Student Handbook

2026/2027

46312 Woodward Ave.
Pontiac, MI 48342
(248)-334-6434
https://greatlakesacademy.org/

Mission Statement

We are the only public school in the Pontiac area that fosters community relationships and provides small class sizes to support families from Kindergarten through 8th grade.

Vision and Purpose

We are going to be the top performing PK-8 school in the Pontiac area by 2031 because our kids deserve a vibrant community where their unique talents are celebrated and they are challenged to grow academically.

Motto

G= Growing Together
L= Learning Together
A= Achieving Together

Spirit Chant

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

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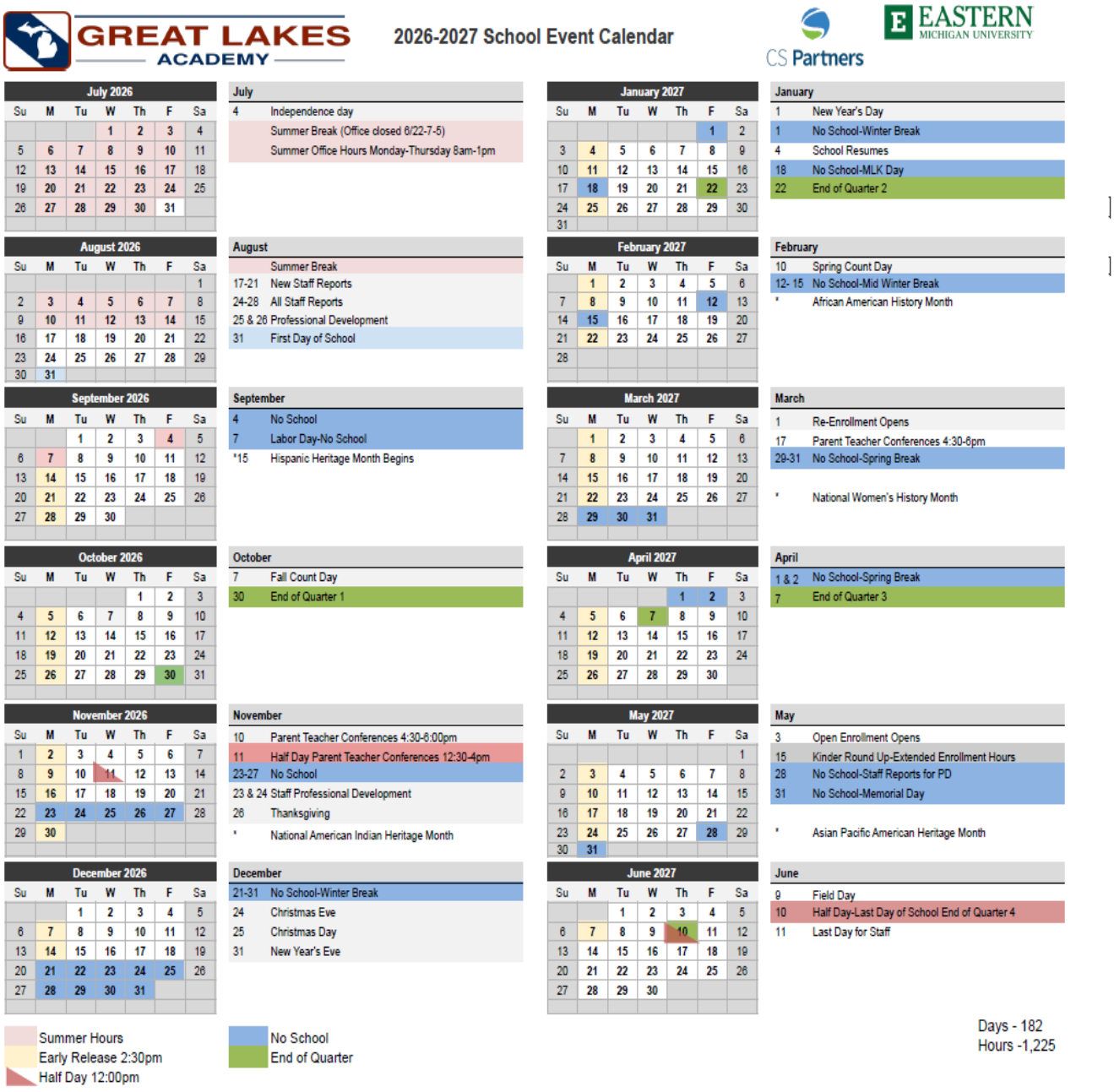
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School Leadership

Alexandrea Calme
Principal and Chief Administrative Officer

David Loos
Dean of Students

2026-2027 School Calendar



2026-2027 Board Meeting Calendar

GREAT LAKES ACADEMY

Board of Directors

46312 Woodward Ave, Pontiac, MI 48342

Phone: 248-334-6434

August 27, 2026	5:30 p.m.	Board Meeting
September 24, 2026	5:30 p.m.	Board Meeting
October 22, 2026	5:30 p.m.	Board Meeting
*November 19, 2026	5:30 p.m.	Board Meeting
January 28, 2027	5:30 p.m.	Board Meeting
February 25, 2027	5:30 p.m.	Board Meeting
March 25, 2027	5:30 p.m.	Board Meeting
April 22, 2027	5:30 p.m.	Board Meeting
May 27, 2027	5:30 p.m.	Board Meeting
June 24, 2027	5:30 p.m.	Annual Budget & Organizational Meeting

The official minutes are on file and available for inspection at the Academy, located at 46312 Woodward Ave, Pontiac, MI 48342. Telephone No. (248) 334-6434.

Great Lakes Academy will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon reasonable prior notice to the Academy's Director.

SECTION I: General Information

Enrolling in the Academy

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

To maintain instructional integrity and developmental appropriateness, student placement is based on age and grade-level readiness as evaluated during enrollment. The administration retains sole discretion to determine appropriate placement and to approve or deny admission based on age qualification criteria established for each academic or activity level.

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

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

Prior to the open enrollment period each year, all current students must re-enroll to attend the Academy the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

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

An enrollment packet may be downloaded from our website at www.greatlakesacademy.org or picked up at the school.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

A. a birth certificate or other reliable proof of identity within 30 days of notification
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. a current Health Appraisal form
D. previous report card
E. Individual Education Plan (IEP) where applicable
F. A copy of the driver's license of the person enrolling the student

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

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

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

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

Classroom Assignment

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

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

School Hours

Class hours for students are from 8:00 a.m. to 3:30 p.m. With the exception of Early Release Mondays where class hours for students are from 8:00 a.m. to 2:30 p.m. The Academy will be open at 7:45 a.m. each morning for students each school day.

Attendance

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

1. Parents must call the attendance phone line at (248) 334-6434, **before 8:30 a.m.,** if their student will be absent from school. The parent should state the student's full name, grade level teacher, and the reason for absence and phone number where parent/guardian can be reached.

2. When a student is absent, the Academy requires a satisfactory explanation from the parent/guardian. A physician's verification of illness may be required when it is deemed necessary to confirm the reason for repeated or prolonged absence.

3. Any absence that is not substantiated with an acceptable explanation provided by the parent or guardian within the allowable time period will be marked as an “Unexcused Absence”.

4. Any absence that is substantiated with an acceptable explanation provided by the parent or guardian within the allowable time period will be marked as an “Excused Absence”.

5. The following absences are considered “Excused” for the purpose of this policy:

    - Illness or hospitalization; verified by a written parental/guardian excuse. [Note: Illness which occurs during the school day and results in an absence from one or more class periods must be verified by the appropriate building administrator].
    - Serious illness or emergency in the immediate family; verified by a written parental/guardian excuse.
    - Attendance at a funeral or death in the family; verified by a written parental/guardian excuse.
    - Pre-arranged absences (such as college visitations): These are excused provided the attendance office is contacted for prior approval. Students must make necessary arrangements for make-up work with the teacher.
    - Family vacations may be explained but are discouraged; verified by a written parental/guardian excuse.
    - Religious instruction and/or obligations (arranged in advance); verified by a written parental/guardian excuse.
    - Professional appointments which cannot be made after school (e.g., dentist, doctor, court appointments); verified by a written parental/guardian excuse.
    - School-related activities.
    - School-imposed suspensions.
    - If a student is absent from school for up to one (1) full school day because his or her parent, legal guardian, or sibling is a service member being deployed on or returning from active duty; verified by a written parental/guardian excuse
    - If a student is absent from school for up to two (2) full school days if the location of the deployment or return is more than 300 miles from the pupil's home; verified by a written parental/guardian excuse.

6. Classroom teachers will maintain daily attendance records for each of their assigned students. These records will then be reviewed by the School Administrator on a daily basis.

7. If any student is absent and notification has not been received, the parent/guardian will be contacted at home or at work to verify the student’s whereabouts.

8. Students must arrive at class no later than 8:10 a.m. Students must also arrive on time to each individual class. This is an important work and life skill that will enable our students to be successful at school and in the future. **A tardy is defined as being more than ten (10) minutes late for class. Three (3) tardies are equivalent to one (1) absence.**

9. Students arriving after the start of the day must be signed in by a parent/guardian.

10. Students who arrive after 10:45 a.m. and /or leave school before 1:00 p.m. will receive a ½ day absence on their attendance record.

11. Students will be held **accountable for all work missed** during any absence. Excessive absences will prevent students from receiving credit in their classes for that term. If a student is absent on the due date of an assignment, the student must submit that assignment on the date that they return. A student has the same number of days to make up an assignment as they have been absent. For example, if a student is absent on Monday when an assignment is given. The student will receive the assignment when they return on Tuesday and must submit that completed assignment by Wednesday.

12. Although we strongly encourage families to take their family vacations during designated vacation breaks on the school calendar, we recognize that opportunities arise that necessitate a family trip during school time. In those situations, we ask parents to notify the school and teacher(s) of the trip at least one (1) week in advance of departure so that arrangements can be made to provide the student with suggestions and materials that are educational in content to extend the learning of the student, and to complete missed work, during their absence from school.

13. *Prearranged absences DO count towards the accumulation of these missed days. However, timely and specific communication by the parent to school personnel regarding the student's absences from school is very important and will be taken into consideration as to a decision regarding disciplinary action.*

# of Absences / Semester	School Action
3 absences	Parent letter and phone call
5 absences	Second parent letter & parent meeting
7 absences	Certified parent letter and parent meeting (including signing of Attendance Contract)
10 absences	Loss of credit/retention, contact appropriate government agency, and/or removal from school enrollment

14. If a student is absent a total of **ten (10) days** in a semester, then the School Administrator will inform the parent that the student is being **dropped from the Great Lakes Academy rolls due to lack of attendance**. A written notice to that effect will be sent to parents immediately. Any appeal must go through the process described below.

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

16. **Appeal Process:** If the student/ parent wishes to appeal this decision based on extenuating circumstances, that appeal must be submitted in writing to the School Administrator within two (2) days. Once received, the School Administrator will arrange a meeting to discuss the attendance issue. The administration reserves the right to use discretion regarding this attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.

Student Dismissal

Our school day ends at 3:30pm Tuesdays-Fridays and 2:30pm on Mondays. All students must be picked up no later than 4:00pm and 3:00pm on Mondays- unless we have after-school tutoring, activities, or events. When there is an after-school event (tutoring, activities, sports) you will be informed of the pick-up times for these events.

Our staff will attempt to reach all contacts listed in the student's profile, so please be sure to **update your phone numbers and emails in your child's contact list as often as necessary**.

Early Dismissal

Important appointments or family emergencies sometimes occur during the school day. Due to these situations, parents/guardians may need to pick up their student from school prior to the end of the school day. To protect the safety of the students, the Academy requires that a parent, guardian, or designated adult listed on the student's Emergency card come to the office and sign the student out. If the adult picking up the student is not a parent or guardian, the main office staff will request a form of photo identification (ideally a valid driver's license). The main office staff will check the student's emergency card to verify that the adult has been listed by the parent/guardian as an adult permitted to pick up the student. **Please refrain from picking up students early within 15 minutes of dismissal time.**

Closed Campus

The safety and security of students and staff is a primary concern. To assist in providing such conditions, the Academy will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day. A student who leaves the school grounds without authorized permission shall be considered truant.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement) and this request has been approved by the Principal;
- A student is signed out by their parent or guardian;
- A student has a school-approved work release privilege; or
- A student is participating in an authorized dual enrollment program.

Release Authorization for Walkers

Parents/guardians may sign a Release Authorization form if they want to authorize their students the option to walk to an off-site location after school hours with their siblings. This location should be predetermined by parent/guardian and student prior to the end of any particular school day. This release option is for the ***official end of the scheduled school day only.*** Parents/Guardians will still be required to sign-out and pick up students for any early dismissal (i.e. Doctor Appointments).

This authorization implies that at the end of a school day the student who is exercising this option to walk to a predetermined location will do so under the approval and knowledge of their parent/guardian. The Academy will only verify that a signed Release Authorization Form is on file prior to allowing them to leave the school. Once verified, the Academy will allow the students to leave school at the appropriate time for dismissal of walking students. At dismissal, students must exit the Academy and leave the grounds immediately. Students are not allowed to loiter in the building or in the carpool area.

Please **discuss** and **agree** on an end of day plan, including location and times with your student prior to the start of the school day.

Administration reserves the right to revoke permission to walk at any time for loitering on grounds after school, for problems that arise while walking to or from school or any other actions deemed inappropriate. Furthermore, the Academy accepts no responsibility or liability for the student once the student has left school grounds.

The Student Enrichment Programs

The Student Enrichment Program develops, supervises and administers all child care and before and after school programs for students attending the Academy.

Programs include:
After school tutoring, athletics, programs.

Transfer out of the Academy

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

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

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

Immunizations

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

Student Well Being and Emergency Information

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

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

Injury and Illness

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

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

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

If your child is going to be absent from school, please call the attendance line at (248) 334-6434, before 8:30 a.m. The school office will call parents in the case of unreported absence, so please let us know when your child will be absent.

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

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

COVID-19

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

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

Medication and/or Treatment Policy

The following definition of "medication" is adopted for use at the Academy: medication includes prescription, and U.S. Food and Drug Administration (FDA) approved non-prescription l medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the skin. This policy also applies to any medically-prescribed treatments. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

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

Any student who requires prescription medications must have written instructions (Medical Action Plan or Student Medical Authorization Form) from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at the Academy.

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

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

Students may self-administer a metered dose or dry powder inhaler for relief of asthma under admin supervision, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

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

- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

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

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

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

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

2. The School Leader has received a copy of the written approval.

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

Epinephrine Auto-Injectors

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

Control of Casual Contact Communicable Diseases and Pests

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

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

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

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

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 determined by a licensed physician 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.

No Live Lice Option

1. 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.

Safety Drills

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

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

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

Communication: School and Home

Communication Platform: ClassDojo and School Socials

Academy website is: https://greatlakesacademy.org/

Parent/Teacher Conferences: See calendar

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

School Closing

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 6:30 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.

Fines, Fees, & Other Charges

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

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

Grade Promotion

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.

Recess Procedure

All students will treat one another with the same courtesy and respect that is demonstrated in the classroom. Students making harmful or disrespectful choices may be asked to sit out during recess. The action taken in response to an unsafe situation is at the discretion of the staff member handling the situation.

Expectations of General Behavior:

Students will:

- Stay in the boundaries of the playground
- Leave food, paper, pencils and other objects in the classroom
- Leave rocks, tree bark, sticks, and other dangerous objects on the ground
- Not throw snow balls
- Not play tackle games
- Not use inappropriate or foul language

Specific Equipment Procedures:

General Procedures:

- Games of tag should be played in the grass field areas
- No jumping off the top of any part of the play structure
- No climbing on outsides of play structure
- No climbing or hanging on trees
- Walk around equipment; watch for other people
- One person uses each separate piece of equipment at a time

Basketball Court:	There must be supervision of at least one teacher to play.
Fence:	No climbing on, digging under, or damage to the fence is permitted.
Slides:	Children must be visible to staff at all times. Children must slide on their bottom, feet first, one at a time. The next child should wait until the current child has gone down the slide before proceeding.
Recess Field:	There must be supervision of at least one staff member to play.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged **2 days** 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.

Field Trips

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.

Breakfast & Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:15 a.m. Lunch is served every school day between 11:00 a.m. and 1:00 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.

Photograph and Publicity Release Form

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

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses 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. Your actions may be recorded and preserved.

Publications

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

Student Surveys

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

SECTION II: Student Code of Conduct

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

Students have the responsibility to:

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

Parents have the responsibility to:

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

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.
4. Keep parents informed of their students' challenges, effort and success.
5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.

6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

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

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

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

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

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

Due Process Rights

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

Offenses

Gross Misdemeanors or Persistent Disobedience

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

Weapons, Arson or Criminal Sexual Conduct

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

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

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of *"firearm" is any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.*

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

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

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

Physical Assaults against School Personnel

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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

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

Physical Assaults against Students

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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student in Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

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

Verbal Assaults

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

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

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

Bullying Prohibition

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

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

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

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

The School Leader is responsible for establishing procedures for the effective implementation of this policy. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

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

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

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

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

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

Harassment

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal and State civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

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

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

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

Sexual Harassment

Sexual harassment is defined as:

1. An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
3. Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

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

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

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

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

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

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)

- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

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

Hazing

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

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

Prohibition of Smoking

The Academy prohibits the possession and/or use of any tobacco or nicotine product on Academy property, in an Academy bus or vehicle or at any Academy sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

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

Prohibition against Alcohol and Drugs

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

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

- nature, severity and frequency of the misconduct;
- type of substance;

- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

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

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

The term "drugs" includes:

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

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

Medical Marijuana & Prescription Drug Policy

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

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

Reasonable Suspicion Drug Testing

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

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

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

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

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

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

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

If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term- suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.

2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

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

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

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

Gang Activity

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

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

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

Gambling

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

Chewing Gum in School

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

Damage of Property

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment, spray painting surfaces (graffiti is considered vandalism) and tampering with or otherwise interfering with video and/or monitoring equipment. Violations could result in physical or financial restitution.

Profanity and/or Obscenity

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

Academic Dishonesty

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains a copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the

assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments. In addition, a student's unauthorized use of artificial intelligence tools (e.g., Chat GPT) to create work as the student's own is considered a form of plagiarism.

Public Displays of Affection

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

Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property.

Leaving the Academy without Permission

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

Appropriate Dress Code

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

Contraband

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

Insubordination

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

Sexting

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

False Fire Alarm

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

Theft or Possession of Stolen Property

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

Forgery

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

Disorderly Conduct

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

Other Illegal Conduct

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

Application to Students with Disabilities

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

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

Exclusion during Suspension/Expulsion

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

Progressive Discipline

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser

intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

Implementation

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

Annual Review

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

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

Academic Integrity

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

Dress Code/Uniform Policy

Educators have long recognized the relationship between dress, grooming and the learning environment within the school. Uniform policies make a statement about the standards and expectations of the school. The intent of the dress code/uniform policy at Great Lakes Academy is to promote optimum learning opportunities throughout the school day and to help ensure a safe environment for all. Our School Board empowers the administration to make decisions and interpretations concerning the dress code/uniform policy and enforcement thereof.

Acceptable

- Navy blue polo shirt/turtleneck
- Burgundy polo shirt/turtleneck
- White polo shirt/turtleneck
- Light Blue polo shirt/turtleneck
- Navy blue pants

- Khaki Pants
- Jumper/skirts and dresses: Navy blue or Khaki (no more than 3" above knee)
- Navy blue sweater
- Black Pants (No leggings, no jeans)
- Belt (Black or Brown)
- Socks or tights
- Earrings of modest size-no shoulder dusters
- Shorts: Navy blue or Khaki (no more than 3" above knee)
- Great Lakes Academy (logo) all GLA gear
- Shoes must be closed-in

Unacceptable

- Jeans or denim-like pants (unless free-dress day is designated)
- Sagging pants
- Hoodies
- Shirts with inappropriate language or offensive images/logos
- Overalls
- Jogging suits or sweatpants
- Basketball shorts or Jerseys
- Hair bonnets, scarves, or ball caps
- Body suits
- Sheer/see-through clothing, belly-shirts
- Under-shirts and tank tops
- Chains or gang attire, including jewelry and gang colors.
- Fishnet hosiery
- Open toe shoes
- All Sandals
- House slippers
- no flip-flops, crocs, sandals or open-toed shoes allowed

Policy Compliance

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

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any

issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.

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

Student Valuables

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

Electronics and Wireless Communication Devices (Cell Phones)

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

Students may not possess or use wireless communication devices (WCDs) (including cell phones, pagers, etc.) without advance written permission from their parents or guardians and the Principal. Students are prohibited from using a wireless communication device on school grounds during official school hours. "School grounds" means a building, playing field, or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy. The Academy may implement additional restrictions regarding the use of WCDs.

Exemptions to this policy include:

a. Medically necessary devices.
b. District-owned devices, including, but not limited to, school-issued tablets and laptops.
c. Devices designated by the district to be used for instructional purposes.
d. Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
e. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
f. Emergency situations, as described in an emergency operations plan. Use of a wireless communications device must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

"Wireless communications device" means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. Wireless communications devices do not include a basic telephone **.** WCDS include, but are not limited to, cellular phones, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), I-pods, Smartphones, WI-FI enabled devices, video broadcasting devices, tablets, laptops and smart watches. The Principal will not give such permission unless the student's parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in

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

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. Cell phone use is only permitted before or after official school hours. ***If cell phones are visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified.*** The equipment will be returned to the parent/guardian only.

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

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

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

A student's possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic items shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

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

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

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

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

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

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

Network and Internet Acceptable Use

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

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

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

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

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;

- violating federal copyright laws or otherwise using the property of another individual or organization without permission (plagiarism). All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- unauthorized use of artificial intelligence tools (e.g. Chat GPT);
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, X f.k.a. Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

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

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

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

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

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

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

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

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

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

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

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

SECTION III: Required Legal Notices

Equal Education Opportunity/Civil Rights Designee

It is the policy of the Academy to provide an equal education opportunity for all students.

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

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

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

Civil Rights Representative/Compliance Officers: David Loos and Subrenia Walker

Website Accessibility Coordinator: Ryan Amin, IT Director, RAmin@proactivemgmt.com

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

Title IX Notice of Nondiscrimination

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sexual harassment, sexual violence and sex discrimination.

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

The Academy's Title IX Coordinator is Alexandrea Calme, Principal. She may be reached at (248) 334-6434, via email at calmea@greatlakesacademy.org or at 46312 Woodward Ave., Pontiac, MI 48342.

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

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

These grievance procedures are posted on the Academy's website and are available here - https://greatlakesacademy.org/.

Student Assessments

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

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

Post-Secondary Enrollment Option

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

Student Rights and Responsibilities

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

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Parent/Family Involvement Policy

A strong partnership between school and home is critical to the individual success of each student in school. The Academy has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include:

- A family handbook that is distributed to all parents.
- A monthly parent newsletter that details current happenings and information on how to be involved and how to support their students and their school.
- A special parent section of the school website that provides detailed information, specifically for parents.
- Parent/teacher conferences that are available at a mutually agreed upon day and time.
- Comprehensive student review meetings that are scheduled on an individual basis with each family at a mutually agreed upon day and time.
- Volunteer opportunities in classrooms, the school library, publishing center and other groups that help to support the day to day activities of the school.
- An annual parent survey that gathers information about parent satisfaction.
- The Academy's annual report that is available in the fall of each year
- A school improvement team that includes a parent as one of its members.
- A responsive school board that includes at least one parent of an enrolled student.
- Publications and presentations by the administrative leaders related to the philosophies and methods utilized at the Academy.
- Many other school events and activities are planned each year that involve students, parents and families.

The Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

The Academy will ensure that all information related to Academy and parental activities is in a language all parents can understand.

The Academy believes that parent/family participation is essential to improved student achievement. To this end, the Academy fosters and supports active parent involvement.

Visiting the Academy

All visitors including volunteers, parents and other family members included must register in the school office. When visiting the school, please sign-in at the office and wear a visible "visitor" pass at all times. Visitors are not allowed to deliver items to classrooms. Visitors to classrooms must have prior approval for the classroom teacher and administration. Students may not bring visitors to school without prior permission from the Principal.

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

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities (subject to a few exceptions below and as permitted by law). These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Certain weapons may be excluded from this policy if:

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

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

Sex Offenders

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

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

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

Protocol for Volunteers

The Academy welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Principal.

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

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

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
    - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
    - Learn and support classroom procedures, social protocols, and routines.
    - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
    - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
    - Do not use cell phones and other electronic devices in the classroom.
    - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent of the Principal.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc.…)

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

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

Background Checks

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

Search and Seizure of Student's Person and Academy Property

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

The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy, or other school-supplied storage areas at any time and for any reason, without notice and without parental/guardianship or student consent.

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

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct. Reasonable

suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

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

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

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

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Principal at (248) 334-6434 to inquire about evaluation procedures and programs. Alexandrea Calme is the Section 504 Coordinator.

Children and Youth in Transition

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

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

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact Subrenia Walker at walkers@greatlakesacademy.org.

English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the main office to inquire about procedures and programs offered by the Academy.

Access to Student Records

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

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

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

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

Any complaints regarding FERPA should be directed to:

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

Directory Information

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

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

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

If you do not want the Academy to disclose directory information from your child's education records you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- Student Name
- Telephone Numbers
- Parent Personal Information
- Photograph
- Video or Electronic Images
- Date of Birth
- Place of Birth
- Home or Permanent Address
- Email Address
- Dates of Attendance
- Weight/Height
- Enrollment Status
- Most recent school or educational institutions attended.
- Participation in officially recognized activities and sports.

- Degree(s) received.
- Awards and honors received.
- Clubs/Affiliations
- School or district issued student ID number.

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

Teacher and Para-professional Qualifications

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Academy teachers and para-professionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the School Leader at any time.

Review of Instructional Materials and Activities

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

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.
- Observations must be prearranged 24 hours prior to observation. Please contact the main office to schedule the observation.
- This time is designed for observation only. The visitor may not engage in discussion with staff or students. This is to ensure the integrity of the educational process and program.

Preparedness for Toxic and Asbestos Hazards

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

Pesticide Notice

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

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

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

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

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the school office by calling 248-334-6434.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Alexandrea Calme at 248-334-6434 or by email at calmea@greatlakesacademy.org.

Mandated Reporter

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

Concussions

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review the educational materials found below.

The acknowledgement receipt found at the bottom of the education materials must be signed by both the student and parent/legal guardian and subsequently turned into the School Office.

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



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports ***one or more*** symptoms of concussion listed below after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness *(even briefly)*	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events *prior* to hit or fall	Confusion
Can't recall events *after* hit or fall	Just not "feeling right" or "feeling down"

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness *(even a brief loss of consciousness should be taken seriously)*

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: **www.cdc.gov/Concussion.**

Student-Athlete Name Printed	Student-Athlete Signature	Date
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

Sexual Harassment and Sexual Assault Information Guide

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

What is Sexual Harassment?

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



Verbal:

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



Physical:

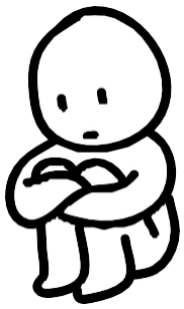
- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

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

Sexual Harassment can make someone feel many emotions.



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



What is Sexual Assault?

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

Here are a few examples of sexual assault:

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

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

About Consent

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

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

What if This is Happening to Me?

IT IS NOT YOUR FAULT. YOU ARE NOT ALONE.

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

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

What if This is Happening to Someone I Know?

BELIEVE. LISTEN. SUPPORT.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

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

Michigan's Sexual Assault Hotline (VOICES4)

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

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

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

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

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

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

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

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

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

Acknowledgment

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

Please complete this form and return to the school office.

List all children attending the Academy:

_____

_____

_____

_____

Parent/Guardian Signature _____

Date: _____