adult or in an emergency that threatens the life or health of the pupil.

A medical log will be maintained on the quantity of the medication administered, the quantity administered to the student and the quantity returned to the parent/guardian. A written verification form from the office will go home or a phone call will be made to the parent or guardian. If a written verification form is sent home, the form must be signed by a parent/guardian within 24 hours acknowledging notification that the student received medication at school. If the form is not returned within the time frame, a follow-up phone call will be made. If a

student requires administration of a non-prescription medication more than 2 weeks in a row, written permission from a physician, physician's assistant, or certified nurse practitioner will be required before additional non-prescription medication will be administered.

Special considerations will be handled on a case-by-case basis by the Director/Assistant Director that are not in conflict with this Policy.

Fire, Tornado, and Lockdown Drills

Fire, tornado, and lockdown drills are conducted throughout the year to help students become familiar with emergency procedures. Evacuation or Take Cover directions, along with designated emergency areas are posted in each classroom. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

The fire drill signal is an audible horn and flashing strobe. A tornado drill or lockdown drill is announced over the intercom.

Fire evacuation guidelines are as follows:

1. If in a classroom, leave the building according to the directions posted by the door. If anywhere else in the building (e.g. hallway), leave the building through the nearest visible exit, and meet up with your classmates on the basketball court of the North playground.
2. Walk quickly in a single-file line without talking or pushing.
3. Your teacher will take roll. Do not answer "here" for another child.
4. Remain with your class, standing quietly in a single line.
5. Return to your classroom when signaled.

Tornado drill procedures are as follows:

1. Proceed to the designated area and sit, in position, on the floor facing the wall.
2. Maintain silence throughout the drill.
3. Remain with your class at all times.
4. Return to your room when signaled.

Lockdown drill procedures are as follows:

1. Proceed to designated area in your classroom and DO NOT exit classroom.
2. Maintain silence throughout drill.

Snow Days/Emergency Closings

School closing information will be broadcast on WOOD Channel 8, WZZM Channel 13, and WWMT Channel 3. Radio stations used will be WGHN 92.1 FM, AM 1370, WOOD 105.7 FM, and WCUZ 101 FM. School closings will also be shared via email and school messenger.

If a tornado warning is issued, the U.S. Weather Bureau states: "Sirens will be turned on for five minutes after a tornado is sighted and verified. A tornado warning is issued for a period of usually one hour or less for not more than three counties after it becomes evident through radar observation or visual report that a tornado has formed." At this signal, WMAAA will keep all students in school, away from windows and near an inside wall, even if the warning is in effect at dismissal time.

FOG DELAYS: WMAAA will implement a two-hour delay for certain weather conditions. The two-hour delay decision would be announced by 6 am using the current manner and news release process.

If bad weather or other emergency occurs during the day early dismissal may be possible, communication and information will be shared and broadcast via the same sources listed above in this section. If we dismiss early for an emergency or bad weather, all after-school functions are automatically cancelled.

Student Services

A number of services are available for students with special needs. The services of a school psychologist, social worker, speech and language pathologist, and special education teacher are provided for students who qualify. Students who qualify under the state's special education rules will be serviced by WMAAA's special education program. Referral forms for special services are available from the school office.

TEXTBOOKS

Textbooks and related materials will be issued at no charge to all students for use in their classes. With the exception of expendable items such as workbooks the care of these books is the responsibility of the student, but remain the property of WMAAA. Textbooks must be returned at the end of the school year. Only one book of each kind required for classes will be issued at no charge to an individual student. Materials and textbooks which are lost will be replaced at the expense of the student.

SCHOOL PICTURES AND YEARBOOK

Each fall, all students have their pictures taken by a professional photographer. Pictures are taken for school files and the yearbook. It is not required, but families may purchase picture packets. If a student is absent or the picture does not turn out as expected, there is a make-up date later in the fall.

A yearbook is published annually from these pictures. It also includes student events and activities from the school year. Your opportunity to purchase a yearbook will be in the Late Fall/Early Winter. It will be delivered to the students during the final week of school.

LUNCH

Each student must bring a lunch from home. Please be aware that WMAAA does not have any food preparation facilities available, so please be sure your child remembers his/her lunch. Please see the Wellness Policy (page 41) with regard to nutritional guidelines.

STUDENT COUNCIL

The WMAAA Student Council is a service organization. Student Council members in grades 6 – 8th are expected to represent their fellow classmates, make sound decisions on their behalf, and communicate issues back to their class. Meetings conducted by students and a sponsor are held on a regular basis. Members of this organization are responsible for planning and coordinating a variety of worthwhile student activities. Student Council provides experiences in the election process, as well. Elections for Student Council offices of President, Vice-President, Treasurer, Secretary, and Class Representative are held in the fall. As leaders, student council representatives are expected to maintain at least a C- in all academic and art classes in order to participate.

SCHOOL DIRECTORY

Early in the school year, a school directory is published. It includes a student's name and grade, their parent's name, home address, and home phone number only. Parents must "opt in" each year to be included in the directory. The directory is distributed only to school families and staff.

Promotion and Retention

GRADES

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

PROMOTION

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

GRADES K-5

The decision to promote a student to the next grade level is based on successful completion of the curriculum/level of achievement, attendance, performance on standardized tests and other assessments, potential for success at the next grade level, and emotional and/or social maturity. A student will not be promoted based upon age or any other social reason not related to academic performance.

GRADES 6-8

A passing grade for purposes of promotion is C- or better. Student must pass three (3) out of four (4) academic areas and five (5) out of eight (8) elective/arts focus courses per academic year.

RETENTION

GRADES K-5

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

1. emotional growth
2. social growth
3. academic growth
4. lack of sufficient attendance (refer to attendance policy in the Student Handbook)

GRADES 6-8

If a student fails two (2) core academic courses (Language Arts, Mathematics, Science and Social Studies) or four (4) elective/art focus courses within a year, the student may be retained.

Retention Process

1. Parent/guardian will be informed about their child's progress or lack thereof through progress reports, parent/teacher conferences, and report cards throughout the school year.
2. Additional conferences may be scheduled with the parent/guardian to discuss the areas of difficulty and an intervention plan involving student, parent/guardian, and school.
3. A final conference will be conducted with the student, parent/guardian, teacher, appropriate program coordinator, and Director/Assistant Director to discuss the student's progress.
4. The parent/guardian will be informed of the official decision as to retention or promotion.

PROBATIONARY ASSIGNMENT PROGRAM IN LIEU OF RETENTION

Students identified for retention upon completion of the school year may be considered for assignment to the next grade provided that the student successfully completes an Academy-approved summer program. If the

program is off-campus, then evidence of successful completion of the program must be delivered to the Academy before assignment to the next grade will be granted.

GRADUATION

Requirements for 8th grade graduation are the following:

1. Students have satisfied promotion requirements for 8th grade.
2. Unless academically exempt, students have successfully completed one (1) or more of the eight (8) art focus strands. (Successfully completed is defined as a C- or better in all courses of the strand.)
3. Graduation with Focus requires the satisfaction of all required courses within that specific art form.

General School Rules

1. Any type of weapon is strictly forbidden and may result in mandatory expulsion, per MI state law.
2. Water guns, play guns, and/or other replica guns are not permitted at school.
3. Skateboards are not permitted at school.
4. Parents or guardians will be responsible for all damage and destruction of school property done by their children including, but not limited to, marking of desks, destruction of books and materials, and improper lavatory behavior. This will involve either the cleaning up or monetary payment for the article or damaged property.
5. Students are subject to the authority of all teachers, staff, supervising parents, and other adults during school, on field trips, the playground, and etc. Designated supervisors will be given as much respect as any teacher.
6. Students shall not address faculty or staff members by their first name, but shall address them as Miss, Mrs., Ms., or Mr., whichever is appropriate as determined by the faculty or staff member.
7. Students are not to engage in any action or conduct involving the use or display of obscene language, signs, or symbols in any form, whether verbal, written, or in the form of pictures or caricatures.
8. Students will refrain from physical and verbal assaults or any other unacceptable, offensive, or dangerous behavior.
9. Public Display of Affection (PDA) is not conducive to learning at WMAAA and is considered inappropriate behavior.
10. Students are expected to be in their classrooms and prepared for classes at 7:55 a.m. and must maintain daily attendance in accordance with state law and Board or School policy. Once a class has begun, students are to remain in class unless otherwise directed by school staff.
11. Students may not propel or throw any objects such as paper clips, stones, sticks, wood chips, snowballs, and/or etc.
12. WMAAA is a Smoke-Free Environment. Smoking, drinking, and the use of drugs, including all tobacco/nicotine products, is strictly forbidden on school property or at school sponsored activities located off school property at any time.
13. Eating and drinking during the class period is ONLY permitted with permission from classroom teacher and in accordance with WMAAA's Wellness Policy.

14. Students are expected to follow playground and/or lunch rules. Once dismissed from their classrooms, students are to be outside on the playground until summoned in. They are not allowed in the halls or in classrooms without permission and supervision from a teacher, staff, or the Director/Assistant Director.
15. Respect for teachers and students is conducive to learning in the classroom. Rudeness or inappropriate behavior will not be tolerated in the classroom or on the school grounds.
16. Copying, cheating, and/or plagiarism is not permitted.
17. Students are expected to complete homework following school and teacher guidelines.
18. Any other gross misbehavior or persistent disobedience, whether in violation of established school rules, regulations, standards, or guidelines (whether contained in the code or separately issued), and/or whether merely violating basic concepts of acceptable student conduct and behavior is not permitted.
19. Students are expected to use the bathrooms as they were intended. No hanging-out, vandalism, or inappropriate conduct, etc.
20. Student use of classroom phones is limited to teacher/home communication, under direct supervision of the teacher. Students calling home due to illness should use the main office phone. Social arrangements should be made outside of school hours.
21. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or anything which may lead to disruption of or interference with school activities is prohibited.

Prohibited Conduct

The following is a list of prohibited conduct at WMAAA, which may be in violation of local, state, and/or federal law and which may be grounds for immediate suspension or expulsion.

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
 - a. The use of all the above stated substances is prohibited on school property, adjacent streets and/or walks, and on other adjacent property (whether public or private).
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. The commission of, or participation in, criminal acts (under federal, state or local laws or ordinances). Disciplinary action may be taken by the school regardless of whether or not criminal charges result, and such action (if taken) will not be subject to the rules or standards applicable in a criminal case.
 5. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
 6. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 7. Falsification of records.
 8. Bullying including cyber-bullying that is directly affecting the educational environment. **Inquire in the office for full bullying policy.**
 - Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying is when an individual or a group of people use their real or perceived power, repeatedly and intentionally to cause hurt, harm, or to control another person or group of people who feel helpless to respond. It is this imbalance of power and helplessness that distinguishes bullying from conflict.
 - What is not bullying:
 - single episodes of social rejection or dislike
 - single episode acts of nastiness or spite
 - random acts of aggression or intimidation
 - mutual arguments, disagreements or fights
 9. Aggressive or mean behavior including but not limited to horseplay, teasing, and fighting/hitting.
 10. Possession or use of any incendiary or explosive device, including but not limited to smoke bombs, firecrackers, sparklers, fireworks, matches, and lighters.
 11. Action or conduct offensive to commonly recognized community standards of propriety or good taste, including but not limited to, the use of vulgar language and/or obscene gestures.
 12. Action or conduct of a sexual nature which is discriminatory, insulting, intimidating, offensive or hostile. Such action or conduct may include, but is not limited to, the following: verbal or written comments of a sexual nature, overt or subtle pressure for sexual activity, indecent exposure (including mooning), inappropriate and/or unwelcome patting, pinching, or body contact, demand for sexual conduct accompanied by implied or overt threats concerning an individual's safety, and/or any physical act of aggression that includes a sexual act or a sexual purpose. NOTE: This is not intended to be the entire Sexual Harassment Policy for WMAAA.

13. Failure to obey the lawful instructions or directives of school personnel.
14. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
15. Stealing, or attempting to steal, school property or another person's personal property.
16. Willful or ignorant damage to or destruction of property, or attempting to destroy property belonging to another.
17. Entering school property or a school facility without proper authorization.
18. Possession, use, or threatened use of any weapon or possession, use or threatened use of "look alike" weapons.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Director.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or etc.; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

NOTE: Notwithstanding any provisions of this Code to the contrary, students shall, pursuant to applicable state and/or federal law, be permanently expelled for any of the following conduct which occurs on school property or at a school-sponsored function off campus:

1. Possession of a dangerous weapon. For purposes of this section of the Code, a "dangerous weapon" includes, but may not be limited to a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

2. Arson. Commission of arson in a school building or on school property.
3. Criminal Sexual Conduct.

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except for those firearms related, the Board and/or designee shall consider the following factors:

- the student's age
- the student's disciplinary history
- whether the student has a disability
- the seriousness of the violation or behavior
- whether the violation or behavior committed by the student threatened the safety of any student or staff member
- whether restorative practices will be used to address the violation or behavior
- whether a lesser intervention would properly address the violation or behavior

If a student is expelled pursuant to this section of the Code, the School shall:

1. Enter the fact of expulsion on the student's permanent record.
2. Within three (3) days of the expulsion, refer the student to the county department of social services or county community mental health agency and the criminal justice system or the juvenile delinquency system; and
3. On the same day of the expulsion, notify the parent or legal guardian.

SEVERABILITY: If any portion or provision of the Code is found by a court of competent jurisdiction to be invalid or unenforceable as being contrary to law or constitutional rights, the invalidity or unenforceability of any such portion or provision shall not affect the validity and enforceability of any and all other portions and provisions of this Code.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Harassment, Intimidation, & Bullying

Harassment, intimidation, and bullying diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

A. Sexual Harassment

1. It is the policy of the West Michigan Academy of Arts & Academics (the "Academy") to maintain a learning and working environment that is free from sexual harassment. No Board member, staff member or student of the Academy shall be subjected to any form of sexual harassment or intimidation.
2. It shall be a violation of this policy for any Board member, staff member, or student to harass any member of the Board, staff, or student body through conduct or communications of a sexual nature as defined in this policy.
3. The Director shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policies and procedures governing sexual harassment within the Academy.

4. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education or such that it creates a hostile or abusive employment or educational environment.

B. Discrimination

1. It shall be a violation of this policy to discriminate against any Board member, staff member, or student on the basis of race, color, creed, national origin, religion, age, marital status, handicap, veteran status, height, or weight.
2. It shall be a violation of this policy to harass a person maliciously and with the specific intent to intimidate or harass another person which may include:
 - a. Causing physical contact with another person.
 - b. Damages, destroys, or defaces any real or personal property of another.
 - c. Threatens by word or act to engage in an act identified in 5 (a) or (b) above.

C. Reporting of Harassment

Any Board member, staff member, or student who believes that he or she is a victim of any of the above types of harassment actions by a supervisor, student, staff member, or other person associated with the Academy, such as a vendor, contractor, or volunteer should promptly take the following steps:

1. If the alleged harasser is a staff member or supervisor, the affected employee should, as soon as possible after the incident, report the incident to the Director/Assistant Director.
2. If the alleged harasser is a teacher and the harassment is directed at a student, the student should, as soon as possible after the incident contact the Director/Assistant Director.
3. If the alleged harasser is a student of the Academy and the harassment is directed at another student, the student should, as soon as possible after the incident, contact his or her classroom teacher or the Director/Assistant Director.

The person allegedly harassed may make a report of alleged harassment either verbally or in writing. The reporting person should provide the name of the person, whom he or she believes responsible for the harassment and the nature of the harassing incidents. A written summary of each report is to be prepared promptly by the person receiving the report on behalf of the Academy.

The Director shall investigate each report received by the Academy as provided in a timely and confidential manner. If the complaint involves the Director, then a committee of the Board, or its designee, shall investigate the complaint. While a charge is under investigation, no information is to be released to anyone who is not involved in the investigation, except as may be required by law or in the context of legal or administrative proceedings. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- Protect the confidentiality of any filer of a harassment complaint;
- Encourage the reporting of any incidents of harassment;
- Protect the reputation of any party charged with harassment, particularly if the charge is not well based.

The Academy recognizes that determining whether a particular action or incident is harassment, or conversely, is reflective of a social relationship without discriminatory or intimidating intent or effect must be based on all of the facts of the matter. All staff members are expected to act responsibly, honestly, and with utmost candor whenever they present harassment allegations or charges against fellow staff members, students or others associated with the Academy.

D. Bullying (full definition on page 22 of parent/student handbook)

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Director, Assistant Director, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Director, Assistant Director, or any staff member. Anonymous reports are also accepted by phone call or in writing.

Search & Seizure Policy

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY & EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building director, assistant director, or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

AUTOMOBILE SEARCHES

The School retains authority to conduct routine patrols of the student parking lots. A student's or parent's automobile on school premises may be searched if the school authority has reasonable suspicion that illegal, unauthorized, dangerous (e.g. weapons) or contraband items, or evidence of violations of law or school rules are contained therein.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for

suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Student Conduct and Discipline

For the safety and welfare of all WMAAA students, these policies apply while students are in school or at any school activity, on or off campus.

HALLWAY EXPECTATIONS

- Students are to walk quietly, in a single line, on the right side of the hallway.
- Students are to refrain from running, pushing, shoving, hitting, or tripping other students, slamming locker doors, banging on the lockers, and yelling.
- Students are not to jump and touch lights, door frames, ceiling tiles, walls, or school clocks.
- Students are to refrain from touching any artwork or class projects displayed on the walls or on tables in the hallways.

DRESS CODE

We ask parents to assist us in making sure students' clothes are neat, clean, well-fitting, and worn in such a way that promotes a neat and presentable appearance while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Hygiene becomes an increasingly important issue as students get older. Poor hygiene habits can generate an uncomfortable environment for other students. Students should come to school groomed and clean including the use of deodorant. If necessary, parents will be contacted to resolve an unacceptable hygiene situation.

Prohibited:

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, tobacco, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, visors, and sunglasses may not be worn in the building during the school day, except when walking out to and in from recess.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. Shorts or skirts that do not fall below the fingertips of a student will be considered inappropriate.
- Crop tops or shirts with bare midriffs showing, see-through blouses, halter tops, tops with spaghetti straps (except over 2 fingers wide), or low-cut tops (but below level with armpits)
- Low riding pants with exposed underwear

- Appropriate footwear must be worn at all times. Bare feet or socks only are not allowed.

If a question arises on the acceptability of a student's attire, the teacher and/or administrative personnel will make the final determination of violation or acceptability. Any student who dresses inappropriately will be asked to call his or her parents so that arrangements can be made for them to change into acceptable clothing. Until the arrangements can be made the student will return to class in an oversized shirt provided by the school that will need to be returned to the office. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

GENERAL CLASSROOM EXPECTATIONS

Each teacher will provide students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times. Whether the class is being supervised by the teacher, a student teacher, or a guest teacher, students are expected to:

- Arrive at each class and be seated on time.
- Bring the required materials to each class.
- Follow the classroom rules established by each of their teachers, as well as all other school rules.
 - Be Respectful, Be Responsible, Be Safe (see posters around school of base expectations)
- Receive permission from their teacher before leaving the classroom setting.
- Cooperate with the teacher.

ATTENDANCE AT SCHOOL-SPONSORED DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the director or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as age 11-15 at the time of the dance.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

DISCIPLINE

Student Responsibilities

Students are expected to attend school regularly, punctually, and to devote their energies to learning under the supervision of all school staff. In addition to observing and understanding all of the rules of conduct of the school, students are expected to recognize that there are established channels through which rules and conditions can be reviewed and appealed.

Parent Responsibilities

Parents are expected to ensure regular and punctual attendance of their children, establish and maintain appropriate communications with the school, and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems. Parents are encouraged to initiate and participate in conferences with school staff.

Teacher Responsibilities

In addition to providing a good example to students, teachers are expected to:

- Help students learn to act in a responsible manner.
- Post and review classroom rules with the students at the start of each school year.
- Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

Administration Responsibilities

In addition to providing a good example to students, the Administrative Staff is responsible:

- For the effective implementation of Academy discipline policies.
- To periodically review the effectiveness of the current discipline policies.
- To provide support to teachers, parents, and students with regard to the discipline policy currently in effect.
- To seek conferences with students, parents, school personnel, and other professionals who may be involved with the student's education in an effort to understand students who present behavioral problems.

Conflict Resolution Process

At the Academy we try to work with parents cooperatively. We do understand that occasionally, disagreements with classroom or school procedures arise.

First, in order to clarify our conflict resolution process, it is important to understand roles and responsibilities within the Academy. Simply, it is this:

- Teachers are responsible for the day-to-day operation/supervision of their classroom.
- Administration/office is responsible for the daily operations of the Academy.
- The Board is responsible for setting policy.

If a parent has a concern, the following steps should be followed:

1. Make an appointment with the specific staff member involved and resolve the issue.
2. If Step 1 does not satisfactorily resolve the issue, make an appointment with the Director or Assistant Director to further discuss and resolve the issue. This may include a conference with administration, the staff member involved, and parents.
3. If a parent is still unsatisfied with the resolution, he/she may submit a letter to the Board President, who shall distribute it as appropriate for resolution.

CORRECTIVE DISCIPLINE

This section of the handbook describes the procedures used to deal with rule infractions and general prohibited behaviors which may be exhibited at WMAAA. Not every situation can be covered in this handbook. In some

instances, we are bound by State of Michigan statutes in how a serious infraction is handled. Students are expected to use reasonable judgment in regard to their behavior.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Community service and/or Restorative Practices.
7. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
8. Suspension of bus riding privileges.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds and at school sponsored events.
10. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds and at school sponsored events.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

SSR – Silent Supervised Recess (K-4)

A teacher, guest/substitute teacher, aide, or administrator has the right to require students to report to SSR during recess. Students who fail to report to an assigned SSR may face further disciplinary action. SSR's may be assigned according to the aggression rubric and general school rules. During SSR, students may be given different assignments to complete. Most are given a reflection worksheet to complete that helps them examine the behavior or activity that required them to serve the SSR and problem solve a civil way to resolve the issue should a similar situation arise in the future.

Detentions (6-8th)

A teacher, guest/substitute teacher, aide, or administrator has the right to require students to report to detention from 3:15 - 3:45pm Mondays or Thursdays. Detentions will be coordinated by the issuing person with the parent/guardian(s). Students who fail to report to an assigned detention may face further disciplinary action. Detentions may be assigned according to the aggression rubric and general school rules.

During detention, students may be given different assignments to complete. Most are given a reflection worksheet to complete that helps them examine the behavior or activity that required them to serve the detention and problem solve a civil way to resolve the issue should a similar situation arise in the future.

Suspensions

Suspensions will be administered by WMAAA's Director/Assistant Director or designee. Suspensions may vary from one to ten school days, depending of the severity or frequency of the violation. Students will be given the opportunity to present their side of the story and bring forth any witnesses to their defense before any short-term exclusion or suspension is initiated. The student and parents will be given notification of the student's offense and the corresponding course of action.

Out of School Suspension: A student who is given an out of school suspension will not be released until a parent or guardian is notified. Suspended students will not be allowed on school property or admitted to any school function for any reason during the period of suspension. Students will be given credit for assignments that are missed during the suspension if they are completed and given to their teacher(s) according to the given deadline. Students will be given the opportunity to make up any tests or quizzes which they miss during the suspension. A parental conference may be requested before the suspended student will be readmitted to the Academy.

In-School Suspension (2 Up/2 Down): There may be times when an in-school suspension, often referred to as "2 Up/2 Down" as most students will spend this time in a classroom two levels up or down from their current grade level, will be used to correct inappropriate behavior. During this time, they will be expected to work on classroom assignments. Parents will be notified if their child is given a full-day in-school suspension.

Long-Term Expulsions

Long-term expulsions require action by the Board of Directors. They are more than 10-days in length and are reserved for the most severe infractions. The Board of Directors must conduct a hearing before any long-term expulsions commence. The hearing shall be conducted by the Board, acknowledging:

- The right of the student and parent/guardians to request the hearing take place in a closed session.
- The right of the student's parents/guardians to be present at the hearing if the student has not attained the age of majority.
- The right of the student and parents/guardians to be represented by an attorney.
- The right of the student and parents/guardians to hear a report of charges against the student.
- The right of the student and parents/guardians to respond to the charges made against the student.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

In compliance with State and Federal law, the Board of Directors shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board of Directors need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board of Directors that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or

- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board of Directors determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

PHYSICAL AND VERBAL ASSAULT

The Board of Directors shall permanently expel a student in grade 6 or above if that student commits physical assault at school against a district employee, volunteer, or contractor.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

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

The Board of Directors shall suspend or expel a student in grade 6 or above and may discipline, suspend or expel a student in grade 5 and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a district employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

FACTORS TO BE CONSIDERED BEFORE SUSPENDING OR EXPELLING A STUDENT

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board of Directors shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board of Directors (*Director*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board of Directors (*Director*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board of Directors (*Director*) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

RESTORATIVE PRACTICES

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

EXPULSIONS/SUSPENSIONS - REQUIRED BY STATUTE

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Director shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Director shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Director shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Director shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm/weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of firearm(s)/weapon(s) that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of

expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Director.
- E. The Director shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
 - a. the extent to which reinstatement would create a risk of harm to students or school personnel;
 - b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 - c. the age and maturity of the student;
 - d. the student's school record before the expulsion incident;
 - e. the student's attitude concerning the expulsion incident;
 - f. the student's behavior since the expulsion and the prospects for remediation;
 - g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - ii. participate in an anger management program or other counseling activities;
 - iii. cooperate in processing and discussing periodic progress reviews;
 - iv. meet other conditions deemed appropriate by the committee;
 - v. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board of Directors shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision,

- Rely upon the recommendation of the Director

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board of Directors for reinstatement. The Board may, at its discretion, consider the petition in accordance with:

- The procedures set forth above.

OR

- The standards and the procedures the Board determines to be appropriate under the circumstances.

The Director shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

EMERGENCY/UNSAFE BEHAVIOR

There may arise a rare occasion when physical restraint and seclusion of a student may be necessary to maintain a safe school environment that fosters respect and caring.

If these procedures were ever to be used at West Michigan Academy of Arts & Academics, it would be under emergency conditions where the injury of the student or others was imminent. They would only be used briefly in order to reestablish safety for all.

To maintain a safe environment at West Michigan Academy of Arts & Academics, school personnel are provided with the necessary tools, training, and support to ensure the safety of all. Should an occasion arise where physical restraint would be required a person or persons in safe physical restraint methods would be used. In an unforeseen emergency situation when trained personnel are not available, other personnel will be used. In any situation, the physical restraint and/or seclusion would end immediately upon cessation of the conditions. The parent(s) or guardian(s) will be informed if this situation occurs.

Internet Use and Technology Code of Ethics

INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. *The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.*

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the classroom teacher or Director. Do not demonstrate the problem to other users. Students and teachers must not allow others to use their network accounts (both internet and school accounts). Network storage areas may be treated like school lockers. Designated school personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide the Director/Assistant Director with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - E-mail accounts may be assigned to students at the school's discretion. E-mail accounts will be assigned to teachers on a continuing basis. Hate mail, harassment, discriminatory remarks, and other inappropriate behaviors are prohibited on the network. Receipt of inappropriate mail should immediately be reported to a teacher and to the Director/Assistant Director. The use of encryption will not be permitted. No right of privacy exists in favor of any employee of the firm in respect to this information. The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or shown to a teacher and to the Director/Assistant Director. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Undesirable Materials - WMAAA will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, students and teachers must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials while using Academy computers must report this material to their teacher, who will report it to the Director/Assistant Director.

Teachers who gain knowledge of undesirable internet materials while using school computers must report this material to the Director/Assistant Director.

Access - Students are not allowed independent use of the internet. Instructions on internet use will be given to students by their teachers. All student internet use will be supervised by a staff member.

I.M., Chat & User Groups - Only I.M. Chat, and User Groups through Google Apps for Education will be allowable. All will be at teacher's discretion.

Copyright & Citations - Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

Downloading - Files and pictures may be downloaded from the Internet only for class instructional purposes with prior approval from a teacher or the Director/Assistant Director. Software and software upgrades may be downloaded only by school employees for instructional or equipment maintenance purposes and only with prior approval of the Director/Assistant Director. Private Internet Service Provider (ISP) software may not be downloaded for any reason.

Private Internet Providers - Students may not use school computers to access private Internet Service Providers.

TECHNOLOGY CODE OF ETHICS

The use of technology at West Michigan Academy of Arts & Academics is a privilege extended to all students, teachers, and staff to enhance learning. Students have the opportunity to use technology and the Internet for teacher-assigned educational work. It is the expectation that all users will adhere to the following guidelines:

- Use only one's own network accounts and not share this account information.
- Understand that information stored in network accounts is the property of WMAAA and may be reviewed by designated school personnel.
- Students are not allowed to use the internet without supervision by a staff member.
- Comply with all copyright laws and use proper citation. Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- Students may not use any form of chat room, instant messaging, or social media websites (MySpace, Facebook, Xanga, Twitter, etc.) other than through Google Apps for Education.
- Refrain from downloading, deleting, or installing programs.
- Files and pictures may be downloaded from the internet only for class purposes with approval from assigning teacher.
- Students will only use computer programs approved by a teacher.
- Students are not to change any settings, displays, icons, or toolbars.
- Students are not allowed to check out Chromebook apart from a class group.
- If a user inadvertently accesses unacceptable material, the user will immediately inform the teacher in charge.
- Information, photographs, and graphics posted on blog sites, email, instant messages, or social media (MySpace, Facebook, Twitter, etc.) is considered to be public domain. Information that is deemed threatening, harassing, or detrimental to the school or classroom environment may be subject to school discipline.
- Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Victims should print a copy of the material and immediately report the incident to the Director/Assistant Director. All reports of harassment in cyberspace will be investigated fully.

Students using technology will be expected to follow all of the rules set forth in this Technology Code of Ethics. Violations to this code will result in the loss of technology privileges, SSR, or other disciplinary action deemed appropriate by WMAAA teachers and/or the Director/Assistant Director.

Bring Your Own Device Policy (6th - 8th Grade)

The Bring Your Own Device (BYOD) Policy will aid in creating a 21st century learning environment. Students and staff will be able to access our wireless network with their personal devices (laptops, tablets, smart phones, etc.) during the school day. With classroom approval, students may use their own devices to access the internet and collaborate with other students. Many schools across the nation are implementing Bring Your Own Device policies for their students and staff. By allowing students to use their own technology on campus we intend to increase access so that all students have the technology they need to succeed. All 6th - 8th grade students will be asked to read the BYOD Acceptable Use Policy, watch a video on Digital Citizenship, and sign the attached permission form.

EXPECTATIONS

1. Students will only use appropriate technology at teachers' discretion. All devices should be off and secured unless directed by the teacher to have them out and on.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
4. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.

CONSEQUENCES (Breach of BYOD Policy)

If a student is out of compliance with any of the BYOD guidelines including having device is out or on, including ringing or vibrating in a pocket, when not directed to be out and on:

- a. First Offense - staff member will ask for the device to be turned off and/or put away
- b. Second Offense - will lead to staff member confiscating the device to be picked up in the office at the end of the day
- c. Third Offense - will lead to the device being confiscated and held in the office until a parent/guardian can pick it up
- d. Continued compliance issues will result in suspension or loss of BYOD privileges and/or further disciplinary actions.

REINFORCEMENT

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments, and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

Student Health

IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- Enrollment specialist verifies student immunization records in the Michigan Care Improvement Registry (MCIR).
- A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

SECTION 504

Section 504 information is available upon request. Please inquire in the main office.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the Director. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Director at (616) 844-9961.

STUDENTS WITH SEVERE FOOD ALLERGY OR CHRONIC ILLNESS

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Director at (616) 844-9961.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

HEAD LICE

The school will observe the following protocols regarding head lice.

- The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- Infested students will be sent home following notification to the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

Return to School must be Nit-Free

- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by a school employee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus until it is determined by school officials he/she is free of head lice.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Health and Human Services regarding communicable diseases.

- The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Wellness Policy

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

NUTRITION EDUCATION

Every year, all students, pre-school – 8th grade, shall receive nutrition education. K-8 education will be aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, the classrooms. Staff members will be trained to provide nutrition education.

NUTRITION STANDARDS

The Academy shall monitor all food and beverages sold to students. WMAAA will consider nutrient density and portion size before permitting food and beverages to be sold to students. The Academy shall encourage students to make nutritious food choices.

DANCE EDUCATION AND PHYSICAL ACTIVITY

The Academy shall offer fitness education and physical activity opportunities as part of a quality dance education program. Dance education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year all students, pre-school – 8th grade, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of physical activity and healthy lifestyle.

OTHER SCHOOL-BASED ACTIVITIES

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

IMPLEMENTATION AND MEASUREMENT

The Academy's Director or designee shall implement this policy and measure how well it is being managed and enforced. The Director or designee shall develop and implement administrative rules consistent with this policy. Input from the Healthy Lifestyles Task Force, (whose members include: teachers, parents, administrative staff, school board member and student) shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The Director or designee shall report to the school board, as requested, on the Academy's programs and efforts to meet the purpose and intent of this policy.

SNACK GUIDELINES

Healthy snacks are an important part of the learning process. Research shows that hungry students do not learn as effectively as students who have had a healthy breakfast and mid-morning snack. Research also shows that snacks of highly processed foods, and/or high in sugar have a negative effect on learning. Therefore, we are asking our parents to help us in maintaining the best learning environment by selecting healthy snacks for their students.

Grains: whole grain rolls, bread, bagels, crackers, pretzels, whole grain/low sugar cereal, granolas, rice cakes

Vegetables: cleaned bite size veggies

Fruits: fresh or dried fruit, low sugar fruit cups

Dairy: cheese, yogurts or yogurt drinks, milk

Meat and Beans: Turkey jerky, hard boiled eggs, peanut butter, nuts, seeds

Drinks: water, milk, or 100% fruit juice.

Please note: Soda Pop, sports drinks, drinks with high sugar, sugar substitutes or synthetic sugar contents, and highly caffeinated beverages are not allowed during the school day.

BIRTHDAYS & TREATS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher and may not require refrigeration. For many of our students, birthdays and other special days result in the sharing of a "sweet treat". If you wish to have your child celebrate their birthday or special occasion with a class treat, we would like to encourage you to provide a treat within our snack guidelines. The number of treats should be sufficient for all classmates within the homeroom class only. Students will not be allowed to deliver treats throughout the building. An alternative to a sweet treat is a non-consumable treat for each child or a classroom donation of a gift in honor of the child, such as a book or game.

State & Federal Policies

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Joanna Bennink, Director
17350 Hazel Street
Spring Lake, MI 49456
616-844-9961

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

ACCOMMODATING PERSONS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Parent/Guardian and Student Handbook Acknowledgement and Pledge

Name of Student(s): _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Board of Directors policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Board of Directors policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date