

Bradford Academy Family & Student Handbook & Code of Student Conduct

Positive Discipline Support Plan
“A Partnership in Responsibility”

Bradford Academy
Serving Grades Pre-K - 12th grade
24218 Garner St.
Southfield, MI 48033
www.bradfordacademy.com

Revised August 2022

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1. School Hours and Attendance Calls

K-8th

- Monday -Thursday school day starts at 9:00am and ends at 4:00pm
- Friday school day is 9:00 AM and ends at 2:00 PM
- Doors for the K-8 open at 8:25 AM for breakfast
- Students who arrive after 9:00 AM will be considered tardy
- If you are picking your student up early, please do so before 3:00 pm on Mondays-Thursdays and before 1:00 pm on Friday's
- The K-5 and 6-8 office will be closed from 3:00-4:00 pm on Mondays-Thursdays and from 1:00-2:00 pm on Fridays to prepare for normal dismissal.

High School

- Monday-Thursday school day starts at 7:45am and ends at 2:45pm.
- Friday school day is 8:00 AM – 1:00 PM
- Doors open for the 9-12 at 7:30 AM for breakfast
- Students who arrive after 8:00 AM will be considered tardy

To report absences, please call 248-351-0000.

2. School Closing Announcements

Notice of school cancellation is given by announcements in several ways. We will post on our facebook page along with contacting families, by phone, email and text through our automated School Messenger family contact program. Please monitor television channels 2, 4 and 7 for school closing information.

3. Academy Mission Statement

We are a scholarly community that prepares and empowers life-long resilient and engaged global leaders.

4. Academy Vision Statement

Bradford Academy strives to instill the qualities of character, excellence, creativity and service into our students as they become prepared, global leaders.

5. Academy Core Values

- Growth Mindset
- Unity
- Future Focus
- Tenacity
- Excellence

6. Academy Oversight

The Board of Directors is the governing body for the Academy. The Academy's Authorizer, Bay Mills Community College, appoints our board members. Meetings are scheduled for the second Wednesday of every month at 6:00 PM at Bradford Academy. Special meetings are scheduled when needed. All Board meeting notices are posted at the main entrance of the Academy and are open to the public.

The Academy Board contracts with Choice Schools Associates, LLC for management and employment services.

6.1. Academy Board of Directors

Theresa Vaughn – President
Mark Baughman – Vice President
Leonidas Caldwell – Treasurer
Damon Barber- Secretary
Dwayne Harvey - Member

6.2. School Administration

D'Angelo Farmer - Elementary Principal - dangelofarmer@choiceschools.com - 248 351-0000
Jason Veitch - Middle School Principal - jasonveitch@choiceschools.com - 248 351-0000
Tommy Brooks - High School Principal - tommybrooks@choiceschools.com - 248 351-0000

6.3. Title IX Coordinator

Title IX representative is Jason Veitch
Email: jasonveitch@choiceschools.com

6.4. Management Company

Choice School Associates, LLC
5251 Clyde Park Avenue Southwest
Wyoming, MI 49509
Phone: 616-785-8440
Fax: 616-785-8455

7. Educational Program Assessments

Wonders Reading Assessment is required for grades: K-5th

NWEA Assessment is required for grades K-10th in math and reading 3 times per year (Fall, Winter and Spring)

PSAT Assessment is required for grades: 8/9/10th grade

SAT Assessment is required for: 11th grade: Spring

NMSQT – 10-11th grade: Fall

M- Step Assessment is required grade: 3rd- 8th and 11th

8. Academic and Program Guidelines

For students to be prepared and ready for instructional activities, students will be expected to be at school on time, to have completed homework assignments, and to have proper instructional materials with them. Teachers will provide parents with a list of supplies needed for each class.

8.1. Report Cards/Conferences/Progress Reports

Quarterly, progress reports and report cards are distributed. Parents are encouraged to discuss the information on the report card with their child and to encourage excellence in achievement and behavior.

The purpose of report cards is to communicate to parents and students the child's progress on the knowledge and skills the student is working on in class and to provide insight into the child's behavior.

- K-8th grade students are issued traditional report cards, four times throughout the school year.
- 9-12 grade students receive traditional report cards, two times throughout the school year

Academic reports for all students are distributed in November, January, March and June. Parent teacher conferences are held after quarter 1 and quarter 3. It is understood that educators shall, if necessary, arrange additional conferences with parents. Conferences with educators must be scheduled during non-instructional time.

8.2. Retention

8.2.1. Third Grade Reading Law

In 2016, the Michigan Legislature passed PA 306 known as the Third Grade Reading Law to ensure that students exit third grade reading at or above grade level. Beginning in Kindergarten, your child's literacy progress will be closely monitored. A variety of assessments will be used to help identify students who need more intensive reading instruction. Interventions will then be created to meet individual student's needs.

Within the first 30 days of school, all elementary students will be assessed to determine if a reading deficiency exists. If such a deficiency is identified a reading plan will be developed for that student which includes extra instruction or support, ongoing progress checks, and a read at home plan.

Parents of students with a plan will be notified and provided with a copy of the plan as well as a read at home plan so that they can help their child succeed while at home.

Beginning in the 2019-2020 school year, third grade students will be assessed to determine promotion to the fourth grade. If a child is reading one year behind grade level on the state reading assessment, parents will be notified in writing that their child will not be promoted to fourth grade unless the student qualifies for an exemption.

Reading instruction must be a major focus in early elementary education. Family engagement and understanding is an important part of this effort.

Other Types of Retention

Retention may also be suggested if your student:

- Has excessive absences and tardies that are having a negative impact in the student's academic progress;
- Is not making necessary academic gains as defined by the school staff.

In recommending retention, the student's well-being, emotional maturity, social skills and other factors will all be considered. The school will notify parents, as early in the school year as possible, that retention is a possibility in order to develop an intervention placement.

8.3. Portfolios

Your child's teacher will work with your child to compile a portfolio of his or her work throughout the year in all academic and interest areas. The portfolio will provide a documented record of your child's developing knowledge base, skills, and work quality throughout high school grades 9-12.

8.4. Character Choices: Character Education Program

The Academy is committed to the development of children becoming responsible citizens. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, team building activities and character education are a vital part of our curriculum.

8.5. Field Trips

Written parental or legal guardian permission is required for a student to go on any field trip off school grounds. Parents may sign a blanket permission slip for local (walking distance) field trips. For trips involving travel, teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. Teachers work to schedule field trips that are relevant to the school curriculum. Student/adult ratios may vary with the nature of the field trip.

Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. **Students who have demonstrated and documented behavior that is aggressive, harassing, or intimidating AT ANY TIME during the school year may be denied the opportunity to go on field trips.** The decision will be made by the School Leader in consultation with the teacher(s) conducting the field trip. The Code of Student Conduct applies to students at school and on school related trips/activities away from school.

Students are expected to follow Academy rules and pay for any costs incurred. Parents who cannot afford such costs for their child's participation are encouraged to contact the School Leader. Parents will always be given prior notice of field trips. The student who is not going on

the field trip is to attend school. The student will be provided alternative learning opportunities at school during the school day.

8.6. Testing

The Academy administers state mandated assessments at grades 3rd-8th. The Academy also administers a computer based adaptive assessment in math and reading three times a year in grades K-10. This enables us to more effectively and accurately monitor the growth and identify the needs of our students. The results of the state assessment test, and the computer-based test, are used to guide instruction, target individual student needs, and assist in the improvement of curriculum and instruction. Parents will be sent individual scores of their children when they are available. Test scores will be included in the child's cumulative folder.

8.7. Special Education

The Academy attempts to provide appropriate educational programs for children who are identified with disabilities and who have an approved Individual Educational Plan. The Academy embraces the instructional practice known as inclusion. When the IEP calls for pullout services, the student will be permitted to leave the classroom to work with a properly trained professional educator. The goal of special education programming is to provide students with an educational plan that best meets their individual needs in the least restrictive environment. This means that, to the extent appropriate, students will be provided services within the regular education classroom with the necessary support.

The Academy enjoys an excellent working relationship with the local intermediate school district (ISD). The ISD provides a parent resource center which provides parents with comprehensive resources on rights of the disabled, responsibilities of the school, support systems for parents and children, and educational programs available.

If you have concerns about your child's progress, arrange to speak with your child's teacher. If appropriate, your child's teacher will consult with a Teacher Support Team for suggestions on classroom and instructional modifications. For further information on all special education services and programming, contact the School Leader.

8.8. Homework

Homework is a necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. A request for homework for a child that is ill should be made the first morning the child is absent. This will allow time for the educator to organize the materials. Homework may be picked up in the office the following school day morning.

8.9. Fundraising

Students may solicit only for Academy-sponsored activities. The School Leader, or Board of Directors, when appropriate, must approve fundraisers in writing prior to announcement of fundraising activities, placing orders, or making commitments. Academy

students are prohibited by Board Policy from door-to-door solicitation of any type in the community. There will be no exchange of money among students for any purpose unless authorized by the School Leader.

8.10. Additional Instructional Programs

The following classes are an integral part of our curriculum. All students are expected to participate in these classes.

- Art: Students are introduced to a variety of media and art appreciation.
- Foreign Language: Students are introduced to basic grammar, language skills, and different customs.
- Music: Music classes are offered; an important part of this program is class performance in Academy programs.
- Technology: Instruction is offered in each learning environment and in the technology lab. Students will apply their technology learning throughout each of the classes/activities.
- Physical Education: All students are required to participate in Physical Education. Students must have a note from home to be excused from Physical Education for one class period. Extended non-participation requires a physician's note. Suitable clothing and tennis shoes must be worn during class. (Suitable clothing: gym wear or dress code pants/shorts and shirt.)

9. Before and After School Care

9.1. Admission Criteria

Only students enrolled in the Academy are eligible for the Academy's Before and After School Child Care Program. Interested parents should contact the front office staff that will inform you of the necessary documents for enrollment.

9.2. Academy withdrawal of Student from the Before and After School Program:

The Academy reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. A student may be withdrawn from the program if fees are not paid. Written notice will be sent to the parent/guardian explaining reasons for withdrawal

Admission Criteria:

Only students enrolled in Bradford Academy Pre-K – 8th grade (age 13) are eligible for the Academy's Before and After School Child Care Program. Interested parents should contact the front office staff that will inform you of the necessary documents for enrollment.

9.3. Before and After Care Program Hours

6:00 AM – 8:45AM and 3:50 PM – 6:00 PM

- Doors open at 6:00 AM. We are not prepared to accept students prior to that time.
- Hours are from 6:00 AM until the start of class time and from 3:50 PM until 6:00 PM.
- Champions provides are before and after school care, please contact Cathrine Broessel at 248-550-5240 with any questions or concerns

10. Dress Code Policy

ALL students are expected to be in dress code unless otherwise noted.

The dress code policy will be enforced for all students in grades K-12th. The following procedure will be used for dress code violations:

1st Offense – Verbal and written warning

2nd Offense – Phone call to parent/guardian (at home or work)

3rd Offense – Parent Conference

4th Offense – Possible detention or suspension

*Dress code items can be purchased at Target/Walmart/Meijer and more.

Bradford Academy Spirit Wear can be purchased for \$5.00 while supplies last at Bradford Academy in any of the main offices. Bradford Academy does not accept personal checks or credit cards.

10.1. K-5 STUDENT UNIFORM 2021-2022

Girls:

- Polo Shirts – Plain Burgundy, blue or white
- Jumpers – Navy blue or black, or Khaki (below the knee)
- Skirts – Navy blue, black or Khaki, no more than 2 inches above the knee
- Shorts – Black, navy blue, or Khaki walking shorts (knee length). May be worn May 1 through October 1
- Pants – Navy blue, black, or Khaki uniform
- slacks with belt loops require a black belt
- Socks/Leg Wear – White, black or navy blue socks/tights or nylons
- Sweaters – White, navy blue, black or burgundy cardigan
- Shoes – tennis shoes or dress shoes - (maximum 2" heel)
- NO LEGGINGS, TIGHT PANTS, STRETCH PANTS, YOGA/WORKOUT PANTS, BOOTS
- NO HOODIES OF ANY KIND

Boys

- Polo Shirts – Plain Burgundy, blue or white
- Pants – Solid navy blue, black or Khaki uniform slacks
- Shorts – Black, navy blue, or Khaki walking shorts (knee length). May be worn May 1 through October 1
- Socks – Solid navy blue, black or white
- Sweaters – Solid white, navy blue, black or burgundy cardigan
- Shoes – tennis shoes or dress shoes
-
- NO CARGO PANTS, SAGGING PANTS
- SWEATPANTS, JEANS, HATS AND BOOTS
- NO HOODIES OF ANY KIND

10.2. 6-8 STUDENT UNIFORM 2020-2021

Girls:

- Polo Shirts – Plain Burgundy, blue or white
- Jumpers – Navy blue or black, or Khaki (below the knee)
- Skirts – Navy blue, black or Khaki, no more than 2 inches above the knee
- Shorts – Black, navy blue, or Khaki walking shorts (knee length). May be worn (May 1 through October 1)
- Pants – Navy blue, black, or Khaki uniform
- slacks with belt loops require a black belt
- Socks/Leg Wear – White, black or navy blue socks/tights or nylons
- Sweaters – White, navy blue, black or burgundy cardigan
- Shoes – tennis shoes or dress shoes - (maximum 2" heel)
- NO LEGGINGS, TIGHT PANTS, STRETCH PANTS, YOGA/WORKOUT PANTS, BOOTS
- NO HOODIES, JACKETS AND COATS OF ANY KIND

Boys:

- Polo Shirts – Plain Burgundy, blue or white
- Pants – Solid navy blue, black or Khaki uniform slacks
- Shorts – Black, navy blue, or Khaki walking shorts (knee length). May be worn May 1 through October 1
- Socks – Solid navy blue, black or white
- Sweaters – Solid white, navy blue, black or burgundy cardigan
- Shoes – tennis shoes or dress shoes
- NO CARGO PANTS, SAGGING PANTS
- SWEATPANTS, JEANS, HATS AND BOOTS
- NO HOODIES, JACKETS AND COATS OF ANY KIND

10.3. High School Student Uniform, 2022-2023

Girls:

- Solid navy or Burgundy cardigan with Bradford logo worn over oxford and tie bought from school
- Solid Navy Quarter-Zip Pullover with Bradford logo worn over oxford and tie bought from school
- Solid white oxford shirt or solid burgundy oxford shirt with Bradford logo bought from school
- Khaki pants or navy pants, NO Cargo
- Khaki or Navy walking shorts: No Cargo, no less than 2" above the knee: May be worn May 1 - Oct 1
- Navy or Khaki skirt purchased from school
- Solid colored tennis shoes or dress shoes
- Brown belt with pants
- Any solid color headbands or hair ties
- NO LEGGINGS, TIGHT PANTS, STRETCH PANTS, YOGA/WORKOUT PANTS, SPANDEX, CORDUROY, JEANS, HOODIES, HATS AND BOOTS , No Du-Rangs or Bonnets

Boys:

- Solid navy Quarter-Zip Pullover with Bradford logo worn over oxford and tie bought from school
- Solid navy or burgundy cardigan with Bradford logo worn over oxford and tie bought from school
- Solid white oxford shirt or solid Burgundy oxford shirt with Bradford logo bought from school
- Navy tie or bow tie
- Khaki pants or navy pants, NO cargo
- Khaki or Navy shorts: NO cargo, no more than 2" above the knee: May be worn May 1-Oct 1.
- Solid colored tennis shoes or dress shoes
- Brown belt
- NO corduroy, NO sagging pants
- NO CARGO PANTS, CORDUROY PANTS, SAGGING PANTS, SWEATPANTS, JEANS HOODIES, HATS AND BOOTS, No Du-Rags, or Bonnets

10.4. Bradford Academy High School Free Dress/Dress Down Days

Free Dress/Dress Down days are scheduled at the discretion of the school administrators and will be communicated to parents by way of School Messenger. If students choose not to participate in Free Dress/ Dress Down days, then a Bradford full uniform is required. HATS ARE NOT PERMITTED ON FREE DRESS DAYS. Participation in Spirit Wear days are a privilege that can be revoked by school administration for any length of time deemed necessary.

The following clothing items are NOT permitted at Bradford Academy K-12 on free dress days, nor on uniform days:

- No flip flops, open toed sandals, or spiked heels
- Shorts and skirts should not be more than 2 inches above the knee
- No tank tops, shoulder baring, or midriff baring shirts
- No leggings or tights worn as pants
- Clothing should be appropriately sized for body type
- Hats are not to be worn in the building
- Jewelry, if worn, should be lightweight, simple in style and kept to a minimum. Hoop earrings should be NO bigger than 1-1/2 inches in diameter.

Please note the following regarding dress code:

- High School students who have Physical Education classes are to bring a change of clothes for their P.E. period.
- Locker rooms are available for students to change in prior to and following their P.E. classes.
- Dress should allow students to participate comfortably in a variety of physical and outdoor activities.
- Clothing should cover the body adequately and should not be distracting.
- Students who come to school inappropriately dressed will need to contact their parent(s). It is our expectation that a proper change of clothing will be provided if requested.
- Clothing is to be a proper fit for the student and must be properly worn (i.e. regular floor length pants, worn at waist level and not excessively baggy).
- Clothing is to be clean, without holes, and in good repair.
- Students are to be neat and well-groomed for school.

- Shoes must be worn at all times.
- Buttons, patches, pins, or other accessories that are considered offensive and disruptive (sexually suggestive, profane, obscene, tobacco or alcohol advertisements, etc.) are not permitted.
- Sunglasses, hats, coats and jackets may be worn outdoors only.
- Parents are urged to see that their children are properly dressed for inclement or cold weather.
- Students do not go outdoors if the temperature is below 20 degrees Fahrenheit+ (wind chill factor).

11. Parents

The Academy relies on parents for active involvement in their child's education, growth, and development. It is the hope of the academy that all families will devote time to volunteer. Parents are children's first and most effective teachers and are encouraged to become active partners with their children's teachers. Research clearly reports that a student's success is closely tied to a significant adult in his or her life.

11.1. Volunteers

It is the policy of the Academy to encourage volunteers to work in the school, or act as a chaperone on field trips. A volunteer must receive an I-CHAT background check to certify that they have not been charged with child abuse, neglect, or a felony. The Academy reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned. The determination will be based upon the individual's background check information and their fitness to have the responsibility for the safety and well-being of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer service denial. All volunteers may be asked to attend an orientation meeting before working in a classroom with children.

All volunteers will be under the supervision of the classroom teacher and will not be permitted to be alone with a child without supervision at any time. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteer activities include responsibilities such as being tutors, mentors, classroom assistants, and guest speakers. Parents, grandparents, and friends are encouraged to become volunteers. If you are interested in becoming a volunteer, please notify the office.

Volunteers are expected to follow the instructions given by the teacher at all times. Volunteers must focus on student safety and are discouraged from activities such as being on cell phones during this time.

Volunteers may not bring younger siblings to school or on a field trip while volunteering, without permission of the school leader.

11.2. Parent Education Meetings

Parent education evenings will be scheduled throughout the year. Different topics will be discussed to give you the opportunity to learn more about the Academy. The Academy's parent and educator organization works together for the education and enrichment of the children. This is a voluntary organization that holds monthly meetings. For more information on this organization, see the front office.

11.3. Partnership in Responsibility

The Code of Student Conduct is titled "*Partnership in Responsibility*" in anticipation of parents, students, teachers, administration, support staff, and the Board of Directors forging a strong bond on behalf of the children of the Academy. The Partnership is based on mutual respect, responsibility, and results. You are encouraged to embrace the partnership philosophy and translate it into action.

11.4. Parents' Rights and Responsibilities

Parents have the right:

- To know that their child is cared for in a safe, supportive environment.
- To unlimited access to their children (unless prohibited by a court order).
- To access the school staff during the school's normal hours of operation.
- To be informed about serious misbehavior on the part of their own child.
- To be regularly informed of school activities.

Parents have the responsibility to fulfill their obligations as described in various portions of this handbook. These obligations include, but are not limited to:

- Keeping their child's records up to date.
- Letting the school office know if their child will not be attending on a regularly scheduled day.
- Following established procedures in accessing their child during the school day, as well as observing established procedures regarding pick-up/drop-off or occasions that require a child to leave early or arrive late.
- Noting any communications from the administrators or teachers regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation.
- Attempting to attend school activities that involve parents.
- Informing the school of any significant changes that occur in the home.

11.5. Helping Your Child Learn

There is no more powerful teacher in a child's life than their parent or guardian. Establishing routines that safeguard children from worry and stress so that they can learn, and grow, is essential. As your student's guardian, you can help your child learn if you:

- Start each day with a calm beginning.
- Make sure your child is well rested with at least 9-12 hours of sleep each night.
- Encourage your child to have a healthy breakfast and lunch.
- Laugh and talk with your child about school experiences – listen attentively.
- Stress attendance. Home is the best place for a sick child; otherwise, your child should take advantage of each school day.
- Acknowledge your child for special accomplishments.

- Keep the lines of communication open. Inform the teacher of any family situation that could influence your child's behavior.
- Have a special place for notes and notices about school events.
- Read each day to your child. Encourage reading for pleasure and utilize the public library regularly.
- Stress organization of your child's belongings.
- Encourage independence in your child by showing him/her what he/she can do by himself/herself.
- Work at home with skills taught at school.

12. General Information

12.1. Entry Age for Elementary

A child is eligible to enroll in kindergarten if he or she is at least five years of age on or before **September 1** of the school year of enrollment. A child becoming six years of age before December 1 must be enrolled in school on the first day of the school year in which the child's sixth birthday occurs or must satisfy one of the exceptions stated in law. A child must remain in school until their sixteenth birthday.

12.2. Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Key instructional moments result from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy is defined as 10 or more unexcused absences (cumulative throughout the school year).

Chronically Absent is defined as 10% of the days missed of school (cumulative); i.e. 60 days of school and 6 days missed.

Unexcused absence from school (truancy) is not acceptable. 10 days of truancy throughout the school year can result in:

- An assignment to an alternative placement with loss of participation in school activities and events;
- A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

12.3. Make up Work for Absence from School

Students are responsible for getting and completing any work they have missed due to absence from class. Makeup work should be completed within three days of return to school for short-term absence of 1-2 days and within five days of return for absence of 3-5 days as agreed upon with the classroom teacher. In cases of extended absence of more than five days due to illness, a student may request special consideration for additional time to make up work. Parents/guardians may request this in writing.

12.4. Visitors

All parents or visitors must report to the office upon entering the school grounds. A daily sign-in sheet will be available for the use of parents and pre-approved visitors to visit in the school. You are to stop in the office, sign-in, and tell the school office manager whom you wish to visit. All parents and approved visitors will be given a "Visitor's Badge", which must be visible. Sign-in and approval procedures are necessary for the safe protection of our children and to avoid disruption of classes.

Visitors will be required to secure permission of the school leader to be on school grounds. Visitors who are not known by the school office manager or the school leader will be required to present a form of official identification, for example, driver's license, to have their request to visit in the school or to be on school grounds considered. No one is to bypass the office and go directly to the classroom or to the playground area. The staff must provide safe, secure supervision of all children. Parents are always welcome to visit in classrooms and are to make advanced arrangements with the teacher for in-class visitation. Small children are not permitted to visit classrooms during school hours.

Unauthorized persons must not loiter in the school use area. Any person, who comes into the school area and does not properly sign in at the office, will be considered a trespasser. The person will be asked to leave the school area immediately. Failure to leave the school area will be reported to the Police Department for action.

12.5. Messages to Students and Staff

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities. Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. All staff members have email accounts that parents can communicate through. Safe, secure classrooms and disruption-free instruction require us to seek total cooperation of parents in not going directly to the classroom.

12.6. Early Dismissal Requests

The student may need to leave school during the school day. The parent is to receive approval of the School Leader in advance by written or personal request for a justifiable reason, including such early dismissals for doctor's appointments, religious observations, family funerals, and other prearranged events. Students will only be released to parents and designated adults as documented in our student information system. In child custody

situations, the custodial parent must properly inform the School Leader of any limitations. Excessive early dismissals will be viewed similarly to tardies.

12.7. Vacations

The school discourages the practice of taking family vacations on school days or during times other than regular school vacation periods. If a student will be out of school for a family vacation, they will be responsible for making up any work upon returning. When you must schedule a family trip during Academy time, contact your School Leader at least one (1) week in advance to discuss how your child will complete missed assignments. Time given for completion of make up work is (1) day for every day absent.

12.8. Emergencies

Most emergencies involve the weather. Procedures have been developed in an effort to ensure safety and security for all children when they are under the care of the Academy. Parents are encouraged to keep informed of weather patterns and possible school closings and to make sure childcare arrangements are in place for emergency closings.

12.9. Fire and Tornado Drills

Fire and tornado drills are regularly scheduled to educate students in safe practice in case of an emergency. The teacher will review rules of safety and evacuation routes with students. Evacuation routes and tornado watch locations are posted in each classroom and use area of the Academy. The teacher or person responsible for a group of students will take class roll to determine the presence of all students who are in attendance on that day. Students and staff will return to class when the teacher is given approval—verbal or hand signal—by the School Leader or school secretary.

12.10. Tornado Emergencies

Students will not be dismissed from school when there is a tornado watch, warning, or actual tornado. During a tornado watch, students will remain inside the building in designated areas, local radio stations will be monitored, and staff will take safety precautions. Students will be released to their parents or designated adult as requested. During a tornado warning or tornado, all students and staff members will remain in the building. Everyone will take shelter in designated areas and will follow outlined safety precautions. Students may be detained beyond the usual dismissal time. Parents who have come to the school to pick up students are encouraged to stay at school until the tornado warning or tornado has passed and safe conditions prevail. Out of respect for parental responsibility for their children, a student will be released to parents only.

12.11. Lock Down Drills

The State of Michigan has made it mandatory for schools to practice at least two Lock Down Drills per year. We will follow this mandate just as we do Fire Drills and Tornado Drills. These drills will be conducted in coordination with the local emergency management coordinator. All doors at the Academy are locked during school hours.

12.12. Emergency Closing During the School Day

In the event of severe weather or other unexpected emergencies, the school may be forced to dismiss students early. If school must be dismissed early, parents are encouraged to have prearranged, adult supervision of their children. Parents should discuss emergency procedures with their children in case there is nobody at home when the child arrives. Parents are expected to provide the school with a working emergency number in case of the child's illness or emergency closing. If the parent cannot be contacted, the school will make reasonable efforts to contact the person designated for emergency situations. The Academy will make use of the School Messenger automated contact system to reach parents/guardians for weather or building related emergencies, hazardous, and crisis situations.

13. Academic Interventions

13.1. Child Find

The objective of the Academy is to ensure that the child receives the instruction, support, and services needed to succeed in school. It is the Academy's intention to:

- Engage first in preventative and targeted instruction and intervention
- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time
- Select every component of the evaluation based on its relevance for creating the student's instructional program.

Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:

- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1))
- An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1))
- Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3)(i-vi))
- Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b) received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction

Also consistent with IDEA 2004, the Academy believes that:

- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308)
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2))

- For students participating in a Multi-Tiered Systems of Support (MTSS) program, parents must be notified about their state's policies about the collection of student performance data, strategies for increasing the child's rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii))
- The MTSS process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning and help inform the development of effective instructional plans for students found to have a Specific Learning Disability (SLD)
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child's instructional program.
- MTSS records can indicate whether or not the child (a) achieves adequately for age or grade level when provided with appropriate instruction, and (b) makes sufficient progress to meet age or grade level standards based on the child's response to scientific, research-based intervention. Evidence that the student is improving when provided with general education interventions indicates that the student is not in need of special education services, a requirement for placement in special education.

14. Breakfast and Lunch

Breakfast and lunchtime provide students with another opportunity to practice social skills in an informally structured environment. During these times students are expected to: speak softly and be considerate of classmates, remain seated while eating, clean up after themselves, and be courteous to the people in charge. Bradford Academy is a **CEP, (Community Eligibility Provision)**, school which means that school meals are provided to every student **free of charge**. Grades K-8 will be provided breakfast in their classrooms. Breakfast for all high school students is provided at the food service window in the high school. If you choose to send your student to school with a lunch from home, **(K-8)**, please provide lunches that do not require warming in a microwave oven.

A daily hot lunch program is offered to all students at the Academy from an outside food service company and menus are available in the front office and may be emailed. All foods served in the food service program as well as any other activities in which food is served during the school day must adhere to the wellness policy mandated by USDA. Foods must satisfy nutritional standards.

Students and parents are not allowed to use delivery services to bring food to the school. Any food delivered to any K-12 student will be disposed of.

Cafeteria Rules

- Students are expected to follow the Code of Student Conduct.
- Students are expected to sit while eating.
- Students are to use quiet voices when conversing with other students.
- Students are expected to use good table manners
- Students are expected to clean up their table after eating

Your child's name should appear on the inside and outside of their lunch box and thermos. All containers and utensils should be included and labeled. A cold pack should be put in the lunch box to keep items cold and healthy until eating time.

All suggestions are to benefit your child's health and safety, ensuring an enjoyable dining experience for everyone.

14.1. Snacks

Please respect any notices regarding food allergies that are posted on your child's classroom bulletin board.

If your child must be restricted to certain food and/or is on a special diet, please inform the staff and indicate so on the Child Information Card. For your child's safety, please provide your child's daily snack.

Birthday Snacks and Holiday Parties

Sometimes families like to provide a special treat on a child's birthday. We welcome the opportunity to celebrate.

- K-8: Please speak to your child's teacher about birthday treats to schedule an appropriate time and agree upon an acceptable treat. Birthday celebrations are planned at the teacher's discretion.
- Please DO NOT bring: balloons, flowers, cash and/ or any other decorations as this disrupts the learning environment
- K-8: Parties must comply with the USDA mandated wellness policy and practices.
- 9-12: No outside food will be allowed.

15. Telephone Use

15.1. Electronic Equipment and Cell Phone Policy

Electronic Equipment: Cellular phones, smart watches, ear pods or other personal electronic devices, not school related, shall not be turned on at any time during school hours unless used for educational purposes that are directed by a Bradford Academy staff member. If these devices are found to be powered on or in view, they will be confiscated. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

Student cell phones/smart watches shall not be powered on, or in view, or heard, at any time during school hours. If these devices are powered on, or in view, or heard, they will be confiscated.

- Cell phones that have been confiscated can be retrieved by 4:15 PM on school days.
- A second offense will necessitate a parent meeting with an administrator to retrieve the device.
- Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary actions.

Students may use personal communication devices (PCDs) before and after school, during after school activities (e.g., extracurricular activities) and at school-related functions. Use of PCDs,

except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e.s, pictures/video) of any student, staff member or other person. Students who violate the privacy rights of another person may have the PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement. Such violations may be subject to disciplinary action by the school.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

16. Pesticide Use

The Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all available and appropriate techniques to attain the goal of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized at our facility.

This notice has been provided in compliance with MCL324.8316. We are also required to notify you of your right to review the IPM Plan and IPM records.

Prior Notification Request

You also have the right to be informed prior to any application of an insecticide, fungicide or herbicide made in or at the school grounds or buildings during this school year, with the exception of bait or gel formulations. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

At least 48 hours before an application, advance notification will be given by 1) posting at commonly used entrances to the facility and 2) by Email. Advance notification flyers will be posted at the following commonly used entrances: main entrance.

The school leader is responsible for pesticide application procedures.

In addition to the above methods of notice, the parent/guardian is entitled to receive the notice by first-class U.S. mail postmarked at least 3 days before the application. If you need prior notification via U.S. mail, please complete the information below and send it to the school office.

PRIOR NOTIFICATION REQUEST

PARENT NAME:

STUDENT NAME:

STREET ADDRESS:

CITY, ZIP:

DAY PHONE #:

EVENING PHONE #:

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

Signature

Date

17. Transportation

Parents are responsible for transportation of their children to and from school if the school does not provide transportation. Parents dropping off or picking up their children are reminded to pay close attention to movement of students and vehicles in the parking area. The Handbook and Code of Conduct rules extend to the bus and any school sanctioned event on or off campus. Students are under the authority of the bus driver while they are on the bus. The driver is to enforce this Handbook and Code of Conduct and report all student behavior problems to the school leader who will be responsible for disciplinary action. Failure to follow this Handbook and Code of Conduct while on the bus may result in termination of the privilege of riding the school bus, in addition to other appropriate disciplinary actions.

18. Verbal Communication

In an effort to promote and enhance effective communication between parents, teachers and administration, we ask that any problems or concerns be routed to the appropriate person as soon as possible. Part of problem solving is making sure the right people are aware and involved in the resolution process.

19. Channels of Communication

Classroom Teacher

- Child's Progress
- Classroom Activities
- Classroom Assistance
- Class Procedures
- Daily Scheduling
- Field Trips

School Leader/Parent Liaison

- School Policy
- Parent Education
- Academic Policy
- Admissions
- Donations
- Facilities
- Legal Matters

Office Staff

- Absence Calls
- Billing/Accounts
- Registration

Parents who wish to address specific issues or concerns about their child's education are asked to speak first to their child's classroom teacher to seek a suitable resolution. Unresolved issues should be brought to the attention of the School Leader. The School Leader has primary responsibility for management of the school. The communications "chain of command" is the following:

- Teacher
- Parent Liaison

- School Leader
- Superintendent
- Management Company
- Academy Board

Except in extreme or prescribed situations, a teacher will discuss a behavior problem with the student and the parent before a referral is made for assistance from the School Leader. Prescribed situations are listed in the Code of Student Conduct.

20. Academy Newsletter

The Academy will periodically distribute a newsletter or bulletin. The newsletter contains information about school activities and programs as well as an updated calendar for the month. For the good of the environment, we will send newsletters through email unless a paper copy is specifically requested.

21. Medications/Immunizations

Students are not allowed to keep any type of medication in their possession during school hours. All medication should be sent to the school in a container labeled by the pharmacist. A written, signed, and dated directive from the physician must accompany any medication to be administered at school. This includes, but not limited to, over-the-counter medications such as Tylenol, Ibuprofen, lotions, creams, and aspirin. The school is only authorized to dispense Band-Aids and water without a physician's written directive.

The academy encourages parents to arrange for students to take all medications at home, if possible. Medications will be administered at school, provided approved guidelines are followed. "Medication" includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Students are to register non-prescription medications in the office under the same guidelines as prescription medications.

For the safety of your child, the learning environment educator or office staff will dispense ALL medication with written permission from the parent, written physician's instructions, and administered in the presence of another adult.

- Completed "Administration of Medication to Pupil Permission Form" and "Liability Form."
- All prescription medication must have a pharmaceutical label (student's name, doctor's name, and type of medication and dosage).
- A parent/guardian must bring in all prescribed medication to the learning environment educator or the front office.
- ALL medication will be locked up in the learning environment for security purposes.

A pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the child's physician and parent/guardian are on record at the school and provided the School Leader has been informed and has notified the child's teachers.

Individuals who administer medications will receive in-service training on policies and procedures related to this responsibility. An individual medication administration log will be kept in the student's permanent record until one year after graduation from high school.

Any adverse reaction to medication, as described on the physician's written instructions, and/or any errors made in the administration of medications shall be reported to the child's parent/guardian immediately.

State law and the local County Immunization Code require all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, HIB shot, Hepatitis B, and Chicken Pox or a signed statement that a child has not been immunized because of religious or other reasons. State law and local County Immunization Code prohibit the Academy from admitting children without the required immunizations.

22. Illness

The school does have a certified nurse on staff. If your child becomes ill while at school, you will be notified using the information you provided in PowerSchool or on your Child Information Card. Please have a plan so that you, or your emergency person, will be able to pick your child up promptly if necessary.

Children should not attend school when the following conditions are present:

- COVID-19 Screening Questions:
- Temperature above 100.4 degrees.
- They are not currently experiencing, or recently experienced within the last 72 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath
- They have not had close contact in the last 14 days with someone with a diagnosis of COVID-19. Close contact is defined as being less than 6 feet close for 15 minutes or more to the diagnosed person.
- They have not been confirmed positive for COVID-19 in the last 14 days.
- They have not traveled Internationally or to known pandemic hot spots within the U.S. in the last 14 days.
- They have not been in close contact with anyone who has traveled to these areas and who are also exhibiting acute respiratory illness symptoms.
- Unusual drowsiness, excessive sleep or the child appears ill.
- Vomiting two or more times in a 24-hour period.
- Three or more loose or watery bowel movements in a 24-hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open areas on the skin.
- Ringworm, bed bugs, lice, or pinworm.

If your child is experiencing one of more than the symptoms above Bradford Academy will do the following.

- Bradford Academy will notify a parent/guardian/caregiver if a student is ill and needs to be picked up. If the parent/guardian/caregiver does not answer, Bradford Academy will contact individuals listed on the student's emergency contact list.
- From the time that we call a parent/guardian/caregiver they will have no more than
- **1 hour** to pick up their sick student.
- After **45 minutes** if the sick student has still not been picked up, a second call will be made to the parent of the student.
- If after **1 hour** the student has still not been picked up, Bradford Academy will contact Southfield Police Department to come and pick up the student
- Once the student is picked up by the Southfield Police Department, the parent/guardian/caregiver will be notified to make arrangements with the Southfield Police Department for pick up.

Children should report all illnesses and injuries occurring in the Academy to their teacher or supervisory personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. For the health and well being of our staff and students, parents will be responsible to make sure the child is picked up within the hour after notification. It is the responsibility of the parent/guardian to make sure all emergency contact phone numbers are current.

Any student evidencing a rash, sores, or other physical problems will be excluded from the Academy. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with County Health guidelines. Please contact the Academy office for further information. A student may be excused from physical education for one day with a note from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note.

22.1. Student Responsibility in Prevention of COVID-19

- All students are responsible for reporting symptoms to their teachers and school leaders, practicing good personal hygiene and housekeeping for their classrooms, using PPE when indicated.
- The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC) have provided the following control and preventive guidance to everyone, regardless of exposure risk:
 - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
 - Avoid close contact with people who are sick.
 - Staff and students must familiarize themselves with the symptoms of COVID-19 listed above. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact with someone showing these symptoms, they should NOT COME TO SCHOOL and call their healthcare provider right away.

22.2. Child Information Card

The parents will be asked to sign an emergency medical card to permit the teacher or adult in charge to secure medical assistance for the child in an emergency. The parents will be notified as quickly as possible of medical care being given to the child.

22.3. Child Information Card

The parents will be asked to sign an emergency medical card to permit the teacher or adult in charge to secure medical assistance for the child in an emergency. The parents will be notified as quickly as possible of medical care being given to the child.

23. Personal Property

The Academy will work with parents to protect personal property. Reasonable guidelines will contribute to our success.

School Materials: Students are responsible for taking care of school owned materials and are expected to pay replacement or damage costs if applicable.

Clothing: The Academy recognizes that all clothing is very expensive and must be cared for. Proper care includes labeling articles that the child will most likely remove upon arrival at school. Items such as coats/jackets, hats, gloves, and boots should be labeled. The Academy does not assume responsibility for lost articles of clothing.

Money: Parents are encouraged to be sure the child has properly secured any money brought to school. If a large sum of money is required, parents are encouraged to see the teacher before or after school and make payment or the teacher will collect money upon the child's arrival at school. Parents are encouraged to place money sent to school in an envelope with a note stating the reason the money is being sent. The child's name and teacher's name should be clearly written on the outside of the envelope. **Parents are encouraged not to allow children to bring large amounts of money to school.**

24. Asbestos Management Plan

As per AHERA (40CFR 763.80) Rule, the Academy is required to notify all students, staff, legal guardians, outside contractors, and community members of the availability of the AHERA Management Plan for their inspection and review. A copy of this plan is available at the school office for your review during normal business hours. Periodic (6 month) inspections are performed by properly trained staff members. At this time there are no planned asbestos abatement activities for the upcoming year. Should the need for abatement arise, all building occupants and their legal guardians will be notified in writing in advance.

25. Behavioral Expectations

25.1. School Wide Behavior

Students at the Academy have the right to be treated with respect by their teachers and classmates. They are to be treated equally and fairly with dignity. All students should be included in all activities and made to feel welcome in all activities of the Academy. Teachers work to facilitate internal discipline within each child. Staff members work as coaches for children, helping them to make good decisions and reflect on bad decisions in order to determine a better choice next time.

Through classroom discussions, students acknowledge that certain behaviors, such as talking without permission, calling out, passing notes, bullying, students making fun of other students, and talking back to teachers, interfere with learning. Bullying will not be tolerated in the classroom or on school grounds and is considered intimidation and if severe enough “assault.” There are school wide behavior expectations posted throughout the buildings. These behaviors are modeled and taught to student’s multiple times throughout the school year.

Consequences

We work to help children recognize disruptive behavior and develop self-control out of respect for self and others. Disruptive students may be removed from the classroom temporarily until the teacher and or school leader is confident the student is ready to return to class as a responsible participant. A conference with parents and the school leader will be called for any student who repeatedly interferes with a teacher's ability to teach, another student's right to learn, or demonstrates an inability to improve behavior.

Behaviors that are considered major infractions are listed in the Code of Conduct section and consequences for these behaviors are determined by the School Leader. The Code of Conduct explains discipline procedures, including suspensions and appeals. If there is insignificant improvement in the child's behavior, the parent may be scheduled to spend a day with his/her child to observe the classroom dynamics.

25.2. Suspensions and Expulsions

Detentions, in and out of school suspensions, and/or expulsions are levels of consequences that are administered to students who demonstrate disobedient, disruptive, violent, disrespectful, or otherwise harmful behavior at school. **Any student who has been suspended during the course of the school year may be ineligible to attend overnight field trips as a result.** A student whose presence creates, or is likely to create, a specific threat or risk to the safety or well-being of the school community or any of its members will be suspended or expelled from school. The Code of Student Conduct clearly spells out the responsibilities of parents and students, appropriate and inappropriate behaviors, and consequences for unacceptable behaviors.

If a student’s behaviors result in a discipline recommendation over 10 days suspension or expulsion, the school will consider the mitigating factors involved and consider using

Restorative Practices as an alternative, or in addition to, suspension or expulsion. Please see the Code of Conduct for more information.

25.3. Playground Behavior

Students are provided with the opportunity to engage in structured, open-ended, social interaction during recesses. Recess time is supervised by a classroom teacher who is responsible for student safety. Equipment appropriate for use at recess time is available through classroom teachers. Consult with your child's teacher to find out if equipment from home is appropriate for use on the school playground. Equipment brought to school should be appropriate for group activity and should be shared with other students. Equipment such as skateboards and scooters are not allowed at school.

Children are expected to maintain the same level of respect on the playground as in the classroom. Respect for self, others and materials is essential. Students who disregard this will lose the privilege of recess until the next day where they have a chance to make a different choice. Recess is an important part of the total curriculum. **ALL STUDENTS ARE EXPECTED TO GO OUTSIDE (Unless it is 20 degrees outside or colder)**. A student may be excused from recess for one day with a note from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note. Parents are responsible to see that their child is dressed appropriately for all types of weather.

While on the playground, students are expected to:

- Use playground equipment and structures carefully
- Play within the designated areas and boundaries
- Share equipment and follow the rules of the game
- Leave all personal items at home that may be damaged or endanger the safety of others. (The building School Leader is authorized to make judgments on these items.)

25.4. Tobacco/Smoke Free School Zone

The use of any tobacco products and E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited. Students will be subject to disciplinary procedures outlined in the Code of Student Conduct.

25.5. Drug and Alcohol Use

The use and/or possession of drugs or alcohol are illegal and will be treated by the school as a serious offense. Any student found with or using alcoholic beverages or drugs during school hours or at school-related activities shall be referred to the School Leader for long-term suspension or expulsion. The student's parent(s) will be notified and required to attend a conference with the School Leader and possibly the Board of Directors. The police will be notified, and the student may be liable for arrest and prosecution.

25.6. Firearms

The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Expulsion may be permanent.

25.7. Prohibition of Harassment, Intimidation, and Bullying (including cyber-bullying)

The Academy will not tolerate bullying of any kind, including cyber bullying, on its school grounds, during school-sponsored activities/events, or off-campus. The Academy Board's revised anti-bullying policy has been included as an addendum to the Student Code of Conduct. You are encouraged to read the policy, understand that it is based upon law, and encourage your child to refrain from bullying activities and report incidents observed at school.

25.8. Non-Discrimination Policy

The Academy does not discriminate against applicants, employees, or students on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, national origin, political belief, marital status, sex, age, height, or weight in its programs or activities. Sexual harassment will not be tolerated in Academy employment practices and/or educational programs or activities.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, or any other federal or state regulations, may be directed to the School Leader, the Michigan Department of Education, or the Director of the Office of Civil Rights, U.S. Department of Education.

25.9. Sexual Harassment

The Academy is committed to providing a working and learning environment based on dignity and respect, free of harassment or intimidation. All those associated with the Academy are expected to foster a climate that is supportive, respectful, and conducive to teaching and learning. Title IX of the Education Amendments of 1972 (Title IX) and the Department of Education's implementing regulations prohibit discrimination based on sex in federally assisted education programs and activities.

"Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, based on sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual harassment of students is, therefore, a form of sex discrimination prohibited by Title IX under the circumstances provided in this guidance" ("Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U. S. Department of Education, Office for Civil Rights, January 2001).

Sexual harassment is among the behaviors that are destructive to a positive working and learning climate, and as such is prohibited by state law, federal law, and school board policy. Any member of the school community who engages in sexual harassment as defined below will be in violation of this policy. The Employee Manual is explicit in its discussion of sexual harassment and consequences of inappropriate behavior by employees.

This policy encompasses behavior of adults towards adults or students, and students towards students or adults.

DEFINITION:

It is a violation of this policy when a person makes any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejections of advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges, employment or placement services or as a basis for the evaluation of academic achievement; or such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's education or career by creating an intimidating, hostile, humiliating or sexually offensive educational or employment environment.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal or written harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks to a person with sexual or demeaning implications,
- Unwelcome touching,
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats including, but not limited to, one's grades, and job.
- Display of lewd or sexually explicit materials, inappropriate jokes, or language of a sexual nature.

RESPONSIBILITIES:

All persons associated with the Academy are responsible for:

- Ensuring that his/her behavior does not sexually harass any other person associated with the schools.
- Reporting any observed or experienced harassment or mistreatment immediately to the Sexual Harassment Grievance Officer and cooperating fully in the investigation of alleged sexual harassment; and
- Actively participating in the Academy's effort to prevent sexual harassment in the schools.

Retaliation of any form, including threats, intimidation, reprisal or harassment, towards any person who makes a sexual harassment complaint, or who assists in or participates in an investigation, proceeding, or hearing is unlawful and will not be tolerated and can be considered grounds for dismissal of staff and/or removal of a student from school.

FALSE REPORTS:

False (fabricated) claims of sexual harassment can cause permanent damage to the victim of such claims and must therefore be treated as a very serious matter. A false claim may be considered grounds for dismissal of staff, or discipline including the removal from the educational setting for a student, who makes a false claim.

CONFIDENTIALITY:

Reports and complaints of sexual harassment will be kept as confidential as possible consistent with the rights of all parties.

SEXUAL HARASSMENT GRIEVANCE OFFICER:

The Board of Directors has appointed the Chief Administrative Officer, or their designee, as the Grievance Officer who will be responsible for processing all sexual harassment complaints in accordance with the procedure outlined below.

COMPLAINT PROCEDURES:

- What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, the victim should make clear to the harasser that the behavior is offensive and must stop. If the harasser does not stop the behavior or the victim is uncomfortable confronting the harasser, or if the behavior warrants further action in the opinion of the victim, the victim should lodge a complaint with the Grievance Officer.
- Upon receipt of the written complaint, the sexual harassment Grievance Officer will investigate the matter. The complaint should be as specific as possible, including names, dates, times, places, witnesses, and specific words or actions which were experienced as offensive. In cases involving students, the student's parents will be notified immediately of the complaint, the steps to be followed, and the ways in which they will be involved in the process.
- All complaints of sexual harassment will be promptly investigated. Depending on the circumstances, the investigation may encompass any or all of the following:
 - The alleged victim may write a letter to the alleged harasser describing the offensive behavior, the circumstances under which it took place, the way the behavior made the victim feel, and requesting that the harasser apologize and promise not to repeat the behavior. The Grievance Officer will then meet with the alleged harasser, hear the harasser's account of the situation, present the victim's letter, and discuss the matter.
 - Where appropriate in the opinion of the Grievance Officer, a meeting will be held between the alleged victim and the alleged harasser to clarify the facts and to attempt to mediate a resolution.
 - The Grievance Officer may interview all parties and witnesses to the alleged harassment.
- In cases of alleged student harassers, the Grievance Officer will determine if these facts constitute harassment. Disciplinary consequences such as detention, suspension, or expulsion consistent with school rules may be implemented. In cases of alleged adult harassers, the Grievance Officer will report the facts of the alleged harassment and will determine if these facts constitute harassment. The Grievance Officer will recommend to the Board of Directors appropriate action, which could include disciplinary action up to and including termination of employment by Choice Schools Associates, LLC.
- If disciplinary steps are taken, copies of the reports of facts and the written decision will go to the harasser, the personnel file in cases of adult harassers, and to the parents in cases of student harassers. The victim, and his or her parents, if the victim is a student, will also be informed of the determination as to whether harassment occurred.
- Repeated or extreme forms of harassment, violence, or civil rights infringements will result in a recommendation for expulsion or termination from the Academy.

The Grievance Officer will make complete records of all sexual complaints, facts, steps taken, determinations, and resolutions, and those records will be kept in a central file in the School Leader's office for a period of 60 years.

STATE and FEDERAL REMEDIES:

In addition to the above, if someone believes he/she has been subjected to sexual harassment, he/she may file a formal complaint with either or both governing agencies set forth below. The complaint process does not prohibit filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

- The United States Equal Employment Opportunity Commission (EEOC)
State of Michigan

26. Student Rights

The Academy Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

- Civil rights, including the rights to equal educational opportunity and freedom from harassment and discrimination; the responsibility not to harass and discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspensions, expulsion, and decisions the student believes injure his or her rights.
- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
- The right to privacy, which includes privacy in respect to the school's records.

The Board of Directors believes that as part of the educational process students should be made aware of their legal rights and of the legal authority of the Academy Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the Code of Student Conduct, which is distributed annually. Parents are required to sign the Code of Student Conduct as an acknowledgment that they have reviewed and discussed the Code with their children.

26.1. Children's Rights and Responsibilities

Children have the right:

- To experience a safe, supportive, and consistent environment.
- To use all of the program equipment, materials, and facilities on an equal basis with all of the other children.

- To receive respectful treatment.
- To experience discipline that is fair and non-punitive.
- To receive nurturing care from staff members.

Children have the responsibility:

- To be accountable for their actions.
- To respect the school rules that guide them while at school.
- To remain with the group and staff at all times.
- To care for materials and equipment properly.

26.2. Child Abuse or Neglect

Michigan State law rightfully requires the school to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Human Services. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law. Michigan DHS Children’s Protective Services phone number is 855-444-3911.

26.3. Interrogations and Searches

Searches by Staff

The right to inspect students' cubbies, backpacks/book bags, and belongings is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. More detailed information on interrogations and searches is in the Code of Student Conduct. In exercise of that authority by school officials, it is incumbent upon them to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the school.

Interrogation by Police and Other Outside Agencies

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials and representatives of other agencies. Therefore:

- When law enforcement and or agency officials find it necessary to question students during the school day or periods of extracurricular activities, the school, School Leader or designee will be present when possible.
- An extensive effort will be made to contact the student's parent or guardian to ensure that the responsible individual is notified of the situation.
- If custody and/or arrest is/are involved, the School Leader will request that the law enforcement officials observe all procedural safeguards, as prescribed by law.

26.4. Summary of Regulations Pertaining to Student Records

A parent has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within 45 days after receipt of the written request unless the parent or student consents to a delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee (\$.25 per page) may be charged for the cost of duplicating the materials. The parent and student may request in

writing to have parts of the record interpreted by a qualified professional of the school or a third party if desired.

26.5. Amendment of Record

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference, and the School Leader must render a decision in writing. If the parent and student are not satisfied with the decision, the decision may be appealed to the Board of Directors, or the person designated by the Board.

26.6. Confidentiality of Records

With few exceptions, no individuals, or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific informed, written consent of the parent or the student.

26.7. Notification of Rights under FERPA and PPRA

STUDENT RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age certain rights with respect to the student's education records. The School Leader is responsible for the supervision of student records in the school. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines.

State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or 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). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

In addition to school officials with a legitimate educational purpose, the school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled.
- to authorized representatives of the Federal Government, or State and local educational authorities, such as the Michigan Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- in connection with financial aid for which the student has applied or which the student has received.
- to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
- to accrediting organizations to carry out their accrediting functions.
- to parents of an eligible student if the student is a dependent for IRS tax purposes.
- to comply with a judicial order or lawfully issued subpoena.
- to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- to appropriate officials in connection with a health or safety emergency.
- information the school has designated as "directory information," as defined in the "Notice of Directory Information and Opt Out Form" ***in the back of this handbook***, and subject to the restrictions explained below.
- to an agency caseworker or other representative of a State or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties
- to comply with a court order when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act) or dependency.

A parent or adult student has the right to:

- inspect and review the student's education records within forty-five (45) days after the School Official receives a written request for access. The School Official will notify the parent or adult student of the time and place where the records can be inspected.
- request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the School Official to correct the record. Such a request should be made in writing and should identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record, the parent or adult student will be informed of his/her right to request a hearing.
- consent to disclosures of personally identifiable information contained in the student's education records, except the extent that Federal and/or State law authorizes disclosure without consent.

SPECIFIC EVENTS/ACTIVITIES

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities including socio-demographic surveys, analysis, or evaluations. This requirement also applies to the collection, disclosure or use of student information for marketing purposes. The school will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Any parent or student who believes that the Academy has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

