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2023-2024



**Summit Academy
North
Elementary
School**



Elementary School Handbook

WELCOME

Welcome to Summit Academy North Elementary School!

Summit Academy North Elementary School has been a member of the North Central Association of Secondary Schools and Colleges since 1998. The standard set by this agency ensures that member schools provide policies and procedures that create a climate that is consistent with quality education.

The educational foundation you receive at Summit Academy North Elementary 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 Elementary School policies and procedures.

**Summit Academy North Elementary School
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Romulus, MI 48174**

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Director	Mrs. Brenda Vandercook
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Superintendent

Mrs. Leann Hedke

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 Elementary 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.

2023-2024 SCHOOL CALENDAR

Tuesday, September 5, 2023 - First Day of School - Half Day

Friday, September 22, 2023 - No School - PD Day

Tuesday, October 31, 2023 - Half Day

Wednesday, November 1, 2023 - No School

Tuesday, November 7, 2023 - No School - PD Day

November 22-24, 2023 - Thanksgiving Break

December 25-29, 2023 - Winter Break

January 1-5, 2024 - Winter Break

Monday, January 15, 2024 - No School - Dr. MLK Day

Friday, February 16, 2024 - No School - PD Day

February 19-20, 2024 - Mid-Winter Break

March 25-29, 2024 - Spring Break

Friday, May 3, 2024 - No School

Friday, May 24th, 2024 - No School - PD Day

Monday, May 27, 2024 - No School- Memorial Day

Thursday, June 13, 2024 - Last Day of School - Half Day

TABLE OF CONTENTS

WELCOME		I
2021-2022 SCHOOL CALENDAR		III
I. SCHOOL MISSION		1
II. SCHOOL PROFILE		2
RIGHT TO ESTABLISH RULES	2	
ENROLLMENT POLICY	2	
VISITORS	3	
III. SCHOOL CULTURE		4
CHARACTER BUILDING – THE GUIDING PRINCIPLES	4	
POSITIVE ACTION	4	
SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)	4	
BUS RULES	5	
IV. ACADEMIC POLICIES & PROCEDURES		6
GRADING	6	
END OF UNIT ASSESSMENTS	6	
LEARNING PARTNERSHIP BETWEEN SCHOOL AND HOME	6	
REPORT CARDS AND PARENT/TEACHER CONFERENCES	8	
TEXTBOOKS	8	
HOMEWORK REQUEST	9	
V. DISCIPLINE		10
MICHIGAN CODE LAW---SECTION 1312 (8)	10	
CODE OF CONDUCT	10	
BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS	14	
VI. DRESS CODE AND PLANNERS		28
DRESS CODE	28	
BOOK BAG	29	
PLANNER USAGE	29	
VIII. SCHOOL DAY POLICIES & PROCEDURES		30
ATTENDANCE	30	
TARDY	30	
WITHDRAWAL/TRANSFERS	31	
ARRIVAL & DISMISSAL	31	
WIRELESS ELECTRONIC COMMUNICATION DEVICES	31	
ASSEMBLIES	32	
MEAL PROGRAM	32	
FOOD & BEVERAGE CONSUMPTION	32	
MEDICATION	32	
FIELD TRIPS	32	
MCKINNEY-VENTO (HOMELESS) ACT	33	
VIII. SAFETY & SECURITY POLICIES & PROCEDURES		34
FIRE AND DISASTER DRILLS	34	
EYE PROTECTIVE DEVICES	34	

	INCOMING CALLS	34	
	INTERNET SAFETY & ACCEPTABLE USE POLICY	34	
	SEARCH & SEIZURE	35	
	WEATHER ALERT	36	
	VISION AND HEARING SCREENINGS	36	
	HEALTH AND WELLNESS	36	
IX.	STUDENT RECORDS		37
	STUDENT RECORDS	37	
X.	GENERAL SCHOOL INFORMATION		45
	NONDISCRIMINATION POLICY	45	
	TITLE IX DISCRIMINATION	45	
	ACCOMMODATING INDIVIDUALS WITH DISABILITIES	46	
	EQUAL EDUCATION OPPORTUNITIES	46	
	CHANGE STUDENT INFORMATION	46	
	FINES	47	
	FUNDRAISING	47	
	DISPLAYING POSTERS & PROMOTIONAL MATERIALS, ETC.	47	
	ACKNOWLEDGEMENT PAGE		48

I. SCHOOL MISSION

Summit Academy North Elementary School

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

Our Vision: Summit Academy North is THE choice in education



II. SCHOOL PROFILE

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 enroute to or from school or a school sponsored activity.

ENROLLMENT POLICY

The enrollment process must be completed by a parent or legal guardian. For kindergarten and above, students must be five (5) years old by December 1 for the enrolling school year.

Required documents to be presented to the school secretary upon completion of the enrollment process:

- Original birth certificate (with raised seal), student passport, or visa
- Official immunization records
- Kindergarten Enrollment: Health Appraisal/Vision Screening
- Address of the school your student last attended (report cards and transcripts are helpful)
- Certified copies of court orders or placement papers, if applicable (i.e., Appointment of Legal Guardianship, Divorce Decree, etc.)
- Driver’s license of Parent/Legal Guardian, passport, or visa
- Proof of residency documents such as:
 - Homeowner: purchase agreement, closing papers, or deed
 - Renter: Current lease or rental agreement
 - Property tax statement

AND

- Two (2) different current utility bills: gas, electric, cable TV, or landline phone bill with the name

Summit Academy admits students without regard to race, color, nationality, religion, sex, sexual orientation, disability, status of being homeless, immigration status, and actual or potential marital status or parental status, including pregnancy to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, religion, sex, sexual orientation, disability, status of being homeless, immigration status, and actual or potential marital status or parental status, including pregnancy in administration of its educational policies, admission policies, services, scholarships, athletics, and other school-administered programs.

VISITORS

Volunteers are required to have current criminal background disclosure form on file
Visitors are welcome at our school, and we encourage involvement in your student's education. We do, however, require that you please stop at the office to sign in and receive a visitor's sticker in order to maintain a safe and orderly building.

Presently, in alliance with our restrictions and safety protocols, we are not permitting visitors that are not approved volunteers in the school building.

III. SCHOOL CULTURE

CHARACTER BUILDING THE GUIDING PRINCIPLES

Character building should be part of any student's education. We here at Summit Academy North Elementary School 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.

POSITIVE ACTION

Positive Action is a child-centered school climate program built around self-concept enhancement. Each lesson is 15-20 minutes and is taught three to four times per week. Positive Action is designed to promote total wellness, emotional regulation and a healthy lifestyle. Students develop personal potential, responsibility, understanding, social skills and strategies for creative problem solving. Students are taught that if you think positive thoughts, then you will do positive things and it will make you feel positive/good about yourself. Each grade will work on the following units: Self Concept-It's Definition, Formation and Importance; Physical and Intellectual Positive Actions for a Healthy Self-Concept; Managing Yourself Using Emotional Positive Actions; Getting Along with Others Using Emotional Positive Actions; Telling Yourself the Truth Using Emotional Positive Actions; Improving Yourself Continually Using Positive Actions; Positive Action Review.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Our mission at Summit Academy North Elementary School is to provide a safe, productive learning environment for our students, staff, and parents. To accomplish this goal, we will be using Positive Behavior Intervention Support or PBIS.

This plan will provide detailed expectations of the students in every area of the school. Each area will emphasize the three "BE's". BE Respectful, BE Responsible, and BE Safe.

PBIS is a research-based program that is a proven school support system that aids in the reduction of problematic behaviors. The key to this program is to focus on prevention. Each student is taught clearly defined behavioral expectations with specific rewards and consequences. This program will contain the following key components to help us create a safe, productive learning environment.

- Clearly defining and teaching a set of behavioral expectations

- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavior data to assess progress

The school's motto for the PBIS system is "MAKE THE RIGHT CHOICE". We believe that all students can and will be encouraged to make the right choice. Students are able to earn "Dragon Dollars" for making the right choice. The Dragon Dollars will be used to purchase items such as candy, snacks, school supplies, hoodie and jean passes, etc. during a specified time.

Student behavior is divided into two categories: major and minor offenses. Major offenses will be handled and dealt with according to our Student Code of Conduct. Minor offenses and tardiness to class will be handled and dealt with using the following card system. Students will be required to carry these cards on them at all times. Students who have both a blank signature card and a blank tardy card at the end of each quarter will be invited to attend a quarterly reward party.

BUS RULES

These rules will be enforced while riding the bus:

- Be at the bus stop 5 minutes before pick-up time.
- 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 bus driver.
- Keep hands and head inside the windows.
- Follow the driver's instruction.
- After arrival to school, students may NOT leave school campus.
- Students are required to sit in assigned seats.
- Students are required to sanitize their hands prior to entering the bus.
- No bus passes will be issued.

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

IV. ACADEMIC POLICIES & PROCEDURES

GRADING

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.

Grades K-1 use a standard-based report card.

For **Grades 2-5**, 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

END OF UNIT ASSESSMENTS

Students will take quizzes, pre-assessments, and end of unit assessments throughout the year. End of unit assessments will be graded and will become a part of a student’s final grade for the class.

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 7:55 am.
- Our child will complete the school day with their classmates at 2:55pm
- Our child will remain at school for the entire school day.

- 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 Elementary School** in the following ways:

- I will arrive at school every day by 7:55 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 to my teachers 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 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.

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's and the States' standards and benchmarks.
- 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 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.

Principal’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 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’s benchmark tracking system to make sure that all necessary state-mandated curriculum items are being taught.
- Maintain open Principal/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.

Failure to adhere to these commitments can cause me to lose privileges and can lead to dismissal from Summit Academy North Elementary School.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report cards for the first and third quarter are available to be picked up by a parent or guardian in the office during conferences. After picking up the student’s report card, teachers are available to discuss student’s progress. Report cards for the second and fourth quarters will be mailed home or sent home with students. Mid-quarter progress reports will be available on-line and/or a hard copy will be sent home if notification is given to the office.

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 school office and make an appointment.

TEXTBOOKS

Summit Academy North Elementary School furnishes textbooks on an as needed basis to cover necessary classroom curriculum. 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.

HOMEWORK REQUEST

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.

V. DISCIPLINE

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.”

CODE OF CONDUCT

	Violation	Definition	Minimum	Maximum
1	Possession of a dangerous weapon in a weapon-free zone;	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	Grades K-5 1-day suspension Grades 6-12 3 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.	Grades K-3 1 Day Suspension Grades 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	Grades K-5 Administrative Conference Grades 6-12 5 day suspension	Expulsion & referral to Civil Authorities

7	Arson	The willful burning of or attempt to burn any property of Summit Academy North Schools and/or its employees, student's or visitors	Referral for expulsion	Expulsion & referral to Civil Authorities
8	Possession, use, or intent to use illegal tools not meant as weapons or dangerous weapons not included in #1.	The act of possessing, 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	The act of possessing, 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	The possession, use, sale or being 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	Grades K-5 1-day suspension Grades 6-12 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	Restorative Conference	Expulsion & referral to Civil Authorities
15	School threat	The verbal or written act of threatening the safety of the school.	10-day suspension Referral to Civil Authorities	Expulsion & referral to 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	Teacher Conference	Expulsion & referral to Civil Authorities
17	Cellular phones	Students may possess cell phones and/or other electronic devices, such as PDA's and MP3 players on school grounds during school hours, so long as such devices are approved for use by the classroom teacher, or in an emergency situation which has been designated as a police situation, imminent health threat or with administrative approval.	Restorative Conference	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	Grades K-5 3-day suspension Grades 6-12 5 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 or ethnic slurs	To insult, call derogatory names, or verbally abuse a person because of race or ethnicity	Grades K-3 Parent/guardian Conference Grades 4-12 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.	Grades K-5 1-day suspension Grades 6-8 5-day suspension Grades 9-12 10 day suspension	Expulsion & referral to Civil Authorities
25	Disruptive physical behaviors, intentional or non-intentional	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	3 day suspension	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	Grades K-3 Conference Grades 4-12 1 day suspension	Expulsion & referral to Civil Authorities
30	Inappropriate behavior	Any behavior not described in violations 1-30 or any school policy, which the Principal 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.	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.	Teacher 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	Student shall not use 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.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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, including but not limited to "cyber-bullying" – 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.

Disciplinary consequences are progressive and based on student's discipline history.

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, restorative practices will be considered before suspending or expelling a pupil for any of the following offenses, unless suspension is required under applicable law:

- 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 member.
- 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 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, 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.

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 a 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.

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 a student, the School Board establishes the following: 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.

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.

VI. DRESS CODE AND PLANNERS

DRESS CODE

Summit Academy North Elementary School in carrying out its responsibility for creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity at hand. In general, it shall be the responsibility of the individual student under the guidance of his/her parent/guardian, 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.** NO hoodies or jackets worn during the school day at any time. Plan ahead for changing temperatures with dress code appropriate solid-colored sweaters, blazers, or fleece. Factors of modesty, health, safety, and the orderly functioning of the school are the determiners of appropriate dress.

Any student who is out of dress code attire will receive a dress code reminder. After a student earns 3 or more dress code reminders, a parent guardian will be required to meet with the Principal/Dean of Student and bring the Student a change of clothes that meets the expectations of the school's dress code.

Dress code for field trips: Students will dress for field trips in a manner that is appropriate for the field trip activities. Students who do not dress appropriately will not be permitted to attend.

Head	Nothing should cover the head. No bandanas. If required for religious purposes, please see Principal.
Ears	Studs only in any location. No dangling.
Shirts	All shirts must be solid color, have a collar and modest based on administrative discretion. This includes shirts under blazers, sweaters and other collared shirts. Students may wear Summit Academy shirts and jackets at all times. Students are not permitted to wear hoodies or coats in the classrooms.
Pants	K-5 may wear blue jeans. 6-12 May not wear blue jeans. K-12 must be solid colored, well fitted, worn at the waist. 6-12 No sagging pants, no yoga pants, no sweat pants, no athletic wear pants, no leggings/jeggings. No extra zippers, straps, or chains.
Skirts/ Shorts/Skort	K-5 may wear denim. 6-12 must be non-denim, solid colored, well fitted, worn at the waist. No shorter than 3 inches above the knee. Solid colored nylons, tights, or leggings must be worn under all skirts. No extra, zippers, straps, or chains. 6-12 solid color leggings or tights only allowed under skirt or dress.
Shoes	Closed toe and heel.

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| PE | Summit wear.
Solid colored knit running pants/sweats/shorts.
Solid colored t-shirt or sweatshirts.
No hoodies. |
| Logos | Designer logos, no larger than 3 x 3 inches. |
| Bags | Clear back packs only
Students can carry a lunch box or bag
Students can carry a wristlet if needed |

Ultimately, each building administrator makes the final decision on appropriate attire. If not listed, then it is not allowed.

BOOK BAG

An important safety reminder: Students can only utilize a clear backpack, messenger bag, or duffel bag, at Summit Academy North Schools. All types of book bags will be left in cubbies and/or coat hooks assigned to the student.

PLANNER USAGE

Summit Academy North Elementary School provides each student in grades 2-5 with a planner for daily use. It is required that students have their planner every day and carry their planner to every class. Completed planners are an integral part of a students' academic success. Teachers will be instructing students to fill out their planner in every class. Parents are encouraged to sign the students' planner on a daily basis. A planner is required in order for the student to leave a classroom (restroom, locker use, etc.). If the provided planner is lost, the student is required to purchase a replacement one.

VIII. SCHOOL DAY POLICIES & PROCEDURES

ATTENDANCE

Summit Academy North Elementary 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 Elementary School staff expects every student to attend 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 accumulated 10 absences a letter will be sent home and the parents/guardians will be required to attend a conference to outline a plan to correct this problem. Failure to adhere to an agreed upon plan may result in a referral to the Wayne County Court TIP (Truancy Intervention Program)

Due to COVID-19 Pandemic there will be times when students are required to quarantine. These required quarantine absences will not be included in the 10 absences limit mentioned above. Appropriate documentation will be required.

Long term-illnesses and/or family emergencies that necessitate absences will be reviewed by the Dean of Students/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 their Classroom Teacher and receive administrative approval a week before the absences begin. Students are required to complete all missing assignments/work during this time. Students will receive one-day make-up for each day. Doctor reports, funerals, and court appearance are the only acceptable reasons in the eyes of the law to be excused from school.

The Michigan Compulsory School Law (MCL.380.1561) applies to all children ages 6-18 and state, any adult having "control and 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.

TARDY POLICY

Students are required to be in class on time. 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. When a student is late to class because he/she has been held back by a teacher/administrator, the student will be admitted to class without

penalty provided he/she presents an “excused late pass” upon entering the room. When a student is tardy 10 times over the course of the school year, a letter will be sent home and the parents/guardians will be required to attend a conference to outline a plan to correct this problem.

WITHDRAWAL/TRANSFERS

If a student finds it necessary to leave Summit Academy North Elementary School or transfer to another school, he/she must fill out an exit form, return all books, and pay any applicable 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.

ARRIVAL & DISMISSAL

All students are to arrange for their transportation before & after school. All students not participating in the after-school extension program must be picked up within 15 minutes of dismissal. Students may leave the building early when they are signed out in the front office by an adult that is listed on their emergency card. For students to get the most value out of their school day, it’s important they are present for the full school day. When a student is signed out before dismissal 10 times over the course of the school year, a letter will be sent home and the parents/guardians will be required to attend a conference to outline a plan to correct this problem.

WIRELESS ELECTRONIC COMMUNICATION 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 (absent in emergency situations which have been designated as policy situations, imminent health threats, or administrative approval.) Phones must be stored inside backpacks or bag during school hours. 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 express prior notice and explicit consent for the capture, recording or transmission of such words or images. 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 dishonesty. 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. 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, or confiscation, of the WCD. If a device is confiscated it will be placed in a secure location until returned at the end of the school day. 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.

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.

MEAL PROGRAM

Cold breakfast, hot lunches, are provided by a contracted service. It is the student's responsibility to make sure his/her lunch is pre-ordered. All meals are free in 2023-2024 to families that complete the HOUSEHOLD SURVEY/ELECTRONIC BENEFITS FORM. Breakfast can be obtained in the classroom each morning if the student has money in their account, and THERE IS A 72 HOUR ROLLING DEADLINE FOR LATE ORDERS. If a lunch is ordered and a student leaves early the day's lunch will not be credited. While all meals are free, there must be an order for each meal the student is interested in consuming.

FOOD & BEVERAGE CONSUMPTION

1. Consumption of food and beverages shall be restricted to authorized areas.
2. **For the safety of the entire school population –NO GLASS containers** are allowed on school property.
3. Open containers are prohibited in common areas which include but are not limited to hallways, bathrooms, and gymnasium.
4. Gum and pop are not permitted within the school building at any time.

MEDICATION

Medication (prescription and/or "over the counter") shall be administered by a designated school employee only if it is accompanied by an administration permission form signed by the parent and family physician. All medications have to be in the original container with correct dosage and directions on the label. All medications must be brought to the office by an adult. Medications will be administered only if these guidelines are followed. Students should not have medications in their possession at school.

FIELD TRIPS

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

- Students are responsible for completing and submitting any missed assignments while attending a field trip: 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 trip. 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.
- Students will abide by the student code of conduct, as well as any additional requirements concerning the field trip.

Field trips covered by this policy shall include in and out-of-state, overnight trips as well as trips to foreign countries.

NOTE: Students who are failing a class may not be permitted to attend the field trip. Attendance and disciplinary record will also be considered.

McKINNEY-VENTO (HOMELESS) ACT

Students who lack a fixed, regular and adequate nighttime residence are eligible for services under the federal McKinney-Vento (MV) Act. School personnel will determine MV status. This term includes:

- Children and youth who are sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason (sometimes referred to as “double up”).
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate arrangements.
- Living in emergency or transitional shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances as described.

Families will be surveyed for possible MV status at the start of each school year as part of the enrollment process and are encouraged to contact the School Leader or counselor at any time should their housing conditions change. In the event that a student is determined as MV, absences that are related to their MV status will be deemed excused.

VIII. SAFETY & SECURITY POLICIES & PROCEDURES

FIRE AND DISASTER DRILLS

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

EYE PROTECTIVE DEVICES

Sufficient eye 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.

INCOMING CALLS

A message will be taken by the office staff for students during class time. Students will be allowed to return those calls during non-instructional times. Calls will not be transferred during class time unless it is an emergency.

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, iPads, Chrome books and software.

Summit Academy North Elementary School 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.

All students and families must 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.

SEARCH & SEIZURE

To maintain order and discipline in school, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks and automobiles parked on school property under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student storage areas 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 storage areas 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. Periodic general inspections of cubbies, desks, computer discs, student computer files, and storage areas may be conducted by school authorities based on **reasonable suspicion**. (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 effects 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 material, such findings shall be turned over to proper legal authorities for ultimate disposition.

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.

VISION AND HEARING SCREENINGS

As a public school, we are required by law to conduct hearing and vision screenings for every child, which requires parent consent. If you do not want your child participating in these screenings, please write a letter to the school nurse/school administration explaining your reasons. If parents do not consent to the school screenings, then it is their responsibility to ensure your child receives the required screenings and that proper documentation is provided to the school.

HEALTH AND WELLNESS

Summit Academy North follows the guidance of the County Health Department on when children should stay home due to illness. Infectious diseases (also called communicable diseases) can spread between people many different way including through coughs and sneezes, contaminated food, and skin-to-skin contact. Sometimes a person is contagious to others even before they start to feel sick. In most cases, it is important that a sick person stay at home so that they do not spread the disease to others.

Students should stay home under the following circumstances:

- **Fever: A temperature of 101° F** or above when taken by mouth; the child should remain at home until fever free for 24 hours without taking fever reducing medication.
- **Vomiting:** Children should have not vomited for 24 hours prior to returning to school.
- **Rash:** Any rash or fever illness should be checked by a health care provider unless it is a known allergic rash. A fine red or blotchy rash on the face, trunk, or arms and legs is a reason to keep a child home until a healthcare provider has determined it is not infectious.
- **Loose bowel movements:** The child should have no loose stools for 24 hours prior to returning to school.

Children with the following diseases should remain at home until successfully treated and applicable quarantine periods have passed: COVID-19, impetigo, strep, lice, pink eye (if bacterial), ringworm, and scabies. Notices are sent to families of children in a classroom where a communicable disease is discovered. Please report communicable diseases to the school when they are discovered.

For more information on communicable diseases, visit the County Public Health Department website.

IX. STUDENT RECORDS

STUDENT RECORDS

Reference: MCL 380.1135
Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002 Section 444 of subpart of part C of the General Education Provisions Act Title IV of Public Law 90-247 20 USC, Section 1232f through 1232i (FERPA) 20 USC 1400 et seq., Individuals with Disabilities Education Improvement Act 20 USC 7165(b)
26 USC 152 20 USC 7908

In order to provide appropriate educational services and programming, the Board of Directors or its designated educational service provider must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the School reasonably believes knows the identity of the student to whom the education record relates.

The Board of Directors or its designee is responsible for maintaining records of all students attending this School. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School or specifically permitted by this Board will be compiled by the Board or its designee. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law: information obtained from professionally acceptable standard instruments of measurement such as: achievement tests, standardized intelligence tests, verified reports of serious or recurrent behavior patterns, rank in class and academic honors earned, psychological tests, attendance records, health records, and custodial arrangements. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board or its educational service provider as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the Board. The Board further designates the following individuals as entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online Educational Service Providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 CFR 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered an "School official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the School" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this School seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school Board in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the School for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the School will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)
 - 1. specification of the purpose, scope, duration of the study, and the information to be disclosed;
 - 2. a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study;
 - 3. a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and
 - 4. a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identifiable information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The School will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the School shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the School as part of the student's education records.

If the School provides any personally identifiable information concerning the student that is collected or created by the School as part of the student's education records to any person, agency, or organization, then the School shall disclose to the student's parent or legal guardian upon his or her written request:

- A. The specific information that was disclosed.
- B. The name and contact information of each person, agency, or organization to which the information has been disclosed.
- C. The legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within 30 days after the School receives the written request and without charge to the parent or legal guardian.

The School is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the School as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. Provision of such information to the Michigan Department of Education or CEPI.
- B. Provision of such information to the student's parent or legal guardian.
- C. Provision of such information to its authorizing body or to an educational management organization with which it has a management agreement.
- D. Provision of such information to or from its intermediate school board or to another intermediate school board providing services to the School or its students pursuant to a written agreement.
- E. Provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age 18, the student.
- F. Provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction.
- G. Provision of such information as necessary for standardized testing that measures the student's academic progress and achievement.
- H. Provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, the student has signed and submitted the opt-out form referenced below.

DIRECTORY INFORMATION

The School does not release directory information for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

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 solely for educational purposes and for inclusion in internal email address books. Access to such "directory information" is limited 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.

Each student's parent or legal guardian will be provided with the opt-out form within the first 30 days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form 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 at least age 18 or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

The School shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. Providing the information to an educational management organization with which the School has a management agreement.
- B. Providing the information as necessary for standardized testing that measures the student's academic progress and achievement.
- C. Providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the School.

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least five (5) work days before the scheduled date of the activity. The instrument will be provided to the parent within ten (10) business days of the principal receiving the request.

The School Leader shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information

about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

Access to and Retention of Student Information

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the School nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Educational Service Provider shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Educational Service Provider shall also develop procedural guidelines for the proper storage and retention of records including a list of the type and location of records;

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this School specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an

entity must enter into a written contract with the Board of Directors delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program and must also provide assurances that the personally identifiable information will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Directors. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

X. GENERAL SCHOOL INFORMATION

NONDISCRIMINATION POLICY

Summit Academy does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). In addition, no person shall be discriminated against in admission to Summit Academy on the basis of race, sex, color, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, and special need, proficiency in the English language or a foreign language, or prior academic achievement. No person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by Summit Academy on the basis of race, sex, color, religion, national origin, or sexual orientation. Finally, pregnant students are allowed to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave (Title IX).

TITLE IX DISCRIMINATION

References: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. Sect. 106.41 of the Title IX Regulation. Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975, P.L. 94-135; 15CFR8.a

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Using the guideline of the Title IX Amendment, the Academy is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior. It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties, subject to the supervision and control of the Academy school board, to harass or discriminate against a student based upon their gender. Acts of sexual harassment or inappropriate employee- student relations or student-peer relations are prohibited at all times during the school day, including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities, or field trips.

Sexual Harassment Defined

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile, or abusive educational environment, or substantially or unreasonably interfere with an individual's education or limit an individual's ability to participate in or benefit from the education program.

Gender Discrimination Defined

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Academy Board prohibits gender discrimination.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator, who is the Academy Principal. If the student has a complaint against the principal, the student may contact the Academy Title IX coordinator at [\(734\) 789-1428](tel:7347891428).

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

Students with Disabilities

Summit Academy will provide a free, appropriate public education in the least restrictive environment to all students with disabilities, as required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and their implementing regulations. Contact the Director of Special Education for additional information about the identification, evaluation, placement, and services for students with disabilities.

EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, actual or potential marital or parental status, including pregnancy.

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.

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 also the student's responsibility to make restitution as soon as possible.

FUNDRAISING

Only Summit Academy North Elementary 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.

DISPLAYING POSTERS & PROMOTIONAL MATERIALS, ETC.

All promotional materials, reminders, and other posters will be approved by the advisor of the organization and a Principal prior to their display. Approval shall be indicated by initials in the lower right-hand corner of the display. The organizations shall be responsible for upkeep, removal, and disposal of materials posted.

Summit Academy North Elementary
2023-2024 Student Handbook
Acknowledgement Page

Please read, sign, and return to your student’s teacher

I have reviewed the pages in the handbook with my child.

_____.
*I agree with the terms and conditions as stated. I understand that the school’s
computing resources are for educational purposes only.*

(Parent/Guardian Signature)

Date _____

(Student Signature)

Date _____

(Building Representative)

Date _____