



Student Handbook

2017-2018

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www.grandblancacademy.org

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Welcome to our school. Our staff is pleased to have you here as a student and a parent. We will do our best to help you and make your experience here productive and successful.

This **Parent/Student Handbook** has pertinent information, rules and regulations. Therefore it is important that **every** parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents and the school.

The administration and staff appreciate your support. We hope that your child's school year will not only be educational, but enjoyable.

The Grand Blanc Academy Board of Directors encourages students; staff, administration and parents to review this document and submit proposed modifications to the Principal's office no later than March 1 of each school year. The Principal will then compile all such recommendations and will provide for a review of the Elementary Handbook.

Revised August 2017

Adopted by the Board of Directors, August 2017

President – Peter Sinclair

Vice-President –

Secretary – Alyssa Stewart

Treasurer –

The Grand Blanc Academy Board of Directors meets the fourth Tuesday of each month 6:30 p.m. in the room 110. Public Notices of meetings are posted on the front doors of the Academy.

Foreword

This parent/student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year and to provide specific information about certain Board policies and procedures. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for frequent reference by you and your parent. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook contact the Principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Directors and the Academy. To the extent that the handbook is ambiguous or conflicts with the policies and guidelines, the policies and guidelines shall control. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's rules as of July 30, 2017. If any of the policies or administrative guidelines referenced herein is revised after July 30, 2017 language in the most current policy or administrative guideline prevails.

Mission Statement

Grand Blanc Academy is an innovative community that supports and celebrates lifelong learning for the success of our students and families by igniting growth, imagination, and dreams.

Belief Statements

The Grand Blanc Board of Directors and staff beliefs:

- We believe in providing a variety of teaching strategies to meet the instructional needs of all students.
- We believe citizenship is developed through nurturing positive character and values.
- We believe children excel when parents, community, and school work together in a positive manner.
- We believe in the value of lifelong learning.
- We believe that clear and consistent communication is vital to a successful school community.
- We believe in providing a safe and effective learning environment.

School Day

The school day at Grand Blanc Academy is 8:00 a.m. to 3:30 p.m. Students who arrive after 8:05 a.m. will be marked tardy. No student will be called from class before 3:15 p.m. If you have an appointment that forces you to pick up your child early please send a note to your teacher.

Every Wednesday is an Early Release Day. Dismissal begins at 12:45. Buses will be loaded and leave the school by 1:00.

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 obey all Academy rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, students shall accept the responsibility to conduct themselves according to the rules and regulations and provisions governing the operation of these programs. The ideal of any educational experience is for the students to become self-disciplined.

The Principal is responsible for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming or showing responsibility. There is a right of appeal by students who believe their rights have been violated. An appeal process for suspension and expulsion is outlined in the appropriate section of the guidelines. It should be noted that the Principal must use discretionary judgment in taking disciplinary action.

Parents have the right to know how their child is succeeding in school 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 educational goals.

The staff expects students to arrive at school prepared to learn. It is the parent and student's responsibility to arrive on time and prepared to participate in the educational program.

SECTION I – GENERAL INFORMATION

Enrollment

Students that are new to Grand Blanc Academy are required to be enrolled by their parent/guardian. To enroll a child, parents are required to bring the following:

- A County Birth Certificate or other reliable proof of identity
- Proof of Residency
- Proof of Immunization
- Custody papers from the court, when appropriate
- Last Report Card, when appropriate
- Physical form for Kindergarten
- Kindergarten/Vision & Hearing Exam
- A copy of the driver's license of the person enrolling the student

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Homeless students who meet the Federal definition of “homeless” may enroll and will be under the direction of the Academy’s Liaison for Homeless Children with regard to enrollment procedures. The Academy’s Homeless Liaison is the School Counselor. The Academy’s Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and Academy personnel responsible for the provision of education and related services homeless students.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender 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.

Arrival and Dismissal

ARRIVAL: During morning drop off we ask parents to use the curb lane
Buses will use the inside lane closest to the building. The center lane will be closed in the mornings providing a buffer zone for the safety of students and staff.

DISMISSAL: At dismissal all three lanes are open. Buses will use the inside lane at the beginning of dismissal and then the lane will be open for parent use. We ask that you

have your card clearly displayed in your windshield. If you lose or misplace your card please come to the office and a staff member will provide you with a new one. If you drive more than one car, please make sure you have a sign for each. If the sign is not displayed, you will be asked to park and go to the office to sign your child out. This is for the safety of your child and all of our students.

PLEASE DO NOT USE CELL PHONES WHEN DROPPING OFF OR PICKING UP STUDENTS.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian whose signature is on file in the academy's office or by the parent coming to the school office to request the release and sign the child out. *Students will receive an "Excused" status for early dismissal in the event of an emergency or in the event of a physician's appointment. Students will be allowed three (3) early dismissal events per marking period.* No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Transfer out of District

If a student plans to transfer from Grand Blanc Academy, the parent must notify the Academy. Transfer will be authorized only after the parent has completed the withdrawal form, 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.

The Academy forwards, without prior parental or eligible student consent, education records to other schools that have requested the records and in which the student intends or seeks enrollment or is already enrolled, as long as the information is related to the student's enrollment or transfer. Parents/guardians or eligible student may request a copy of the transferred records.

When transferring student records, the Academy is 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 Academy enrollment and their child's seat is no longer reserved at the Academy from that point forward.

Withdrawal from the Academy

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Leaving the Academy

Students may not leave the school grounds without permission from office personnel. Before this can be granted, a written request from the parent must be presented. **STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN**

BEFORE LEAVING THE BUILDING DURING THE SCHOOL DAY AND/OR AFTER SCHOOL. Students leaving school without permission will be considered truant.

Student Well- Being

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Academy office. A student may be excluded from school until this requirement has been fulfilled.

Parents of students with specific health care needs **MUST** submit those needs, in writing and with proper documentation by a physician, to the Academy office.

The Academy retains the discretion to reject requests for administration of medicine. (See Use of Medication section)

Injury and Illness

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

A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

When to keep your child home:

As a general guideline, a student should not returned to the Academy until he/she has been fever free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by a physician.

A parent will be expected to pick up their child if he/she has a fever, persistent cough, rash, head lice, pink eye or similar symptoms. The office needs to be notified if your child is absent with a communicable disease. In this case, please see the section on *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, please be sure he/she is fully recovered before returning to school.

Immunization

Each student 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 shots or waiver, the Principal may remove the student from school and require compliance within a set deadline. This requirement is for the safety of all students and in accordance with State Law. A certified immunization 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 immunization or waiver should be directed to the Academy Office.

A student who has not been vaccinated due to a waiver is considered susceptible to the disease or diseases for which the vaccination offers protection. The student will be subject to exclusion from the Academy if an outbreak of a vaccine preventable disease occurs.

Emergency Medical Information

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. All parents are asked to supply **Address, Telephone Number and Health Information** for emergency procedures when a child is ill. This information helps the school decide what to do when a child becomes sick or has an accident while in school. Parents are asked to keep this information up to date, especially telephone numbers for home and work.

Enrollment-Emergency forms are sent home at the beginning of each school year. **PARENTS ARE URGED TO CONTACT THE SCHOOL WHEN ANY OF THE INFORMATION ON THE EMERGENCY CARD CHANGES.**

Medications and/or Treatments

The definition of “medication” is prescription, non-prescription and herbal medications, preparations, and/or remedies, and includes those taken by mouth, inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications 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.

Prior to the beginning of the school year, parents/guardians are responsible to inform the Academy in writing of any medical issues that may require intervention during the school day. Examples of medical issues may include, but are not limited to, life threatening allergies (i.e., the need for an epinephrine auto injector, i.e., EpiPen®), 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.

Michigan law and district policy allow prescription medication to be administered to a student during Academy hours under the following conditions:

1. Parents must have a medication permission form completed to administer medication and physician approval and instructions. DOCTOR’S INSTRUCTIONS MUST INCLUDE STUDENT’S NAME, NAME OF MEDICATION/TREATMENT, DOSAGE, and ROUTE OF ADMINISTRATION AND TIME OF ADMINISTRATION/TREATMENT, POSSIBLE SIDE EFFECTS AND

DOCTOR'S SIGNATURE. This form must be dated and signed by the student's parent/guardian.

2. **Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.**
3. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
4. Medication must be in ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
5. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO SCHOOL BY THE PARENT/GUARDIAN.
6. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
7. Students may possess and self-administer an epinephrine auto-injector or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:
 - a. 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
 - b. The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.
8. 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.
9. 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.
10. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given.
11. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

Non-prescription medications are those medications that are sold directly to the consumer. Non-prescription medications may include, but are not limited to

acetaminophen, ibuprofen, cold remedies, antihistamines, etc. Non-prescription medications will be treated as prescription medication as defined above. Parents may, at their choice, come to school and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the Principal. **COUGH DROPS WILL BE DISPENSED IN THE OFFICE.**

The Academy retains the discretion to reject requests for administration of medicine.

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. Failure to follow these procedures will result in termination of medication administration for the student at school. Questions regarding the administration of medication should be directed to the school principal.

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 a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash 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 infection, whooping cough, mumps, measles, rubella, pink eye, impetigo and other conditions indicated by Local and State Health Departments.

If a child contacts a Communicable Disease, the School Office should be notified as to the nature of the illness and the student should not return to school until a Physician gives him/her written permission to do so. *However, in the event that the Health Department guidelines for return after a specific illness conflict with the physician's permission, the Academy must adhere to the timetable set forth by the Health Department. The Academy adheres to this policy in an effort to protect all children from contracting a disease/illness.*

Any removal will only be for the contagious period *as specified in the Academy's administrative guidelines as set forth by the Local and State Health Department.* Parents of children in a classroom which has a communicable disease reported will be notified, at the discretion of the Principal, by way of a "Health Alert."

Control of Non-Casual-Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Head Lice

GRAND BLANC ACADEMY HAS A NO NIT POLICY.

Any child found to have head lice will be temporarily excluded from school until ALL NITS AND/OR LIVE LICE are removed from the child's head. The child who has been excluded with head lice will be rechecked by the school prior to being allowed to return to class. As a precaution the child will be rechecked within 10 days for possible re-infestation.

Hearing and Vision Testing

If available, the Genesee County Health Department provides, at no cost to parents, hearing and vision testing. If a parent chooses NOT to have their child participate in vision and/or hearing testing a letter should be sent wishing to have their child excluded.

Student Fees, Fines and Charges

Grand Blanc Academy reserves the right to implement a policy of assessment for fines and/or specific fees to be charged. 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. In addition, students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be assessed at replacement cost.

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. Unresolved obligations can be appealed to the Principal or designee.

Meal Service

The Academy serves free breakfast and lunch to all students as part of the Community Eligibility Option. Students may also bring their own lunches to school to be eaten in the Academy cafeteria. In an effort to keep all students safe and healthy, please do not send items with peanut oil or peanuts due to airborne peanut allergies

Parents will be asked to complete the “Household Information Survey” which contains information related to free and reduced counts for non-nutrition programs. If you have any questions, please contact the Academy Office.

The cafeteria lunch time is also planned as a social period to be enjoyed, but not abused by students. Due to the number of students in the cafeteria/multipurpose room during lunch period, following the basic rules of etiquette and courtesy are mandatory. Students are expected to conduct themselves properly at all times. Failure to do so may result in *the loss of privilege for eating lunch in the cafeteria.*

LUNCHROOM PROCEDURES:

- Students are expected *to stay seated while eating lunch*
- *Students are expected to keep their voices at conversation level*
- Students are not allowed to eat from other student’s lunches (*no sharing of lunch*)
- Students **must** raise their hand in order to get help from supervisors or to get permission to throw away trash
- Students are expected to leave the table and benches clean after eating
- Proper lunchroom manners are expected

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 a safe, prompt, and orderly evacuation of the building.

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

During an actual lockdown drill , an “Out of Order” 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 the Academy website. Other emergency situations which may arise include external concerns such as hazardous material spills, police situation, etc.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the Academy will notify the following radio and television stations:

A School Messenger message will be sent out to all parents with a current phone number on record.

- CARZ (108 FM)
- WWCK (105.5 FM)
- WHNN (96 FM)
- WRSR (103.9 FM)
- TV CHANNELS – 12 (WJRT), 5 (WNEM), & 25 (WEYI)
- Closings will be posted on the Grand Blanc Academy Facebook page

Parents and students are responsible for knowing about emergency closings and delays.

There may be some emergency instances, which will require school to be closed early. **IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH YOUR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW IN THE EVENT SCHOOL IS CLOSED EARLY.**

Visitors

In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose will be permitted on Academy grounds. The Principal may prohibit the entry or expel any person if there is reason to believe that the presence of such person would be detrimental to the good order of the school or a disruption to the academic environment. The Principal may also call local law enforcement to provide additional assistance if necessary.

For the safety of students and staff, ALL visitors MUST report to the office to sign in and pick up a visitor's pass *in order to gain access through the locked security doors*. Any visitor found in the building without a pass shall be reported to the Principal. If a parent wishes to speak with a teacher, he/she MUST call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without first obtaining permission from the Principal.

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

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.

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, except 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.

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.

Library Use

Library books are among the most valuable assets of the school. Library books must be checked out and checked in appropriately. Students are held responsible for library books checked out to them. Students not returning books will be charged for the book replacement.

School Equipment and Facilities Use

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are permitted to use.

Outside individuals or organizations may request a Building Use Form from the school office.

Lost and Found

A lost and found area is located near the cafeteria. Students may check for lost items. Parents are invited to come and check for lost items. Lost items of value found in or around the school **must** be turned in to the office.

Parents are asked to mark each child's coats, sweaters, hats, boots, backpacks, and lunch boxes for identification. Unclaimed items will be given to charity *at the end of each quarterly marking period as set forth on the school calendar.*

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this policy may lead to disciplinary action. Trading or selling of the following items is not allowed: iPods, CD's, CD Players, electronic games, cell phones, tape recorders, toys, dolls, trading cards and other spare time items. These items or others like them shall not be brought to school unless the teacher or Principal has given specific permission. Grand Blanc Academy is not responsible for any items brought to school which are not allowed to be on the premises if that item is lost or stolen.

Telephone Messages

Students are not permitted to make calls on the telephone unless the Principal or teacher gives permission. **STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS.** Phone messages from parents to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. **Telephone calls will not be forwarded to the classrooms.**

Volunteers in the Classroom

Grand Blanc Academy encourages and requires volunteerism in the schools. Volunteers are important to our educational program. When parents volunteer in the schools they should be a model for our students and follow all school rules.

Volunteers are asked to sign in and out at the school office and obtain a visitor's pass each time they are volunteering in the building. **All visitors must pass through the security doors to enter the classroom areas of the building.**

The role of the parent volunteer in the classroom is to assist the teacher 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 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 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 into the classroom or on field trips 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.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom. 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...)

Academy staff appreciates the cooperation of parents in following these important guidelines and the willingness of parents to volunteer their time to support their children's educations.

Volunteers 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 certain volunteer assignments.

Volunteer assignments include, but are not limited to the following:

- Volunteers who have access to a student without the supervision of a staff member
- Volunteers who are in charge of students during a field trip (including driving students to/from a field trip)
- Volunteers for any Academy-sponsored overnight trip
- Volunteers who have a supervisory position over students at the Academy or at an Academy-sponsored event.
- Volunteers who are a coach or activity leader
- Volunteers who have a regular or substantial presence at the Academy
- Volunteers who serve as an officer of the Academy's parent group or handle Academy funds

Volunteers must submit a completed volunteer form or a copy of their driver's license to the School Office at least one week prior to the volunteer assignment. If a volunteer refuses to submit to such a background check, then the volunteer will be prohibited from volunteering at the Academy.

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 Principal may be contacted for any questions or for further information.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

School Parties

There are only three scheduled parties each year: Fall Celebration, Holiday Celebration and Valentine's Day.

Your child's teacher will enlist the help of parents with the planning and/or treats. Watch for information from your child's teacher. The date and time of the parties will be determined at the building level.

Birthday parties are left up to the discretion of the teacher. Please contact the teacher first before sending any treats to school. **IT IS THE SCHOOL POLICY NOT TO PASS**

OUT BIRTHDAY INVITATIONS UNLESS THERE IS ONE FOR EACH MEMBER OF THE CLASS. HANDING OUT A FEW INVITATIONS MAY CAUSE DISRUPTION AND HURT FEELINGS.

Photograph/Publicity Release Form

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant or deny consent to the Academy to use photographs, videos and/or audio recordings of their child/children in promotional materials for the Academy.

Recess

Our policy is that all children go out for recess. Students should wear adequate clothing and dress for the weather. On days when the weather is extremely cold (determined by wind chill factor) or rainy, recess will be held inside. **STUDENTS WILL HAVE INDOOR RECESS IF THE AIR TEMPERATURE OR WIND CHILL IS 0 DEGREES or below or determined by the Principal to be too cold or wet to go out.**

If a student is well enough to come to school, he/she is expected to go out for recess. **To stay inside the student must bring a note from the doctor.** After an extended illness, if requested in writing by the parents, the student may be allowed to stay in for a day or more at the Principal's discretion.

Students are expected to stay in their assigned play area. Students may not bring items such as, baseballs (hardballs), Softballs, Frisbees, skateboards, roller blades, scooters or any toy, which may present a safety hazard. It is expected that students listen and follow all instructions given by the playground aides. ***Recess is a privilege that students earn through their good behavior. Loss of recess may occur if a student does not follow the rules for recess.***

Money and Other Valuables

If money is being sent to school, parents should:

- Place the money in an envelope
- Include a note inside, stating the reason for the money being sent
- Place the teacher's name and child's name on the outside of the envelope

Students **WILL NOT bring items of value or large sums of money** to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Students are not allowed to bring valuable equipment such as but not limited to, iPods, tape and/or CD players, computer games, and remote controlled cars, or other electronic toys/equipment. If such items are brought to school they will be confiscated until a parent picks the item up.

Student Pictures

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day. Specific time will be established.

SECTION II - ACADEMICS

Field Trips

Field trips are academic activities that are held off school grounds. Buses *will transport students to and from all field trips*. There are also other trips that are part of the school's co-curricular and extra-curricular programs. **No student may participate in any school-sponsored trip without written parental consent.**

Field trips are designed to extend curricular areas for our students. Parents may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore **siblings are not allowed to accompany parents on any field trip.** **ADULT CHAPERONES MUST FOLLOW THE SCHOOL RULES AND REGULATIONS AS OUTLINED IN THIS HANDBOOK. FIELD TRIPS ARE EXTENSIONS OF THE SCHOOL PROGRAM AND ARE TREATED AS IF ALL PARTICIPANTS ARE ON SCHOOL PROPERTY.**

Grade Periods

Report cards are issued at the end of each quarter grading period as set forth in the school calendar. At the end of the year grade cards will be mailed home.

Progress reports are sent home to all parents of students in **GRADES 3-8** at the midpoint of each quarter grading period. They are used to inform parents of any problem or improvement in the student's academic/behavioral progression.

Parent-Teacher Conferences will be scheduled two times throughout the school year. The school calendar will list the exact dates. The classroom teacher will schedule conferences. Parents may arrange a conference with their child's teacher any time during the school year by contacting the school and arranging an appointment.

Grades

Grand Blanc Academy Elementary and Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of the grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on the areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The Kindergarten- Grade 2 use the following grading system

100-85 = 4

84-76 = 3

75-65 = 2

64-0 = 1

Grades 3-8 use the following grading system:

| | |
|-------------------|---------------------------|
| 100-93 = A | 72-70 = C- |
| 92-90 = A- | 69-67 = D+ |
| 89-87 = B+ | 66-63 = D |
| 86-83 = B | 62-60 = D- |
| 82-80 = B- | 59 & Below = F |
| 79-77 = C+ | |
| 76-73 = C | |

Promotion, Placement and Retention

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration.

The teachers are to confer with the Principal concerning all retentions.

Parents are to be notified of possible retention in writing, near the end or during the parent teacher conference in May.

A firm decision to retain a student will be made no later than one week before the school year ends, and parents will be notified of this decision in writing. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth.

The Principal will be available to discuss reasons for promotion or retention of any student.

The Academy believes that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Parents will be informed about their child's progress or lack thereof through progress reports, parent/teacher conferences, and report cards throughout the school year. Additional conferences may be scheduled with the parents to discuss the areas of difficulty and an intervention plan created.

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

1. Grade Placement

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

- previous and/or current placement
- previous school records
- parent request
- attendance (or lack thereof)
- testing results

- grades
- overall physical, emotional, social, and academic maturity of the individual student

2. Class Size

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

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

- current level of achievement
- potential for success at the next grade level
- emotional, physical, and social maturity
- a passing grade

4. Retention

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

- emotional growth
- social growth
- academic growth
- lack of sufficient attendance (refer to attendance policy in the Student Handbook)
- inadequate progress in their core academic classes

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

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

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

Network/Internet Use Guidelines

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 any student to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read and agree to 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 once the

student agrees to these guidelines. Until then network use will not be allowed. The use of the Internet is a privilege, not a right

Inappropriate behavior or violation of these guidelines may lead to penalties including the revocation of a user's account, disciplinary action, including suspension, 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;
- 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. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Facebook, Twitter, , YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, LinkedIn and Flickr etc., without specific permission from the Administration

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

The student agrees to comply with the Network and Internet Acceptable use guidelines as stated in the student handbook, Academy Board policies, guidelines and procedures.

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

The Academy monitors on-line activity in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors in accordance with the Children's Internet Protection Act (CIPA).

Students agree not to participate 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 may result in legal action.

If students happen to find materials that may be deemed inappropriate, they 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 the staff. The staff will report the finding to the Administration.

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.

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. Students shall not access personally identifiable information from an unsecured location or an unsecured network. Student information is protected from unauthorized viewing, including parents, volunteers, or anyone that does not have a legitimate educational purpose in viewing the information. All information contained on the Academy's system is to be considered confidential and proprietary and should not be distributed outside of the Academy unless approval is obtained from Administration.

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

Students agree not to allow 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 will reflect upon the Academy system as a whole. As such, students shall behave in an ethical and legal manner.

Students agree to release 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. Students accept full responsibility, as well as legal and financial liability, for the results of their actions regarding the use of the Internet. Students release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Student Assessment

To measure student progress, students will be tested in accordance with Michigan Department of Education Common Core State Standards and the Academy policy.

Unless exempted, each student will be expected to be proficient on the appropriate State Mandated assessments. State mandated assessments are given once a year with dates subject to change by the Michigan Department of Education. Parents will be informed two weeks prior to the State established testing dates.

Make-up dates are scheduled *however, attendance during the State mandated testing is strongly encouraged as your student will miss daily instruction to participate in the make-up testing.*

Throughout the school year other evaluative instruments are used to monitor student progress, they are as follows:

- NWEA is given three times a year to be used to monitor student progress in reading and math. The results of this evaluation are used by the classroom teacher to individualize instruction to best meet the student's academic needs.
- DRA is administered three times a year monitoring student progress in reading comprehension

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

SECTION III – STUDENT CONDUCT

Attendance

School Attendance Policy

In the enforcement of the Grand Blanc Academy Attendance Policy the Academy will work with the Family Division of Genesee County Circuit Court.

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.

- Parents must call the attendance phone line at (810)953-3140, **before 9:30 a.m.**, if their student will be absent from school. The parent should state the student's full name, homeroom teacher, and the reason for absence.
- When a student is absent, GBA 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.
- 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".
- 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".
- 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.
- 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.
- Students must arrive at class no later than 8:00 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 5 minutes late for class.**
- Students who arrive after 9:30 a.m. and /or leave school before 1:30 p.m. will receive a ½ day absence on their attendance record.
- 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.

- 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.
- *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.*
- Once each month, a **report** will be run to alert the school attendance officer of any student that has reached a benchmark number of absences and the corresponding actions will be taken:
 - @ 3 absences for a quarter = phone call
 - @ 5 absences for a quarter = Letter of Concern will be mailed
 - @ 10 absences for the year= Send certified letter, parent meeting & attendance contract
 - @ 11 or more absences for a year = Contact truancy officer/appropriate government agency, Loss of credit or retention
- 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.
- **Appeal Process:** If the student/ parent wish 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 School Administrator will contact the Leadership Team for input prior to that meeting. If the student/parent is not satisfied with the School Administrator's response, the student/parent has the right to appeal that decision by submitting a written appeal to the Executive Director within two (2) days. 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.
- If a student is absent a total of **10 days** in a term, then the School Administrator will inform the parent that the student is being **dropped from the Grand Blanc 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 above.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first *full day of school after the suspension is issued*. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up test.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location. **Students who have been suspended will not be allowed to attend after school functions or field trips scheduled on the days of the suspension.**

Bus Rules

- Bus riders should not move to board the bus until it has come to a complete stop.
- Bus riders must stay in their seats when the bus is in motion.
- Riders should leave their seats only after the bus has come to a complete stop at a bus stop.
- Loud talking, shouting or fighting is not allowed and could lead to a suspension of riding privileges.
- Any vandalism to the bus shall be paid for by the person causing the damage.
- All riders shall help keep the bus clean and void of litter.
- Be courteous and respectful to the driver in order to make the trip safer.
- Bus rules prohibit the eating of food and drinking beverages on the bus.
- ANY rider involved in a FIGHT on the bus WILL be **suspended** from riding the bus.

- ANY rider involved in disorderly conduct, such as, loud disruptive behavior, using abusive or inappropriate language and failure to follow the instructions of the driver will be **suspended** from riding the bus.
- All Academy rules and procedures including the Student Code of Conduct apply to students riding the bus to and from the Academy and for Academy sponsored events.

All Star Dress Code

GIRLS

Plain collared light blue, navy, red, or white blouses
 Plain collared light blue, navy, red or white polo shirt
 Cardigan sweaters and turtlenecks in the same color as plain shirts
 Hoodies that are a solid color (school color)

Navy blue, black, or khaki shirts, shorts, skirts, pants or jumpers
Jeans of any color are NOT permitted

Tights or socks (solid school color) must be worn at all times.

BOYS

Plain collared light blue, navy, red, or white polo shirts
 Plain turtlenecks in light blue, navy, red or white
 Cardigan sweaters in the same color as plain shirts
 Hoodies that are a solid color (school color)

Navy blue, black or khaki uniform style pants. Pants must fit well
 Sagging pants are not permitted
 Navy blue, black, or khaki colored shorts
Jeans of any color are NOT permitted
Shirts must be tucked in

Belts and socks must be worn at all times.

ALL STAR DAYS (Dress Down)

Students will have prior notice for All Star Dress Down Days. Appropriate clothes of choice are permitted on this day. NO Suggestive slogans on T-shirts. NO holes/rips /cuts in jeans, pants, shirts or blouses.

UNACCEPTABLE DRESS ITEMS (NOT ALLOWED AT SCHOOL)

NO Excessive jewelry, big hoop earrings, sandals (Flip Flops), Uggs, Crocs, head bandannas, hats/caps, doo-rags, headbands, legging pants, yoga pants, sweat pants, workout pants, pj bottoms, strapless shirts. Coats and jackets are not to be worn in the classroom. NO baggy or saggy pants, oversize shirts

Suggestive slogans on T-shirts, holes in pants, shirts or blouses are NOT permitted.
 For all sagging pants and if belts are not worn, zip ties will be provided to the student.

NO SAGGING PANTS!!!

Students in inappropriate dress code are in direct violation of the Student Code of Conduct. Violation of the Student Code of Conduct may result in student discipline.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate student's 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.

Code of Conduct

A major component of the educational program at Grand Blanc Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in school;

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Student Discipline Code of Conduct

The Board of Directors has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The Academy will take swift and appropriate disciplinary action for violation of any infractions listed in the Student Handbook discipline code of conduct or inappropriate behavior where notice has been given.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. This includes actions occurring before or after school, in an Academy vehicle, or at an Academy sponsored activity or event, whether or not it is held on Academy premises. This includes when a student is using school communication network, 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 school. Violations, including violations of the wireless communication devices and Network/Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

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

Gross Misdemeanors or Persistent Disobedience

Any student guilty of gross misdemeanors or persistent disobedience may be suspended by the authorized Academy administrator or expelled by the Academy's Board of Directors or designee. These may include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, and disruption of the educational environment, any violation of school policies or procedures, etc.

Use of Drugs/Alcohol

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 of violating this policy. The school has a

"Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.

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

- 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 any alcohol, drugs, 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 prescription drugs, 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 procedures.

The term "drugs" includes:

- Controlled substances prohibited 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;
- 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 law.

Medical Marihuana & Prescription Drug Policy

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

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

Reasonable Suspicion Drug Test

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 alcohol, drugs, and/ or any mind altering substance (whether illegal or not).

Reasonable suspicion may arise from the following:

- A student’s behavior, along with physical appearance, action and/or odor, indicating that the student has used alcohol, drugs, and/or any mind altering substance (whether illegal or not);
- The student’s possession of alcohol, drugs, and/or any mind altering substance (whether illegal or not) and/or related paraphernalia; or
- 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 alcohol, drugs, and/or any 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 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. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the drug test, disciplinary action will be taken.

If the results of the drug test are positive, the student is suspended until the end of the semester and may only gain re-entry to the Academy with proof through drug tests at the student’s expense that they have remained drug free for 60 days.

If a student gains re-entry after being suspended on the zero tolerance drug policy and violates the drug policy a second time, the student will be expelled from the Academy.

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

Students who test positive and who participate in extra-curricular activities are subject to restrictions of those activities as recommended by the Administration.

It is the policy of the Academy that a student’s eligibility for participation in interscholastic athletics will be affected 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.

Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Use of tobacco/Smoking

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The Academy prohibits the possession and/or use of any tobacco products on Academy property, in an Academy bus or vehicle, or at any Academy sponsored event. In addition, any tobacco advertising or promotion is strictly prohibited. Violation of this policy could result in suspension or expulsion.

This prohibition includes the smoking of electronic, "vapor" or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Student disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

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 Academy property, in an Academy bus or vehicle, or at a school sponsored event may be permanently expelled 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 defined as:

- 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

A student in 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 Academy 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.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Physical Assault against a Staff Member/Person associated with the Academy

Under the Revised School Code, 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 bus or other 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 bus or other 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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on Academy property, on an Academy bus or other 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, on an Academy bus or other 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, on 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 a verbal assault on school property, in a school bus or other school vehicle, or at a school 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 depending on the severity of the circumstances.

“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; a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event.

For purposes of this policy, the definition of assault also includes written threats.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering or games of chance for money or profit. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of Schoolwork, Identification, Forgery

Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating (academic dishonesty) are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments. Violations of this rule could result in suspension or expulsion.

False Alarms, False reports, and Bomb Threats

A false emergency alarm, report or bomb threat endangers the safety of emergency responders, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical-reaction objects such as but not limited to smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal.

In addition, students may not trespass onto school property at unauthorized times, after school hours when school or activities are not in session or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged

not to bring anything of value to school that is not needed for learning without prior authorization from the CAO or teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Any damage to school property will result in costs assessment fine against the student. The student will be required to pay restitution for the repair/replacement of the property.

Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workplace. Excessive absence could lead to suspension from school.

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be

considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Electronics and Wireless Communication Devices (Cell Phones)

Games, cameras, and other electronic items are not allowed at the Academy unless express permission is given by the Principal. 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).

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDA's), e-readers (e.g., Kindles, Nooks), iPods, Blackberry/smart phones, Wi-Fi enabled access devices, video broadcasting devices, tablets and laptops. Use of WCD's can create a distraction, disruption or interfere with the educational environment of the Academy.

The Academy generally prohibits elementary students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy-sponsored event. Students may only possess or use WCDs if permission is given by the student's parents/guardians AND the Principal. 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. Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. A student may possess a cellular phone in school, on school property, at after school activities and at school related functions, provided that during school hours and on school vehicles the cell phone remains off and must be concealed.

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; 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 item 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 device found in violation of this policy, including if a student does not have the permission to use/possess an electronic device but it is found to be visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified.

The confiscated item will be held in the School Office; the item will be returned to the parent/legal guardian only. . Confiscated phones, cameras, and other electronic devices will be discarded if not picked up by a parent or legal guardian within 30 days. Prior to such disposal, a notification of that disposal will be sent to the student's mailing address on file in the School Office.

Violating this policy may also result in student disciplinary action (including suspension and expulsion); permission to use the network possibly permanently revoked; and possible referral of the matter to law enforcement if there is a suspicion of illegal activity. (e.g., child pornography)

Students who refuse to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Student Discipline Code of Conduct.

Cellular telephones or any personal wireless communication devices must be put away and remain off during the course of the school day. Cell Phones will be confiscated and given to the Principal until the end of the day if a student is texting or using cell phone at school.

Upon future offenses, first offense: The phone will be confiscated, and returned to the student at the end of the day following a warning. Second offense: The phone will be confiscated, and parents notified. The phone will be held by the Principal or designee and parent must pick up cell phone from school. Third offense: The phone will be confiscated, a meeting must be held with student, parent, Principal or Dean of Students to discuss further disciplinary school actions.

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

Camera Cell Phone Policy

The Grand Blanc Academy Board of Directors has approved banning students from using camera cellular telephones on school property or during school-sponsored activities.

Grand Blanc Academy prohibits camera cellular telephones from any restroom or other location where students and staff “have reasonable expectation of privacy.” A student caught improperly using any telecommunication device to take or transmit digital photographic images will face a ten day suspension, loss of privileges, and may be recommended for expulsion. (***I.e. posting digital photographic images via, YouTube, Face book, My Space, Google Plus, Photo Bucket, Flickr Chat Roulette, Twitter Blogs, Snap Chat, Instagram, Tumblr. Pinterest, Vine, LinkedIn, Flickr etc).***)

Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Bullying

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

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 Principal shall be responsible for establishing procedures for the effective implementation of the Board's policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Principal. The student may also report the situation to a teacher or counselor who will be responsible for notifying the Principal. Any complaints against the Principal should be filed directly with CS Partners.

A report may be filed with the Principal by the victim of bullying, a witness or anyone who has credible information about the incident. A written or oral report is considered an official means of reporting. An anonymous report can be filed and will be investigated, but formal disciplinary action will not be based solely on the basis of an anonymous report.

A staff member, school volunteer, student, or parent/guardian who promptly reports in good faith an act of bullying to the Principal and who makes that report in compliance with these procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

The Principal shall report the occurrence of a bullying incident to the parents or legal guardians of all students involved. The notification shall be via e-mail, telephone, personal conference and/or in writing and all notifications shall be documented. All parent notifications shall be done consistent with student privacy rights under FERPA regulations.

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 Principal is responsible for determining whether an alleged act constitutes a violation of the Board's policy. Once a complaint has been received, the Principal shall conduct a prompt, thorough, and impartial investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made if at all possible.

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. Retaliation and submitting an intentionally false report may result in disciplinary action ranging from positive behavioral interventions up to and including suspension or expulsion. 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 transgender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

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

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.

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

Sexual Harassment

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, including suspension or expulsion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or

- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

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 either gender against a person of the same or opposite gender.

Any student who feels he or she is being sexually harassed by an Academy staff member or another student shall report such incidents to a teacher, counselor, school psychologist, school social worker or Principal. Such reports shall be reported to and investigated by the Principal and/or designee. Any student or staff member who is determined to have committed 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)
- Incidence of past or continuing pattern(s) of behavior
- Relationship between the parties involved and
- Context in which the alleged incident(s) occurred

If the Academy determines that harassment has occurred, it will take prompt and effective action to end the harassment, eliminate the hostile environment and prevent its recurrence.

Hazing

Hazing is a violation of state criminal law and prohibited at all times.

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.

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, including suspension and expulsion, and legal action.

Hazing includes any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain;
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates

Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action. Profanity could be verbal, in writing, electronically, photographs or drawings.

Discipline Consequences

Violations of any of the infractions listed in the Student Handbook may result in detention, in-school restrictions, out of school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

This includes actions occurring before or after school, in an Academy bus or other Academy vehicle, or at an Academy sponsored activity or event including, but not limited to student enrichment programs.

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.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Disciplinary Measures

Some measures include:

- counsel with student
- remove certain privileges
- arrange student and/or parent conference
- writing assignment
- change of seating or location
- verbal reprimand/warning

Detentions - Up to an hour before or after school on a day school is in session under the supervision of school personnel. Parent notification and acknowledgment will be

made one (1) day prior to detention. The student's parents are responsible for transportation.

In-School Restriction - Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all complete work. Removal from co-curricular activities may occur. A student missing any portion of his/her assigned time in class.

The following rules apply:

- Students must have class assignments with them
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain seated at all times unless given permission to do otherwise
- Student shall not be allowed to put their heads down or sleep

Out-of-School Suspensions

A student who is placed on out of school suspension will be the responsibility of the parents or guardians during the course of the suspension. 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).

The student will be allowed on campus once the suspension has been completed and or the student has met with the Principal or his/her designee.

Short-term Suspension—The student may be removed from school up to 10 days, including co-curricular activities. Suspension is considered an unauthorized absence. For suspensions of ten (10) school days or less, the student will be provided:

- Oral or written notice of the charges
- An opportunity for the student to present his/her position
- An explanation of the Academy's evidence, if the student denies engaging in the act of misconduct

Long Term Suspension- The student may be removed from school for more than 10 days, but less than an expulsion. To ensure due process, expulsion procedures will be used for long-term suspensions.

Expulsion - An expulsion is the denial to a student of the right to attend classes and any Academy function/activity for at least one semester, but can be permanent. Expulsions can occur as a result of severe cases of inappropriate behavior, repeated violation of Academy policies, and/or as required by law.

For expulsion, the student will be provided:

- Oral and written notice of the charges
- An opportunity for the student to present his/her position
- An explanation of the Academy's evidence, if the student denies engaging in the act of misconduct

- An opportunity to secure legal counsel
- An opportunity for a hearing which includes the right to present evidence and call witnesses on the student's behalf as well as to cross-examine witnesses who testify on behalf of the Academy administration

Application of Disciplinary Measures 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 with disabilities. 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.

Implementation

The Principal shall develop procedures 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/guardians, Principal 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.

Student Rights of Expression

The School recognizes the right of students for personal expression. With the right of expression comes the responsibility to do it appropriately by following all school rules and state laws governing personal expression. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school *guidelines and must be pre approved by the Principal*.

- A. A material cannot be displayed if it:
 1. Violates Academy or State laws, is obscene to minors, libelous, indecent, or vulgar,
 2. advertises any product or service not permitted to minors by law,

3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials *may not* be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether the materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Student Concerns, Suggestions and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Complaint Procedure

The Academy places a high value on courtesy, respect and responsibility. In order to preserve such an environment, any requests, suggestions, or complaints concerning staff, the curriculum, or operations of the Academy should be filed according to the following procedure:

Anyone wishing to present a request, suggestion or complaint shall discuss this matter with the instructor or staff member that has direct responsibility of that matter. If the discussion revolves around a particular incident, the complainant must initiate this process within seven (7) days of the incident. If the issue deals with a violation of laws or with school-wide policies, the Principal would be the appropriate staff member.

If the Principal is the accused perpetrator of harassment or other violation of the law, then the complaint should be sent directly to the Academy's management company, CS Partners. However, if CS Partners determines that the issues/complaint do not fall into that category, then the complainant will be required to first address their issues/complaint with the Principal. This procedure requires that the Principal have an opportunity to resolve any issues/complaint that are not considered harassment or are illegal in nature prior to the involvement of CS Partners.

If the aggrieved person is not adequately satisfied with the results of that discussion, that person has seven (7) days to submit their complaint in writing to the Principal.

The Principal will conduct their own investigation of the incident by speaking to all relevant parties and try to resolve the issue through discussions with those people. After completion of that investigation, the Principal will give a decision to the complainant and the reasons for that decision.

If the original discussion was with the Principal, and the concern was not adequately resolved by the Principal, then the complainant must submit their concern in writing to CS Partners using the CS Partners complaint form (available at the school office) no later than one month after the Principal's decision is given to the complainant.

Upon receiving the written complaint, CS Partners shall investigate the incident/conduct. In determining whether the alleged conduct violates any policy or procedure, the totality of the circumstances will be investigated and reviewed. Appropriate action will then be taken. A response will be given to the complainant if requested.

Only signed, written complaints are investigated. Anonymous complaints are not.

If the complainant is not satisfied with CS Partners' response, the complainant may present the concerns before the Board of Directors in accordance with the Public Participation guidelines.

Parents cannot request limited staff interaction when the situation warrants the staff member to be involved in his/her professional role.

In order to complete a full and fair investigation, CS Partners cannot guarantee the confidentiality of a complainant.

Anyone utilizing this procedure will not suffer any form of reprisal. All claims of retaliation will be investigated. Any retaliatory activity may result in discipline, up to and including, discharge.

SECTION IV- LEGAL NOTICES

Equal Education Opportunity/Civil Rights Designee

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, ethnicity, national origin, sex, (including sexual orientation or transgender 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.

Complaints will be investigated in accordance with the administrations guidelines. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The Principal 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: Patty Wood and Anthony Foster

Title IX Coordinator: Patty Wood, Executive Director, 5135 East Hill Road, Grand Blanc, MI, 48439, pwood@grandblancacademy.org.

Website Accessibility Coordinator: Christine Watkins, 5135 East Hill Road, Grand Blanc, MI, 48439, (810) 953-3140, cwatkins@grandblancacademy.org.

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

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.

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 with Disabilities

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

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 Academy's Principal at 810.953.3140 to inquire about evaluation procedures and program.

English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular program of the Academy. It is, therefore, the policy of this Academy that those students identified as English Learners will be provided additional support and instruction, *through the Genesee Intermediate School District ESL program*, to assist them in gaining English proficiency and in accessing educational and extracurricular programs offered by the Academy. Parents should contact the Academy's Principal at 810.953.3140 to inquire about evaluation 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 .

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.

To review student records please provide a written notice identifying requested student records to the Academy's Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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 the parent/guardian has submitted a signed opt-out form to the Academy.

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow the Academy to include this type of information from a student’s educational records in certain Academy publications. Examples include:

- a playbill, showing your student’s role in drama productions
- annual yearbook
- individual or group recognition of achievement and/or accomplishments
- graduation programs
- sport activity sheets

In addition, outside organizations, such as companies that manufacture class rings or publish yearbooks, might be interested in “directory information”.

The Academy has designated the following as directory Information:

- student’s name
- participation in officially recognized activities and sports
- address
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

If you do not want the Academy to disclose directory information from your child’s education records without your prior consent, submit a signed opt-out form to the Academy.

Confidential records include test scores, psychological reports, behavior data, disciplinary records, and communications with family and outside service providers.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Search and Seizure

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 or other school-supplied storage areas. The Principal 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 Principal or his/her designee. The Principal or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent. Locks are to prevent theft, not to prevent searches.

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 Principal 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 Principal 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 Principal or his/her designee may search a student and his/her possessions, 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 grounds for disciplinary action. A search may also be conducted to protect the health and safety of others.

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.

Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

The Principal or his/her designee shall not be obligated, but may request the assistance of law enforcement in conducting the search. The Principal shall supervise the search. In the course of a search, the Principal 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 Principal 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 Principal 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 dangerous items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized shall be removed and held by the Principal for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a student will be notified by the Principal or his/her designee of items removed from the storage area.

Teacher and Para-Professional Qualifications

All of the teachers at Grand Blanc 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.

Grand Blanc 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 office at any time.

Parent Involvement Plan

Grand Blanc Academy recognizes that a child's education is a responsibility shared by both the Academy and the child's family. In order to provide the most effective education for all students, the Academy believes that teachers and parents must work as knowledgeable partners.

Grand Blanc Academy, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families.

This school will commit to the following provisions:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- ❖ *Our curriculum is aligned with the State of Michigan Standards.*
2. Hold parent-teacher conferences at least annually during which this compact and the student's PSAP will be discussed as it relates to the individual child's achievement.
 - ❖ *Parent Teacher conferences*
 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - ❖ *Quarterly report cards with progress reports given between those quarters. Weekly progress reports are sent home in grades 6-8.*
 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - ❖ *Staff is available during prep time and after school by appointment. Email and voicemail are also available. Daily planners and/or folders are sent home as an additional method of communication.*
 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - ❖ *We have classroom celebrations, popcorn sales, and mystery reader days in March.*
 6. The school will provide assistance to parents of children in understanding topics such as the following:
 - ❖ **TOPICS:**
 - the state's academic content standards;
 - the state's student academic achievement standards;
 - the state and local academic assessments including alternate assessments;
 - the requirements of Title I Part A;
 - how to monitor their child's progress, and how to work with educators;
 - ❖ **ACTIONS:**
 - Parent – Teacher Conferences
 - Parent Organization (Moms Care)
 - Parent Resource Guide
 - Parent Orientation Activities
 - Classroom Newsletters
 - Curriculum Nights

Pesticide Notice

The Academy is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests.

The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort. Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Additional applications may be necessary.

When pesticides are used, a notice will be posted on the front door and on the Academy website at least 48 hours prior to the application. In addition, a notice will be sent home with students.

In addition, the Academy maintains a list of parents/guardians who wish to receive notification via mail of pesticide applications. Those registered parents will receive notice from the Academy via first class, United States mail postmarked three days before the application. If you would like to request prior notification of the application of pesticides or herbicides, please see the school office. Parents who register for the notification must do so on an annually.

Parents/guardians may review the Academy's integrated pest management program and records of pesticide applications.

However, pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to review the school's integrated pest management plan or records of pesticide applications, please contact Patty Wood at (810)953-3140 or via email at: pwood@grandblancacademy.org.

Asbestos Hazard Emergency Response Act

A comprehensive AHERA survey of each school facility was performed in accordance with Asbestos Hazard Emergency Response Act (AHERA). The original reports were completed September 30, 2004. The purpose of the comprehensive survey was to identify, quantify and assess the Asbestos-Containing Building Materials (ACBM) present at this location. This survey satisfies the Local Education Agency's (LEA) obligations regarding asbestos assessment in accordance with 40 CFR 763, AHERA.

After this inspection was performed, a comprehensive Management Plan was prepared in order to comply with the requirements of the Asbestos Hazard Emergency Response Act.

The Management Plans detail:

- 1) Inspection and reinspection information and requirements.
- 2) Response Actions and Post-Response Action Activities.

Surveillance inspections and re-inspections have been performed in these facilities since the original surveys, in accordance with AHERA.

The Management Plans are available for review at the school office.

Mandated Reporter

All staff at the Academy is required by law to immediately report any and all suspected cases of child abuse or neglect to 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 material 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.

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

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.

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 (<i>even briefly</i>) | Feeling sluggish, hazy, foggy, or groggy |
| Shows mood, behavior, or personality changes | Concentration or memory problems |
| Can’t recall events <i>prior</i> to hit or fall | Confusion |
| Can’t recall events <i>after</i> 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.*

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

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.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

2017-2018 Acknowledgment

Compact

The success of Grand Blanc Academy's Code of Conduct depends on the support of each member of the school community. Working together, faculty and staff, parents and students can promote academic achievement and good character, and assure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of Grand Blanc Academy, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Code of Conduct

Grand Blanc Academy is dedicated to ensuring that communication between the school and parents is continual, on-going and uniform.

Principal

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission –rigorous academic learning.

As the parent of _____ I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to support and work with school staff to promote my child's learning

I have read the Code of Conduct and support the rules and expectations outlined herein.

Parent/Guardian Signature: _____ **Date:** ____/____/____

As an ALL STAR student of Grand Blanc Academy I pledge:

- | | |
|--|---------------------------------|
| ___ to put safety first | ___ to persevere |
| ___ to be there and ready | ___ to seek and tell the truth |
| ___ to always be respectful to myself and others | ___ to show courage |
| ___ to be responsible | ___ to exercise self-discipline |
| ___ to show kindness | ___ to be fair |
| ___ to value true friends | ___ to be a good citizen |
| ___ to ACCEPT and LEARN from the consequences of inappropriate behavior | |

Student Signature: _____ **Date:** ____/____/____