



GREAT LAKES
ACADEMY

PARENT/ STUDENT HANDBOOK



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Introduction

About Great Lakes Academy

Mr. John Romaine, with Eastern Michigan University as its authorizer, founded Great Lakes Academy in 1997.

Great Lakes Academy is a Public School Academy serving students in grades k-8. We are located at 46312 Woodward Avenue, Pontiac, MI. 48242

Mission Statement

Our mission is to teach students the academic and character skills necessary to be lifelong learners in a competitive world.

Vision and Purpose

Great Lakes Academy is dedicated to education children in a safe and nurturing environment.

Motto

G= Growing Together

L= Learning Together

A= Achieving Together

School Mascot

Eagle

Spirit Chant

I feel good! I feel great! It's a beautiful day! At GLA!

Governance

As a charter school, Great Lakes Academy is under the direction of the Superintendent/Principal. The Superintendent/Principal reports to the Great Lakes Academy Board of Directors, Great Lakes Academy desires to work in harmony with home and school. In keeping with this principle, parents and community may attend all board meetings except during executive sessions.

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:

School Administrator
Great Lakes Academy
46312 Woodward Ave.
Pontiac, MI 48342
Phone: (248) 334-6434

The School District's complaint procedure may be obtained from the school leader.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325

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's comprehensive policy manual is available for public inspection through the District's website (<http://greatlakesacademy.org/>) or at the school's main office, located at:

Great Lakes Academy

46312 Woodward Ave.

Pontiac, MI 48342

Phone: 248-334-6434

Fax: 248-334-6457

Admissions

The parent or legal guardian must enroll students.

Enrollment Process

The enrollment process is as follows:

1. Request an enrollment packet. An enrollment packet may be downloaded from our website at www.greatlakesacademy.org or picked up at the school.
2. Make an appointment with the school Principal for a tour by calling the school office.
3. Tour the school and meet the Principal.
4. Return your child's enrollment packet, current report card, immunization record and original birth certificate. Students may not attend classes without these records.
5. The school Principal will review the completed forms. Admission will be finalized when all paperwork is accepted.
6. All students are required to **re-enroll** each school year.

Required Documentation

- A. An original birth certificate (Michigan State law)
- B. Court papers allocating parental rights and responsibilities or custody (if appropriate)
- C. Proof of updated immunizations
- D. Previous report card
- E. Individual Education Plan (IEP) where applicable

Homeless Student

Homeless students who meet the Federal definition of "homeless" may enroll and will be under the direction of the School/Academy Liaison for Homeless Children with regard to enrollment procedures.

Expelled/Suspended Student

A student that has been expelled by GLA or by another public school in Michigan may be temporarily denied admission to the School/Academy during the period of suspension or expulsion even if the student would otherwise be entitled to attend school in the local school district.

Likewise, a student that has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the School/Academy during the period of expulsion or removal which the student would have received in the suspending school had the student committed the offense while enrolled in the School/Academy.

Prior to denying admission, the Principal shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Principal determines to be relevant.

Parent/Guardian Contact Information

It is very important that the office has current, up-to-date parent information. Please stop by the office to inform us of any changes of alternate contacts, address, or phone numbers that may occur throughout the year.

Visitor Policy

Visitors, particularly parents and guardians are welcome at Great Lakes Academy.

To properly monitor the safety of students and staff each visitor must:

- Report to the main office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.
- All visitors must check in and out in the front office.
- Visitors to classrooms must have prior approval from the classroom teacher and administration.
- Visitors are not allowed to deliver items to the classroom.
- To observe a classroom, each parent must pass an iChat background check.
- Parents may observe a class up to 2 times a week.
- Each observation shall not exceed 20 minutes.
- Observation request forms are available in the main office. Observations must be prearranged 24 hours prior to observation. Please submit the observation request form in the main office.
- This observation time is designed for observation only. The visitor may not engage in discussion with staff or students. This design is to ensure the integrity of the educational process and program.

- If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, to schedule a mutually convenient time. Parent/Teacher conference times shall be held before or after school.
- Children accompanying visiting parents must always be directly supervised inside the school building, and in the parking lot and walkways.
- Students may not bring visitors to school without prior written permission from the Principal.

GLA Board Policy 3362.01 Threatening Behavior

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member or agent of this Board who is found to have threatened a member of the staff will be subject to discipline, exclusion and/or reported to authorities.

Visitors including parents who are registered sex offenders are required to so notify the Principal or designee before they visit the Academy and to strictly comply with all applicable school safety legislation. All registered sex offenders, including parents and guardians, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Principal or designee may be contacted for any questions or for further information.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal 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 building principal.

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

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Student Fundraising

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

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, Twitter, automated phone call, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

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.

Immunization Requirements

State law prohibits the admission of new entrants to the School or the matriculation of existing students into the seventh grade without a record of having received at least one

(1) Dose of each of the following: measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and hepatitis B to Stay in the School:

Proof must be provided to the Educational Service Provider within four (4) months of admission, that the student has received all of the following immunizations:

IMMUNIZATIONS AGES 4 – 6

Diphtheria, Tetanus & Pertussis: Four (4) or more doses of DTaP doses were administered prior to the fourth (4th) birthday, a fifth (5th) dose is required. If the fourth (4th) dose was administered at least six (6) months after the third (3rd) dose, and on or after the fourth (4th) birthday, a fifth (5th) dose is not required.

Polio: 4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required.

Measles, Bumps, and Rubella: 2 doses on or after 12 months of age.

Hepatitis B: 3 doses are required.

Meningococcal: None

Varicella (Chickenpox): 2 doses of varicella vaccine at or after 12 months of age or current OR reliable history of disease.

IMMUNIZATIONS AGES 7-18

Diphtheria, Tetanus & Pertussis: 4 doses D and T or 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years, if 5 years since the last dose of tetanus/diphtheria containing vaccine.

Polio: 3 doses

Measles, Bumps, and Rubella: 2 doses on or after 12 months of age.

Hepatitis B: 3 doses are required.

Meningococcal: 1 dose for children 11-18.

Varicella (Chickenpox): 2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.

*Courtesy of the Michigan Department of Health and Human Services (DHHS)

- Students who have not received the required immunizations will be excluded from the School until parents provide proof that all required immunizations have been given or have a waiver on file.
- Children ages 4 - 6 must have received 4 doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.
- If the School conducts a pre-school or day-care program, all students must be immunized in accordance with the regulations provided by the DHHS.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Communicable Diseases

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

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. 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.

Head Lice

The school will observe the following protocols regarding head lice.

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

TWO OPTIONS – CHOOSE ONE:

Nit-Free Option

4. 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 the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials, he/she is free of head lice.

No Live Lice Option

3. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The school nurse or building principal will re-examine the student's hair. The student will be re-admitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

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.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from 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 school principal.

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 Principal at (248)334-6434.

Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (248-334-6434).

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. The School District's Section 504 Policy is available at the main office.

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.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Attendance

The Board of Directors requires all students enrolled in the School attend regularly in accordance with the laws of the State. The School's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The

regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

Absence/Unexcused Absence Defined

Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. Unexcused Absence is defined as an Absence for which no written excuse has been approved.

The following attendance policy applies to all students and is set by Board Policy:

- A. A student is tardy if he/she is not in his/her desk ready to learn at 8:00 a.m.
- B. Three (3) tardies equals on absence.
- C. If the student is not in the classroom for any reason, excluding school sponsored field trips, that day counts as an absence.
- D. If a student is absent due to a medical/health issue or a documented family emergency this will be an excused absence and the student will be able to make-up any missed assignment.
- E. Students will not be permitted to participate in after school athletic activities if they are absent from school the same day.
- F. A student with twenty (20) absences in a school year may not receive credit for the school year. The student may be required to repeat the grade if he/she accumulates over twenty (20) absences in a school year and academic performance is hindered.
- G. In the event that a student accumulates more than twenty (20) absences, review of all absences will be conducted by the Director or Designee. If all the absences occurred for the documented medical benefit of the student or for documented bereavement benefit of the student, a waiver to the above policy may be approved by the Great Lakes Academy Director.

Tardiness

- A. Students that are not in class by 8:15 a.m. will be considered tardy.
- B. Students who attend any part of the class shall be recorded as present.
- C. All students who are tardy to the School must report to the School Leader's office to sign in.

D. When a teacher detains a student after class, he/she shall issue a late pass for the student's next class.

E. Teachers are requested to refer cases of chronic tardiness to the School Leader.

Reporting of Unexcused Absences

The School shall report to the Center for Educational Performance and Information of the State of Michigan by June 30, in a manner prescribed by the Center, the number of students in the School who have had ten (10) or more unexcused absences that year.

Excusable Reasons for Absence

The School accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the main office and filed as part of the student's school record. A written excuse for absence from the School may be approved for one

(1) or more of the following reasons or conditions:

- A. *Personal Illness*
The school leader and/or teacher may require a doctor's confirmation, if he/she deems it advisable.
- B. *Illness in the Family*
- C. *Quarantine of the Home*
This is limited to the length of the quarantine as fixed by the proper health officials.
- D. *Death of a Relative*
- E. *Work at Home Due to Absence of Parents*
Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home.
- F. *Observance of Religious Holidays*
Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- G. *Absence During the School Day for Professional Appointments*
Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;

2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment;
3. the student shall report back to the School immediately after his/her appointment, if the School is still in session.

Truancy

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned classes. A student will be considered tardy rather than absent if he/she is in his/her assigned location within 15 minutes after the official start of the school day or activity.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered a habitual truant if, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated 10 truantries:

- A. during a semester.
- B. during a school year.

Disciplining truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

Truant students who are minor parents are to be reported to the County Department of Human Services.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can successfully accomplish this task alone.

A professional staff member's responsibility must include, but not be limited to, the following:

- A. providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course;
- B. speaking frequently of the importance of students' being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused versus unexcused);
- D. requiring an admit slip from a student when he/she returns from an absence and invoking a consequence if he/she does not have one;
- E. incorporating defined, daily participation into the teaching/learning process and each grading period
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Make-Up Opportunities:

Students will be given the opportunity to make up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence:

A student wishing to make up work must communicate with his/her teacher to obtain assignments.

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 building principal 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/Hospitalized 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 the building Principal at: (248)334-6434

Great Lakes Academy Promotion Consideration

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

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

When the Student Intervention Team is convened, the following criteria shall be considered:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, social maturity

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.

Standardized Testing

Students and parents/guardians should be aware that students in grades K-8 will take standardized tests four times a year. 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 students achieve 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.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:50 a.m. Lunch is served every school day between 11:00 a.m. and 12:40 p.m., except when there is a 12:00 p.m. or earlier dismissal.

A student may bring a sack lunch from home or take advantage of a school lunch.

Free meals are available for all students.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. 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.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's

age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will plan for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of

another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study
- Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

Disciplinary Actions and Due Process

Our teachers have provided students with the established classroom rules, which each student is required to follow. The students are always given ample opportunities to correct their misbehavior before additional consequences are imposed. When a teacher finds that the student continues his/her inappropriate behavior, a “Disciplinary Referral” will be delivered to the Dean of Students. The additional consequences could range from a “Mandatory Parent Conference to a recommendation for “Formal Discipline.”

There are two types of discipline possible at Great Lakes Academy: Informal and Formal.

Informal Discipline

Informal discipline takes place within the school. It may include:

- Mandatory Parent Conferences (Grades K–8)
- Loss of Recess Privileges (Grades K–8)
- Silent Lunch (Grades K–8)
- After – School Detention (Grades K–8)
- After – School Community Service (Grades K–8)

*Students will be notified of date, time, and location for **after-school detention**.*

Formal Discipline

Formal discipline takes place when the behavior of the student has gone beyond the point of being corrected by the informal discipline method and requires suspension from school.

After School Detention Policy

After school Detention Sessions are designed to give the student a consequence for inappropriate behavior instead of imposing a suspension. However, detention will only be used for Level 1 Violations.

Due Process Rights

The due process procedures required vary depending upon the nature of the misconduct and the seriousness of the disciplinary action that may be imposed on a student as a result of the hearing. It is important to note that when referenced in this document, “days” means school days; exclusive of weekends, holidays, snow days and vacation periods.

Students and parents/guardians have the right to appeal the decision of a short-term or long-term suspension to the principal by informing him/her in writing that they wish to appeal the decision to suspend, citing the cause to appeal. If the severity of the infraction requires the student be placed on an expulsion track, different appeal provisions may apply, and the parent will be advised of the applicable procedures.

Before a student may be suspended or expelled from school, there must be specific procedures that must be followed:

- Due process safeguards must apply in all instances where the behavior or rights of the students are being evaluated.
- The students must always be treated with the fundamental fairness in light of the total circumstances.
- The student has the right to be informed about his/her alleged violations and must be provided an opportunity to respond to such charges.
- Where there is an opportunity for review by others of the student's alleged misconduct, he/she should be fully informed of the opportunity for such review.
- Finally, any permanent record that results from the student's actions or their consequence should clearly state whether the charges of misbehavior were or were not sustained.

Students with Disability

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the students, but also to all individuals who have access to the School/Academy's programs and facilities.

School Disciplinary Violations

Level One Violations

<p>Classroom Disruptions</p> <ul style="list-style-type: none"> • Blurting Out/Loud Laughter • Clowning • Disrupting Others from Learning • Throwing a Tantrum (Grades K-1) • Not on Task • Out of Seat w/o Permission • Refusal to Complete Assignment • Throwing paper • Manipulative Behavior • Refusing to Follow Directions • Violation of Classroom Rules 	<p>Dishonesty</p> <ul style="list-style-type: none"> • Blaming others • Cheating • Lying • Plagiarism 	<p>Health / Welfare</p> <ul style="list-style-type: none"> • Dress Code violations • Eating, Drinking in Class w/o Permission • Skipping class • Truancy/Unexcused Absences • Unexcused Absences from Class • Excessive Tardiness to Class • Unexcused Absence to Class
<p>Personal Electronics Personal cell phones, I-pads, I-pods or any similar device will be stored by administration upon entering the building. If the device is seen or heard after entering the building, it will be confiscated.</p>		

Level Two Violations

<p>Disrespectful Conduct</p> <ul style="list-style-type: none"> • Toward Staff • Toward Peers • Toward Visitors 	<p>Dishonesty</p> <ul style="list-style-type: none"> • Possession of Stolen Property • Stealing • Distribution of Stolen Test • Blaming others • Cheating 	<p>Disrespectful / Impolite Behavior</p> <ul style="list-style-type: none"> • Blatant Insubordination • Profanity • Verbal Abuse to Peers
<p>Disorderly Conduct</p> <ul style="list-style-type: none"> • Dangerous behavior to oneself and/or others • Harassment of others • Throwing Food or Liquids • Behavior Causing Class Disruption • Failure to Attend Detention • Aiding-Abetting a Violation of School Rules • Arguing • Refusing to Accept Discipline • Spitting at/on Someone • Horse-playing • Verbal Aggression/Teasing • Excessive Tardiness to Class • Inappropriate Touching • Refusing to Participate in Learning 		
<p>Vandalism</p> <ul style="list-style-type: none"> • Graffiti • Malicious Destruction of Property • Defacing the Restroom • Stopping up sinks – Toilets 	<p>Computer Violations</p> <ul style="list-style-type: none"> • Being on an Inappropriate Web Site • Signing on Using Another's Password • Searching Unapproved Web Sites 	

Level Three Violations

<p>Aggression</p> <ul style="list-style-type: none"> • Fighting • Inciting a Fight • Physical Aggression (Biting, Bumping Etc.) • Aggression 	<p>Bullying</p> <ul style="list-style-type: none"> • Cyber Bullying (Electronic Media) • Emotional Bullying (Defaming, Humiliating) • Physical Bullying (Hitting, Kicking) • Relational Bullying (Rumors, Excluding) • Verbal Bullying (Offensive Remarks, Teasing) 	<p>Dishonesty</p> <ul style="list-style-type: none"> • Extortion • Forgery • School Property • Staff Property
<p>Disrespectful/Impolite Conduct</p> <ul style="list-style-type: none"> • Blatant Insubordination • Profanity • Verbal Abuse to Peers • Verbal Abuse to Staff 	<p>Displays</p> <ul style="list-style-type: none"> • Inappropriate Affection • Sexual Behavior • Disorder and Demonstration • Students will not be denied their right to freedom of expression, but the disruption shall not disrupt any school activity w/o the principal's permission will result in suspension. 	<p>Hazing</p> <ul style="list-style-type: none"> • Persistently Annoy, Create a Hostile Situation by uninvited and Unwelcome Verbal or Physical contact
<p>Threats to Staff</p> <ul style="list-style-type: none"> • An expression of intention to inflict evil, injury or damage. 	<p>Other General Misconduct</p> <ul style="list-style-type: none"> • Any violation of a school rule not listed above that disrupts or interferes w/ the educational process • 	<p>Leaving Campus without permission</p> <ul style="list-style-type: none"> • Students are prohibited from leaving the school campus without permission. Students who are allowed to leave campus will be given a slip authorizing permission signed by Administrator

Level Four Violations

<p>Arson</p> <ul style="list-style-type: none"> • Attempting to Set a Fire to the School • Intentionally Setting a Fire to the School • Setting a False Fire Alarm • Bomb Threats • Being in Possession of a Pipe Bomb • Being in Possession of any Explosives • Use of any Media to Make a Bomb Threat 	<p>Criminal Acts</p> <ul style="list-style-type: none"> • A student will not Break any State or Federal laws or Commit a Criminal Act that results in being convicted or in some cases, charged with Felony Offense. • Criminal Sexual Conduct Includes rape, non-consensual Sexual Conduct and certain forms of Consensual Sexual Conduct 	<p>Physical Assault – School Employee</p> <ul style="list-style-type: none"> • A student who physically assaults a school employee, substitute or vendor will be arrested and prosecuted to the fullest extent of the law.
<p>Possession of Alcohol or Intoxicant</p> <ul style="list-style-type: none"> • Any student caught in possession of Alcohol or found to be intoxicated from alcohol or drugs could be arrested. 	<p>Possession of a Weapon</p> <ul style="list-style-type: none"> • A student having in one’s control or storing in a space assigned or not assigned to which One has access to an item used or designed to inflict serious bodily injury or harm could be arrested. 	<p>Drugs</p> <ul style="list-style-type: none"> • Using, Possession, Under the Influence • Attempt, or Sale, Distribution of any Drug • Represent to a Person an Illegal Drug
<p>Severe or Explicit Harassment</p> <ul style="list-style-type: none"> • Unwelcomed sexual advances or inappropriate touching, request for sexual favors or other verbal or physical conduct • Sexual Behavior • Sexual Assault 		

Elementary (K-5) School Disciplinary Consequences

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences	Level 4 Consequences
<p>1st Offense Verbal Warning: Teacher and/or Administrative conference with the student, includes review of school policy and disciplinary procedures.</p>	<p>1st Offense Written warning to the parent and Administrative conference with the student including a review of school policy and disciplinary procedures. The teacher will call parent(s) to notify them of the child's behavior, and why he/she was written up. A follow up letter will be sent to the parent detailing what actions will follow if the behavior continues. Student may be removed from class and/or school until parent/guardian contact is made.</p>	<p>1st Offense 2 – 5 day(s) Out of school suspension and a mandatory administrative conference with the student and parent/guardian. This meeting will include a review of the school policy and disciplinary procedures and the possible consequences the student will face if inappropriate behavior continues.</p>	<p>1st Offense 10-day suspension and/or recommendation for expulsion</p>
<p>2nd Offense Behavior Support</p>	<p>2nd Offense 1 – 3 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>2nd Offense Long Term suspension (4-10 days) and/or recommendation for Expulsion.</p>	<p>2nd Offense 10-day suspension and recommendation for expulsion</p>
<p>3rd Offense Mandatory Parent Conference with Administration to review the Student Code of Conduct and to discuss the next step if the behavior continues.</p>	<p>3rd Offense 3 – 5 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>3rd Offense Recommendation for Expulsion</p>	

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences	Level 4 Consequences
<p>4th Offense 1 – 2 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed</p>	<p>4th Offense Long Term suspension (5-10 days) and/or recommendation for Expulsion.</p>		
<p>5th Offense 3 – 4 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>5th Offense Recommendation for Expulsion</p>		
<p>6th Offense 5 – 6 day(s) Out of school suspension. Mandatory Parent Conference shall be held.</p>			
<p>7th Offense 7 – 8 day(s) Out of school suspension. Mandatory Parent Conference shall be held.</p>			
<p>8th Offense Long-term suspension (8-10 days) Out of school suspension, and/or recommendation of expulsion.</p>			
<p>9th Offense Recommendation for Expulsion</p>			

Middle (6-8) School Disciplinary Consequences

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences	Level 4 Consequences
<p>1st Offense Verbal Warning: Teacher and/or Administrative conference with the student, includes review of school policy and disciplinary procedures.</p>	<p>1st Offense Written warning to the parent and Administrative conference with the student including a review of school policy and disciplinary procedures. The teacher will call parent(s) to notify them of the child's behavior, and why he/she was written up. A follow up letter will be sent to the parent detailing what actions will follow if the behavior continues. Student may be removed from class and/or school until parent/guardian contact is made.</p>	<p>1st Offense 2 – 5 day(s) Out of school suspension and a mandatory administrative conference with the student and parent/guardian. This meeting will include a review of the school policy and disciplinary procedures and the possible consequences the student will face if inappropriate behavior continues.</p>	<p>1st Offense 10 day suspension and/or recommendation for expulsion</p>
<p>2nd Offense Behavior Support</p>	<p>2nd Offense 1 – 3 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>2nd Offense Long Term suspension (5-10 days) and/or recommendation for Expulsion.</p>	<p>2nd Offense 10 day suspension and/or recommendation for expulsion</p>
<p>3rd Offense Mandatory Parent Conference with Administration to review the Student Code of Conduct and to discuss the next step if the behavior continues.</p>	<p>3rd Offense 3 – 5 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>3rd Offense Recommendation for Expulsion</p>	

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences	Level 4 Consequences
<p>4th Offense 1 – 2 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed</p>	<p>4th Offense Long Term suspension (5-10 days) and/or recommendation for Expulsion.</p>		
<p>5th Offense 3 – 4 day(s) Out of school suspension. Student may not return to school until suspension is served and a Parent / Guardian Conference has been completed.</p>	<p>5th Offense Recommendation for Expulsion</p>		
<p>6th Offense 5 – 6 day(s) Out of school suspension. Mandatory Parent Conference shall be held.</p>			
<p>7th Offense 7 – 8 day(s) Out of school suspension. Mandatory Parent Conference shall be held.</p>			
<p>8th Offense Long-term suspension (8-10 days) Out of school suspension, and/or recommendation of expulsion.</p>			
<p>9th Offense Recommendation for Expulsion</p>			

Dress Code: (Uniform Policy)

Acceptable

- Great Lakes Academy (logo) T-shirt, sweatshirt/hoodie, sweater or polo shirt
- Burgundy or navy polo shirt, turtleneck, sweater
- Burgundy turtleneck, sweater
- Khaki or navy skirts (no more than 2" above knee)
- Belt (Black or Brown)
- Socks or tights
- Earrings or modest size-no shoulder dusters

Unacceptable

- Jeans or denim-like pants
- Overalls
- Jogging suits or sweatpants
- Nose rings or body piercing
- Sheer and satin blouses, belly-shirts
- Chains or gang attire, including jewelry and gang colors
- T-shirt, see-through clothing
- Fishnet hosiery
- Bare midriff or bare shoulder blouses, shirts or tank tops
- Open toe shoes
- All Sandals
- Clothing outside of *acceptable* dress code

Search and Seizure

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 and Equipment as well as Personal Effects Left 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 principal 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.

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.

Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board 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 School Board 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

