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SUMMIT ACADEMY NORTH HIGH SCHOOL HANDBOOK 2026-2027

Welcome to Summit Academy North High School!

The educational foundation you receive at Summit Academy North High School will, in many ways, determine your future academic path. It is up to you to make the most of the opportunities available.

It is the responsibility and obligation of the student to strive for and to meet the goals, which will lead to his/her success, and maintain an approach that is within the guidelines of Summit Academy North High School policies and procedures.

Superintendent Mr. Jason Hamstra

Principal: Ms. Erin Avery
Principal: Mr. Mike Bravo
Academic Dean: Mr. Brian Charlefour
Dedicated College Advisor: Mrs. Alyssa Zeigler
Athletic Director: Mr. Keith Stephens
Special Education Coordinator: Mrs. Catherine Griffin

The policies and procedures outlined in this handbook are intended to help you maximize your learning experiences and maintain a positive learning environment for all students and staff at Summit Academy North High School. The school administration, along with the faculty and staff, has high expectations for your involvement in the school community. The expectations require a high level of commitment and cooperation on your part. We trust that you are willing to accept the responsibilities and obligations of good citizenship that will enable you to enjoy a successful school year.

Acknowledgement

Please click here to complete the acknowledgement form after reviewing the student handbook and the parent compact.

Summit Academy North High School

Our Mission: To educate and empower our learning community through rigor and innovation to achieve personal excellence.

Our Vision: Summit Academy North is THE choice in education.

POLICIES & PROCEDURES

LENGTH OF SCHOOL DAY

Monday-Thursday…….7:45 am (Report to 1st Hour) – 3:00 pm (Dismissal)
Friday…….8:00AM to 12:15PM REMOTE

- Regular attendance is required by law, including all Friday hours.

ARRIVAL & DISMISSAL

All students are to arrange for their transportation before & after school. All students not participating in the sports program must be out of the building within 15 minutes of dismissal. In the event of an emergency or a documentable occurrence students may leave the building early if they are signed out in the front office by an adult that is listed on their emergency card. Please keep in mind that every time we have to release a student early we are disturbing the learning environment for all students, this is not recommended and will only be done at the administrators' discretion. **Persistent events of arriving late and/or leaving early is calculated as part of truancy.**

WEATHER ALERT

In the event of inclement weather and or hazardous conditions, the regular school schedule may be suspended to ensure student safety. It is the parent's/guardian's responsibility to monitor news reports via television and/or radio stations, and/or social media (please refer to our Summit Academy North Facebook page).

FIRE AND DISASTER DRILLS

Periodic fire and disaster drills are executed to ensure student's safety as they learn proper safety guidelines. Adequate practice and explanation for student success is provided in the classroom.

ATTENDANCE

Summit Academy North High School will enforce regular attendance. Regular class attendance is directly related to success in school. It is imperative that all students learn the importance of self-discipline, dependability, and punctuality. Absences and tardiness tend to disrupt the continuity of the instructional program. The time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's educational maturity.

The Summit Academy North High School staff expects every student to attend every class during the school day. If circumstances prevent a student from being in school, then he/she will be charged with an absence.

When a student has missed more than 10% of the school year at any point in time, DUE TO ANY REASON parents will be required to attend a conference to outline a plan to correct this problem. Failure to adhere to an agreed upon plan will result in a referral to the 34th District Court.

Long term-illnesses and/or family emergencies that necessitate absences will be reviewed by the Principal to determine whether or not class requirements have been fulfilled. Factors taken under consideration will be doctor's report, funeral, or court appearance.

Pre-Arranged absences should be reported to the office in a timely manner. **A pre-arranged absence form must be picked up from the office and signed by all their teachers and receive administrator approval a week before the absences begin.** Students are required to complete all missing assignments/work during this time. Students will receive one day to make-up for each day.

Doctor appointments, funerals for an immediate family member, and court appearances are the only acceptable reasons in the eyes of the law to be excused from school. Scheduled vacations are not an acceptable reason to miss school and are calculated as part of truancy.

In the event of a pre-arranged or unforeseen absence it is the responsibility of the student and parent to arrange homework requests with the classroom teacher.

The Michigan Compulsory School Law (MCL.380.1561) applies to all children ages 6-18 and states, any adult having "control a discharge of a child SHALL send the child to school the entire school year. The child's attendance SHALL be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. Failure to comply with the compulsory education act can subject a parent/guardian to criminal prosecution and, if convicted, up to 90 days in jail or a fine or both.

*****Students with excessive absences and tardies will be denied a work permit, the ability to participate in school functions and extracurricular activities including athletics and dances.**

*****SENIORS THAT ARE CONSIDERED CHRONICALLY ABSENT MAY LOSE THEIR PRIVILEGE TO PARTICIPATE IN SENIOR ACTIVITIES; THIS INCLUDES COMMENCEMENT EXERCISES, AND EARLY RELEASE.**

TARDY

Students are required to be in class on time. Classes will start at the sound of the bell and every classroom door will be closed on time for instruction to begin. Students are to wait outside the door quietly and wait for the teacher to invite them into the room. Tardiness to class, if not otherwise defined by the teacher, is not being physically in the room or in their seat when the tones ring. A tardy is characterized as lateness to class and defined as a disciplinary infraction. Students will be penalized for tardiness.

WITHDRAWAL/TRANSFERS

If a student finds it necessary to leave Summit Academy North High School or transfer to another high school, he/she must fill out an exit form, return all books, and pay all fines. An exit form may be obtained from the main office. Records will not be forwarded until all books have been returned and the exit form has been submitted and approved by the administration. Withdrawing a student prior to the end of a semester may result in lost credit for your child. Summit Academy North High School awards credits based on the completion of a full semester of successfully completed classes.

WORK PERMITS

All working students are required by the State of Michigan to have a work permit up to the age of 18 years old. Students may have work permits processed in the front office **after** the employer and parent/guardian portion is filled out. Please allow a 48- hour processing period.

Work permits may be denied to a student with poor attendance, behavior referrals, or failing grades. A student must be on track to graduate to obtain a work permit.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, cell, or work telephone number, or of a change in emergency information during the academic school year. Please also ensure that any relevant guardianship and/or custody information is also up to date in the office.

MEDICATION

Medication (prescription and/or "over the counter") must be stored in the main office and brought in by an adult. Before any medication may be administered to a student the appropriate medication documentation must be completed. This documentation requires a signature from both a parent and family physician. All medications have to be in the original container with correct dosage and directions on the label. Medications will be administered only if these guidelines are followed. Students may not carry any type of medication, including over the counter medication without a written directive from a medical professional that has been shared with the office.

MEAL PROGRAM

The State of Michigan approved the budget which included free breakfast and free lunch for all public school children for 2024-2025.

Families will create an account, order the free meals for each student using a detailed menu; at no charge. You will be required to complete a Household Survey as the State of Michigan and Michigan Department of Education want to know how many children are participating in the program.
Hot lunches, breakfast, and snacks are provided by a contracted service. It is the student's responsibility to make sure his/her lunch is pre-ordered..

Students and parents may NOT place orders from outside vendors to have food delivered. Any deliveries from outside vendors will be turned away. Summit Academy North will not be held responsible for any losses incurred.

***We have a CLOSED CAMPUS for lunch and students may not sign out.**

BUS RULES

These rules will be enforced while riding the bus:

- Be at the bus stop 5 minutes before pick up time. YOU ARE RESPONSIBLE FOR KNOWING WHEN YOUR BUS ARRIVES AND DEPARTS.
- Walk on and off the bus.
- Talk quietly on the bus.
- Stay in the seat.
- Eating and drinking are prohibited.
- Glass containers or bottles are prohibited.
- Show respect for other students and the bus driver.
- Keep hands and head inside the windows.
- Follow the driver's instructions.
- After arrival at school, students may NOT leave the school campus.
- Students are required to sit in assigned seats.
- No bus passes will be issued.

Students who wait in the after school bus room for their bus must be in the designated space by 3:15 p.m. Students arriving to the bus room after 3:15 p.m. will be denied entry and the ability to use transportation that day. Inappropriate bus room behavior will result in permanent removal from the bus. Rules include, but are not limited to:

- Arrive no later than 3:15 to the bus room
- No blankets
- No food
- No physical misbehavior
- Any other school rules or other rules implemented to ensure a safe and peaceful environment.

****STUDENTS THAT VIOLATE ANY BUS RULE WILL BE SUBJECT TO POSSIBLE TEMPORARY OR PERMANENT REMOVAL FROM THE BUS. RIDING THE BUS IS A PRIVILEGE.**

REPORT CARDS AND PROGRESS REPORTS

Summit Academy North High School participates in a digital report program. Report cards are generated quarterly and emailed to the email address on file for the student. If you do not have access to email, please call our office for assistance. **In addition, progress reports will be sent home with students biweekly. POWERSCHOOL MAY BE ACCESSED 24 HOURS A DAY AND WE ENCOURAGE PARENTS AND STUDENTS TO USE THIS RESOURCE.**

VISITORS

In accordance with our safety, health and wellness protocols parents and guardians are to pick up and drop off their students outside of the buildings. This includes the first day of school. Parents will be able to come into the building for meetings and to volunteer when prearranged appropriately. Parents who are picking up early or late will also wait outside of the building. If you need assistance, they are welcome to come into the building.

*****Visitors are required to have a current criminal background disclosure form on file.**

DIRECTORY INFORMATION

The School does not release directory information.

The School designates School-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile application/apps that will be utilized by the student educational purposes and for inclusion in internal email address books.

School-limited purpose(s) and to any person or entity but the specific online Educational Service Provider and internal users of the School's Education Technology.

The School Leader will also develop a list of uses for which the School commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for 1 or more of these uses. The form shall also be provided to a parent or legal guardian upon request. If an opt-out is signed and submitted to the School by a student's parent or legal guardian, the School shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is 18 or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

INCOMING CALLS

During instructional time all calls for students and teachers will be diverted to a message. We will not interrupt the classroom to put calls through to students or teachers during the school day. All parent contact with students during the school day must go through the main office.

***Cell phones are not allowed to be visible or on during class for any reason. Please call the office if you need to reach your child.**

ELECTRONIC DEVICES

Students may possess cell phones and wireless electronic communication devices (WCD) on school grounds during school hours, so long as such **devices are silenced** and absent in emergency situations which have been designated as police situations, imminent health threats, or administrative approval.

Students are prohibited from using WCDs to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity, without prior notice and explicit consent for the capture.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonestyNo cell phones or any other PED (personal electronic devices) ***visible during class***.

The school assumes no responsibility for theft, loss, damage, or vandalism to WCD's brought onto its property, or the unauthorized use of such devices. We will not investigate lost/stolen electronic devices. Students and parents are strongly encouraged to take appropriate precautions. Using a WCD in an unauthorized manner or in violation **will result in loss of this privilege**, additional disciplinary action, and/or confiscation, of the WCD.

If a device is confiscated it will be held in the office. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances where there is a reasonable suspicion that would require a search.

Confiscated devices will be released after parent contact.

STUDENTS MAY NOT SHARE THEIR WCD'S WITH OTHER STUDENTS.
CELL PHONES MUST BE OFF AND OUT OF SIGHT IN ALL CLASSROOMS. Cell phones MAY be used during a student's designated lunch period.

HEADPHONES ARE NOT ALLOWED TO BE VISIBLE DURING THE SCHOOL DAY, INCLUDING THE CAFE AND HALLWAYS.

FOOD & BEVERAGE CONSUMPTION

- Consumption of food and beverages shall be restricted to designated areas during designated times.
- **For the safety of the entire school population –NO GLASS containers** are allowed on school property.
- **Students or Parents may not bring food or order in food for students without administrator approval**.
- Food brought into the building once school has begun will be left in the office and the student will be given guidance as to where and when it may be consumed.

BOOK BAG

Safety is always our #1 PRIORITY! Students may ONLY CARRY CLEAR BACKPACKS. Students with personal needs may carry a "wristlet" NO BIGGER than 8in x 5in and must be flat.

Athletes will have a system with the athletic department for equipment bags specific to their sport. Small lunch bags and boxes are allowed in the lunchroom. No backpacks will be allowed in classrooms at any time. Failure to do so will result in disciplinary action.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled twice a year. If a parent should find it necessary to have further communication with a teacher or administrator, he/she should call the high school office and make an appointment. Parents are encouraged to address concerns in the classroom with the teacher first.

PROTECTIVE DEVICES

Sufficient eye and mouth protective devices are available to accommodate all classes or persons requiring them. All students are required to wear eye protection during lab experiments, certain athletic competitions, during gym class, when operating tools or at any other time designated by the classroom teacher.

LOCKERS

All lockers must be closed and locked with a school issued lock. All locker problems should be reported promptly to the office. Lockers should be kept neat and all articles must be removed prior to the last day of school.

Students may not change or share locker assignments without pre-authorizations from the office. Writing of any kind, use of tape, glue, or any other adhesive is not allowed inside or outside of the locker. Using stickers will be considered vandalism.

DISPLAYING POSTERS & PROMOTIONAL MATERIALS, ETC

All promotional materials, reminders, and other posters must be approved by the advisor of the organization and an administrator prior to displaying it in the school. The organizations shall be responsible for upkeep, removal, and disposal of materials posted.

FUNDRAISING

Only Summit Academy North High School clubs and organizations approved and regulated by the Student Council and Administration, may engage in fundraising activities. The purpose, nature, and date(s) of the fundraising activity must be approved before the activity can begin. Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the building Principal.

SELLING OR PURCHASING ITEMS

Students are not permitted to sell or purchase items on school grounds without prior approval from an administrator. Selling or purchasing items on school grounds without approval will be considered a disruption of the educational process.

Please Note: No Sales of Food on School Grounds
Selling food on school property is strictly prohibited. Additionally, any food brought into the building in quantities larger than what one person could reasonably consume will be confiscated. Parents will have 48 hours to retrieve any confiscated items. Further disciplinary action may be taken if necessary.

END OF UNIT ASSESSMENTS

Students will take a graded pre-assessment at the beginning of each unit. The students will also take graded quizzes throughout the unit to monitor progress. Before each assessment, students will receive a study guide that should be used to help prepare for the assessment. The assessments will be weighted in each classroom.

LATE WORK

Students will have one day to make up classwork for excused absences (an absence that a parent or legal guardian calls the office to excuse). All other work that is not turned in on the due date will only be accepted at the teacher's discretion.

DRESS CODE

Presently, Summit Academy North High School encourages modesty in daily dress and grooming habits. It is the responsibility of the individual student, his/her parents, and high school staff to follow the guidelines for appropriate dress within reasonable standards or social acceptance. It is expected that all students will come to school dressed modestly and with clothes that are clean and in good repair. It is also expected that all students will maintain the dress code throughout the entire school day without exception. Hoods, hats, or any head coverings are not permitted. If there is a religious reason or other unforeseen circumstance please contact administration.

Modesty and safety will always be a priority. If administration views any clothing as non-supportive to these guidelines, a student will be asked to modify, compliance is expected and appreciated. Ultimately, each building administrator makes the final decision on appropriate attire.

Stomachs must be covered at all times. Jackets MAY NOT be worn in classrooms. Shorts and/or skirts may not be worn with a hem that is higher than 3 inches above the knee.

Blankets are banned at Summit Academy North High School. They will be confiscated immediately and a parent will have 48 hours to pick it up with repeated violations leading towards more consequences including suspension.

Graphics/words/pictures/logos are expected to be school appropriate. This will be monitored and enforced through Administrative discretion.

FIELD STUDIES AND SCHOOL RELATED ABSENCES

Student field studies are an integral part of the educational process. All students are encouraged to participate.
Students attending field studies have responsibilities:

- Students are responsible for completing and submitting any missed assignments while attending a field study: missed assignments are due upon return to the classroom. A student is not exempt from being accountable for what is covered in classes while attending a field study. Students should expect to make-up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch. It is expected that a student obtains their work from the teacher ahead of time and attempts to meet the deadlines set by the classroom teacher.
- Students will abide by the student code of conduct, as well as any additional requirements concerning the field study.
- Students may be denied the opportunity to participate in field studies based on academic and behavioral standards.

Field studies to foreign countries, in and out of state, and overnight trips are all covered by this policy.

NOTE: Students who are failing a class may not be permitted to attend field studies, or other school related functions. Attendance and disciplinary record will also be considered.

ASSEMBLIES

During the year there will be opportunities to participate in assembly programs. Behavior at school assemblies will be courteous and responsible. Attendance at the assemblies is required unless otherwise specified. Misbehavior at an assembly or skipping a required assembly will result in disciplinary action.

TEXTBOOKS

Summit Academy North High School furnishes all necessary classroom textbooks. For identification, each book is numbered. Every student is responsible for the care of all textbooks assigned to them and is expected to return each book at the end of their participation in the course, or pay for any book lost, destroyed, stolen or mutilated.

FINES

Students are responsible for all materials issued to them during the course of the year. If these materials are lost or damaged, it is the student's responsibility to make restitution as soon as possible.

STUDENT RECORD-ACCESS & PRIVACY

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data directly relating to the student. Records, files, and data directly relating to an individual student shall be made available only with consent and notification of the student, parent, or guardian of the student under 18 years of age.

THE RIGHT TO ESTABLISH RULES

The board of a school district—"May exercise a power incidental or appropriate to the performance of any function related to the operation of the school district…including, but not limited to: providing for the safety and welfare of pupils while at school, on a school sponsored activity, or while in route to or from school or a school sponsored activity."

MICHIGAN CODE LAW---SECTION 1312 (8)

"A school district shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises."

SEARCH & SEIZURE PROCEDURE

To maintain order in the school and to protect students and school personnel, school authorities may search a student, lockers, desks and automobiles parked on school property under the circumstances outlined below. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and will remain, at all times, under the control of the school district, however, students are expected to assume full responsibility for the security of their lockers and desks.

Students should not expect privacy regarding items placed in or parked on school property, because school property is subject to search at any time by school officials. Based on **reasonable suspicion**, school authorities may inspect lockers, desks, computers, student computer files, and automobiles**.** (Be advised that these procedures also apply to visitors of Summit Academy North Schools).

Student failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal items may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SEARCH AND/OR SEIZURE DOES NOT REQUIRE PARENTAL CONSENT OR NOTIFICATION.

PARKING LOT

When dropping off your student please do not drive and/or park down the center lane of the parking lot; this space is for bus parking ONLY. Choose a designated parking spot to wait for your child, please do not double-park while waiting for them. All cars must be in a designated parking space.

If your child is driving their own car to school they must register their vehicle through the main office. There is a $10.00 charge and it is required that you show a proof of insurance to receive your parking hangtag. The parking lot is policed regularly and any cars without a registered hangtag will be ticketed.

An administrator has the right to revoke a student's parking hangtag privilege at any time a student proves to be unsafe.

STUDENTS MAY NOT DRIVE WITH OTHER STUDENTS IN THEIR VEHICLE WITHOUT EXPRESS WRITTEN PERMISSION BY THE PARENTS OF BOTH THE PASSENGERS AND DRIVER. FAILURE TO COMPLY WITH THIS RULE MAY LEAD TO THE REVOCATION OF THE PARKING PERMIT.

ONLINE COURSES

Summit Academy North High School offers a variety of online courses through several online learning providers. ANY STUDENT ENROLLED IN ANY ONLINE CLASS WHO DROPS THE ONLINE COURSE **AFTER** THE DROP DATE AS INDICATED IN THE "ONLINE COURSE SYLLABUS" WILL BE RESPONSIBLE FOR THE ENTIRE COURSE FEE AND MATERIALS. DROPPING A COURSE WILL ONLY BE APPROVED IN EXTENUATING CIRCUMSTANCES AND THE STUDENT'S PARENT/LEGAL GUARDIAN WILL BE RESPONSIBLE FOR THE COURSE FEE AND FEE FOR COURSE MATERIALS. IF A STUDENT FAILS AN ONLINE CLASS OR DOES NOT COMPLETE THAT CLASS, THE FAILING GRADE WILL BE REPORTED ON THE STUDENTS TRANSCRIPT AND WILL IMPACT THE STUDENTS ACADEMIC RECORD INCLUDING GRADE POINT AVERAGE.

GRADUATION REQUIREMENTS

Michigan Merit Curriculum Law Says Sec. 1278a (2)(2) A public school academy shall not award a high school diploma to a pupil unless the pupil has successfully completed, during grades K to 12, at least 2 credits that are grade-appropriate in a language other than English or course work or other learning experiences that are substantially equivalent to 2 credits in a language other than English, based on guidelines developed by the department. For pupils who graduate from high school, a pupil may partially or fully fulfill 1 credit of this requirement by completing a department-approved formal career and technical education program or curriculum or by completing visual or performing arts instruction that is in addition to the requirements under subsection (1)(a)(iv). The board of a school district or board of directors of a public school academy is strongly encouraged to ensure that all pupils complete at least 1 credit in a language other than English in grades K to 6. For the purposes of this subsection, all of the following apply: (a) American Sign Language is considered to be a language other than English. (b) The pupil may meet all or part of this requirement with online course work. Summit Academy North High School complies with the Michigan High School Graduation Requirements. Credit in high school is granted on the basis of ½ credit for each class a student is enrolled in per semester. Michigan Merit Curriculum requires 18 credits are required for graduation, to earn a diploma at Summit Academy North high school a student must earn 20 credits. The following is description of graduation requirements by departments:

Language Arts Department

4 credits of English

- 1 credit English 9 (9th Grade)
- 1 credit English 10 (10th Grade)
- 1 credit of English 11 (11th Grade)
- 1 credit of English 12 (12th Grade)

Mathematics Department

4 credits of Mathematics

- 1 credit of Algebra 1
- 1 credit of Geometry
- 1 credit of Algebra 2
- 1 credit of Mathematics courses

Science Department

At least 3 credits in science that are aligned with subject area content expectations developed by the department and approved by the state board under this section, **including completion of at least biology and either chemistry, physics, anatomy, or agricultural science, or successfully completing a program or curriculum that provides the same content as the chemistry or physics benchmarks, as determined by the department.** A student may fulfill the requirement for the third science credit by completing a department-approved computer science program or curriculum or formal career and technical education program or curriculum. The legislature strongly encourages pupils to complete a fourth credit in science, such as forensics, astronomy, Earth science, agricultural science, environmental science, geology, physics, chemistry, physiology, or microbiology. Michigan Merit Curriculum Law 380.1278b (5)(f)

3 credits of Science

- 1 credit of Science
- 1 credit of Biology
- 1 credit of Chemistry/Physics

Social Studies Department

3 credits of Social Studies

- 1 credit United States History
- ½ credit Government
- ½ credit Economics
- 1 credit World History

Physical Education Department

1 credit of Physical Education

- A student may earn a ½ credit of PE by completing two full seasons of Marching band or any varsity sport.
- ½ credit Health
- ½ credit of Physical Education courses

Online Credit

1. 1 credit of online learning experience

World Language and Fine Arts

- **1 credit of fine arts** (Art Department, Music Department, or Drama)
- One credit of world language
- One credit of world language and/or fine arts

College and Career Readiness

1. All students will apply to at LEAST one postsecondary opportunity
2. All students must complete 20 hours of Community Service
3. Students must complete their educational development plan in Naviance

Commencement is a planned, pre-approved event. Students that are behind on credit or delinquent on school associated fees or resources may not be approved to participate in commencement. In order to receive a College Preparatory Diploma from Summit Academy North High School a student must successfully complete the Michigan Merit Curriculum and 4 elective courses from Summit Academy North High School's Curriculum Guide.

For a complete guide please visit the MDE website:
http://www.michigan.gov/documents/mde/faq1_178592_7.pdf .

*Students that are off track from graduation, may earn credit back through Summit Academy North High school for a fee of $100.00 per credit, $50.00 per semester.

STUDENT BEHAVIOR CODE

Public education must play a vital role in the development of our democratic social environment, fostering recognition of the essential dignity of people, and their capacity to achieve self-realization. This Code of Behavior provides guidelines to achieve the kind of environment in which individuals can acquire the skills and the maturity, which will allow each to maximize his/her potential abilities. Delicate balance between the rights of individuals and the well-being of the whole community must be maintained if the school community is going to provide meaningful, pleasant educational experiences for students and staff. This requires recognition of the rights of others and the desire on the part of everyone to develop a spirit of respect and cooperation in a common cause; that being the best educational opportunity possible for all concerned.

Certain types of antisocial behavior listed, obviously cannot be tolerated if the goals stated previously are to be achieved. Individuals who continuously display behavior which constitutes a threat to the health or safety of others will be removed from the ordinary school environment and aided in seeking whatever counseling or behavior modifying treatment is available.

A list of actions or behavioral patterns considered detrimental to the atmosphere conducive to a quality education is also listed. Penalties suggested for offensive behavior is based on the concept that the penalties must be related to the offense and the action taken should be aimed at modifying behavior rather than being merely punitive. Due process procedures will be followed in situations involving disciplinary measures.

The School administration shall establish guidelines and procedures, as required by law, for student conduct that implement and carry out Board policy, and shall hold all School personnel, students, and parents responsible for the conduct of students at the School, in School vehicles, and at School-related events.

SUSPENSIONS

Any student that has violated the code of conduct and the violation has resulted in an out of school suspension will be banned from district property, transportation and school associated activities for the duration of the suspension. This includes transportation home on the day of the suspension. If a student is suspended out of school for 10 days or less, he/she will have the opportunity to make-up the work for the class activities missed, but not classroom participation/activities missed. The student is responsible for obtaining classwork on the day of his/her return to school.

EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS

Reference: MCL 380.1309; MCL 380.1312(8)&(9); MCL 37.1402; 20 USC §§ 5812, 5964, 5965, 7114, 7115, 7151; 42 USC § 290hh; State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012 [Note: MCL 380.1311a was held to be unconstitutionally overbroad in *Smith ex rel. Smith v Mount Pleasant Public Academy*, 285 F Supp 2d 987 (ED Mich, 2003).]

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to School rules as well as general provisions of law. Respect for the rights of others, consideration of their privileges, and cooperative citizenship also shall be expected of all members of the School community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the School.

The designated School Leader shall establish guidelines to carry out Board policy and philosophy, and shall hold all School personnel, students, and parents responsible for the conduct of students at the School, in School vehicles, and at School-related events.

This Policy shall be included in the code of student conduct, which shall be reviewed periodically. This Policy shall comply with all applicable law. Any conflict between this Policy and applicable law shall be resolved in favor of applicable law.

The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly School environment which is, in part, reflected in the behavior of students.
The Board requires each student of this School to adhere to the Code of Conduct established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior;
- Respect the person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged;
- Respect the rights of others;
- Obey authority and respond to those who hold authority.

School administration shall develop guidelines for student conduct that carry out the purposes of this policy and respect the individual rights constitutionally guaranteed to students.

School administration shall designate sanctions, excluding corporal punishment, for the infraction of rules which shall:

- Relate in kind and degree to the infraction;
- Help the student learn to take responsibility for his/her actions;

- Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Role of Restorative Practices in Suspension and Expulsion

The Board or its designee shall consider using restorative practices as an alternative or in addition to suspension and expulsion. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Restorative practices may include victim-offender conferences that:

A. Are initiated by the victim.
B. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen years old, by the victim;
C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school

community, and supporters of the victim and the offender (the "restorative practices team");
D.Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.
E.May result in an agreement signed by all participants which includes selected consequences and the time limits for their completion.

Generally, restorative practices will be given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

In addition, before suspending or expelling a pupil for any of the following offenses:

A.Committing a physical assault against another pupil at school (as defined by MCL 380.1310);

B.Committing a gross misdemeanor (as defined by MCL 380.1311(1));

C.Possession of a dangerous weapon, committing criminal sexual conduct on school grounds, or committing arson on school grounds (as defined by MCL 380.1311(2)); or

D.Committing an assault against an employee, volunteer, or contractor (as defined by MCL 380.1311a)

The Board of its designee, as applicable, shall consider each of the following factors:

A.The student's age.
B. The student's disciplinary history.
C.Whether the student is a student with a disability.
D.The seriousness of the violation or behavior committed by the student.
E.Whether the violation or behavior committed by the student threatened the safety of any other student or staff.
F.Whether restorative practices will be used to address the violation or behavior committed by the student.
G.Whether a lesser intervention would properly address the violation or behavior committed by the student.

The method used for consideration of these factors is at the sole discretion of the Board or its designee. However, in exercising discretion with regard to a suspension of more than 10 days or and expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its applicable designee can demonstrate that it is considered each of the factors above. Accordingly, in such cases, the Board or its applicable designee shall make a written record of its consideration of each of the factors listed above.

Persistent Disobedience or Gross Misconduct

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

The School Board recognizes exclusion from the educational programs of the School, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process, since exclusion deprives a child of the right to an education. The School Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment,

SUSPENSIONS CONTINUED

and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) of a student from a regular School program. The designated school leader may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the School. Students who are expelled may petition for reinstatement as provided below.

The School Leader may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

No student, otherwise eligible for attendance, shall be excluded from a School program, unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by The designated school leader. A student so removed may not be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the designated school leader as its representative at any hearings regarding the appeal of a suspension.

The School Board or their designee may either suspend a student for a period longer than ten (10) days or expel him/her.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

The designated School Leader shall develop guidelines to implement this policy that shall include the following:

- Strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the School's core curriculum;
- Standards of behavior for all students in accordance with School Board policy on student discipline;
- Procedures that ensure due process; and
- Provision for make-up work at home, when appropriate.

POSSIBLE PERMANENT EXPULSION

The Board will not tolerate behavior that creates an unsafe environment**,** a threat to safety, or undue disruption of the educational environment.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under federal law.

Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, the Board shall permanently expel a student in grade six or above if that student commits physical assault at the School against a staff member, a volunteer, or a contractor.

SUSPENSIONS CONTINUED

Unless a different determination is made after consideration of the factors identified above, the Board shall suspend

or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at the School against another student.

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

Unless a different determination is made after consideration of the factors identified above, the Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel at student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a School employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

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

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

Weapons, Arson, Criminal Sexual Conduct

In compliance with state and federal law, and unless a different determination is made after consideration of the factors identified above, the Board shall expel any student (unless as noted below) who possesses a dangerous weapon, other than a firearm, in the School's weapon-free school zone or commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other School transportation.

In compliance with state and federal law, the School shall expel any student who possesses a firearm in the School's weapon-free school zone in violation of State law, unless the student can establish mitigating factors as explained below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The Board may, but is not required, to expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following to the satisfaction of the School Board:

- The object or instrument was not possessed for use as a weapon, or for direct or indirect) delivery to another person for use as a weapon;
- The weapon was not knowingly possessed;
- The student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- The weapon was possessed at the suggestion, request, direction of, or with the express permission of the designated school leader or the police.

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

SUSPENSIONS CONTINUED

The above exceptions will not apply to student misconduct involving sexual conduct or arson. For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the School Leader shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral.

Furthermore, if a student who is expelled is below the age of sixteen (16), the designated school leader shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court.

In compliance with federal law, The designated school leader shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the School. In addition, The designated school leader shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the School's weapon-free school zone, together with the name of the School, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

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

A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the designated school leader.

E. Within ten (10) school days, the designated school leader shall submit the request, together with any other information he/she deems pertinent, to a School Board appointed committee consisting of two (2) Board members, a school administrator, a teacher, and a School-parent representative.

F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the School Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following:

1. The extent to which reinstatement would create a risk of harm to students or School staff; 2. The extent to which reinstatement would create a risk of School or individual liability for the

School Board or School staff;
3. The age and maturity of the student;
4. The student's school record before the expulsion incident;
5. The student's attitude concerning the expulsion incident;
6. The student's behavior since the expulsion and the prospects for remediation;
7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:

   a. abide by a behavior contract involving the student, his/her parents, and an outside agency;
   b. participate in an anger management program or other counseling activities;
   c. cooperate in processing and discussing periodic progress reviews;
   d. meet other conditions deemed appropriate by the committee;
   e. accept the consequences for not fulfilling the agreed upon conditions.

8. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The School Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this School, in making its decision, the School Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition or upon any standards and with any procedures it determines appropriate under the circumstances.

The School Leader shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

IN-SCHOOL DISCIPLINE

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the designated school leader for offenses found in the Student Code of Conduct.

The designated school leader is to establish guidelines for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See BP 5630.01)

DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the School's disciplinary procedures.

To better ensure appropriate due-process is provided to a student, the School Board establishes the following:

SUSPENSIONS CONTINUED

Students subject to short-term suspension except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The designated school leader or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the designated school leader whose decision will be final.

Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and must also be given an opportunity to appear before the School Board or designee, with a representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the School Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

The designated school leader shall develop guidelines to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the School Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or School through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
B. quell a disturbance threatening physical injury to self or others;
C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the School contracts for services.

The designated school leader shall provide guidelines, including a list of alternatives to corporal punishment.

REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

The School shall abide by federal and state laws in matters relating to discipline, suspension, and expulsion of disabled students.

Revised 7/19

Summit Academy North

Code of Conduct

	Violation	Definition	Minimum	Maximum
1	Possession of a dangerous weapon in a weapon-free zone; Commission of rape	As defined by State and Federal law	Expulsion	Expulsion & referral to Civil Authorities
2	Striking a teacher, school employee, or person permitted to be present	The act of physically striking a teacher, school employee, or a person lawfully authorized by the building administration to be present	K- 2nd 1 day suspension 3-5th 5 day suspension 6th-12th 10 day suspension	Expulsion & referral to Civil Authorities
3	Truancy	Willful absence from school	Parent/guardian conference	Expulsion & referral to Juvenile Authorities
4	Smoking/Possession	Smoking or using e-smoking devices, using Tobacco, or alternative cigarette options, or possessing any substances containing Tobacco or nicotine in any area under the control of a school district including any activities or events supervised by the school district.	K-3 1 Day Suspension 4-12 5 Day Suspension	Expulsion & referral to Civil Authorities
5	Possession/use of fireworks, explosives, matches, lighters or any other flammable material or irritants	The act of possessing, using, or threatening to use the preceding items or other such items capable of causing bodily harm or physical discomfort	1 day suspension	Expulsion & referral to Civil Authorities
6	False fire alarm	The act of initiating a fire alarm or reporting of a fire or other emergency without just cause	K-5th Restorative Conference 6th-12th 5 day suspension	Expulsion & referral to Civil Authorities
7	Arson	The willful burning of or attempt to burn any property of Summit Academy North and/or its employees, students or visitors	Referral for expulsion	Expulsion & referral to Civil Authorities

8	Possession, use, or intent to use illegal, tools not meant as Weapons, toy weapons or objects made to look like weapons or dangerous weapons not included in #1.	The act of possessing and/or pretending to possess, using, or threatening to use any weapon or instrument capable of inflicting bodily harm, as stated in State and/or Federal statute, but not limited to it	1 day suspension	Expulsion & referral to Civil Authorities
9	Use, possession, sale, or under the influence of alcohol and or its paraphernalia.	The act of possessing, pretending to possess, consuming, selling, or being under the influence of alcohol	3 day suspension	Expulsion & referral to Civil Authorities
10	Use, possession, sale, or under the influence of illegal drugs or misuse of prescription or non prescription drugs, or their paraphernalia.	The possession or pretending to possess, use, sale or being and/or pretending to be under the influence of stimulating, depressing, or behavior-altering substances (without a prescription) or the possession of drug related paraphernalia	3 day suspension Referral to authorities	Expulsion & referral to Civil Authorities

11	Vandalism	The act of willfully abusing, destroying, damaging, or tampering with property of the school and/or its employees, students, or visitors	1 day suspension	Expulsion & referral to Civil Authorities
12	Extortion	The act of verbally or by gesture threatening the well-being, health, or safety of any person for money, services, or items of value	K-5th 1 day suspension 6th-12th 3 day suspension	Expulsion & referral to Civil Authorities
13	Intimidation	The act of verbally or by gesture, drawing or writing threatening the well-being or health of another individual; defaming another individual	Restorative Conference	Refer to Civil Authorities
14	Stealing or possession of stolen property	The act of taking or acquiring the property of others without their consent	1 day suspension	Expulsion & referral to Civil Authorities
15	School threat	The verbal or written act of threatening the safety of	10 day suspension	Expulsion & referral to

		the school.	Referral to Civil Authorities	Civil Authorities
16	Conduct detrimental to the normal and safe operation of school business	Any willful act which results in the disruption of the normal and safe operation of school business including during transportation to and from school sponsored activities and from school, cafeteria, hallways, rest rooms and any other campus locations.	Teacher Conference	Expulsion & referral to Civil Authorities
17	Cellular phones	Students may possess cell phones and other electronic devices during the school day, however phones must be turned off or silenced during instructional time at all grade levels. **Elementary and Middle School students:** Phones should stay off and stored away in a backpack or locker for the entire school day, including recess and lunch. **High school students:** Phones must be off and out of sight during class time but may be used between classes, during lunch, and before/after school.	Restorative Conference/Confiscation of device	Expulsion & referral to Civil Authorities
18	Insubordination	Disrespect, harassment, or the willful failure to comply with reasonable requests of authorized school personnel	Restorative Conference	5 day suspension
19	Gross insubordination	Gross disrespect, gross harassment, or the willful failure to comply with reasonable requests of authorized school personnel	K-12 1 day suspension	Expulsion & referral to Civil Authorities
20	Profanity or obscenity	The act of using profane or obscene communication (i.e. written, oral, pictures, etc.)	Restorative Conference	10 day suspension

21	Disruption of the education process	Any willful act or refusal to act that directly or indirectly results in the disruption of the normal educational process	Restorative Conference	Expulsion & referral to Civil Authorities

22	Indecent behavior	Any willful act or refusal to act using modesty and/or discretion that directly or indirectly results in the disruption of the normal educational process	1 day suspension	Expulsion & referral to Civil Authorities
23	Racial, ethnic slurs	To insult, call derogatory names, or verbally abuse a person because of race or ethnicity	K-3rd Parent/guardian Conference 4th-12th 1 day suspension	Expulsion & referral to Civil Authorities
24	Fighting/assault	An act involving hostile bodily contact and the intent to cause physical harm either individually or in a group.	K-5th 1 day suspension 6th-8th 5 day Suspension 9th-12th 10 day suspension	Expulsion & referral to Civil Authorities
25	Disruptive physical behaviors, intentional or unintentional	An act involving bodily contact	Teacher Conference	3 day suspension
26	Gambling	The act of betting money or other consideration on the outcome of a game, contest, or other event	Restorative Conference	Expulsion & referral to Civil Authorities
27	Persistent violation of school rules/code of conduct	The repeated violation of one or more school rules/code of conduct violations/school policies, such as: backpack policy, dress code, attendance, classroom expectations, etc.	Restorative Practices	Expulsion & referral to Civil Authorities
28	Dress code violation	Improper attire according to the dress code	Teacher Conference Immediate compliance	1 day suspension
29	Sexual harassment	Any unwelcome sexual advance, request for sexual favors, or other physical or gender-based, intimidating activities	K-3rd Conference 4th-12th 1 day suspension	Expulsion & referral to Civil Authorities
30	Inappropriate behavior	Any behavior not described in the Code of Conduct or any school policy, which the administrator determines to be inappropriate	Restorative Conference	Expulsion & referral to Civil Authorities

31	Instigating. Promoting, or videotaping any action that violates the code of conduct	Using social media, video and/or images and/or prompting, encouraging, or challenging students to violate code of conduct.	Restorative Conference	Expulsion & referral to Civil Authorities
32	Academic Dishonesty	Cheating, plagiarism, tampering with grades, and/or freely and knowingly allowing other students to copy or cheat. Being in possession of unauthorized curriculum materials.	Teacher Conference	Expulsion & referral to Civil Authorities

33	Skipping Class/Lunch	Not being in your regular scheduled class/lunch at the scheduled time without appropriate permission and documentation	Restorative Conference	Expulsion & referral to Civil Authorities
34	Bullying/Harassment	Repeatedly using an imbalance of power to threaten, spread rumors, attack physically/verbally/emotionally, or excluding someone from a group with intent.	Restorative Conference	Expulsion & referral to Civil Authorities
35	Failure to report, cooperate, or assist in a school investigation.	Knowingly withholding information that is detrimental to the safety of the student body or directly or indirectly results in the disruption of the normal educational process.	Restorative Conference	Expulsion & referral to Civil Authorities
36	False Identification	Using another person's identification or give false identification for any person.	Restorative Conference	Expulsion & referral to civil authorities.
37	Leaving school without permission	Leaving the school building, classroom, café, assigned area, or campus, without permission from authorized personnel.	Restorative Conference	Expulsion & referral to civil authority.
38	Loitering	Remaining or lingering on school property without a legitimate purpose and/or without proper authority.	Restorative Conference	Expulsion & referral to civil authority.

39	Possession of inappropriate personal property	Possessing personal property that is prohibited by school rules or that is disruptive of student learning, including to but not limited to pornographic, or obscene material, laser lights, or personal entertainment devices.	Restorative Conference	Expulsion & referral to civil authority.

Disciplinary consequences are progressive and based on the student's discipline history. Restorative practices will be considered in all disciplinary situations.

INTERNET SAFETY & ACCEPTABLE USE POLICY

Parents and Students: This agreement outlines the rules for responsible use of the district provided technology at Summit Academy North. Please read this with your child. In order for your child to access district provided technology, we require that this agreement be read and that parents and students sign the acknowledgement page. District provided technology includes but is not limited to the use of Internet, local area network, wide area network, digital still cameras, scanners, video cameras, projectors, electronic whiteboards, disc duplication equipment, printers, plotters, hard drives, computers, laptops, projector screens, monitors, mice, keyboards, cables, speakers, sound systems, headphones, sound or video editing equipment, microphones, TVs, VCRs, DVD players, portable stereos, telephones, fax machines, copy machines, overhead projectors, Chrome Books, tablets and software. Summit Academy North will take measures to protect students from accessing inappropriate communications. Summit Academy North will provide each student with training in the proper use of district provided technology. Additionally, Summit Academy North will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The use of district provided technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

As a student I agree to the following:

1. The use of all district provided technology will be used to support research and education. 2. Students are responsible for proper behavior while using district provided technology. The same general school rules for behavior and communication apply.
3. The school has the right to, and does, monitor all activity, E-Mail correspondences, and material transmitted or received by students on district provided technology.
4. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material.
5. Students must respect all copyrights.
6. It is prohibited to use someone else's Logon ID or to access another person's files.
7. Students will protect the privacy of their username and password.
8. Students will immediately notify a staff member if they have accessed something questionable or have found equipment in disrepair.
9. Students will not participate in any action that may be considered damaging to the integrity of district provided technology as determined by the Technology Department.
10. Students will not install software on school computers.
11. Violation of this agreement may result in disciplinary action including loss of privileges, financial restitution for damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. The Summit Academy North staff and Board of Directors are solely responsible for deciding what constitutes appropriate use and what defines acceptable content. Due to the unregulated and ever changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.

Bullying and Other Aggressive Behavior Toward Students Policy

Reference: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

It is the policy of the School to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the School, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the School and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The School Leader is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the School reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the School Leader or assistant School Leader. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator, Educational Service Provider or Board official. Complaints against the building principal should be filed with the School Leader. Complaints against the School Leader should be filed with the Educational Service Provider.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Educational Service Provider and/or School Leader or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Educational Service Provider and/or School Leader will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the School Leader. The School Leader shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training

The School Leader shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The School shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The School shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The School shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the School.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the School's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the School.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in School business, and others not directly subject to school control at inter district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517;
Hazing, see Policy 5516.

Adopted 8/1/11
Revised 5/21/12; 6/16/14; 08/13/15, 6/29/17, 08/01/18

GRADING

Summit Academy North High School operates on a 4-point scale. Students receive grades every 10 weeks. A 5-week interim report is given halfway through each marking period. Grades will be based on production of documents, completion of projects, and quizzes/tests. Each assignment will be assigned a point value; points will be deducted for assignments not completed or lacking elements. Report card grades will be based on the percentages discussed below:

A	100-94
A-	93-90
B+	89-86
B	85-83
B-	82-80
C+	79-76
C	75-73
C-	72-70
D+	69-66
D	65-63
D-	62-60
F	59-0

EXTRACURRICULAR ACTIVITIES

****ALL STUDENTS ARE EXPECTED TO BE PICKED UP IMMEDIATELY FOLLOWING ANY SCHOOL SANCTIONED EVENT. FAILURE TO COMPLY COULD RESULT IN EXCLUSION FROM FUTURE AFTER SCHOOL EVENTS.**

Participation in a graduation ceremony or extracurricular activity is a privilege. Students who fail to follow the school policies, school rules, or guidelines of a graduation ceremony or extracurricular activities may be excluded from the activity. Students that are behind in credit will not be permitted to participate in school sponsored extracurricular activities.

Non-Core curricular and extra-curricular activities, opportunities and programs are privileges and not rights. The administration reserves the right, in its sole discretion, to deny or revoke a student's eligibility to participate or continue participating in any such activity, opportunity or program based upon the student's past and current academic and/or behavioral record, the safety of the student, or the safety of other students and/or participants. A student's record can also be the basis for imposing conditions upon a student's participation or continued participation in any such activity, opportunity or program. The administration's determination in such matters will be final and not subject to appeal.

Students must be on track for graduation in order to be able to participate in assemblies, athletic events, dances and

any other school sponsored event.
Students must be present at school for the full session to be able to participate in evening events. If the event is on the weekend (including but not limited to Prom and Homecoming), the student must attend the full day of school preceding the event to be able to participate the following day. Students not in attendance the day preceding a weekend/holiday event and/or not in attendance the day of an evening event will not be admitted to the event. Students who have been suspended will not be able to attend off site field trips and fundraisers.

AS A MINIMUM STANDARD, STUDENTS ARE NOT ELIGIBLE TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES IF THEY ARE NOT ON TRACK TO GRADUATE.

Athletic Program

All Sports listed below are available to students when entering Summit Academy North High School. The Athletic Program is directed toward students who wish to participate in a higher competitive level of sports activities.

Before an athlete can participate in a specific sport, the student must complete and return the forms listed below to the athletic office.

1. M.H.S.A.A. (physical exam card signed by physician and parent)
2. Medical Treatment Release Form
3. Athlete/Parent acceptance of the Athletic Student Handbook of Rules and Regulations
4. Sports Participation Fee Paid before the first athletic contest

National Honor Society

The National Honor Society is an organization for academically superior students who also render a service to their fellow students and community. They participate in activities such as formal school functions. Meetings are held each month or when needed.
Membership in local chapters is an honor bestowed upon a student by the faculty based on outstanding scholarship, character, leadership, and service. Qualified students are invited to fill out an application.

Student Council

The Student Council is an active part of Summit Academy North High School. The membership of Student Council represents all grade levels at the high school. This organization is active in development and implementation of student programming (dances, Spirit Week, talent show, guest speakers) as well as school wide and community outreach. The Summit Academy North High School Student Council is an integral component of the programming at the middle school.

Yearbook

The Yearbook is an active part of Summit Academy North High School. The membership of yearbook represents all grade levels at the high school. This organization is active in capturing all of the memories created at Summit Academy North High School. Yearbook students should also possess strong leadership, writing, editing, and composition skills.

Fine Arts

Symphonic Band, Marching Band, Percussion, Drama, , etc.

CHARACTER BUILDING: THE GUIDING PRINCIPLES

Character building should be part of any student's education. We here at Summit Academy North believe that students must achieve high levels of success not only academically, but they must also become effective citizens as part of our school and community. It is essential that we provide all of our students with positive interpersonal communication skills that will help them to achieve high levels of trustworthiness, diligence, honesty, integrity, and personal responsibility. They must also become exposed to the essential qualities that help to develop caring, loyal, and fair individuals who respect, value, and encourage one another and themselves. As educators, it is our responsibility to make sure that

we not only provide a safe and caring learning environment for our students, but as a school and community, we must also become a catalyst for personal growth, which will help our students to develop their ultimate potential as successful members of society.

TITLE 1 LEARNING PARTNERSHIP BETWEEN SCHOOL AND HOME

Our Agreement for Achievement

This mutual agreement will serve as a sign of our commitment for establishing and maintaining our shared responsibilities for student learning and student achievement between school and home. The purpose of this agreement is to clarify each partner's responsibilities in our strife for educational equity and excellence for all students.

Parent/Guardian Commitment:

I want my child to be successful in school. Therefore, I promise to do all of the following:

- Our child will arrive at school every day by 7:50 am.
- Our child will remain at school for the entire school day.
- Our child will be at all recovery or summer school programs as needed.
- Our child's homework will be checked every evening.
- Our child will always know that we are available to them for any concerns. This also means that we will call in to notify the school of our child's absences.
- Our child will always follow the Summit Academy North dress code.
- Our child will follow the Summit Academy North Code of Conduct so as to protect the safety, interests, and rights of all individuals in the classroom. We will be responsible for our child's actions. ▪ Our child will be encouraged and supported when participating in extracurricular activities. ▪ Our child will be provided with an adequate environment for homework assignments. ▪ I/We will review all school-to-home communications and respond promptly
- I/We will recognize and praise my child's efforts and progress.

Student's Commitment

I fully commit to Summit Academy North High School in the following ways:

- I will arrive at school every day by 7:50 am.
- I will remain in school for the entire school day.
- I will come to class ready to learn with a positive attitude
- I will always work, think and behave in the most acceptable ways, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, and I will dress for gym class every day. Furthermore, I will raise my hand and ask questions in class if I need help understanding.
- I will always make myself available to parents and teachers and respond to concerns they may have. If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of individuals in the classroom. This also means that I will always listen to all my Summit Academy North teammates and give everyone my respect.
- I will always follow the Summit Academy North Dress Code.
- I am responsible for my own behavior, and I will follow all school rules.
- I will be at all recovery or summer school programs as needed.

Teacher's Commitment

We want your child to be successful. Therefore, we promise to do all of the following:

- Provide a positive learning environment where each child will begin to be responsible for his or her own learning.
- Set high teaching standards for ourselves which promote Summit Academy North's and the States' standards and objectives.
- Deliver a high quality, appropriate curriculum through motivation and interesting learning experiences.

• Teach effective study skills and strategies to ensure retention of learning.
• Show that we care about all students and respect the uniqueness of all students and their families. • Address each student's needs and encourage individual talents.
• Build self-esteem by helping each student become high achieving.
• Notify the parent(s)/guardian(s) as soon as a tardy, attendance, behavior or academic problem develops through notes or phone calls.

• Help parents to support learning and positive behavior at home.
• Support the school's code of conduct and efforts to make Summit Academy North a safe and peaceful learning environment by not tolerating any type of harmful/hurtful behavior.
• Establish an "open door policy" and warm atmosphere for parents/guardians during classroom visits and when participating in activities.

Administrator's Commitment

We want all students to be successful. Therefore, we promise to do all of the following:

• Uphold the code of conduct and efforts to make Summit Academy North a safe and peaceful learning environment so all students can focus their energy on learning. In doing this, we will hold high standards when dealing with any situation.
• Frequently observe each classroom to make sure that a high quality, appropriate curriculum is being taught to all students.
• Frequently review Summit Academy North's curriculum and instruction to make sure that all necessary state-mandated curriculum items are being taught.
• Maintain open administrator/parent communication when there are concerns about tardies, attendance, academic or behavioral issues.
• Be a resource to all students, parents and staff members when support and information is needed. • Establish an "open door" policy and warm atmosphere for parents/guardians during school visits and when participating in school activities.
• Will continue to strive to make Summit Academy North the best learning environment for all students.

Acknowledgement

Please click here to complete the acknowledgement form after reviewing the student handbook and the parent compact.

Please note that all Summit Academy North students must follow the most updated COVID-19 related guidelines and expectations.